

**AGENDA**  
**Board of Directors Regular Meeting**  
**Tulsa County Conservation District**  
**6660 S. Sheridan Rd. Suite 120**  
**Tulsa, OK 74133**  
**April 9, 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 March 12, 2015 Regular Meeting and March 25, 2015 Special Meeting
  - B. Approval of Financial Statements & District Budget for Period Ending March 2015
  - C. Review of TACF Financials for Period Ending March 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 March 2015
  - F. Acceptance of NRCS Farm Bill performance worksheets
5. Cost Share Program Year 16:
  - A. Approve applications for 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 TCCD & OCC
  - C. Discussion of District Conservationist Agency Report
  - D. John's Beasley's Term Expiring June 30, 2015
  - E. Position Election Notice Posted on April 3<sup>rd</sup> and 17th
  - F. July Home & Garden Expo Participation
  - G. 2016 Home & Garden Show Participation
  - H. Crow Creek Watershed Initiative Update with Jean Lemmon
  - I. Presentation with Steve Grantham from Up with Trees
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. New Business:
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is May 14, 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](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 **April 9, 2015** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **May 14, 2015**.

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

5/14/15  
Date

Attest:

  
\_\_\_\_\_

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

Date: April 9, 2015

Time: 4:00 PM

Members Present: John Beasley, Chairman  
Roy Foster, Treasurer  
Scott VanLoo, Vice Chairman  
Zach Kilburn, Member  
Craig Thurmond, Member

Members Absent: None

Others Present: Gabriael Parker, District Secretary  
Cleao Bradford, Acting District Conservationist  
Cord Hodge, Member of the Public  
Steve Grantham, Up With Trees

**1. Meeting Called to Order:**

Chairman Beasley called the meeting to order at 4:07 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 April 8, 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 March 12, 2015 Regular Meeting and March 25, 2015 Special Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending March 2015**

**Craig Thurmond entered at 4:18 PM**

- C. Review of TACF Financials for Period Ending March 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 March 2015**
- F. Acceptance of NRCS Farm Bill performance worksheets**



Roy Foster made a request to remove item 4B for further discussion. Roy Foster made a motion to accept the Consent Agenda minus item 4B. Scott VanLoo 2<sup>nd</sup> the motion. Nays: None. The motion carries.

Roy Foster said that he had a question for staff. He wanted to know about the account that used to be called the Special Projects (SP) account that currently had a balance of \$1689.00. He said that he had not noticed it before now, but he saw a dormancy fee clause of \$10.00 for inactivity for least twelve months. He said that we do not need to pay a fee on any of our accounts with the limited funds that we do have. Roy wanted to know how we can utilize the funds in this account. He said in the past, we use to tap into these funds when the funds in the operating account were low, but that does not seem to happen as often. Gabrielae Parker said that we could withdraw funds from the Special Projects account and transfer it to the operating account to maintain some activity on the SP account. John Beasley pointed out that from what he could tell, Arvest has yet to charge us a fee for inactivity. Roy said that he knew that but he wanted to bring it to our attention because they could potentially charge the fee. Roy confirmed with Scott VanLoo, that the main reason we opened this account was to secure funds for services provided by the District, like soils maps and plat books, and way to keep it separate from the operating funds. He then asked Scott why there was a need to keep the SP account, given that we do not have a high demand for those services. Scott said that he did not know. We are not making as much money via our special projects like they have in the past. In fact TCCD is going through TACF when we need funding. Scott then asked Roy if he would recommend putting the money from the SP account into the Operating account. Roy asked what would be the harm in moving those funds from the SP account to the Operating account. Gabrielae said that she did not see the harm in that. Scott suggested that we spend the money in the account for things needed in the office, until that account has a zero balance and then close it. Roy instructed Gabrielae to keep an eye on the account to make sure that we do not go twelve months without any activity, so we are not charged the service fee. Roy Foster made a motion to approve the financial statements in 4B. Scott VanLoo 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**5. Cost Share Program Year 16:**

**A. Approve applications for James Adkins, Greg Daubney, Robert Burrell, Michael & Joyce Marcou, and Sunset Farms, LLC. Charles W. Sisler, Cord Hodge, and Brian Hayes**

Gabrielae Parker said that these are the applicants for Cost-Share Year 16 (CSPY 16). John said that we were waiting to see what NRCS EQIP funds would be available to some of our CSPY16 applicants before we approved and allocate CSPY 16 funds. Reason being was to try to assist as many people as we could under State CS. Cleaon Bradford said that NRCS had their EQIP funds out and pre-approved, so we know who will be participating EQIP. Cleaon said that Cord Hodge will not be participating under Cost-Share because he had submitted an application for NRCS's Conservation Stewardship Program (CSP) as well as EQIP. Gabrielae Parker reminded the board that we were given \$12,500.00 for this year's program. She also said that because of how our raking criteria works, we cannot split the money evenly between the applicants because Charles Sisler



