

2014 MAR 18 AM 10:37

**NOTICE OF CHANGE IN MEETING DATE,  
TIME AND/OR PLACE**

STATE OF OKLAHOMA  
TULSA COUNTY  
RECEIVED

In accordance with the Oklahoma Open Meeting Act (Title 25 of the Oklahoma Statutes, Section 301 and following as amended) the Tulsa County Conservation District Conservation District Board of Directors, a governmental subdivision and public body of the State of Oklahoma, with offices located at 5401 S Sheridan Suite 201 Tulsa, OK 74145 files this Notice of Change of Meeting, Date, Time and/or Place with the County Clerk of Tulsa County, Oklahoma.

Original Meeting Date, Time and Place Thursday March 13, 2014 4:00 PM 5401 S Sheridan Suite 201 Tulsa, OK 74145
This is a: <input checked="" type="checkbox"/> Special Meeting <input type="checkbox"/> Canceled Meeting <input type="checkbox"/> Rescheduled Regular Meeting <input type="checkbox"/> Emergency Meeting <input type="checkbox"/> Continued or Reconvened
New Meeting Date, Time and Place Thursday March 20, 2014 5:00 PM 5401 S Sheridan Suite 201 Tulsa, OK 74145
Remarks: Rescheduled as a Special Meeting due to the lack of quorum for our Regular Meeting

NAME OF PERSON REPORTING:  Name (Type or Print) <u>Gabriel Parker</u>  Title <u>District Secretary</u>  Signature <u><i>Gabriel Parker</i></u>  Date <u>March 18, 2014</u>
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**AGENDA**  
**Board of Directors Special Meeting**  
**Tulsa County Conservation District**  
**5401 S. Sheridan, Suite 201 Tulsa, OK 74145**  
**March 20, 2014 - 5:00 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 13, 2014 Regular Meeting
  - B. Approval of Financial Statements & District Budget for Period Ending February 2014
  - C. Review of TACF Financials for Period Ending February 2014
  - 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
  - F. Acceptance of Conservation Program Specialist Reports
  - G. Acceptance of District Conservationist Agency Report
  - H. Acceptance of NRCS Farm Bill performance worksheets
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost Share Program Year 15
  - A. Cancellation by Nathan Lovelle
  - B. Set new application period
  - C. Rick Clark extension request
7. Discussion and/or Possible Action on the Following District Operation Items:
  - A. Ethics Commission - Personal Financial Reporting FYI
  - B. Director Position #1 Election - Set the dates for publishing notices of filing period and election in all newspapers. The notice must be published twice.
  - C. Possible request to the Foundation for new TCCD materials. i.e. shirts, printed materials, etc. with updated address and directors
  - D. LID research symposium attendance fee for Scott Grant
  - E. LID Design Contest finals event on 5:30-7:30 on Thurs, April 3<sup>rd</sup> at Hard Rock
  - F. Scott Grant new employment notice
  - G. Reimbursement to Scott Grant for Registration for GCLIDRI Symposium of \$150.00
8. New Business:
9. Public Comments:
10. Adjourn:

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

Emailed  
4/24/14 GP




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](mailto:Tulsaccd@conservation.ok.gov)

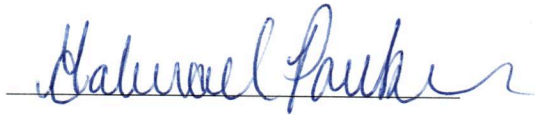
## STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **March 20, 2014** were approved as written by a vote in the **Special Meeting** of the Board of Directors held on **April 24, 2014**

  
\_\_\_\_\_  
Chair, Board of Directors

  
\_\_\_\_\_  
Date

Attest:

  
\_\_\_\_\_

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

Date: March 20, 2014  
Time: 5:00 PM

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

Members Absent: Craig Thurmond, Member

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 5:06 PM. He noted this was a Special 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 18, 2014 in the front window at 5401 S. Sheridan, Suite 201, Tulsa, Oklahoma 74145.

