

AGENDA
Board of Directors Special Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
March 12, 2015 - 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 February 12, 2015 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending February 2015
 - C. Review of TACF Financials for Period Ending February 2015
 - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
 - E. Approval of District Employee Timesheet & Leave Records for the Month of February 2015
 - F. Acceptance of NRCS Farm Bill performance worksheets
5. Cost Share Program Year 16:
 - A. Possible change to how we rank applications for allocation
 - B. Rankings and possible allocation of funds for current applicants James Adkins, Greg Daubney, Robert Burrell, Michael & Joyce Marcou, and Sunset Farms, LLC. Charles W. Sisler, Cord Hodge, and Brian Hayes
6. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Acceptance of Community Outreach Coordinator Reports
 - B. Community Outreach Coordinator Position Progress Report with Stacy Hanson
 - C. Discussion of District Conservationist Agency Report
 - D. 10–Minute Guide: Understanding Types of Leave for Conservation District Employees
 - E. OACD State Meeting February 22-24th 2015 Report
 - F. This Week in Conservation
 - G. Set Dates for Publishing Notices of Filing Period and Election
 - H. Request Reimbursement for Projector and T-Shirt Purchase from TACF
 - I. Purchase of a hand cart/truck
 - J. Conservation Day at the Capital
 - K. Participation in the 2015 Enviro Expo April 21st
7. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1). To discuss Gabriel Parker performance review.

If the executive session is approved, designate in open session the person keeping minutes.

 - B. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.
8. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1). To discuss Gabriel Parker's Leave of Absence.

If the executive session is approved, designate in open session the person keeping minutes.

 - B. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.
9. New Business:
10. Public Comments:
11. Adjourn:

Next regularly scheduled meeting is April 9, 2015 at the Tulsa County Conservation District Office:
6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.




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 **March 12, 2015** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **April 9, 2015**.



Chair, Board of Directors



Date

Attest:



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

Date: March 12, 2015
Time: 4:00 PM

Members Present: John Beasley, Chairman
Roy Foster, Treasurer
Scott VanLoo, Vice Chairman

Members Absent: Zach Kilburn, Member
Craig Thurmond, Member

Others Present: Gabrielael Parker, District Secretary
Cynthia Short, Community Outreach Coordinator
Cleaon Bradford, Acting District Conservationist
Stacy Hansen, OCC Communications Coordinator
Charles Sissler, Landowner

1. Meeting Called to Order:

Chairman Beasley called the meeting to order at 4:17 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 March 11, 2015 in the front window at 6660 S. Sheridan Rd. Suite 120, Tulsa, Oklahoma 74133.

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 February 12, 2015 Regular Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending February 2015**
- C. Review of TACF Financials for Period Ending February 2015**
- D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District**
- E. Approval of District Employee Timesheet & Leave Records for the Month of February 2015**
- F. Acceptance of NRCS Farm Bill performance worksheets**

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

5. Cost Share Program Year 16:

A. Possible change to how we rank applications for allocation

B. Rankings and possible allocation of funds for current applicants James Adkins, Greg Daubney, Robert Burrell, Michael & Joyce Marcou, and Sunset Farms, LLC. Charles W. Sisler, Cord Hodge, and Brian Hayes

After a brief discussion with input from Cleon Bradford from NRCS. NRCS would have EQIP applications ranked and monies allocated by March 27, 2015, and would know whether or not some of the EQIP applicants who applied for the Cost-Share Program would qualify. The Board members decided to table these two agenda items until the April 9th meeting and could determine the allocation for each applicant.

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

A. Acceptance of Community Outreach Coordinator Reports

After Cynthia Short discussed briefly about the events that she had participated in February, Roy Foster made a motion to accept the Community Outreach Coordinator's Report as presented. Scott VanLoo 2nd the motion. Nays: None. The motion carries

B. Community Outreach Coordinator Position Progress Report with Stacy Hanson

Stacy Hanson said that she was appreciative for allowing her to give a progress report on the COC position, but she did not think that she needed an agenda item for it. She said she would be glad if the board could give her a few minutes at some point during the meeting to talk about it. After a brief status update, she said that Cynthia was right on track with her work plan and making good contacts.

C. Discussion of District Conservationist Agency Report

Cleon Bradford said that now that NRCS is coming up on the March 27, 2015 deadline to have EQIP applications and ranked and obligated, they will be focusing on CSP applications. He said that they need to have those applications ranked and obligated sometime in June of 2015.

D. 10-Minute Guide: Understanding Types of Leave for Conservation District Employees

There was a brief discussion on the ten minute guide on Recruiting Board Members. No further action needed to be taken.

E. OACD State Meeting February 22-24th 2015 Report

Cynthia Short said that she had a good time, meeting a lot of other District employees. She said that she learned a lot about how the other districts operate and the projects that they are doing. She did say that because of bad weather, more of the elected officials were unable to make it. No further action needed to be taken.

F. This Week in Conservation

Gabriel Parker said that Tray Lamb, Director of OCC, had requested that we put this in the board packet so the District Board members can see what conservation programs are being done by other districts. No further action needed to be taken.

G. Set Dates for Publishing Notices of Filing Period and Election

Gabriel Parker said that it had been a while since she had done this and could not remember if the notice needed to be posted for two weeks, but separated by a week, or if it just needed to be posted twice in the month of April. The board seemed to believe it only had to be posted twice in the newspaper, not for two weeks. Roy Foster instructed Gabriel to contact Tulsa World Newspaper to find out what the two least expensive days are to post and have the notice posted on those days.

H. Request Reimbursement for Projector and T-Shirt Purchase from TACF

Gabriel Parker said that she put this on the agenda to remind John Beasley and Scott VanLoo that they need to make a request for reimbursement from the Foundation before their next meeting on April 1, 2015. Scott VanLoo made a motion to submit a request to TACF for reimbursement for purchase of a projector and T-Shirt's. Roy Foster 2nd the motion. Nays: None. The motion carries

I. Purchase of a hand cart/truck

Cynthia Short said that she would need one for all of the events going on this month. Gabriel put some information that Cynthia had looked up in February in the board packet but said that she did not know if the price had changed or not. Scott VanLoo asked if they have done any research since then. Both Cynthia and Gabriel said that they had not. Scott suggested they see what they could find from at least three other places like Harbor Freight Tools or Home Depot, and then send an email to the Foundation to vote on via email proxy. No further action needed to be taken.

J. Conservation Day at the Capital

Cynthia Short said that Conservation Day at the Capital was March 23rd and she was going to be there. She said that she was going to be able to catch a ride with Jean Lemmon. John said that was great and that it should be a fun time. No further action needed to be taken.

K. Participation in the 2015 Enviro Expo April 21st

Gabriel Parker said that we received an invitation to participate at the Enviro Expo this year. She said that it would be good to participate this year since they were unable to last year. Gabriel said that she had spoken to Cynthia about doing and she said that she would not be able to because of the Veteran's Park event the next day. John Beasley said that if Gabriel could do it, than we should participate. Gabriel said that is was for two and half hours so it should not be a big problem. No further action needed to be taken.

7. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1). To discuss Gabriel Parker performance review. If the executive session is approved, designate in open session the person keeping minutes.

B. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.

The Board decided to table this agenda item until the April 9th meeting so they had enough time to go over the review the questions on the review. Roy Foster made a motion to table Gabriel Parke's Performance Review until April 9, 2015. Scott VanLoo 2nd the motion. Nays: None. The motion carries

8. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1). To discuss Gabriel Parker's Leave of Absence. If the executive session is approved, designate in open session the person keeping minutes.