ranked slightly higher than all the others. His application ranked at a fifteen and everyone else ranked at a ten. John Beasley asked if we were going to go ahead and allocate the funds in this meeting after we approve them. Cleaon said that it would be best to allocate the funds today. Cleaon informed the board that the estimated cost for the approved practice is based on the average cost per unit, i.e. cubic yard. The estimated cost would be the ideal amount received by the participant, in the right hand column, if we had \$23,000 in Sate Cost Share funds. That amount includes the 75% the board decided would be the max that they would cover in the estimated costs. Roy Foster asked Cleaon if he had a recommendation on which applications are a higher priority to fund. Cleaon said that we need to be fair to the current raking criteria, and the way it is currently set up, it does not allow us to prioritize applications. However, going forward for next year, we need to look at our raking criteria and modify it so we can break it down so we do not have so many people with the same ranking. Roy asked Cleaon if we were obligated to providing our full Cost-Share funds. He said that it would be up to the board on what to allocate to whom. Roy said that we have \$12,500 and the estimated cost is approximately \$23,000. We could cut that figure by 50%, which would help fund all of the participants. In doing so, it provides a little excess amount that we could then allocate to Charles Sisler, since his application ranked higher. Roy said that if we cut the figures in the right hand column by 50%, it would come to \$11,733.75 with \$766.25 left over which we would then allocate to Sisler. He said ultimately we are reducing our original 75% by half, making it 37.5%, all except for Sisler. His would come to approximately 50%. Roy said that if we did this we would be able to help all of our Cost-Share applicants as well as spend all \$12,500. Roy asked Cleaon if he made a motion to drop everyone to 50% of the 75% and give the excess to Charles Sisler and if anyone drops out, could we empower NRCS to allocate those funds proportionally between the remaining participants, or would we need to reallocate those funds at the subsequent meeting. Cleaon was concerned that if someone completes their practice before someone backs out, they would miss out on those funds, so it would be best if the board discussed and allocated it at the next meeting. Roy Foster made a motion to reduce the allocation to 50% of the original 75% approved by the board last year, and provide the excess amount to Charles Sisler. Scott VanLoo 2<sup>nd</sup> the motion. Nays: None. The motion carries.

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

**A. Acceptance of Community Outreach Coordinator Reports**

After a brief discussion, Craig Thurmond made a motion to accept the Community Outreach Coordinator's report. Scott VanLoo 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**B. Community Outreach Coordinator Position Progress Report with Stacy Hanson**

The board decided to table this agenda item due to the fact that Cynthia, and Stacy were unable to attend the meeting.



**C. Discussion of District Conservationist Agency Report**

Cleao Bradford said that they had completed all of the rankings for EQIP. He said that they had several irrigation applications, but had been advised that anyone that had ranked with a medium criteria would not get funding. He said that he was told to not proceed with ranking them because of that fact. In fact he could not fund all of the applications that had received a high priority ranking. All of the money available has been obligated as of the beginning of the month. Which means Tulsa County would not receive any funding for irrigation, even though they had received a few applications requesting assistance. The Tulsa County Graze Land Program received approximately \$42,000, in which we were able to fund three applications. Cleao said in the past we have had to give money back. So it was good that we spent all of the money. We have five CSP (Conservation Stewardship Program) applications that need to be obligated by June of this year. He said that we will have those participants come into the office to sign those contracts in the next week or so. Those contracts needed to be entered into the system by April 1<sup>st</sup>. He said that one of those applications came in after the deadline and was dated the 1<sup>st</sup>, but he could not get it entered into the system. If we did not have them entered into the system by the end of the day on the 1<sup>st</sup>, the system locked you out. So he had to scan it and send it to Washington, so they could enter it. So once that is completed, it would bring the total number of CSP applications to six. Roy Foster made a motion to accept the District Conservationists Agency Report. Scott VanLoo 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**D. John's Beasley's Term Expiring June 30, 2015**

John Beasley informed the board that he will not be seeking another term as a TCCD board member. He said that he would like to start to free up some of his obligations. He said that it has been a very rewarding experience and thanked everyone for allowing him to serve on the board for so many years. No further action needed to be taken at this time.

**E. Position Election Notice Posted on April 3<sup>rd</sup> and 17<sup>th</sup>**

Gabraiel Parker just wanted to inform the board that she posted the election notice in the Tulsa World on April 3<sup>rd</sup> and April 17<sup>th</sup>. She verified that they indeed were posted. No further action needed to be taken.

**F. July Home & Garden Expo Participation**

After a brief discussion, Scott VanLoo suggested that we table this agenda item until the next meeting to allow time for TCCD staff to inquire about the booth space as well as cost for the booth. No further action needed to be taken.

**G. 2016 Home & Garden Show Participation**

Gabraiel Parker informed the board that she had received a booth renewal for the H&G Show 2016. She wanted to make sure that we would participate next year. The board informed her that they would participate, and to give the information to Cynthia Short to fill out as she is the contact person. No further action needed to be taken.