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 13, 2014 Regular Meeting
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  - 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
  - F. Acceptance of Conservation Program Specialist Reports
  - G. Acceptance of District Conservationist Agency Report
  - H. Acceptance of NRCS Farm Bill performance worksheets

After a brief discussion, Roy Foster made a motion to accept the consent agenda as presented. Michelle Barnett 2<sup>nd</sup> the motion. Nays: None. The motion carries.

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

**6. Cost Share Program Year 15**

**A. Cancellation by Nathan Lovelle**

Scott Grant said that Nathan Lovelle had requested to cancel his cost share application. He also said that due to this cancellation, we have an extra \$4000.00 in our cost share funds. Scott said that this would need to be allocated by June 30, 2014 or it will go to another district. Scott said that we will also have some additional funds left over from another participant that had recently completed his practice, which leaves \$6118.37 left to allocate.

**B. Set new application period**

Given the information stated above, Scott Grant suggested that we reopen the cost share application. He suggested setting a new end date of April 7, 2014, a few days before our next board meeting. This would allow us to get the board to sign any paperwork necessary and to have the additional funds allocated by June 30, 2014. This would also give us enough time to extend the application deadline if we do not have anyone by the April meeting. Scott also suggested that we could possibly call previous participants or applicants to see if they would be interested in doing any additional practices on their land. Michelle Barnett made a motion to set a new cost share application deadline from March 21, 2014 to April 7, 2014. Roy Foster 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**C. Rick Clark extension request**

Rick Clark had requested a 90 day extension to complete his pond practice as well as a fencing practice. He said that he was unable to get a contractor out to his property when the weather was decent. Gary Bishop said that Rick Clark would need an additional \$1000.00, if possible, to complete his practices. Scott Grant said that we could allocate an additional \$1000.00 to him from the \$6118.37 unallocated funds which would give him a maximum amount of \$5000.00 in cost share funds. Michelle Barnett made a motion to give Rick Clark a 90 day extension to complete his pond and fencing practices, as well as allocate an additional \$1000.00 to complete those practices. Roy Foster 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**Scott VanLoo entered the session at 5:12 PM.**

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

**D. Ethics Commission - Personal Financial Reporting FYI**

This is just a reminder to the Board that this paperwork is due by April 30, 2014.

**E. Director Position #1 Election - Set the dates for publishing notices of filing period and election in all newspapers. The notice must be published twice.**

After a brief discussion, Roy Foster made a motion to have staff advertise the notice of filing period and election in the Tulsa World on 4/4/2014 and again on 4/11/2014. Scott VanLoo 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**F. Possible request to the Foundation for new TCCD materials. i.e. shirts, printed materials, etc. with updated address and directors**

John Beasley said that since we are moving to a new location in June, it would be a good time to update the Districts printed materials. Michelle Barnett asked if TCCD staff could get a list together of what we would need to update so we can put in a financial request from the TACF board to help with the cost. Gabrielae Parker said that she would put a list together. No action needed to be taken.

**G. LID research symposium attendance fee for Scott Grant**

Please see item 7J below.

**H. LID Design Contest finals event on 5:30-7:30 on Thurs, April 3<sup>rd</sup> at Hard Rock**

Scott Grant just said this was an FYI for anyone who would be interested in attending the finals event.

**I. Scott Grant new employment notice**

Scott informed the Board that he had accepted a position in Kansas City, KS and would be leaving the District in April. He said that his last day would be April 3, 2014.

**J. Reimbursement to Scott Grant for Registration for GCLIDRI Symposium of \$150.00**

After a brief discussion, John said that Scott Grant came to him prior to purchasing the tickets and said that they needed to purchase them sooner rather than later. John Beasley told Scott to get them and he would be reimbursed out of the Chair's discretionary spending of \$250.00. This was just to inform the rest of the board of the communication between staff and John.

**8. New Business:**

No new business.

