

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
5401 S. Sheridan, Suite 201 Tulsa, OK 74145
February 13, 2014 - 4:00 PM

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
4. Consideration of Consent Agenda:
 - A. Approval of Minutes from the January 9, 2014 Regular Meeting
 - B. Acceptance of TACF Minutes from January 13, 2014 Meeting
 - C. Approval of Financial Statements & District Budget for Period Ending January 2014
 - D. Review of TACF Financials for Period Ending January 2014
 - E. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
 - F. Approval of District Employee Timesheet & Leave Records for the Month of January
 - G. Acceptance of Conservation Program Specialist Reports
 - H. Acceptance of District Conservationist Agency Report
 - I. Acceptance of NRCS Farm Bill performance worksheets
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cooperative Agreement for Payne Keith
7. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Ethics Commission - Personal Financial Reporting
 - B. NRCS/TCCD Office Building Move Effective July 1, 2014
 - C. Moving AT&T Phone/Internet to new location.
 - D. Fundraising Idea from Clay Pope.
8. New Business:
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is March 13, 2014 at the Tulsa County Conservation District Office:
5401 S. Sheridan Rd., Suite 201, Tulsa, OK 74145.



Tulsa County Conservation District
5401 S. Sheridan Road, Suite 201 * Tulsa, Oklahoma 74145-7522
918-280-1595 Fax: 280-1594 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **February 13, 2014** were approved as written by a vote in the **Special Meeting** of the Board of Directors held on **March 20, 2014**.



Chair, Board of Directors

3/20/14
Date

Attest:



**Minutes
Tulsa County Conservation District
Regular Board Meeting**

Date: February 13, 2014
Time: 4:00 PM

Members Present: John Beasley, Chairman
Roy Foster, Treasurer
Craig Thurmond, Member
Michelle Barnett, Member

Members Absent: Scott VanLoo, Vice Chairman

Others Present: Gabrielael Parker, District Secretary
Scott Grant, Conservation Program Specialist
Gray Bishop, District Conservationist

1. Meeting Called to Order:

Chairman Beasley called the meeting to order at 4:16 PM. He noted this was a regular meeting and is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on February 12, 2014 in the front window at 5401 S. Sheridan, Suite 201, Tulsa, Oklahoma 74145.

2. Roll Call

3. Consider, Discuss, and Take possible action on the following agenda items:

4. Consideration of Consent Agenda:

- A. Approval of Minutes from the January 9, 2014 Regular Meeting
- B. Acceptance of TACF Minutes from January 13, 2014 Meeting
- C. Approval of Financial Statements & District Budget for Period Ending January 2014
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- E. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
- F. Approval of District Employee Timesheet & Leave Records for the Month of January
- G. Acceptance of Conservation Program Specialist Reports
- H. Acceptance of District Conservationist Agency Report
- I. Acceptance of NRCS Farm Bill performance worksheets

After a brief discussion, Craig Thurmond made a motion to accept the consent agenda as presented. Roy Foster 2nd the motion. Nays: None. The motion carries.

5. **Consideration of and Possible Action on Items to be Removed Consent Agenda**

6. **Cooperative Agreement for Payne Keith**

7. **Discussion and/or Possible Action on the Following District Operation Items:**

A. Ethics Commission - Personal Financial Reporting

John Beasley reminded everyone that this item needed to be completed and submitted by April 2014.

B. NRCS/TCCD Office Building Move Effective July 1, 2014

Gary Bishop informed the board that the State office had found a suitable location to move NRCS/TCCD staff to. So as of June 30, 2014 our office will be moving to 6660 S, Sheridan Suite 120.

C. Moving AT&T Phone/Internet to new location.

Gabriel Parker said that will need to call AT&T to move our service to the new location by June 30th. She also asked if we could call and cancel Call Notes because it was costing more money than it was worth. Craig Thurmond made a motion to allow TCCD staff to cancel AT&T Call Notes. Michelle Barnett 2nd the motion. Nays: None. The motion carries.

D. Fundraising Idea from Clay Pope.

Gabriel said that it was on there as just an FYI. No action needed to be taken on this item.

8. **New Business:**

No new business.

9. **Public Comments:**

No public comments.

10. **Adjourn:**

John Beasley adjourned the meeting at 4:30 PM

The next regularly scheduled meeting is April 10, 2014 at the Tulsa County Conservation District Office: 5401 S. Sheridan Rd., Suite 201, Tulsa, OK 74145.



Minutes
Tulsa Area Conservation Foundation
5401 S. Sheridan Rd., Tulsa, OK
Special Board Meeting

Date: January 13, 2014
Time: 5:00 PM

Members Present: Todd Wagoner, Interim Vice Chairman
Richard Smith, Treasure
Vernon Seaman, Member
Dana Hamersley, Member
Ray West, Member

Members Absent: None

Others Present: Roy Foster, TCCD Treasurer
Scott VanLoo, TCCD Vice Chairman
Gabriael Parker, District Secretary

1. Meeting called to order.

The interim Chair, Todd Wagoner called the meeting to order at 5:05 PM.