**Jean Lemmon entered at 4:47 PM**



**H. Crow Creek Watershed Initiative Update with Jean Lemmon**

Jean said that they had amazing turnout at the kick-off meeting on March 24<sup>th</sup>. She said that 45 interested citizens came, and about 15 different state and local agencies. Oklahoma Department of Wildlife, City of Tulsa, and TCCD to name a few. She the next steps are to form specific planning committees, which she would like to be landscapers, engineers for restorative design. She would like to get some local business to help support it by joining a planning committee as well as an outreach and education committee. She said she was very happy to see the turnout at the kick-off meeting. Jean also said that they now have a Facebook page that we should like, and tell other people to like. No further action needed to be taken.

**I. Presentation with Steve Grantham from Up with Trees**

Steve Grantham handed out a folder containing information to give to local leader, elected officials, and community groups. He said that it is Up with Trees Tulsa's Urban Forest Master Plan Initiative. In the packet, the right side has information on what trees do to a community including how it helps business, indicates the health of a city, contributes to clean water, and provides safer neighborhoods. Their goal is to get the different groups of Tulsa to work in a cohesive way to plan out what Tulsa will look like in 20 years. They want Tulsa to be the place that people want to live, work, go to school and when they graduate, want to stay. He said that one of the examples in the packet, was from an economic perspective. People will spend 9-12% more money in places that have a dense tree canopy. It has also proven to show that people will spend more of their time in places that have a dense tree canopy. All of the different aspects of what trees add to a city, will have a positive lasting impact on Tulsa. He said that Up with Trees is planning to have a symposium on June 9<sup>th</sup>, and would love to have experts who are passionate about trees and this project to attend and maybe speak about it. Steve said that he would love for TCCD to get involved. No further action needed to be taken.

**Steve Grantham exited at 5:25 PM**

**Jean Lemmon exited at 5:29 PM**

**Cord Hodge exited at 5:32 PM**

**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.**

Roy Foster made a motion to enter into Executive Session with all staying except for Gabriel Parker, and Zach Kilburn taking minutes. Zach Kilburn 2<sup>nd</sup> the motion. Nays: None. The motion carries.

Entered into Executive Session at 5:35 PM

**John Beasley exited the meeting and Executive Session at 5:49 PM**

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

Exited out of Executive Session at 6:37 PM. Craig Thurmond made a motion to accept Gabrielael Parker's performance review and an hourly increase of \$1.00. Roy Foster 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**8. New Business:** None

**9. Public Comments:** None

**10. Adjourn:**

Craig Thurmond made a motion to adjourn the meeting. Zack Kilburn 2<sup>nd</sup> the motion  
Nays: None. The motion carries.

Meeting adjourned at 6:41 PM

Next regularly scheduled meeting is May14, 2015 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



**Tulsa County Conservastion District**  
**Profit & Loss**  
**July 2014 through March 2015**

	<u>Jul '14 - Mar 15</u>
<b>Income</b>	
Administrative Income	3,632.75
Cost-Share Reimbursements	1,706.12
OCC Reimbursements	<u>43,015.40</u>
<b>Total Income</b>	<u>48,354.27</u>
<b>Expense</b>	
Advertising and Promotion	448.20
Aministrative Expense	3,773.98
Cost-Share Payments	1,706.12
Director Fees	525.00
Employee Benefits	1,835.26
Membership Fees	45.00
Office Supplies	710.07
Outreach Programs	120.00
Payroll	28,567.66
Payroll Tax	9,384.10
Postage	49.00
Professional Fees	1,085.00
Telephone and Internet	1,067.11
Travel	<u>791.64</u>
<b>Total Expense</b>	<u>50,108.14</u>
<b>Net Income</b>	<u><u>-1,753.87</u></u>

2:52 PM

04/03/15

Accrual Basis

**Tulsa County Conservastion District**  
**Profit & Loss**  
**March 2015**

	<u>Mar 15</u>
<b>Income</b>	
Administrative Income	0.33 ✓
OCC Reimbursements	5,230.75 ✓
<b>Total Income</b>	5,231.08 ✓
<b>Expense</b>	
Aministrative Expense	367.50 ✓
Director Fees	125.00 ✓
Employee Benefits	292.94 ✓
Office Supplies	361.60 ✓
Payroll	2,784.23 ✓
Payroll Tax	1,342.18 ✓
Travel	107.01 ✓
<b>Total Expense</b>	5,380.46
<b>Net Income</b>	<u><u>-149.38</u></u>