Scott VanLoo made a motion to enter into Executive Session, with all staff and Stacy Hanson staying, and Gabriel Parker taking minutes. Roy Foster 2nd the motion. Nays: None. The motion carries

Enter Executive Session at 5:45PM

B. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.

Exited Executive Session at 6:02 PM. No further action needed to be taken at this time.

9. New Business:

Scott VanLoo informed the board that he will not be seeking another term as a board member. He said that he is getting close to retiring with the City of Tulsa and would like to start to free up some of his obligations. He did say that he had someone in mind that would be absolutely perfect to fill his vacancy. Melissa Grey from the City of Tulsa Stormwater group. He also said that he would like to remain on the Foundation as a board member.

10. Public Comments: Public comments from Charles Sissler.

Brief Discussion with Charles Sissler, Landowner, and his Recourse Concerns
Charles Sissler said the he wanted to attend the board meeting to discuss his resource concerns as a landowner. Charles said the he thinks the funds should be shifted towards different resource concerns. For example, he thinks that the funds could be allocated more towards irrigation. He said the he had applied for some assistance on irrigation and in Tulsa County, irrigation is not considered a high priority. He said that he would like to

see it moved up in priority. He said he, like other landowners would like to install efficient irrigation systems. Charles also said that in this part of the state where the water supply comes out of the Skiatook Lake, which is at an all-time low, it should be a priority to conserve what water is available from the lake. He said if we could get more people in Tulsa County interested in installing an irrigation system, it would make irrigation a higher priority and as a result making more funds available for that conservation practice. Scott VanLoo asked Cleon Bradford what practice was he looking to get moved to a higher priority. Cleon said taking an existing irrigation system that is not operating efficiently, and making it more efficient as far as the use of water. Cleon said if a producer is actively irrigating, and they have an old system that is not running efficiently, it is eligible for our programs to get cost share assistance to improve that system to make it more efficient. He said that is why Mr. Sissler is here. His system is not efficient. Cleon said that due to our current ranking criteria we have these screening tools that, in his situation, as in where he is located at and what he is pumping out of, being a creek/lake or river, makes it a low priority. In other instances, it makes it a medium priority. So it is not meeting the high priority criteria for assistance in this zone. Cleon said that the decision to have certain thing set at different priorities was not done at this level, rather it was done at the State Office. He said the one thing we can do in this office is adjust our local level funding and tailor it so it can be geared toward irrigation. If a producer had a problem with irrigation, they would be at a higher priority vs someone who is not having a problem. Cleon said there are a few types of fund pools in the state of Oklahoma. For irrigation for zone 2 (which is NE Oklahoma), we have Crop Land Fund Code. We also have a Statewide Irrigation Initiative. He said that we look at those and based on the concern and how it fits the criteria, we must prioritize. He said that they have been told that anything below that high priority level does not get funding. He said that not all the people in the high priority category get funding due to the lack of available funds. Given the way they rank everyone in the different priority levels, Mr. Sissler falls in the low priority and does not even have a chance at getting funding. Cleon said the TCCD board does have a say on how the local funds are made available based on resource concerns. He said that if Mr. Sissler has this concern who else in the county has this concern. If we can establish this as a concern, and get it as a higher priority, we can get some of the local funding to help more producers like Mr. Sissler. Cleon said the way that we can get this to a higher priority is to change our ranking criteria and that is something he can do. He said that we could not change it for this current year but we could change it for the next fiscal year. He said that he would like to get more input from the community as well as the district board. It is something that we can work on for the coming months.

11. Adjourn:

John Beasley adjourned the meeting at 6:08 PM.

10:07 AM

03/03/15

crual Basis

Tulsa County Conservation District
Profit & Loss
February 2015

	<u>Feb 15</u>
Income	
Administrative Income	120.35 ✓
OCC Reimbursements	5,275.03 ✓
Total Income	<u>5,395.38 ✓</u>
Expense	
Aministrative Expense	467.83 ✓
Director Fees	25.00 ✓
Employee Benefits	284.19 ✓
Office Supplies	30.00 ✓
Payroll	4,407.74 ✓
Payroll Tax	1,218.34 ✓
Telephone and Internet	123.86 ✓
Travel	207.72 ✓
Total Expense	<u>6,764.68</u>
Net Income	<u><u>-1,369.30</u></u>

Tulsa County Conservation District
Profit & Loss Detail
February 2015

10:09 AM
 03/03/15
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Administrative Income								
Deposit	2/13/2015		TCCD	Deposite of R...		Arvest Checki...	120.00	120.00
Deposit	2/27/2015		Arvest	Interest Pay...		Arvest Special...	0.06	120.06
Deposit	2/27/2015		Arvest			Arvest Checki...	0.29	120.35
Total Administrative Income							120.35	120.35
OCC Reimbursements								
Deposit	2/6/2015		OCC	Reimburse...		Arvest Checki...	4,680.09	4,680.09
Deposit	2/26/2015		OCC	General Oper...		Arvest Checki...	594.94	5,275.03
Total OCC Reimbursements							5,275.03	5,275.03
Total Income							5,395.38	5,395.38
Expense								
Administrative Expense								
Check	2/13/2015		TACF	Withdraw of ...		Arvest Checki...	120.00	120.00
Check	2/24/2015	8359	Fuzzell's Copier	Quarter Copi...		Arvest Checki...	139.83	259.83
Check	2/26/2015	8360	OACD	Cyndie Short ...		Arvest Checki...	208.00	467.83
Total Administrative Expense							467.83	467.83
Director Fees								
Check	2/19/2015	8348	Craig Thurmond	4th Quarter D...		Arvest Checki...	25.00	25.00
Total Director Fees							25.00	25.00
Employee Benefits								
Check	2/4/2015	8353	OCC	February 201...		Arvest Checki...	284.19	284.19
Total Employee Benefits							284.19	284.19
Office Supplies								
Check	2/12/2015		TCCD	Board Meetin...		Arvest Checki...	30.00	30.00
Total Office Supplies							30.00	30.00
Payroll								
Check	2/2/2015		Arvest	Payee: DEP ...		Arvest Checki...	900.00	900.00
Check	2/13/2015	8356	Cynthia Short	February 1-1...		Arvest Checki...	944.44	1,844.44
Check	2/13/2015	8355	Gabriel S Parker	February 1-1...		Arvest Checki...	809.43	2,653.87
Check	2/27/2015	8361	Gabriel S Parker	February 16...		Arvest Checki...	809.43	3,463.30
Check	2/27/2015	8362	Cynthia Short	February 16...		Arvest Checki...	944.44	4,407.74
Total Payroll							4,407.74	4,407.74
Payroll Tax								
Check	2/10/2015		IRS	941 Tax Pay...		Arvest Checki...	1,097.34	1,097.34
Check	2/18/2015		Oklahoma Tax Com...	January 2015...		Arvest Checki...	121.00	1,218.34
Total Payroll Tax							1,218.34	1,218.34

10:09 AM

03/03/15

Accrual Basis

Tulsa County Conservation District Profit & Loss Detail February 2015

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Telephone and Internet								
Check	2/25/2015		COX Communicatio...	February 201...		Arvest Checki...	123.86	123.86
Total Telephone and Internet							123.86	123.86
Travel								
Check	2/13/2015	8357	Gabriel S Parker	January 2015...		Arvest Checki...	97.44	97.44
Check	2/13/2015	8358	Cynthia Short	January 2015...		Arvest Checki...	110.28	207.72
Total Travel							207.72	207.72
Total Expense							6,764.68	6,764.68
Net Income							-1,369.30	-1,369.30

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1

Statement Date: 2-28-15

Account No:

002 555 142 E

Enclosures: 13

ENJOY UP TO \$100 BONUS WITH A CORPORATE CREDIT CARD
WITH ARVEST REWARDS BEFORE 3/31/15. ASK FOR DETAILS.