2. Roll call.

3. Consider, Discuss and Take Appropriate Action on the Following Items:

a) Approval of Minutes from the November 4, 2013 TACF meeting (held jointly with TCCD Board).

Todd Wagoner stated that since he was not present at the November 4, 2013 meeting he did not want to make a motion to approve the minutes. Richard Smith stated that he had read them as well as proofed them with Gabrielael Parker. Richard Smith made a motion to approve the November 4, 2013 meeting minutes. Dana Hamersley 2nd the motion. Ayes: none. The motion carries.

b) Acceptance of Treasurer's Report through December 2013.

Richard Smith said that it turned out that this was the annual report. He stated that the Foundation had an audit in 2008 that gave them a clear slate as of late December 2008. Richard said that he started keeping track of the financials more accurately and efficiently starting in January 2009, so the report was valid through December 31, 2013. Richard stated that the one page summary at the beginning of the financial report is for all of the transactions from November 1st to December 31st. Reason being is because at the last meeting on November 4, 2013 the bank statements had not been received, so the summary includes the November statements and December statements. He made note that in the last six months of financial transactions in the checking account, there were few transactions, so the information on the reports do not

change significantly except for the monthly accrual of interest of about \$.35. In the savings account there are not any transactions except for the monthly accrual of interest, which is about \$2.00 a month give or take a few cents. Richard stated that in November the Foundation had received a \$500.00 donation from Resource Conservation and Development Council for the Betty Kemm scholarship in the memory of Betty Kemm. In December they had withdrawn \$3380.00 to help support the Tulsa County Conservation District that was approved at the meeting in November. Also, \$50.00 was given for reimbursement to the District for sponsoring a table at the Blue Thumb 20th Anniversary Celebration in November 2013, which was also approved at the November meeting. Richard finished up the discussion of the annual financial report with a brief history of where the TACF financials were at the start of 2009, and where money had been received and distributed out of both accounts. Ray West made a motion to accept the Treasurer's Report through December 2013. Dana Hamersley 2nd the motion. Ayes: none. The motion carries.

c) Approval of new TACF Board Officers: Chair, Vice-Chair, Secretary, Treasurer.

Todd Wagoner stated briefly that he will resign as acting Chair within the next three to four months. Just until the Foundation establishes revised By-Laws and the Foundation stabilizes. This would probably at the next meeting in and or around April 2014. After a brief discussion of the possibilities of Foundation Officers in the near future Roy Foster said that he had a recommendation for the foundation about designating officers until the By-Laws are official. He said since they had the proposed By-Laws, and the draft amendments, as well as the proposal to seek legal advice from a non-profit attorney, it might be better to go ahead and elect the TACF Officers in accordance with the existing by-laws and not worry about what could happen under the future by-laws. If it turns out the for whatever reason the Foundation and District cannot find a way to somehow merge the two boards legally, and continue to maintain the 501(c)3 status, then he would say whoever is sitting officers are, will be the officers until next year when they vote on new officers. Richard Smith stated that under the existing by-laws, no one person can hold the same position for more than two election cycles, with the exception of an extension of a few months after the end the second cycle. He began to say that he could no longer hold the position of TACF Treasurer. Scott VanLoo began to say that under the proposed new by-laws, they were looking to have two District Board members join the Foundation Board. He also said that if it is legally possible for two District Board members to be on the Foundation Board, those two District members could potentially become Foundation Officers later. Ray West proceeded to state that he would be interested at this time in the office of the Treasurer. Dana Hamersley said that she could to the Vice Chair if she received some training on the duties of the Vice Chair. Todd Wagoner said that he could remain Chair until he resigns in about three months' time. Vernon Seamon declined to become the Secretary of the Foundation. Richard Smith stated the he would take the Secretary position for the time being. Ray West made a motion to elect Todd Wagoner as Chair, Dana Hamersley as Vice Chair, Ray West as Treasurer, and Richard Smith as Secretary. Richard Smith 2nd the motion. Ayes: none. The motion carries.

d) Approve changes to signatories on TACF checking and savings bank accounts.

Richard Smith had informed the Board that Gabrielae Parker has researched what it would take to change the Arvest Bank account signers and informed him briefly of the process. He said the bank requires a hard copy of the meeting minutes, in which the board designated with whom they would need to add to the accounts and who needed to be deleted from the accounts. He said that the signers on the account need to include the Treasurer which is Ray West, as the main signer, and the Chair which is Todd Wagoner. Richard did say that we could have as many signers as we would like on the accounts, like the Vice Chair or another board member. Gabrielae Parker stated that for ease of getting check signatures in the future, it would be a good thing to have at least three people on the accounts as designated signers. Just in case one