Tulsa County Conservation District  
**Profit & Loss Detail**  
 March 2015

2:52 PM  
 04/03/15  
 Accrual Basis

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
<b>Income</b>								
<b>Administrative Income</b>								
Deposit	3/31/2015		Arvest	Interest Pay...		Arvest Checki...	0.26	0.26
Deposit	3/31/2015		Arvest	Interest Pay...		Arvest Special...	0.07	0.33
Total Administrative Income							0.33	0.33
<b>OCC Reimbursements</b>								
Deposit	3/9/2015		OCC	March Salary...		Arvest Checki...	4,680.09	4,680.09
Deposit	3/27/2015		OCC	February Ge...		Arvest Checki...	550.66	5,230.75
Total OCC Reimbursements							5,230.75	5,230.75
Total Income							5,231.08	5,231.08
<b>Expense</b>								
<b>Administrative Expense</b>								
Check	3/2/2015		Earthdayshirts.com	New Life Ind...		Arvest Checki...	367.50	367.50
Total Administrative Expense							367.50	367.50
<b>Director Fees</b>								
Check	3/27/2015	8373	Zach Kilburn	1st Quarter D...		Arvest Checki...	50.00	50.00
Check	3/30/2015	8371	Roy Foster	1st Quarter D...		Arvest Checki...	75.00	125.00
Total Director Fees							125.00	125.00
<b>Employee Benefits</b>								
Check	3/10/2015	8363	OCC	March 2015 ...		Arvest Checki...	292.94	292.94
Total Employee Benefits							292.94	292.94
<b>Office Supplies</b>								
Check	3/2/2015		Newegg	Purchase of ...		Arvest Checki...	289.99	289.99
Check	3/12/2015		Wal-Mart	Board Meetin...		Arvest Checki...	21.64	311.63
Check	3/24/2015		Sam's Club	Purchase of ...		Arvest Checki...	49.97	361.60
Total Office Supplies							361.60	361.60
<b>Payroll</b>								
Check	3/13/2015	8364	Gabriel S Parker	March 1-15th...		Arvest Checki...	809.43	809.43
Check	3/16/2015	8365	Cynthia Short	March 1-15th...		Arvest Checki...	944.44	1,753.87
Check	3/24/2015	8368	Gabriel S Parker	2 Year Longe...		Arvest Checki...	220.93	1,974.80
Check	3/31/2015	8374	Gabriel S Parker	March 16-31...		Arvest Checki...	809.43	2,784.23
Total Payroll							2,784.23	2,784.23
<b>Payroll Tax</b>								
Check	3/10/2015		IRS	941 Tax Pay...		Arvest Checki...	1,097.34	1,097.34
Check	3/17/2015		Oklahoma Tax Com...	February 201...		Arvest Checki...	111.00	1,208.34
Check	3/31/2015		Oklahoma Employo...	1st Quarter U...		Arvest Checki...	133.84	1,342.18
Total Payroll Tax							1,342.18	1,342.18

**Tulsa County Conservation District**  
**Profit & Loss Detail**  
**March 2015**

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
<b>Travel</b>								
Check	3/13/2015	8366	Gabriel S Parker	February 201...		Arvest Checki...	36.40	36.40
Check	3/16/2015	8367	Cynthia Short	February 201...		Arvest Checki...	70.61	107.01
Total Travel							107.01	107.01
Total Expense							5,380.46	5,380.46
<b>Net Income</b>							<b>-149.38</b>	<b>-149.38</b>



## SCHEDULE OF FEES AND CHARGES

Effective 05/01/2015

FEES LISTED MAY NOT APPLY TO ALL ACCOUNT TYPES

### ATM USAGE:

Fee applies to the use of an ATM or terminal not owned and operated by Arvest Bank, including balance inquiry, deposit, or withdrawal. The ATM owner may charge an additional fee.

ATM ACCOUNT INQUIRY	\$2.00	per item
ATM TRANSACTION	\$2.00	per item

### ATM OR CHECKCARD REPLACEMENT

\$7.50 per card

### ATM OR CHECKCARD EXPEDITED DELIVERY CHARGES:

EXPRESS MAILING	\$50.00	per card
OVERNIGHT MAILING	\$60.00	per card
SPECIAL DELIVERY MAILING	\$70.00	per card

### AUTOMATIC TRANSFERS TO EXTERNAL BANK

\$10.00 per transfer

### CASHIER'S CHECK

\$8.00 per check

### CHARGEBACK OF DEPOSITED ITEM

\$8.00 per item

### CHECK PRINTING:

Fee will be assessed based on product features and the quantity and style of checks you order. Shipping and handling charge of \$3.25 may also apply.

TEMPORARY CHECKS (SET OF 4)	\$2.00	set of 4
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### COLLECTION ITEM (INCOMING OR OUTGOING)

\$20.00 per item

### COLLECTION ITEM (INTERNATIONAL)

\$40.00 per item

### DORMANT ACCOUNT

\$5.00 per month

A checking account is considered dormant if it has had no deposit or withdrawal activity for a period of 365 days. A money market or savings account is considered dormant if it has had no activity for a period of 730 days. Internal transactions, such as the posting of interest or service charges, do not qualify as activity.

The fee is charged monthly until the account is reactivated, the balance reaches or falls below zero, or is remitted to the appropriate state as unclaimed property. To avoid this fee, you need to complete at least one deposit or withdrawal per year (two years if the account is a money market or savings).