**9. Public Comments:**

No public comments.

**10. Adjourn:**

John Beasley adjourned the meeting at 5:45 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.

**Tulsa County Conservasion District**  
**Profit & Loss Detail**  
**February 2014**

11:39 AM  
 03/05/14  
 Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
<b>Income</b>						
<b>Administrative Income</b>						
Deposit	2/19/2014		Checking Acct 6407	To cover remaining bills for January	150.00	150.00
Deposit	2/19/2014		Checking Acct 6407	Additional amount to cover State Taxes	150.00	300.00
Deposit	2/25/2014		Arvest Web Money ...	Payee:WEB XFER FROM 37906407	300.00	600.00
Deposit	2/28/2014		Arvest		0.40	600.40
Deposit	2/28/2014		Arvest		0.01	600.41
Deposit	2/28/2014		Arvest	Interest Payment	0.09	600.50
Total Administrative Income						
<b>OCC Reimbursements</b>						
Deposit	2/25/2014		OCC		4,670.85	4,670.85
Total OCC Reimbursements						
Total Income						
<b>Expense</b>						
<b>Administrative Expense</b>						
Check	2/19/2014		Checking Acct 6407		150.00	150.00
Check	2/19/2014		Checking Acct 6407		150.00	300.00
Check	2/25/2014		Special Projects 6410	Transfer back to Special Projects WEB XFER ...	300.00	600.00
Check	2/28/2014	8247	Fuzzell's Copier	Quarter Copier Rental	100.00	700.00
Total Administrative Expense						
<b>Employee Benefits</b>						
Check	2/7/2014	8239	OCC	February 2014 Preclaim	238.78	238.78
Total Employee Benefits						
<b>Office Supplies</b>						
Check	2/5/2014	8240	Office Depot	Office Supplies purchased in January	19.99	19.99
Check	2/27/2014	8248	Office Depot	Office Supplies for February 2014	50.91	70.90
Total Office Supplies						
<b>Payroll</b>						
Check	2/3/2014	8237	Scott D Grant	January 16 - 31st Pay Period	920.03	920.03
Check	2/3/2014	8238	Scott D Grant	Longevity - 2014 6 years	556.20	1,476.23
Check	2/14/2014	8243	Gabriel S Parker	February 1-15th Pay Period	767.82	2,244.05
Check	2/17/2014	8244	Scott D Grant	February 1-15th Pay Period	920.03	3,164.08
Check	2/28/2014	8245	Gabriel S Parker	February 16-28th Pay Period	767.82	3,931.90
Check	2/28/2014	8246	Scott D Grant	February 16-28th Pay Period	920.03	4,851.93
Total Payroll						

**Tulsa County Conservation District**  
**Profit & Loss Detail**  
**February 2014**

11:39 AM  
 03/05/14  
 Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
<b>Payroll Tax</b>						
Check	2/10/2014		IRS	January 2014 Payment	942.44	942.44
Check	2/18/2014		IRS	Shortage 941 Tax Payment for January 2014	282.35	1,224.79
Check	2/21/2014		Oklahoma Tax Com...	January 2014 Payment	142.00	1,366.79
Check	2/21/2014		Oklahoma Tax Com...	February 2014 Payment	149.00	1,515.79
<b>Total Payroll Tax</b>					<u>1,515.79</u>	<u>1,515.79</u>
<b>Telephone and Internet</b>						
Check	2/19/2014		AT&T	January 2014 Payment	146.27	146.27
<b>Total Telephone and Internet</b>					<u>146.27</u>	<u>146.27</u>
<b>Travel</b>						
Check	2/14/2014	8241	Gabriel S Parker	January Mileage	32.26	32.26
Check	2/17/2014	8242	Scott D Grant	January Mileage	27.44	59.70
<b>Total Travel</b>					<u>59.70</u>	<u>59.70</u>
<b>Total Expense</b>					<u>7,583.37</u>	<u>7,583.37</u>
<b>Net Income</b>					<u><b>-2,312.02</b></u>	<u><b>-2,312.02</b></u>