of the other two is not available. Roy Foster had suggested that they add Dana Hamersley as signer as well since we know that Todd will be resigning in the near future. Richard Smith said that Brian Wester will be deleted as a signer since he resigned in November, Richard Smith will continue to stay on both of the accounts as a signer but his title as Treasure would change to Secretary, Ray West will be added as the new Treasure, and Todd Wagoner will be added as the new Chair. Gabrielae Parker said that she would need to have one of the current signers go with her to Arvest to initiate the paperwork. The only Foundation member able to initiate that paper work is Richard Smith. Once she had the paperwork ready all she needed was the other signers to sign it and then it could be taken to the bank and all that would be taken care of. Gabrielae also said she did not need one of the signers present to take the paperwork back to the bank. Richard Smith made a motion to delete Brian Wester as signer on the Arvest Bank accounts, and adding Todd Wagoner as Chair/President, Dana Hamersley as Vice Chair/Vice President, Ray West as the Treasure, and keeping Richard Smith as a signer, with the exception of changing his title from Treasure to Secretary. Vernon Seamon 2nd the motion. Ayes: none. The motion carries.

e) Approval of TCCD Board request for \$75 for TCCD lifetime membership in Oklahoma Blue Thumb Association.

After a brief discussion, Richard Smith made a motion to approve the TCCD request of \$75 for lifetime membership to the Oklahoma Blue Thumb Association. Ray West 2nd the motion. Ayes: none. The motion carries.

f) Approval of \$75 for TACF lifetime membership in Oklahoma Blue Thumb Association.

After a brief discussion, Richard Smith made a motion to approve the TACF \$75 lifetime membership donation to the Oklahoma Blue Thumb Association. Ray West 2nd the motion. Ayes: none. The motion carries.

g) Discuss proposed draft amendments to TACF By-Laws.

Richard Smith said that he had two things to discuss under the proposed amendments. He said that the proposed amendments that were sent out in December and in tonight's package, had no changes since being sent out earlier. He also said that this was not to approve the by-laws but they were an example of what the new by-laws could look like in the future. Richard then proceeded to briefly state what changes had been made. The items in red were the proposed changes. Again, he wanted to emphasize that we were not voting to approve of the proposed changes at this time but to open a dialogue. Richard stated that he wanted to seek some non-profit legal advice to make sure that the changes were legal in accordance with the IRS laws. Richard said that he will get the final draft ready for approval by both boards for the meeting in April 2014.

h) Discuss concepts of future functions of TACF, including meeting schedules and Board membership.

This item was discussed in the previous item, 3G. After the by-laws are finalized and voted upon, meeting schedules and Board membership will again be discussed.

i) Authorize payment for soliciting legal advice from a non-profit attorney on certain aspects of TACF operations and Board structure.

Richard Smith said that he came up with some questions that we could ask an attorney related to the Foundation. He said that if anyone else has suggestions on what we could be asking or if we should add some more, to let him know. The idea was to create an RFP type of thing. Richard said that INCOG had two attorneys that could advise him of who might be the best qualified on legalities of non-profit organizations. He said that he could condense the questions down to just a few because the more questions we have the more expensive the fees may be. Richard said the more formal questions we had the more research it might take and it could cost upwards of \$1000.00. Discuss 2014 Resource Management Conference planning. Richard suggested that we take the most important questions and try to get those answered, so that the Foundation along with TCCD are not wondering how to go about things in the future. Richard was looking to get the approval to seek legal clarification on the proposed by-laws up to \$1000.00. He said that he would do his best to get it as cheap as possible but still get the quality we need. Richard also said the he will send out the revised questionnaire until ready be looked at by an attorney so we can cut down of legal fees. Roy Foster pointed out the he believed the District board would be supportive of this request, as did Scott VanLoo. Richard Smith made a motion to approve TACF seeking legal clarification on TACF by-laws up to \$1000.00. Vernon Seaman 2nd the motion. Ayes: none. The motion carries.

j) Discuss 2014 Resource Management Conference planning.

Richard Smith stated that he was not 100% sure on where we were on that because he had not heard anyone at the District or INCOG talking about it. He stated the OKR04 Municipal Storm Water Permit was still at the EPA and may come out at the end of January or possibly sometime in February. He said with the LID Competition coming up in April, he did not see how we could do that and the RMC then. He said that it looked like the RMC could take place sometime in the fall 2014. Richard indicated that we needed to get away from planning an RMC every other year back to planning an annual RMC. Scott VanLoo said the thing to remember with the RMC's is to emphasize that the RMC counts toward Continuing Education Credits (CEC). That can help with turnout as far as renewing DEQ licenses or other certifications that people need. It is just a matter of timing with the OKR04 permit when we can start planning an RMC.

k) Discuss future of Betty Kemm Scholarship.

Richard Smith said that he put that on the agenda because in November TACF received a donation from Tallgrass in the amount of \$500.00 for the purpose of going to the scholarship program. He said that it is still on peoples' radar. He said that he received an email earlier in the day referencing the program. He said that he did not want the Scholarship program to die out so he wanted to remind everyone that it is still out there.