### FAX OUTGOING (LONG DISTANCE)

\$5.00 per fax request

### FAX OUTGOING (INTERNATIONAL)

\$25.00 per fax request

### FOREIGN CURRENCY

\$20.00 per exchange

### INTERNAL TRANSFER (CUSTOMER SERVICE ASSISTED)

\$3.00 per transfer

### MONEY ORDER

\$3.00 per item

### ONLINE BILLPAY (if applicable, based on account type features)

\$0.50 per item

### OVERDRAFT (OD) – INSUFFICIENT FUNDS (NSF)

A fee will be charged, when permitted by law, for each overdraft created by check, ATM withdrawal, in person withdrawal or other electronic means.

NSF/OD CHARGE RETURN ITEM	\$17.00	per item
NSF/OD CHARGE PAID ITEM	\$17.00	per item

### RESEARCH OR ACCOUNT RECONCILIATION (plus postage costs, if applicable)

\$25.00 per hour

### SAFETY LINK TRANSFER FEE (personal accounts only)

\$10.00 per transfer

### SAFETY LINE ANNUAL FEE (personal account only)

\$25.00 per year

### STATEMENT OPTIONS: CURRENT ACTIVITY

\$4.00 per request

### DUPLICATE MONTHLY STATEMENT

\$10.00 per month

### STOP PAYMENT ORDER (initial order or a renewal)

\$25.00 per item

### VERIFICATIONS-CONFIRMATIONS: AUDIT CONFIRMATIONS

\$20.00 per request

### CREDIT CONFIRMATIONS

\$20.00 per request

### VERIFICATION OF DEPOSIT

\$20.00 per request

### WIRE TRANSFERS: INCOMING WIRE

\$10.00 per transfer

### OUTGOING WIRE (DOMESTIC)

\$20.00 per transfer

### OUTGOING WIRE – FAX ADVICE (INTERNATIONAL)

\$60.00 per transfer

### TRACE FEE (DOMESTIC)

\$20.00 per trace

### TRACE FEE (INTERNATIONAL)

\$35.00 per trace



ARVEST BANK  
P O BOX 1670  
LOWELL AR

72745

Page 1  
Statement Date: 3-31-15  
Account No:  
002 555 142 E  
Enclosures: 9

OPPORTUNITY IS KNOCKING! GET \$400 OFF YOUR MORTGAGE  
CLOSING COSTS. DETAILS AT ARVEST.COM/SAVE. EHL

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

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

142  
Balance Last Statement 2-28-15 5,519.28  
+Deposits/Credits 2 5,230.75  
-Withdrawals/Debits 16 5,380.46  
-Service Charge .00  
+Interest Paid .26  
Balance This Statement 5,369.83

\*\*\*\*\* DESCRIPTIVE TRANSACTIONS \*\*\*\*\*

Date	Tracer	Description	Amount
3-31	999000000000001	INTEREST PMT	.26
***** ELECTRONIC ACTIVITY *****			
3-02	15000000279610	881553 POS PUR FROM CHK WWW.NEWEGG.COM 800-390-1119, CA 573	289.99-
3-02	61000000331039	New Life Industr Uniforms Gabriael Parker	367.50-
3-09	68000000110606	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	4,680.09
3-10	69000000001011	IRS USATAXPYMT TULSA COUNTY CONSERVAT	1,097.34-
3-12	15000000879010	960269 FROM CHK WM SUPERCENTER # TULSA, OK 541	21.64-
3-17	76000000092743	TAX PAYMENTS OK TAX PMT	111.00-
3-24	15000000820460	SAMS CLUB #8263 TULSA, OK 530	49.97-
3-27	86000000210196	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	550.66
3-31	90000000126993	EMPL SEC COMM EEMPL SEC	133.84-

\*\*\*\*\* CHECKS PAID \*\*\*\*\*

Check No.	Date	Amount	Check No.	Date	Amount
8363	3-10	292.94	8365	3-16	944.44
8364	3-13	809.43	8366	3-13	36.40

Continued on Next Page

Statement Date: 3-31-15  
 Account No:

TULSA COUNTY CONSERVATION DISTRICT

8367	3-16	70.61	8373*	3-27	50.00
8368	3-24	220.93	8374	3-31	809.43
8371*	3-30	75.00			

\*\*\*\*\* INTEREST SUMMARY \*\*\*\*\*

Interest Paid this Year	.86
Interest Withheld this Year	.00
Average Collected Balance	6,234.26

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

Date	Rate	Date	Rate	Date	Rate
2-28	.050				

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

Date	Balance	Date	Balance	Date	Balance
2-28	5519.28	3-02	4861.79	3-09	9541.88
3-10	8151.60	3-12	8129.96	3-13	7284.13
3-16	6269.08	3-17	6158.08	3-24	5887.18
3-27	6387.84	3-30	6312.84	3-31	5369.83

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: 3-31-15  
Account No:  
002 555 142 E  
Enclosures:

OPPORTUNITY IS KNOCKING! GET \$400 OFF YOUR MORTGAGE  
CLOSING COSTS. DETAILS AT ARVEST.COM/SAVE. EHL

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

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

Balance Last Statement	2-28-15	1,689.36	142
+Deposits/Credits		.00	
-Withdrawals/Debits		.00	
-Service Charge		.00	
+Interest Paid		.07	
Balance This Statement		1,689.43	