## CONSERVATION EDUCATION PROGRAM REPORT

Conservation District <u>Tulsa County</u>	District Number <u>2</u>
Activity Number (See Choices on Back) <u>1- Natural Resource Day - Mooser Creek outreach</u>	Date <u>2/10 &amp; 11/2014</u>
If activity is a Natural Resource Day did you use any of the TEAM RESOURCE TRUNKS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
If yes: specify which ones: (i.e. pond ecology, soil, etc.) <u>Water</u>	
Number of Schools Participating <u>1- Riverfield Country Day School</u>	

Number Reached

Preschool	_____	Grade 6	<u>31</u>	Grade 12	_____
Grade 1	_____	Grade 7	<u>33</u>	College	_____
Grade 2	_____	Grade 8	_____	Teachers	<u>5</u>
Grade 3	_____	Grade 9	_____	Youth Leaders	_____
Grade 4	_____	Grade 10	_____	Higher Ed Instructors	_____
Grade 5	_____	Grade 11	_____	Adults	_____
				Special Needs	_____

TOTAL PARTICIPANTS 69

## CONSERVATION EDUCATION PROGRAM REPORT

Conservation District _____	District Number _____
Activity Number (See Choices on Back) <u>1- Natural Resource Day - Arkansas River</u>	Date <u>2/24 &amp; 25/2014</u>
If activity is a Natural Resource Day did you use any of the TEAM RESOURCE TRUNKS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
If yes: specify which ones: (i.e. pond ecology, soil, etc.) _____	
Number of Schools Participating <u>1- Riverfield Country Day school</u>	

Number Reached

Preschool	_____	Grade 6	<u>42</u>	Grade 12	_____
Grade 1	_____	Grade 7	<u>38</u>	College	_____
Grade 2	_____	Grade 8	_____	Teachers	<u>7</u>
Grade 3	_____	Grade 9	_____	Youth Leaders	_____
Grade 4	_____	Grade 10	_____	Higher Ed Instructors	_____
Grade 5	_____	Grade 11	_____	Adults	_____
				Special Needs	_____

TOTAL PARTICIPANTS 87

**CPS Report  
February 2014**

**Meetings:**

2/3/2014	Tallgrass RC&D Council board meeting in Dewey
2/12/2014	Meet with citizen Leslie Harrison about Red Cedar control projects
2/13/2014	TCCD Board meeting
2/20/2014	Sustainable Tulsa Business to Business event at OSU-Tulsa

**Special Events:**

2/10-11/2014	Water outreach at River field Country Day School
2/17/2014	President's Day Holiday
2/24-25/2014	Water outreach at River field Country Day School

**Up Coming Events:**

3/5/2014	Set up for Home and Garden Show
3/5/2014	Brown Bag: Roadblock to LID Implementation – Michelle Barnett
3/6/2014	Sustainable Tulsa meeting
3/6/2014	Riverfield Country Day School outreach planning meeting
3/10/2014	Home and Garden Show moveout
3/10/2014	Pervious Concrete Brown Bag lecture and demo
3/13/2014	LID Contest Advisory Committee meeting
3/13/2014	TCCD Board meeting
3/14/2014	LID Contest Entry Deadline
3/25/2014	City of Tulsa Development Services LID Design contest meeting

**Work Duties Performed:**

- ❖ Coordinate CSPY 15 paperwork and monthly reports
- ❖ Maintain time, attendance, duties list, volunteer hours and master list
- ❖ 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
  - Contact and recruit judges
  - Communicate with teams
- ❖ Coordinate outreach education events
  - Riverfield Country Day School water outreach
- ❖ Attend TCCD board meeting
- ❖ Coordinate Home and Garden Show booth with City of Tulsa
- ❖ Attend Btown Bag lunch seminar at OSU-Tulsa
- ❖ Attend B@B discussion at OSU-Tulsa
- ❖ Begin planning 20<sup>th</sup> Annual Creek Cleanup on Sat, May 31<sup>st</sup>
  - Scout potential locations
  - Contact community partners

**Agency Report  
Natural Resources Conservation Service  
Tulsa County Board of Directors Meeting  
March 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. The WHIP program will be rolled over into the EQIP program under the new Farm Bill for FY 2014.