4. New Business:

Todd said that he get an idea earlier about combining fundraising with conservation programs. He said his nephew did a walk-a-thon at his school last year. The kids said can you donate a nickel for every lap they did up to a certain amount. Todd said what if we combined a similar idea with a creek clean up. Specify the creek that is to be cleaned and try to get pledges. For example, we ask for a pledge of a nickel for every pound or 5 pounds of trash collected between this location and this location, or how much can you pledge per pound of trash collected. We would need to figure out how to measure the trash collected. Scott Van Loo said that we counted the number of bags of trash collected. Todd said we could even look at getting a news station out to cover the clean-up. He said it could be something to look at doing in future creek clean ups.

5. Adjournment

Richard Smith made a motion to adjourn the meeting. Dana Hamersley 2nd the motion. Ayes: none. The motion carries. The meeting was adjourned at 6:28 PM

The next TACF Board meeting date and location have not yet been determined.

10:36 AM
02/10/14
Accrual Basis

Tulsa County Conservation District
Profit & Loss
January 2014

	<u>Jan 14</u>
Income	
Administrative Income	0.64
Aerials and Maps	24.00
OCC Reimbursements	<u>4,801.61</u>
Total Income	4,826.25
Expense	
Administrative Expense	580.35
Director Fees	25.00
Employee Benefits	238.78
Payroll	3,385.66
Payroll Tax	1,441.02
Postage	46.00
Telephone and Internet	168.47
Travel	<u>46.90</u>
Total Expense	<u>5,932.18</u>
Net Income	<u><u>-1,105.93</u></u>

Tulsa County Conservation District
Profit & Loss Detail
 January 2014

10:45 AM
 02/10/14
 Accrual Basis

Income	Type	Date	Num	Name	Memo	Split	Amount
Administrative Income							
Deposit		1/31/2014		Arvest	Interest Payment	Arvest Checking 6407	0.18
Deposit		1/31/2014		Arvest	Interest Payment	Arvest Special Projects ...	0.01
Deposit		1/31/2014		Arvest	Interest Payment	Arvest Money Market 64...	0.45
Total Administrative Income							0.64
Aerials and Maps							
Deposit		1/9/2014		TCCD	Targus Associates LLC	Arvest Special Projects ...	24.00
Total Aerials and Maps							24.00
OCC Reimbursements							
Deposit		1/22/2014		OCC	Reimbursement for December's Bill	Arvest Checking 6407	4,801.61
Total OCC Reimbursements							4,801.61
Total Income							4,826.25
Expense							
Administrative Expense							
Check		1/6/2014	8215	Kimberley Meyer C...	FY 2013 Annual Compilation	Arvest Checking 6407	517.35
Check		1/10/2014		PayPal	PAYPAL TRANSFER for Virus software for TCCD Laptop	Arvest Checking 6407	33.00
Check		1/28/2014	8208	OACD	Area III Meeting Registration	Arvest Checking 6407	30.00
Total Administrative Expense							580.35
Director Fees							
Check		1/23/2014	8227	Craig Thurmond	2nd Quarter Director Expenses	Arvest Checking 6407	25.00
Total Director Fees							25.00
Employee Benefits							
Check		1/14/2014	8230	OCC	January Preclaim	Arvest Checking 6407	238.78
Total Employee Benefits							238.78
Payroll							
Check		1/2/2014	8229	Scott D Grant	December 16-31st Pay Period	Arvest Checking 6407	929.99
Check		1/15/2014	8233	Gabriel S Parker	January 1 - 15th Pay Period	Arvest Checking 6407	767.82
Check		1/15/2014	8234	Scott D Grant	January 1 - 15th Pay Period	Arvest Checking 6407	920.03
Check		1/31/2014	8236	Gabriel S Parker	January 16 - 31st Pay Period	Arvest Checking 6407	767.82
Total Payroll							3,385.66
Payroll Tax							
Check		1/10/2014		IRS	941 Tax Payment for December 2013	Arvest Checking 6407	1,238.38
Check		1/22/2014		Oklahoma Tax Com...	December 2013 Payment	Arvest Checking 6407	142.00
Check		1/30/2014		Oklahoma Employ...	4th Quarter Unemployment Payment	Arvest Checking 6407	60.64
Total Payroll Tax							1,441.02

10:45 AM

02/10/14

Accrual Basis

Tulsa County Conservation District

Profit & Loss Detail

January 2014

Type	Date	Num	Name	Memo	Split	Amount
Postage						
Check	1/13/2014	8235	USFS	Roll of 100 forever stamps	Arvest Checking 6407	46.00
Total Postage						46.00
Telephone and Internet						
Check	1/22/2014		AT&T	December 2013 Payment	Arvest Checking 6407	168.47
Total Telephone and Internet						168.47
Travel						
Check	1/10/2014	8231	Gabriel S Parker	December Mileage	Arvest Checking 6407	18.65
Check	1/15/2014	8232	Scott D Grant	December Mileage	Arvest Checking 6407	28.25
Total Travel						46.90
Total Expense						5,932.18
Net Income						<u>-1,105.93</u>

Oklahoma Employment Security Commission

EMPLOYERS QUARTERLY CONTRIBUTION REPORT

Cashier: P O Box 52004 Oklahoma City, Ok 73152-2004

Your report has been received, DO NOT mail a copy of the Employers Quarterly Contribution Report with payment.