\*\*\*\*\* DESCRIPTIVE TRANSACTIONS \*\*\*\*\*

Date	Tracer	Description	Amount
3-31	9990000000000001	INTEREST PMT	.07

\*\*\*\*\* INTEREST SUMMARY \*\*\*\*\*

Interest Paid this Year	.20
Interest Withheld this Year	.00
Average Collected Balance	1,689.36

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

Date	Rate	Date	Rate	Date	Rate
2-28	.050				

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

Date	Balance	Date	Balance	Date	Balance
2-28	1689.36	3-31	1689.43		

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: 3-31-15

Customer Service: (866) 952-9523

Account No:  
002 555 150

Enclosures:

OPPORTUNITY IS KNOCKING! GET \$400 OFF YOUR MORTGAGE CLOSING COSTS. DETAILS AT ARVEST.COM/SAVE. EHL

\*\*\*\*\*AUTO\*\*SCH 5-DIGIT 74133  
8479 0.5090 AV 0.381 27 1 234

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

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

Balance Last Statement	2-28-15	16,659.63
+Deposits/Credits		.00
-Withdrawals/Debits		.00
-Service Charge		.00
+Interest Paid		2.12
Balance This Statement		16,661.75

\*\*\*\*\* DESCRIPTIVE TRANSACTIONS \*\*\*\*\*

Date	Tracer	Description	Amount
3-31	9990000000000001	INTEREST PMT	2.12

\*\*\*\*\* INTEREST SUMMARY \*\*\*\*\*

Interest Paid this Year	6.06
Interest Withheld this Year	.00
Average Collected Balance	16,659.63

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

Date	Rate	Date	Rate	Date	Rate
2-28	.150				

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

Date	Balance	Date	Balance	Date	Balance
2-28	16659.63	3-31	16661.75		

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

End of Statement

ARVEST BANK  
P O BOX 1670  
LOWELL AR 72745

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

Statement Date: 3-31-15

Customer Service: (866) 952-9523

Account No:  
002 555 142

Enclosures: 4

OPPORTUNITY IS KNOCKING! GET \$400 OFF YOUR MORTGAGE CLOSING COSTS. DETAILS AT ARVEST.COM/SAVE. EHL

\*\*\*\*\*AUTO\*\*SCH 5-DIGIT 74133  
8478 0.6660 AV 0.381 27 1 233

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

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

Balance Last Statement	2-28-15	8,607.09
+Deposits/Credits	5	1,716.86
-Withdrawals/Debits	1	1,375.11
-Service Charge		.00
+Interest Paid		.40
Balance This Statement		8,949.24

\*\*\*\*\* DEPOSITS POSTED \*\*\*\*\*

Deposit	Date
120.00	3-05
150.00	3-17
240.00	3-24

\*\*\*\*\* DESCRIPTIVE TRANSACTIONS \*\*\*\*\*

Date	Tracer	Description	Amount
3-31	9990000000000001	INTEREST PMT	.40

\*\*\*\*\* ELECTRONIC ACTIVITY \*\*\*\*\*

Date	Tracer	Description	Amount
3-04	63000000176195	EVENTBRITE INC 20150301 13046070147	454.29
3-18	77000000122629	EVENTBRITE INC 20150316 13046070147	752.57

\*\*\*\*\* CHECKS PAID \*\*\*\*\*

Check No.	Date	Amount	Check No.	Date	Amount
6082	3-30	1375.11			

\*\*\*\*\* INTEREST SUMMARY \*\*\*\*\*

Interest Paid this Year	.93
Interest Withheld this Year	.00
Average Collected Balance	9,504.37

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

Date	Rate	Date	Rate	Date	Rate
2-28	.050				

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

Date	Balance	Date	Balance	Date	Balance
2-28	8607.09	3-04	9061.38	3-05	9181.38

Statement Date: 3-31-15

Account No:

TULSA AREA CONSERVATION FOUNDATION

3-17	9331.38	3-18	10083.95	3-24	10323.95
3-30	8948.84	3-31	8949.24		



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

End of Statement



**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
					\$6,789.39	\$6,789.39
					\$6,594.11	\$6,594.11
<b>REPORT TOTAL</b>					<b>\$13,383.50</b>	<b>\$13,383.50</b>

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**  
**6660 S Sheridan Rd Ste 120**

---

**TULSA**

**74133** -

Confirmation No.: **708CC56997**

5. TOTAL WAGES PAID.....	<b>\$13,383.50</b>
6. TAXABLE WAGES PAID.....	<b>\$13,383.50</b>
7. Contribution Rate for This Quarter.....	<b>1%</b>
8. Contributions Due.....	<b>\$133.84</b>
9. Interest Due.....	<b>\$0.00</b>
10. 10% Penalty Due + \$100.00 Penalty Due.....	<b>\$0.00</b>
11. Debit.....	<b>\$0.00</b>
12. AMOUNT DUE.....	<b>\$133.84</b>
13. Amount Paid.....	