TULSA COUNTY CONSERVATION DISTRICT
6660 S SHERIDAN RD STE 120
TULSA OK 74133-1768

***** NON-PROFIT INTEREST CHECKING *****

			142
Balance Last Statement	1-31-15	6,888.64	
+Deposits/Credits	3	5,395.03	
-Withdrawals/Debits	16	6,764.68	
-Service Charge		.00	
+Interest Paid		.29	
Balance This Statement		5,519.28	

***** DEPOSITS POSTED *****

Deposit	Date
120.00	2-13

***** DESCRIPTIVE TRANSACTIONS *****

Date	Tracer	Description	Amount
2-02	9000001824787	DEP CORR DR	900.00-
2-27	9990000000000001	INTEREST PMT	.29

***** ELECTRONIC ACTIVITY *****

Date	Tracer	Description	Amount
2-06	37000000195745	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	4,680.09
2-10	41000000025500	IRS USATAXPYMT TULSA COUNTY CONSERVAT	1,097.34-
2-18	49000000155791	TAX PAYMENTS OK TAX PMT	121.00-
2-25	56000000016129	COX COMM TUL BANK DRAFT Tulsa County Conservat	123.86-
2-26	570000000218607	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	594.94

***** CHECKS PAID *****

Check No.	Date	Amount	Check No.	Date	Amount
8348	2-19	25.00	8359	2-24	139.83
8353*	2-04	284.19	8360	2-26	208.00
8355*	2-13	809.43	8361	2-27	809.43
8356	2-13	944.44	8362	2-27	944.44
8357	2-13	97.44	*	2-13	120.00
8358	2-13	110.28	*	2-12	30.00

Continued on Next Page

TULSA COUNTY CONSERVATION DISTRICT

***** INTEREST SUMMARY *****

Interest Paid this Year .60
 Interest Withheld this Year .00
 Average Collected Balance 7,544.70

***** INTEREST RATE SUMMARY *****

Date	Rate	Date	Rate	Date	Rate
1-31	.050				

***** DAILY BALANCE SUMMARY *****

Date	Balance	Date	Balance	Date	Balance
1-31	6888.64	2-02	5988.64	2-04	5704.45
2-06	10384.54	2-10	9287.20	2-12	9257.20
2-13	7295.61	2-18	7174.61	2-19	7149.61
2-24	7009.78	2-25	6885.92	2-26	7272.86
2-27	5519.28				

DORMANCY: A MONTHLY FEE WILL BEGIN IF NO
 ACTIVITY FOR 12 MONTHS.
 End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 2-28-15
Account No:
002 555 142 E
Enclosures:

ENJOY UP TO \$100 BONUS WITH A CORPORATE CREDIT CARD
WITH ARVEST REWARDS BEFORE 3/31/15. ASK FOR DETAILS.

TULSA COUNTY CONSERVATION DISTRICT
6660 S SHERIDAN RD STE 120
TULSA OK 74133-1768

***** NON-PROFIT INTEREST CHECKING *****

Balance Last Statement	1-31-15	1,689.30	142
+Deposits/Credits		.00	
-Withdrawals/Debits		.00	
-Service Charge		.00	
+Interest Paid		.06	
Balance This Statement		1,689.36	

***** DESCRIPTIVE TRANSACTIONS *****

Date	Tracer	Description	Amount
2-27	9990000000000001	INTEREST PMT	.06

***** INTEREST SUMMARY *****

Interest Paid this Year	.13
Interest Withheld this Year	.00
Average Collected Balance	1,689.30

***** INTEREST RATE SUMMARY *****

Date	Rate	Date	Rate	Date	Rate
1-31	.050				

***** DAILY BALANCE SUMMARY *****

Date	Balance	Date	Balance	Date	Balance
1-31	1689.30	2-27	1689.36		

DORMANCY: A MONTHLY FEE WILL BEGIN IF NO
ACTIVITY FOR 12 MONTHS.
End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR 72745

24-hour Account Information: (877) 618-2648

Statement Date: 2-28-15

Customer Service: (866) 952-9523

Account No:
002 555 142

Enclosures: 2

ENJOY UP TO \$100 BONUS WITH A CORPORATE CREDIT CARD WITH ARVEST REWARDS BEFORE 3/31/15. ASK FOR DETAILS.

*****AUTO**SCH 5-DIGIT 74133
8549 0.6140 AV 0.381 25 1 228

|||||
TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD STE 120
TULSA OK 74133-1768

***** NON-PROFIT INTEREST CHECKING *****
142

Balance Last Statement	1-31-15	6,111.50
+Deposits/Credits	4	2,646.35
-Withdrawals/Debits	2	151.04
-Service Charge		.00
+Interest Paid		.28
Balance This Statement		8,607.09

***** DEPOSITS POSTED *****

Deposit	Date
120.00	2-13
300.00	2-27

***** DESCRIPTIVE TRANSACTIONS *****

Date	Tracer	Description	Amount
2-27	9990000000000001	INTEREST PMT	.28

***** ELECTRONIC ACTIVITY *****

Date	Tracer	Description	Amount
2-04	35000000189152	EVENTBRITE INC 20150201 13046070147	823.46
2-19	50000000100860	EVENTBRITE INC 20150215 13046070147	1,402.89
2-25	56000000181644	GO DADDY WEB ORDER Secretary	144.12-
2-27	58000000254014	GO DADDY WEB ORDER Secretary	6.92-

***** INTEREST SUMMARY *****

Interest Paid this Year	.53
Interest Withheld this Year	.00
Average Collected Balance	7,409.53

***** INTEREST RATE SUMMARY *****

Date	Rate	Date	Rate	Date	Rate
1-31	.050				

Statement Date: 2-28-15

Account No:

TULSA AREA CONSERVATION FOUNDATION

***** DAILY BALANCE SUMMARY *****

Date	Balance	Date	Balance	Date	Balance
1-31	6111.50	2-04	6934.96	2-13	7054.96
2-19	8457.85	2-25	8313.73	2-27	8607.09

DORMANCY: A MONTHLY FEE WILL BEGIN IF NO
ACTIVITY FOR 12 MONTHS.

End of Statement



ARVEST BANK
P O BOX 1670
LOWELL AR 72745

24-hour Account Information: (877) 618-2648

Statement Date: 2-28-15

Customer Service: (866) 952-9523

Account No:
002 555 150

Enclosures:

ENJOY UP TO \$100 BONUS WITH A CORPORATE CREDIT CARD WITH ARVEST REWARDS BEFORE 3/31/15. ASK FOR DETAILS.

*****AUTO**SCH 5-DIGIT 74133
8550 0.4570 AV 0.381 25 1 229


TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD STE 120
TULSA OK 74133-1768

***** BUSINESS MONEY MARKET *****
150

Balance Last Statement	1-31-15	16,657.71
+Deposits/Credits		.00
-Withdrawals/Debits		.00
-Service Charge		.00
+Interest Paid		1.92
Balance This Statement		16,659.63

***** DESCRIPTIVE TRANSACTIONS *****

Date	Tracer	Description	Amount
2-27	9990000000000001	INTEREST PMT	1.92

***** INTEREST SUMMARY *****

Interest Paid this Year	3.94
Interest Withheld this Year	.00
Average Collected Balance	16,657.71

***** INTEREST RATE SUMMARY *****

Date	Rate	Date	Rate	Date	Rate
1-31	.150				

***** DAILY BALANCE SUMMARY *****

Date	Balance	Date	Balance
1-31	16657.71	2-27	16659.63

DORMANCY: A MONTHLY FEE WILL BEGIN IF NO ACTIVITY FOR 24 MONTHS.