1. Employee SSN	Change Type	2. Last Name	First Name	Middle Name	3. Total Wages Paid	4. Taxable Wages Paid
					\$7,341.06	\$0.00
					\$6,064.44	\$6,064.44
REPORT TOTAL					\$13,405.50	\$6,064.44

14. Monthly count of all full and part-time workers who worked or received pay subject to unemployment insurance for the payroll period that includes the 12th of the month.

Month 1 Month 2 Month 3

15. Oklahoma Account Number:

16. Federal I.D. No:

17. Qtr / Yr:

18. Due Date:

19. Employer Name / Address

TULSA COUNTY CONSERVATION DIST	
5401 S SHERIDAN ROAD STE 201	
TULSA	OK
<input type="text" value="74145"/> - <input type="text" value="7522"/>	

Confirmation No.: **A97E342013**

- 5. TOTAL WAGES PAID.....
- 6. TAXABLE WAGES PAID.....
- 7. Contribution Rate for This Quarter.....
- 8. Contributions Due.....
- 9. Interest Due.....
- 10. 10% Penalty Due + \$100.00 Penalty Due.....
- 11. Debit.....
- 12. AMOUNT DUE.....
- 13. Amount Paid.....

5. TOTAL WAGES PAID.....	\$13,405.50
6. TAXABLE WAGES PAID.....	\$6,064.44
7. Contribution Rate for This Quarter.....	1%
8. Contributions Due.....	\$60.64
9. Interest Due.....	\$0.00
10. 10% Penalty Due + \$100.00 Penalty Due.....	\$0.00
11. Debit.....	\$0.00
12. AMOUNT DUE.....	\$60.64
13. Amount Paid.....	

I certify this report is correct and no contribution is paid by any employee

Contact Name:	Gabriel Parker
Title:	District Secretary
Contact Phone:	918-208-1595
Date:	1/9/2014

October, November, December

**CPS Report
January 2014**

Meetings:

1/9/2014	TCCD Board Meeting
1/10/2014	Volunteer Committee Meeting at Antoinette Baking Co
1/10/2014	Environmental Education Committee Meeting at Yokozuna
1/22/2014	LID Competition Committee meeting at Dilly Deli
1/30/2014	LID Competition Advisory Committee meeting

Special Events:

1/28/2014	Bishop Kelley Career Fair outreach
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Up Coming Events:

2/3/2014	Tallgrass RC&D Council board meeting in Dewey
2/10-11/2014	Water outreach at River field Country Day School
2/12/2014	Meet with citizen Leslie Harmon about Red Cedar control projects
2/13/2014	TCCD Board meeting
2/17/2014	President's Day Holiday
2/20/2014	Sustainable Tulsa Business to Business event at OSU-Tulsa
2/24-25/2014	Water outreach at River field Country Day School

Work Duties Performed:

- ❖ Coordinate CSPY 15 paperwork and monthly reports
- ❖ Pull and file aerials
- ❖ Maintain time, attendance, duties list, volunteer hours and master list
- ❖ Organize storage rooms
- ❖ Assist with agenda and minutes for meetings
- ❖ Answer phones
- ❖ Chair LID Contest Rules and Site Selection committee
 - Attend LID contest meetings
 - Create forms for contest judges
 - Coordinate answering of questions by contestants
 - Oversee team entries
 - Create expert judge score sheets
 - Create judges matrix
- ❖ Coordinate outreach education events
 - Macro collections – cancelled due to weather
 - Riverfield Country Day School water outreach
- ❖ Attend TCCD board meeting
- ❖ Coordinate Home and Garden Show booth with City of Tulsa
- ❖ Begin planning 20th Annual Creek Cleanup on Sat, May 3

CONSERVATION EDUCATION PROGRAM REPORT

Conservation District <p style="text-align: center;">Tulsa County</p>	District Number <p style="text-align: center;">2</p>
Activity Number (See Choices on Back) <p style="text-align: center;">20- Dist of Ed materials</p>	Date <p style="text-align: center;">1/28/14</p>
If activity is a Natural Resource Day did you use any of the TEAM RESOURCE TRUNKS? _____ YES <input checked="" type="checkbox"/> NO	
If yes: specify which ones: (i.e. pond ecology, soil, etc.)	
Number of Schools Participating <p style="text-align: center;">1- Bishop Kelley High School</p>	

Number Reached

Preschool _____	Grade 6 _____	Grade 12 <u>2</u>
Grade 1 _____	Grade 7 _____	College _____
Grade 2 _____	Grade 8 _____	Teachers <u>1</u>
Grade 3 _____	Grade 9 _____	Youth Leaders _____
Grade 4 _____	Grade 10 _____	Higher Ed Instructors _____
Grade 5 _____	Grade 11 <u>3</u>	Adults _____
		Special Needs _____