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

Contact Name: **Tulsa County Conservation District**

Title: **District Secretary**

Contact Phone: **918-280-1595**

Date: **4/1/2015**

*January, February, March 2015*

**Oklahoma Employment Security Commission  
Online Payment Report**

The Online Payment was processed successfully :

Payment Amount : \$133.84

Payment Submitted : 3/17/2015 12:21:53 PM

Userid: TulsacCD918

Account No.	Qtr	Year	Employer	Amount	Status	Confirmation No.	Scheduled Date	Processed Date
	01	2015	TULSA COUNTY CONSERVATION DIST	\$133.84	Pending	15010177166	3/27/2015 12:00:00 AM	-



# Performance Worksheet/Operational Tasks

Use this form July 1, 2013 to June 30,

**Tulsa County**

Conservation District:

**March-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																												
Provide practice check out services																												
Development of plan and soil maps																												
Other																												

## Outreach for Farm Bill Programs

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

## 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	
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	
General office correspondence		X	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	X	
Maintain ledgers		X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	
Other										X	X															X		

## Farm Bill Contracting

Explain and promote farm bill programs											X	X	X	X														
Local work group coordination																												
Complete program applications																												
Program application rankings											X																	
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: **45 Hours**

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)

 4/9/15  
 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							
Pond	each	1000	2.43	\$ 2,430.00	75%	\$ 1,822.50	
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	
Bryan Hayes							
pond	cu.yd	2500	\$ 2.43	\$ 6,075.00	75%	\$ 4,556.25	
Total				\$ 31,290.00		\$ 23,467.50	

every-one @ 50% except for sister- 62%

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

**Project Work**

On Farm Demonstration Project; John Christ Farm, site visit and proposal review  
Crow Creek-Distributed mass emails and flyers for meeting  
Land Judging Contest-contacted TCC and NRCS to set up event  
Cost Share Ponds-Surveyed and staked ponds with NRCS Soils Technician

**Community Outreach**

Worked on Legislative Outreach Package  
Tulsa Food Alliance Presentation -worked on power point presentation and event planning

**Education**

Natural Resource Days -Tentatively set up events; 2 area schools  
Earth Day Event-Working on educational info for butterflies and habitat

**Meetings/Events**

- 1)2015 Creek Clean up-Sent Sponsorship Application and letter to Reasors' Grocery
- 2)2015 Greater Tulsa Home and Garden Show
  - Meet with COT for Home and Garden and 21<sup>st</sup> Annual Stream Clean up
  - Set up volunteers and worked H and G event booth 12-15 (4 days)
  - Tulsa County Conservation District Board Meeting
- 3) Attended Conservation Day at the Capitol-distributed and informed Legislators in Tulsa County
- 4) Gave Presentation at the TCC for the Tulsa Food Alliance Group
- 5) Attended Soil Health Make and Take Workshop in Claremore
- 6) Crow Creek-
  - Attended event planning meetings with J. Lemmon and G. Brannin
  - Set up booth and provided information to community at Crow Creek Community Meeting
- 7) Attended Tulsa County Conservation District Monthly Meeting
- 8) Met with J. Beasley (6 months evaluation)

**Grants Research/Writing**

Writing grant – Mazda Grant for Environmental Justice Grant for Underserved in Environmental Education Areas

**Administrative**

Picked up Federal Access Card for Computer on Stillwater, Ok  
Attended Phones, took messages while GP is out of office

## **APRIL 2015 EVENT PREPARATION**

### **GLOBAL GARDENS: 4/28 5:30 PM ROSA PARKS 918 381 6390 AYSCHIA KURKENDALL**

- Spanish speaking people- take backyard conservation –Spanish and English
- All ages of people. Outside on the farm, need hands on demonstration (presentation)?
- Composting

### **LEE SCHOOL: 4/22/2015 8:00 AM VETERANS PARK 918 286-5171 KATHERINE ANDERSON**

- Sammy Soils Books -800
- Seeds from Holman Seed Farm- need to bag
- Soil Tent from OCC

### **NATURAL RESOURCE DAYS:**

#### **COLLINSVILLE SCHOOL-ARYALE MAHAN KINDERGARTEN 918-287-8973**

#### **ROSA PARKS SCHOOL-RACHEL COLVERT 918-513-2362.**

**JANICE K. POLLARD EARLY CHILDHOOD CENTER  
12936 N. 129TH E. AVE  
COLLINSVILLE, 74021**

#### **1. Collinville School 4/13/2015**

- Enviroscope
- Habitat trunk
- Bird Trunk
- Trees- Up with Trees

#### **2. Rosa Parks School 4/?**

- Soils –healthy and organisms for 1-3<sup>rd</sup> graders
- Composting

#### **JENKS ELEMENTARY SCHOOL 4/16-READING NIGHT(4-6) kacy. katibeh@gmial.com**

- Fish print
- Sewer in a suit case
- Bob has a blue thumb

#### **TULSA LAND JUDGING EVENT 4/17/2015 8:00 AM TCC NE CAMPUS 918**

- Booklet on Land Judging OSU
- Tub with contest items



- Wooden stakes
- Flagging
- Metal flags
- Card stock for ranking
- Pencils
- Spray bottles (2 per site)
- Small tubs for top and sub soils (2 per site)

#### **ON FARM DEMONSTRATION- JOHN CHRIST, BIXBY OK**

- Proposal
- Call and email Senators and Reps for county
- Find transportation
- Food
- Bathrooms
- Time
- Work with OSU on details
- Call Shirley and Paula for help setting up.