**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 be assisting the Tulsa County Conservation District and the Tulsa Community College (TCC) Northeast Campus to conduct an Annual Land Judging Contest on campus during April 2014.

# Performance Worksheet/Operational Tasks

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

County \_\_\_\_\_  
 Conservation District \_\_\_\_\_

**March-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
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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																												
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																												
Field Assistant			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
Maintain ledgers			X	X	X	X	X			X			X	X			X	X	X	X	X			X	X	X	X	X
Other			X	X									X							X				X	X			

## Farm Bill Contracting

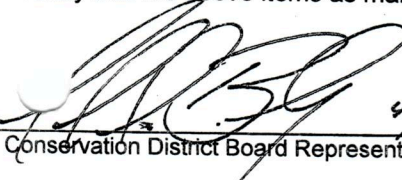
Explain and promote farm bill programs																												
Local work group coordination																												
Complete program applications																												
Program application rankings																												
Compile and file applications																												
Prepare and mail form letters						X				X			X					X								X		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: 30 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) 4/24/14

  
 NRCS District Conservationist (Signature & Date) 4/2/14

**FW: Tulsa CPS position**

Beasley, John D [jbeasley@baschools.org]

**Sent:** Tuesday, March 11, 2014 12:07 PM**To:** Tulsa County CD

Gabriael,

Please print and attach this to the Board Packet.

JB

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**From:** Lisa Knauf [mailto:Lisa.Knauf@Conservation.ok.gov]**Sent:** Tuesday, March 11, 2014 12:04 PM**To:** Beasley, John D**Subject:** RE: Tulsa CPS position

John,

We received your request for guidance on the steps to take to fill the District Manager or Conservation Program Specialist position at the Tulsa County Conservation District (TCCD). The first step is to make a formal request to fill the vacated position and include your suggested compensation package. It would expedite matters if you also include your justification for the position, the job description and the performance appraisal form that TCCD uses to evaluate performance of the requested position.

Please be aware that the Executive Budget for Fiscal Year 2015 that was submitted to the Second Session of the 54<sup>th</sup> Oklahoma Legislature by Governor Mary Fallin included a 5% reduction in appropriation to the Oklahoma Conservation Commission (OCC)/Conservation Districts. The reduction in funding amounts to \$523,084. The OCC is assessing the impact of the recommended reduction and evaluating alternatives. Up to this point, the OCC has managed reductions in funding through cost cutting and attrition. We will likely hold your request until we know for sure what level of funding we receive from the legislature and can determine to what extent we can fund existing personnel.

We will also need a signed Notice of Personnel Action form from Scott and the board that indicates the last day of work for Scott as well as a copy of his resignation letter.

Thanks,

Lisa

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**From:** Beasley, John D [jbeasley@baschools.org]**Sent:** Thursday, March 06, 2014 5:16 PM**To:** Lisa Knauf**Subject:** Tulsa CPS position

Lisa,

Well, that day has arrived. Scott Grant has accepted a position elsewhere. I would like to address what steps we need to take to fill the DM or CPS position at our next Board Meeting, Thursday, March 13. Please give me an outline on actions that we can take now to expedite getting a second employee in our office. OSU and NSU will be graduating CPS qualified students in May. I would like to begin interviewing for the CPS position by then and hire someone by June. I will be available after June 1 to provide guidance for Tulsa's new CPS during the

summer break from Broken Arrow High School.

Let me know your thoughts,

John D. Beasley  
Chairman, Board of Directors  
Tulsa County Conservation District

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