TOTAL PARTICIPANTS 6

CONSERVATION EDUCATION PROGRAM REPORT

Conservation District	District Number
Activity Number (See Choices on Back)	Date
If activity is a Natural Resource Day did you use any of the TEAM RESOURCE TRUNKS? _____ YES _____ NO	
If yes: specify which ones: (i.e. pond ecology, soil, etc.)	
Number of Schools Participating	

Number Reached

Preschool _____	Grade 6 _____	Grade 12 _____
Grade 1 _____	Grade 7 _____	College _____
Grade 2 _____	Grade 8 _____	Teachers _____
Grade 3 _____	Grade 9 _____	Youth Leaders _____
Grade 4 _____	Grade 10 _____	Higher Ed Instructors _____
Grade 5 _____	Grade 11 _____	Adults _____
		Special Needs _____

TOTAL PARTICIPANTS _____

**Agency Report
Natural Resources Conservation Service
Tulsa County Board of Directors Meeting
February 13, 2014**

Programs

EQIP – 17 Environmental Quality Incentives Program (EQIP) applications for FY 2014 have been received.

CSP – 10 Conservation Stewardship Program (CSP) applications for FY 2014 have been received.

WHIP – No Wildlife Habitat Incentives Program (WHIP) applications for FY 2014 have been received to evaluate and rank. Currently, there is no funding to support the development of new contracts for FY 2014 in Oklahoma.

State Cost Share

Program Year 15 Project Agreements: 3 Applications Received; 3 Approved; 0 Completed

Farm Bill:

Applications for EQIP, WHIP, WRP, CSP and GRP are taken anytime.

Outreach Events:

The Tulsa NRCS staff will provide outreach/program information at the upcoming Greater Tulsa Home and Garden Show scheduled in March 2014. The NRCS field office employees assisted in staffing and providing outreach information at the USDA Booth; during the Tulsa Farm Show in December 2013.

Performance Worksheet/Operational Tasks

Use this form July 1, 2013 to June 30, 2014

Ti County

Conservation District:

January-14

Month & Year

Day of Month

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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Conservation Planning

Customer service toolkit data entry																														
Conservation plan maintenance																														
Assemble plan components																														
Conducts on-site inspections																														
Provide practice check out services																														
Development of plan and soil maps																														
Other																														

Outreach for Farm Bill Programs

News Article Development																														
Outreach Activities																														
Assist with monthly outreach report		X																												
Public presentations																														
Success stories																														
Earth Team volunteer program																														
Assist with statewide media																														
Other																														

Administrative Assistance for Farm Bill Programs

Filing		X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X			X	X	X	X	
Updating General Manual and FOTG																														
Receptionist		X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X			X	X	X	X	
General office correspondence		X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X			X	X	X	X	
Review of meeting minutes																														
Maintain office schedules		X																												
Maintain ledgers		X	X				X	X	X				X	X	X	X	X			X	X	X	X			X	X	X	X	
Other																														

Farm Bill Contracting

Explain and promote farm bill programs																															
Local work group coordination																															
Complete program applications																															
Program application rankings																															
Compile and file applications																															
Prepare and mail form letters		X				X							X								X							X			
Plan and contract development																															
Provide technical assistance																															
Update and maintain LTP-003																															
Other Farm Bill Activities (add as needed)																															

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 25 Hours

I certify that the above items as marked have been accomplished according to the terms of this agreement and meet with my full satisfaction:

Conservation District Board Representative (Signature & Date)

NRCS District Conservationist (Signature & Date)

FINANCIAL DISCLOSURE STATEMENT

FORM F-1 04/12	EC OFFICE USE
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ETHICS COMMISSION

B-5 State Capitol
 Oklahoma City, OK 73105
 (405) 521-3451
 FAX (405) 521-4905

INSTRUCTIONS:

Please consult Sections 318 through 322 of Title 51 of the Oklahoma Statutes when completing this statement.

REPORT PERIOD: Initial report -- preceding two calendar years.
 Succeeding reports -- period since most recent F-1 was filed.

WHO MUST REPORT:
 ELECTED COUNTY OFFICIALS
 COUNTY CANDIDATES
 MEMBER BOARD OR COMMISSION

WHEN DUE:
 on or before the fortieth day after each General Election.
 by tenth day following the last day for filing declarations of candidacy if activity exceeds \$500.
 upon initial appointment and by April 30 of each even-numbered year.

Send Report or Fax to * Ethics Commission * 2300 N Lincoln Blvd Rm B5 * Oklahoma City, Oklahoma 73105-4812 * Fax (405) 521-4905

NAME: (Last, First, Middle) _____ Birth Date _____

Business Address (Street or Box, City, State, Zip) _____

Residential Address (Street or Box, City, State, Zip) _____

CHECK YOUR FILING STATUS: (mark only one box)

- An elected county official.
- A county candidate running in an election:
 month _____ year _____
- A member of a board or commission.