End of Statement

Payment Advice (050962752)

Remittance@omes.ok.gov

Sent: Wednesday, February 25, 2015 11:03 PM

To: Tulsa County CD

Attachments: ATT00001.txt (1 KB) ; Payment Detail CSV File.csv (357 B) ; Oklahoma State Seal.JPG (5 KB)



EFT Remittance Advice

Payee:

TULSA COUNTY CONSERVATION DISTRICT (0000056488-0002)
 5401 S SHERIDAN RD STE 201
 TULSA, OK 74145-7522
 USA

Payment Information:

Check Number: **050962752**

Payment Date: **2015-02-25**

Payment in the amount of **594.94 (USD)** has been sent to your bank account ending in XXXXXX6407

The following details the invoices that are being paid:

January General Reimbursement

Remitting Agency	Voucher	Invoice	Invoice Date	Amount	Message
CONSERVATION COMMISSION	00046240	519357	2015-02-12	594.94	
			Grand Total	594.94	

NOTE: Any questions regarding this payment should be directed to the Remitting Agency listed above.

CONFIDENTIALITY NOTICE: This e-mail and any files transmitted are solely for the use of the individual or entity to which they are addressed. If you have received this e-mail in error, please notify the system manager and delete this e-mail from you system. If you are not the named addressee you should not disseminate, distribute, or copy this email.

OSF Form 3
(Revised 10/03)

STATE OF OKLAHOMA
Notarized Claim Voucher
And
Disbursement of Payroll Withholdings

CLAIM OF Tulsa County CD

ALT. NAME
Vend I.D.: 73-0723957 LOC.: 2

ASSIGNMENT SECTION
ASSIGNEE: _____
Vend I.D.: _____ LOC.: _____

Agency, Board, Comm., Dept.:

OSF - AUDITED BY: _____

FOR AGENCY USE:
I hereby assign this claim to the above assignee and authorize the State Treasurer to issue a warrant in payment to said assignee.

Claimant _____ Date _____

ORDER NO.	AMOUNT	OBJECT ACCOUNT	OBJECT SUB-ACCT	FUNDING CLASS	ACT/SUB DEPT	BUDGET REF YR	CFDA CHARTFIELD	ROGRA	PROJECT	OPER UNIT	RESERVED	RESERVED
TOTAL												
DATE	ITEM	QUANTITY	ARTICLE									
1/1/2015	20		Office Supplies									
	65		Tulsa Remodel & Landscape Show Booth									
	69		January 2015 Mileage									
	72		January Telephone and Internet Expense									
	74		Birding from the Classroom Registration									
	92		Director Meeting Expenses									
									UNIT PRICE	AMOUNT CLAIMED	OBJECT ACCOUNT	
									\$ 43.36			
									\$ 100.00			
									\$ 207.72			
									\$ 123.86			
									\$ 20.00			
									\$ 100.00			
TOTAL AMOUNT APPROVED										\$	594.94	

THE SECTION BELOW IS NOT REQUIRED FOR WITHHOLDING PAYMENTS-EXCEPT FOR WITHHOLDING REFUNDS

The undersigned contractor, vendor, individual, or duly sworn agent, of lawful age, upon oath says that this claim is true and correct. Affiant further states that the work, services, or materials as shown by this claim have been completed or supplied in accordance with the plans, specifications, orders, requests, and all other terms of the contract. Affiant also states that any refunds represented by this payment are due. (NOTE: Claimant signature only for payroll withholding refunds.)

Claimant _____ State of _____ County of _____

Subscribed and sworn before me _____

My Commission expires _____

Notary Public (or Clerk or Judge) _____

Agency's Approving Officer _____

Title _____ Date _____

with the purchasing laws of this State. And as appropriate, with the payroll withholding rules and regulations of this State.

Payment Advice (050951296)

Remittance@omes.ok.gov

Sent: Thursday, February 05, 2015 11:02 PM

To: Tulsa County CD

Attachments: ATT00001.txt (1 KB) ; Payment Detail CSV File.csv (358 B) ; Oklahoma State Seal.JPG (5 KB)



EFT Remittance Advice

Payee:

TULSA COUNTY CONSERVATION DISTRICT (0000056488-0002)
 5401 S SHERIDAN RD STE 201
 TULSA, OK 74145-7522
 USA

Payment Information:

Check Number: **050951296**

Payment Date: **2015-02-05**

Payment in the amount of **4680.09 (USD)** has been sent to your bank account ending in XXXXXX6407

The following details the invoices that are being paid:

February Salaries

Remitting Agency	Voucher	Invoice	Invoice Date	Amount	Message
CONSERVATION COMMISSION	00046047	519218	2015-01-27	4680.09	
			Grand Total	4680.09	

NOTE: Any questions regarding this payment should be directed to the Remitting Agency listed above.

CONFIDENTIALITY NOTICE: This e-mail and any files transmitted are solely for the use of the individual or entity to which they are addressed. If you have received this e-mail in error, please notify the system manager and delete this e-mail from you system. If you are not the named addressee you should not disseminate, distribute, or copy this email.

Payment Advice (050968916)

Remittance@omes.ok.gov

Sent: Friday, March 06, 2015 11:03 PM

To: Tulsa County CD

Attachments: ATT00001.txt (1 KB) ; Payment Detail CSV File.csv (358 B) ; Oklahoma State Seal.JPG (5 KB)



EFT Remittance Advice

Payee:

TULSA COUNTY CONSERVATION DISTRICT (0000056488-0002)
 5401 S SHERIDAN RD STE 201
 TULSA, OK 74145-7522
 USA

Payment Information:

Check Number: **050968916**

Payment Date: **2015-03-06**

Payment in the amount of **4680.09 (USD)** has been sent to your bank account ending in XXXXXX6407

The following details the invoices that are being paid:

March Salaries

Remitting Agency	Voucher	Invoice	Invoice Date	Amount	Message
CONSERVATION COMMISSION	00046286	519372	2015-02-24	4680.09	
			Grand Total	4680.09	

NOTE: Any questions regarding this payment should be directed to the Remitting Agency listed above.

CONFIDENTIALITY NOTICE: This e-mail and any files transmitted are solely for the use of the individual or entity to which they are addressed. If you have received this e-mail in error, please notify the system manager and delete this e-mail from you system. If you are not the named addressee you should not disseminate, distribute, or copy this email.



REGISTRATION

77th Annual Oklahoma Association of Conservation Districts Meeting
 February 22, 23, 24th 2015
 Reed Center - Oklahoma City, Oklahoma

Please Print

REGISTRANT NAME: Cynthia R. Short

TITLE AND DISTRICT (IF APPLICABLE): Community Outreach Coordinator - Tulsa Co.