POSITION YOU ARE A CANDIDATE FOR, HAVE BEEN ELECTED TO, HOLD OR HAVE BEEN APPOINTED TO: (fill in applicable blanks)

Position title: _____
 County or agency of the office: _____
 Position number: _____
 Term begins: _____ ends: _____
 Appointment date: _____ Employment date: _____

1. **OCCUPATION OR BUSINESS:** (current or prior to this election or appointment)

2. **PRIOR POSITIONS HELD AS A PUBLIC OFFICIAL:** (List most recent positions first)

3. **SPOUSE AND ADULT CHILDREN:** Give the following information for your spouse and all living adult children (over 18 years of age) if your spouse or children are doing business with the county you are serving or seeking office in.

NAME	RESIDENTIAL ADDRESS	BUSINESS ADDRESS	OCCUPATION

Check here if continued on attached sheet

4. **INCOME:** List categories or industries from which you receive \$1,000 or more annually:

Check here if continued on attached sheet

5. **STOCK:** List categories or industries in which you have owned stock which is valued at \$1,000 or more during the period for which this Financial Disclosure Statement is required:

CATEGORY OR INDUSTRY	CATEGORY OR INDUSTRY	CATEGORY OR INDUSTRY
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Check here if continued on attached sheet

6. **HONORARIA:** List names of any entities from which you received an honorarium or honoraria valued at more than \$200 over and above actual expenses and list the value of such honorarium or honoraria:

DATE	ENTITY	VALUE
------	--------	-------

Check here if continued on attached sheet

7. **LOBBYISTS:** List any registered lobbyists with whom you have engaged in business from which income of over \$1,000 was received:

LOBBYIST'S NAME	LOBBYIST'S NAME
-----------------	-----------------

Check here if continued on attached sheet

Report additional information on plain 8 1/2 x 11 paper using format of each question. Attach pages to this report. Put your name and the date on all attachments.

To the best of my knowledge and belief, the above is a true and correct compilation:

SIGNATURE: (Person Filing Statement)

Date

FW: Tulsa Lease Award

Bishop, Gary - NRCS, Tulsa, OK [Gary.Bishop@ok.usda.gov]

Sent: Friday, February 07, 2014 8:59 AM**To:** Tulsa County CD**Cc:** Bishop, Gary - NRCS, Tulsa, OK [Gary.Bishop@ok.usda.gov]; Trujillo, Freddy - NRCS, Tulsa, OK [Freddy.Trujillo@ok.usda.gov]**Attachments:** Tulsa.OK.Final Floor Plan.~1.pdf (82 KB)

Scott & Gabrielael:

It appears we will be moving to new office space. According to my supervisor, Bill Porter, a new lease has been signed; effective July 1.

Gary

From: Porter, Bill - NRCS, Stillwater, OK
Sent: Friday, February 07, 2014 6:56 AM
To: Bishop, Gary - NRCS, Tulsa, OK
Subject: FW: Tulsa Lease Award

Gary,

I just got this regarding the new Tulsa Office lease. Looks like it just happened. FYI – and if you have any questions please let me know.

Thanks,

Bill Porter

ASTC(WR)

Office Phone: 405.742.1206

Mobile: 405.334.2924

USDA-Natural Resources Conservation Service
100 USDA Suite 206
Stillwater, OK 74074-2655

From: Kinzie, Terry - NRCS, Stillwater, OK
Sent: Thursday, February 06, 2014 4:48 PM
To: Walker, Lou Ann - OCIO-ITS, Stillwater, OK
Cc: O Neill, Gary - NRCS, Stillwater, OK; Porter, Bill - NRCS, Stillwater, OK; Jensen, Janette - NRCS, Stillwater, OK; Kacir, Richard - NRCS, Stillwater, OK
Subject: Tulsa Lease Award

Lou Ann,

The Tulsa lease has been awarded to Oxford Partners, LLC. This is an existing professional office building.

The address is 6660 South Sheridan Road, Suite 120, Tulsa, OK 74135.

The effective date is July 1, 2014.

We will be moving on Monday, June 30, 2014, and the voice/data cutover can take place this day.

Attached is the final approved floor plan, which is identical to the one approved by Mary Conner with OCIO/ITS.

I will be contacting Gary Bishop tomorrow regarding placement of the quad plates.

The lease includes a work bench for your ITS Tech - I will need to work with you regarding the placement of your preferred electrical and quad plate locations for your (vacant) Tech position, as well as the work bench.

The Lessor will be using a private company in Tulsa to perform the wiring, so we will need to work with them early on to insure the ADP Room and cabling meets the OCIO/ITS Requirements. The Lessor has been provided with a copy of DR 3901 and 3902.

Let me know if you need anything additional at this time.