NAME TO APPEAR ON NAME BADGE: Cyndie R. Short

EMAIL: Cynthia.Short@ok.usda.gov

SPOUSE NAME: (If attending) _____

PACKAGES

	No.	Fee	Amount
Pre Registration only (before February 9th, 2015) <u>No meals are included</u>	_____	\$ 115.00	_____
Registration only (after February 9th, 2015) <u>No meals are included</u>	_____	\$ 150.00	_____
Pre-Registration Monday only option (not available after February 9th, 2015) (Includes Registration and 1 Monday Lunch)	_____	\$ 140.00	_____
Pre-Registration Package (not available after February 9th, 2015) Includes Registration, 1 Monday Lunch and 1 Legislative Banquet)	_____	\$ 184.00	_____
Registration Package (available only until February 16th, 2015) (Includes Registration, 1 Monday Lunch and 1 Legislative Banquet)	<u>X</u>	\$ 208.00	_____
Spouse Registration Package (available until February 16th, 2015) (Includes registration, 1 Monday Lunch, 1 Legislative Banquet, & Auxiliary tours)	_____	\$ 115.00	_____

INDIVIDUAL ITEMS

Conservation Game Night (Sunday night social activity)	_____	\$ 0.00	_____
District Employee's Breakfast	_____	\$ 23.00	_____
Monday Luncheon	_____	\$ 36.00	_____
Monday Legislative Banquet	_____	\$ 42.00	_____
Auxiliary Programs	_____	\$ 25.00	_____

*OK Paid
2/13/15
CE# 8360
MP*

Legislative Banquet Sponsorship (select one): \$20 \$40 \$80 \$100 Other: _____

TOTAL 208⁰⁰

Mail Form and Check (payable to OACD) to:
 OACD c/o Larry Wright
 401 N. Bryan Street
 Weatherford, OK 73096-5611

NO REFUNDS FOR REGISTRATION OR MEALS AFTER FEBRUARY 16, 2015. All credit or debit card payments will be charged a 4% service fee.
 Please contact Sarah Blaney - OACD @ 517.763.8609 or Larry Wright at 580.772.4192 for registration questions.

Performance Worksheet/Operational Tasks

Use this form July 1, 2013 to June 30,

Tulsa County

Conservation District:

February-15

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
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Conservation Planning

Customer service toolkit data entry																												
Conservation plan maintenance																												
Assemble plan components																												
Conducts on-site inspections				X																								
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	
Updating General Manual and FOTG																												
Receptionist		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	
Record of meeting minutes											X																	
Maintain office schedules		X	X	X	X	X			X	X	X	X	X				X	X	X				X	X	X	X	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																												
Plan and contract development																												
Provide technical assistance																												
Update and maintain LTP-003																												

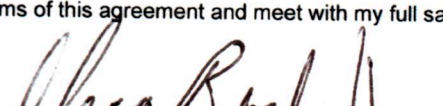
Other Farm Bill Activities (add as needed)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 30

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


 Conservation District Board Representative (Signature & Date) 3/12/15


 NRCS District Conservationist (Signature & Date)

list

Place Name				cost estimate			
Components	unit	amount	cost/unit	total cost	Cost Share Rate	amount received	
James L. Adkins							
pond	cu.yd	1000	\$ 2.43	\$ 2,430.00	75%	\$ 1,822.50	
				\$ -		\$ -	
Greg A. Daubney							
Pond	cu.yd	1320	\$ 2.43	\$ 3,207.60	75%	\$ 2,405.70	
				\$ -		\$ -	
Robert M. Burrell II							
pond	cu.yd	1000	\$ 2.43	\$ 2,430.00	75%	\$ 1,822.50	
						\$ -	
Joyce Marcou							
well	each	1	3434.31	\$ 3,434.31	75%	\$ 2,575.73	
101-600	FT	300	33.13	\$ 9,939.00	75%	\$ 7,454.25	
Sunset Farms, LLC.							
Pipe	LF	2100	\$ 3.30	\$ 6,930.00	75%	\$ 5,197.50	
Tank	Gal	60	28.54	\$ 1,712.40	75%	\$ 1,284.30	
Charles W. Sisler							
pond	cu.yd	2500	\$ 2.43	\$ 6,075.00	75%	\$ 4,556.25	
Cord L. Hodge							
pond	cu.yd	1000	\$ 2.43	\$ 2,430.00	75%	\$ 1,822.50	
Bryan Hayes							
pond	cu.yd	1000	\$ 2.43	\$ 2,430.00	75%	\$ 1,822.50	
Total				\$ 41,018.31		\$ 30,763.73	

list

Place Name				cost estimate			
Components	unit	amount	cost/unit	total cost	Cost Share Rate	amount received	
James L. Adkins							
pond	cu.yd	0	\$ 2.43	\$ -	50%	\$ -	
				\$ -		\$ -	
Greg A. Daubney							
Pond	cu.yd	1320	\$ 2.43	\$ 3,207.60	50%	\$ 1,603.80	
				\$ -		\$ -	
Robert M. Burrell II							
pond	cu.yd	1000	\$ 2.43	\$ 2,430.00	50%	\$ 1,215.00	
						\$ -	
Joyce Marcou							
well	each	1	3434.31	\$ 3,434.31	50%	\$ 1,717.16	
101-600	FT	300	33.13	\$ 9,939.00	50%	\$ 4,969.50	
Sunset Farms, LLC.							
Pipe	LF	2100	3.3	\$ 6,930.00	50%	\$ 3,465.00	
Tank	Gal	60	\$ 28.54	\$ 1,712.40	50%	\$ 856.20	
Charles W. Sisler							
pond	cu.yd	2500	\$ 2.43	\$ 6,075.00	50%	\$ 3,037.50	
Cord L. Hodge							
pond	cu.yd	1000	\$ 2.43	\$ 2,430.00	50%	\$ 1,215.00	
Bryan Hayes							
pond	cu.yd	0	\$ 2.43	\$ -	50%	\$ -	
Total				\$ 36,158.31		\$ 18,079.16	

list

Place Name				cost estimate			
Components	unit	amount	cost/unit	total cost	Cost Share Rate	amount received	
James L. Adkins							
pond	cu.yd	1000	\$ 2.43	\$ 2,430.00	50%	\$ 1,215.00	
				\$ -		\$ -	
Greg A. Daubney							
Pond	cu.yd	1320	\$ 2.43	\$ 3,207.60	50%	\$ 1,603.80	
				\$ -		\$ -	
Robert M. Burrell II							
pond	cu.yd	1000	\$ 2.43	\$ 2,430.00	50%	\$ 1,215.00	
						\$ -	
Joyce Marcou							
well	each	1	3434.31	\$ 3,434.31	50%	\$ 1,717.16	
101-600	FT	300	33.13	\$ 9,939.00	50%	\$ 4,969.50	
Sunset Farms, LLC.							
Pipe	LF	2100	3.3	\$ 6,930.00	50%	\$ 3,465.00	
Tank	Gal	60	\$ 28.54	\$ 1,712.40	50%	\$ 856.20	
Charles W. Sisler							
pond	cu.yd	2500	\$ 2.43	\$ 6,075.00	50%	\$ 3,037.50	
Cord L. Hodge							
pond	cu.yd	1000	\$ 2.43	\$ 2,430.00	50%	\$ 1,215.00	
Bryan Hayes							
pond	cu.yd	1000	\$ 2.43	\$ 2,430.00	50%	\$ 1,215.00	
Total				\$ 38,588.31		\$ 20,509.16	

**Cyndie Short -Community Outreach Coordinator
Monthly Report
February 2015**

Projects

- Researched Aerial Data for Crow Creek Watershed
- Crow Creek Walk with ACOE, COT and OCC, Blue Thumb
- Crow Creek Meeting at Double Shot Coffee-OCC, INCOG, COT, BT
- Worked on Legislative Summary Data Sheet to give to legislators
- Met with Cleon for On Farm; Set up On Farm site with John Christ