Terry D. Kinzie
Realty Officer
USDA NRCS
100 USDA, Suite 213
Stillwater, OK 74074-2655
PH: 405-742-1226
FAX: 405-742-1295
Psalms 150:6
<><

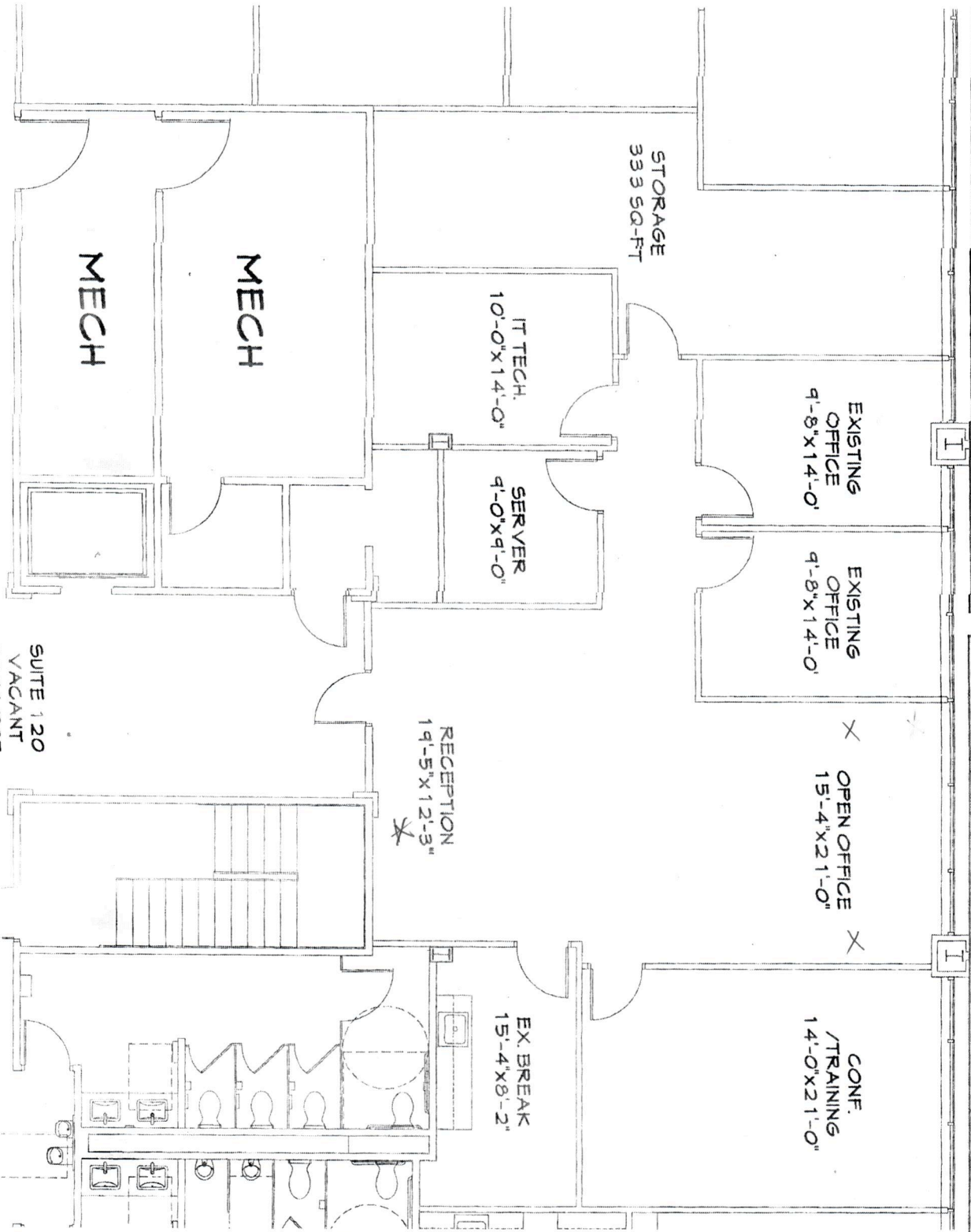
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APPROVED: Terry D. Kinzie
 DATE: February 6, 2014

NRCS State Office Approval. February 6, 2014 - Tulsa, OK
 Chad Kacir, Zone 2 Manager.



Unstlow, Keith & Todd, Inc.
 architectural interior engineering
 tel 918.744.4270
 fax 918.744.7849
 2200 south tulsa place, suite 200
 tulsa, oklahoma 74114
 www.ktarchitects.com



**USDA
 SERVICE
 CENTER**

OXFORD PLACE
 6660 SOUTH
 SHERIDAN AVE.
 1ST FLOOR - STE. 120

PARAMOUNT
 COMMERCIAL
 PROPERTIES LLC

SCALE	1/8"=1'-0"
FILE NAME	OPM120USDA.S1
MANAGER	ESS
DRAWN BY	ESS
01.15.14	
01.17.14	
01.22.14	
#1 - ES	
#2 - ES	

A FLOOR PLAN

SCALE: 1/8"=1'-0"



New USDA Service Center for Tulsa, OK - Lease Start 7/1/2014

S.1
 SPACE
 PLAN