Community Outreach

- Meeting with Sustainable Tulsa at the b2b meeting and gave out information on District Programs
- Contacted groups for meeting engagement-Metro Urban League, Garden Club and Sierra Club
- Worked on Presentation for Food Alliance Group- March 28/2015
- Scheduled Speaking engagement with Jean Kiser- Garden Club 9/22/2015
- Scheduled Speaking engagement with Sierra Club- May28/2015
- Ordered NRCS pamphlets for Earth Day Event

NRCS

- Attended NRCS and Conservation Districts Team meeting in Bristow; met with other districts in NRCS Area 3: after initial meeting with NRCS
- Ordered NRCS pamphlets for Earth Day

Education

- Earth Day Meeting _Lee School
- Researched Environmental Justice Grant for TCCD
- Attended meetings for Spring Cleanup and Home and Garden Show at COT
- Attended 2 days of the Oklahoma Associations of Conservation Districts State Meeting in Midwest City
- Met with Caroline Matthews on School Soils Ed Opportunity
- Attended Communication Committee Meeting in OKC

Meetings/Events

- Attended RMC meeting at COT
- Attended TCCD Board Meeting

Research

- Researched Environmental Justice Grant for TCCD

Other Duties

- Picked up US Access Card for Access to Federal Counties



Oklahoma Conservation Commission

District Directors' Responsibilities:

A 10-Minute Guide Series

This is one in a continuing series of informational/discussion topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. It is suggested that board members review these guides before a board meeting and then have a ten minute discussion on them at a meeting.

Guide No. 15 - Understanding Types of Leave for Conservation District Employees

One of the benefits afforded a conservation district employee is the accrual of annual and sick leave. There are different types of leave and rules for using leave. In order for district directors to effectively manage district employee's time, they need to be familiar with the types of leave earned by employees and how that leave may be used. District boards should closely review the use and accrual of leave on the employee's monthly timesheet prior to approval.

Eligibility & Accrual of Leave

Permanent employees are eligible to accrue, use, and receive pay for sick, annual, and holiday time. Annual and sick leave accrual rates and accumulation limits are based on total service with the district.

For purposes of leave rules, total service means total service as a permanent employee. Total service does not include periods of employment as a temporary or seasonal employee.

Temporary employees and other limited term employees are not eligible to accrue, use, or receive pay for sick, annual, or holiday time.

Leave accrues only when an employee is in pay status and cannot be taken in advance. Leave accrues on the last day of the month and may not be used until the following month.

Establishing Leave Policy

The Conservation Commission recommends that boards establish a policy on minimum leave balance requirements. An example policy that a board could adopt would be that an employee must maintain a combined total of 40 hours of sick and annual leave before any annual leave shall be granted.

Types of Leave

Annual Leave

This type of leave is to be used for vacations, personal business and other time taken off not covered by sick leave or holiday provisions. Accrued annual leave may be used for sick leave if an employee has exhausted all available sick leave.

The district should establish a policy on how annual leave will be requested. Annual leave should be requested in advance to taking the leave.

Upon resignation or termination of an employee, the employee must be paid for accumulated annual leave up to the maximum annual leave accumulation limits.

Sick Leave

Sick leave is to be used when an employee is prevented from working because of sickness, injury, medical reasons (surgical, dental, optical examinations) or jeopardy to other's health if present at work.

Sick leave cannot be used for annual leave. If an absence because of illness or injury extends beyond the sick leave accrued, such additional time may be charged to accrued annual leave.

The board may require that the employee furnish medical statements of illness and treatment from the attending physician in order to qualify for sick pay. (continued on next page)

(Sick Leave Continued)

Upon resignation or termination of an employee, the employee is **not** paid for accumulated sick leave. If an employee leaves service from the district but is rehired by a conservation district within two years of his/her last working day the sick leave amount may be reinstated.

Enforced Leave

A permanent employee may be granted time off from regular duties, with compensation, for absence necessary when some member of the immediate family or household requires the employee's care because of illness or injury. Other instances when enforced leave may be used is in the case of death in the immediate family or if there is a personal disaster.

This leave must be charged against the employee's sick leave and may not be granted in excess of accumulated sick leave. The number of days granted will be governed by the circumstance of the case, but in no event can it exceed 10 days (80 hours) per calendar year.

Family Leave

An eligible employee may be granted up to 12 weeks (480 hours) of family leave in a 12-month period for any Family and Medical Leave Act (FMLA) qualifying event. Those events include the birth of a child, the placement of a child for adoption or foster care, care for a child, spouse or parent who has a serious health condition, or a serious health condition of the employee.

Employees can account for time off by using accrued annual and/or sick leave, or can request leave without pay. Employees shall provide the board advanced notice whenever family leave is needed. All family leave requests must be presented to the board in writing for approval.

Holiday Leave

Holidays may be granted in accordance with state law and the Governor's Proclamations as they are observed by the individual districts in accordance with workload and policies.

The Oklahoma Conservation Commission will notify districts of holidays for each year.

Some offices are also federal offices. Federal holidays differ from those of state offices; therefore, it is at the board's discretion as to which holidays to observe.

Under no circumstances shall the number of paid holidays exceed the number designated by the state.

Holiday leave is calculated as an 8 hour day. If employees work a compressed work schedule (9 hour days) it will be necessary for an employee to take an hour of leave for that holiday.

Leave without pay

The district board may approve a request from a permanent employee for leave without pay. The request must be in writing and must include the reasons for the leave.

Leave without pay cannot be approved for more than 12 months. However, an employee may request an extension before the end of the approved leave period. This request must also be in writing to the board.

An employee may return to work before the specified date of return if the board approves a written request from the employee to return earlier. If the employee fails to report for work on the specified date of return, the board may terminate the employee. The board may cancel leave without pay at any time and require the employee to return to work before the specified date of return.

If an employee is absent from work without proper authorization, the employee may not receive pay for such absence and may be subject to termination.

Other types of Leave

Consult the district handbook for discussions on military leave of absence, maternity leave and leave for court and jury service.

Prepared by Oklahoma Conservation
Commission - District Services Division
March 2008

Military Leave of Absence

All officers and employees of the state or a subdivision of the state shall, when ordered by the proper authority to active duty or service in any branch of the United States Military, be entitled to leave of absence without loss of pay for 20 days during the calendar year. They also have the right of restoration to the former position.

Districts are not required to pay an employee for more than 20 calendar days of such leave of absence in any twelve month period. The twelve month period is based on the federal fiscal year.

The employee should be required to provide a copy of orders and that copy be attached to the employee's leave record. Leave with pay may be granted only during active duty.

Maternity Leave

Maternity leave may be granted on the same basis as any other leave for medical reasons. An employee may use both sick leave and annual leave. An employee who does not wish to exhaust all leave may be placed on leave without pay. If all accrued leave is used, then the employee will be placed on leave without pay.

Leave Without Pay

The district board of directors may approve a request from a permanent or probationary employee for leave without pay. The request must be in writing and must include the reasons for the leave.

Leave without pay cannot be approved for more than 12 months. However, an employee may request an extension before the end of the approved leave period. This request must also be in writing to the board.

An employee may return to work before the specified date of return if the board approves a written request from the employee to return earlier. If the employee fails to report for work on the specified date of return, the board may terminate the employee. The board may cancel leave without pay at any time and require the employee to return to work before the specified date of return. If an employee is absent from work without proper authorization, the employee may not receive pay for such absence and may be subject to termination.

Inclement Weather

The Commission recommends that the district board designate one member with the authority to authorize leave to district employees when weather conditions warrant. In this case, any leave time approved should be taken as enforced leave (charged against the employee's sick leave balance and cannot exceed the 80 hours limit in a calendar year), annual leave, compensatory leave, or allow time to be made up by employees within the workweek. In the event that the employee has or will exceed the 80 hours enforced leave limit, the employee must charge the hours in excess to one of the other types of leave.

This Week in Conservation

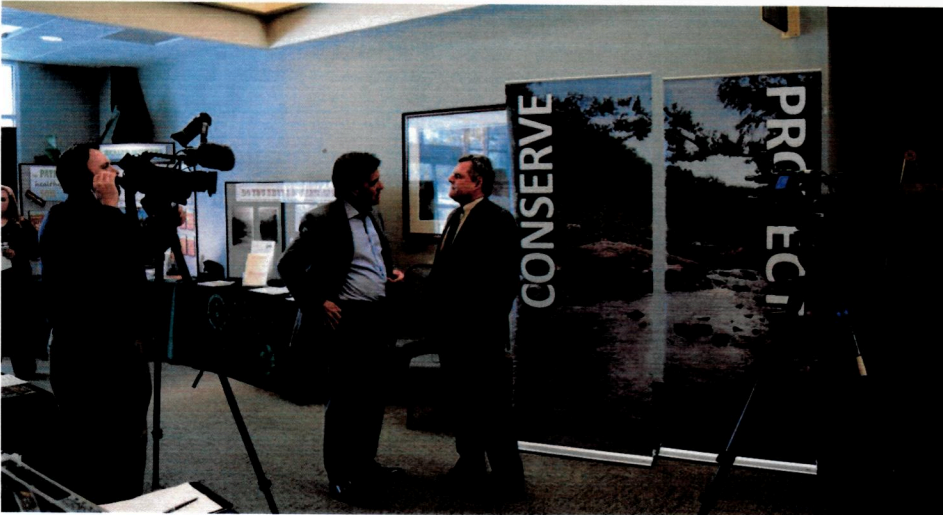
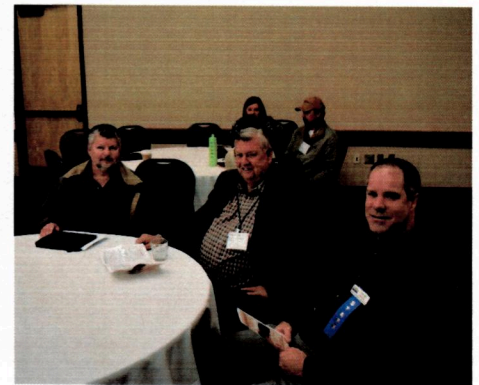
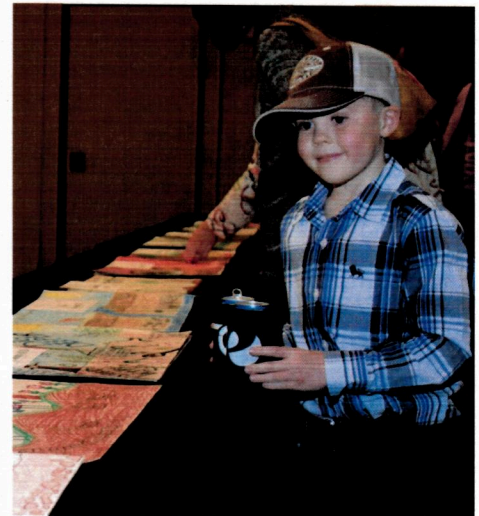


A newsletter for Conservation Commission and district staff, directors, and partners.

Week of March 5, 2015

State Meeting Wrap-Up

We heard from more than one State Meeting veteran that the 2015 entry was one of the best on record. If you weren't able to join us, we hope you'll listen to your friends who did come and make it out next year. In this week's issue, we feature some of our favorite photos captured at the meeting. You can access all of the photos at bit.ly/StateMeet15. See you at the Capitol on March 23 for Conservation Day!



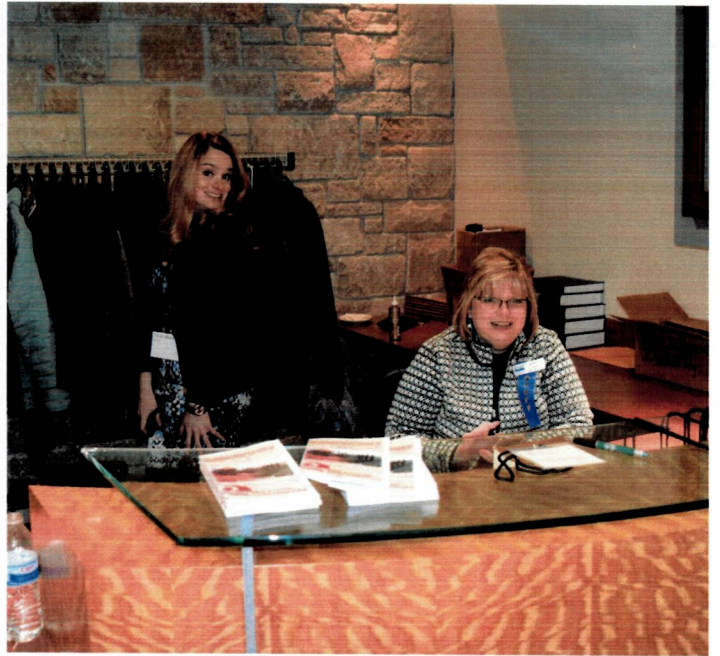
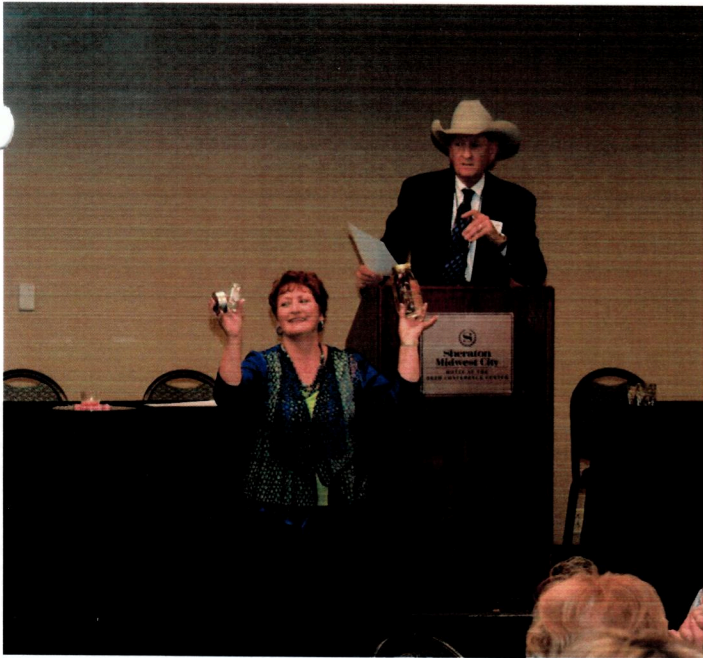
Hot Links!

- twitter.com/Conservation_OK
- facebook.com/ConservationOK
- bit.ly/DistrictDirectory



District employees! Please print a copy of this TWIC for your board members who need a physical version. Please keep the stories and photos coming for future issues. Your story is worth telling!





DISTRICT DIRECTOR POSITION #1 ELECTION SCHEDULE

MARCH

At the March board meeting, set the dates for publishing notices of filing period and election in **all** newspapers in the district. The notice must be published twice, with a seven day interval. This action must be recorded in the meeting minutes.

APRIL 1-23

Publish two times, with a seven day interval, the *Notice of Filing Period for Election of District Director*, Form OCC-3D.

WEEK OF APRIL 27

Each district must certify to the Commission that the notice has been published by sending in the *Proof of Publication* provided by each newspaper.

MAY 1-14

Accept applications from those who apply by using *Notice of Declaration of Candidacy*, Form OCC-3F. A copy of the applicant's Cooperator Agreement must be attached. If the applicant does not already have a Cooperator Agreement on file, they must fill out Form OCC-2B, *Application for Cooperator Agreement*. The district must verify with the County Election Board that the individual is a registered voter in the district.

NOTE: If the board has sufficient information to believe that there will be an election, the board may select polling places and a District Election Committee for recommendation to the Commission and designate newspapers for Notice of Election at the May board meeting. (See procedures for holding an election located in the District Handbook for a complete list of action to be taken)

MAY 14

Close of business is the deadline for accepting applications. Mail Form OCC-3F and cooperator agreements or Applications for Cooperator Agreement for each individual that files to the Commission office.

- If no one files, notify the Commission.
- If only one individual applies, and the applicant is determined eligible by the Commission, there will be no election.
- If two or more candidates file, advise the Commission at once. The Commission will notify the district whether candidates are eligible and whether an election will be held. If an election will be held use the procedures outlined below.

Districts! Sign up for Conservation Day @ the Capitol

Oklahoma Association of Conservation Districts [sarahblaney@okconservation.org]

Sent: Friday, March 06, 2015 10:34 AM

To: Tulsa County CD

Oklahoma Association of Conservation Districts



PO Box 2775, Oklahoma City, OK 73101-2775

www.okconservation.org

Conservation Day at the State Capitol

Monday, March 23

9:00 am - set-up of exhibits in Rotunda

9:30 am - Awards Ceremony in Senate Chambers

10:45 a.m. - Press Conference Room 432B

11:15 a.m. - Special Presentation "The Next Generation" on the 4th Floor Rotunda

3:00 p.m. - take down of exhibits in Rotunda



Conservationists will gather at the state capitol. Throughout the day, display booths will be exhibited in the Capitol Rotunda on the fourth floor. Exhibitors will include a number of the state's local conservation districts along with state and federal conservation agencies and related nonprofit organizations and companies. Conservation awards will also be presented during this event. A more complete schedule of events will be sent to districts and partners in the next few weeks. [Learn More](#)

Districts wanting to display items in the rotunda should contact Sarah Blaney to reserve your spot. (517) 763-8609 or sarahblaney@okconservation.org

New State Officers and Directors

President - Steve House
Vice President - Dan Sebert
Vice President- Dan Herald
Vice President - Jimmy Emmons
Area I - vacant
Area II - Everett Wallenberg
Area III - Justin Miller
Area IV - Bryant Reeves
Area V - Dale Jenkins

Please send your monthly reports to your area director.

STAY CONNECTED



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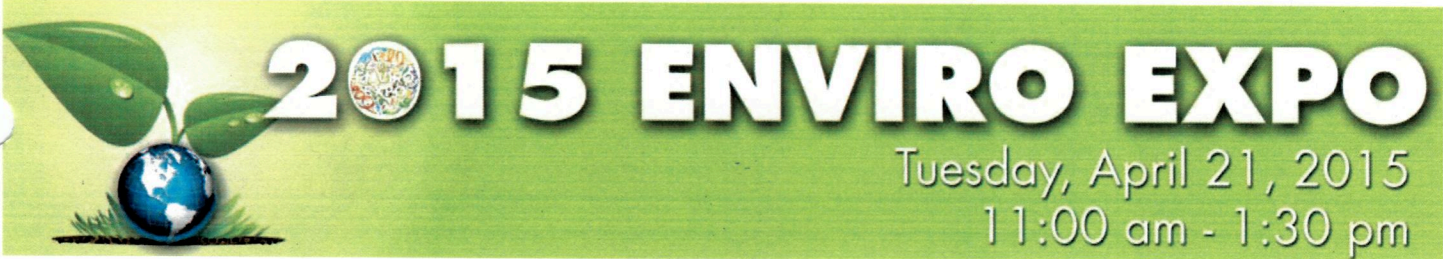
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Oklahoma Association of Conservation Districts | PO Box 2775 | Oklahoma City | OK | 73103



VENDOR REGISTRATION FORM

Organization Name Tulsa County Conservation District

Address 6660 S. Sheridan Rd. Suite 120

City Tulsa State OK ZIP Code 74133

Contact Name Gabriel Parker Title District Secretary

Phone (918) 280-1595 ext. 100 Fax 1-855-421-7632

Email Address tulsaccd@conservation.ok.gov Website tulsaccd.org

Organization Category:

- Non-Profit Service Government For-Profit Retail Other: _____

The M.e.t. will provide a 10' x 10' tent, 2 chairs, and 1 table for each booth.

Please briefly describe your booth, planned giveaways, or special accommodations needed:

K-12, Adult, Civic group, HOA Environmental education and any other groups. No special accommodations needed

I have read, understand, and agree to the following terms: (a) I must return this registration form to The M.e.t. by Friday, March 25, 2015 to be considered for booth space; (b) I will be contacted if my booth space is approved by The M.e.t.; (c) I am responsible for setting up my booth by 10:00 a.m., April 21, 2015 and breaking it down by 2:00 p.m.; (d) No product sales will be allowed; (e) My booth will have someone attending to it at all times during the event.

Signature Gabriel Parker Date 2/18/2015

When completed, return form to Meg Sutherland at meg@metrecycle.com, fax or mail to:

The M.e.t.

One West Third Street, Suite 110 • Tulsa, Oklahoma 74103 • Fax 918.584.0594

Conservation District Employee Evaluation of: _____

- Scale: 5 (Outstanding – Consistently exceeds expectations)
 4 (Very good – Sometimes exceeds expectations)
 3 (Satisfactory – Meets expectations)
 2 (Needs improvement)
 1 (Fails to meet expectations)

A. Work Habits/Attitudes

	Exhibits common sense, maturity, and good judgment
	Takes pride in work, has interest in office
	Applies enthusiasm and interest in the job
	Works well under stressful conditions meets deadlines, deals with time constraints
	Independent - requires minimal supervision on many tasks, gets job done
	Dependable – on time for work, uses leave consistent with office policies
	Professional personal appearances
	Time effectiveness - uses time wisely to accomplish work
	Acceptance of direction and criticism
	Flexibility – willingness to accept new assignments, good attitude toward change, new duties and methods

B. Technical Skills

	Work is technically accurate and free from errors
	Follows established policies and procedures
	Problem solving, creativity, resourcefulness
	Initiative – Self-starter, voices ideas

C. Communication Skills

	Oral communication
	Written communication
	Communication and interaction with other co-workers

D. Dealing with co-workers, customers, and other agencies

	Tact and diplomacy
	Skill in getting along with co-workers
	Willingness to assist in support activities
	Interpersonal skills – listens and communicates effectively
	Cooperation with NRCS - does a good working relationship exist?
	Cooperation with other agencies
	Cooperation with board of directors and other district employees
	Confidentiality

1. What are this person's strengths?

What improvements are needed?

The following questions are optional and should be asked at TCCD's discretion.

3. Does this person supervise effectively?

4. Does this person demonstrate leadership skills and motivate others?

5. Does this person handle additional responsibilities well?

Does this person delegate tasks to others?