#### **21 ANNUAL STREAM CLEAN UP**

- Chk with Southwest airlines for sponsorship
- Look for more sponsorship

Published in the Tulsa World April 3, 17, 2015 Tulsa, OK

**NOTICE OF FILING PERIOD FOR ELECTION  
OF DISTRICT DIRECTOR**

**TO ALL PERSONS INTERESTED:**

Notice is hereby given that any person who is a registered voter and a resident of the Tulsa County Conservation District and has entered into or will enter into a Cooperator Agreement with the Directors of said District, may have their name placed on the official ballot of the District Director Election of said District for Position Number 2 by filing a Notification and Declaration of Candidacy with said District located at 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 between the dates of May 1 - 14, 2015. Notification and Declaration of Candidacy forms may be obtained at the above location and must be returned to the same location before close of business on the last day of the filing period. The Election will be held on Tuesday, June 2, 2015.

**John Beasley, Chairman**

John Beasley, Chairman of the Board of Directors  
Board of Directors Representative

Gabriel Parke, District Secretary

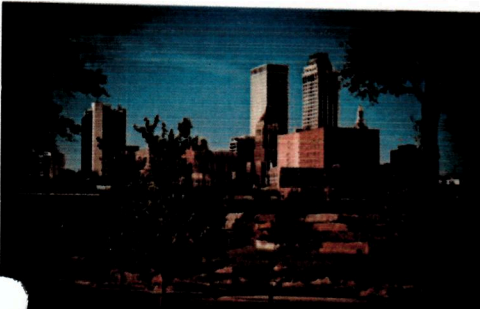
ATTEST: District Representative

# TULSA URBAN FOREST MASTER PLAN

WHAT DO WE  
**HAVE**

WHAT DO WE  
**WANT**

HOW DO WE  
**ACHIEVE**



Age & Health Composition of  
Tulsa Trees

Percentage of Canopy Cover  
for the Greater Tulsa Area

Trees planted along Main  
Streets, Highways, in  
Neighborhoods, and Public  
Spaces

Vision for the Future

Increased Efficiency

Increased Impact

Opportunities for Increased  
Community Engagement

Create a Map

Targeted Planting

Resource Development

Menu for Community  
Partners





# SAFE NEIGHBORHOODS

TREES MEAN SAFE NEIGHBORHOODS.



SPACES WITH  
**TREES**  
HAVE LESS  
GRAFFITI,  
VANDALISM,  
AND  
LITTERING.

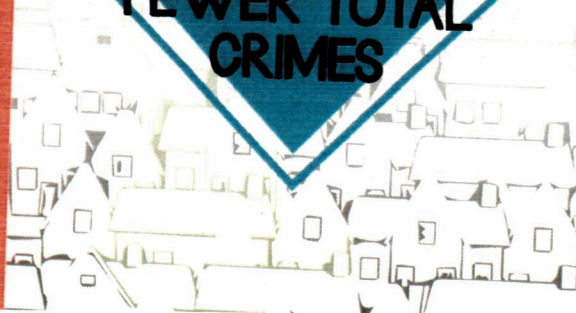
Public housing residents with nearby trees and natural landscapes reported **25% fewer** acts of domestic aggression and violence.

**48%**  
FEWER  
PROPERTY  
CRIMES

**56%**  
FEWER  
VIOLENT  
CRIMES

**52%**

**FEWER TOTAL  
CRIMES**

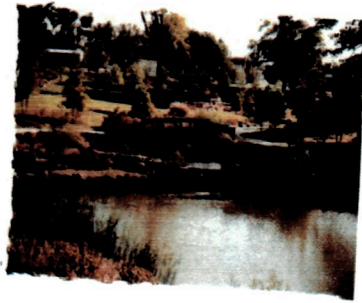




# CLEAN WATER

TREES MEAN CLEAN WATER.

WOODED  
AREAS PREVENT  
SEDIMENT AND  
CHEMICALS  
GETTING INTO  
STREAMS,  
REDUCING  
EROSION



Roots from  
trees increase  
water quality as  
much as 80%, by  
reducing the  
pollution of  
water runoff.

Trees provide habitats for terrestrial  
and aquatic wildlife by regulating  
water and air temperatures.

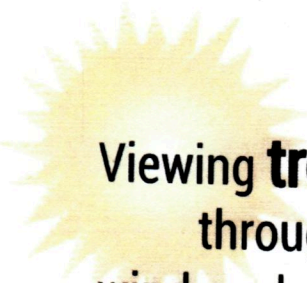




# HEALTHY CITIES

TREES MEAN HEALTHY CITIES.

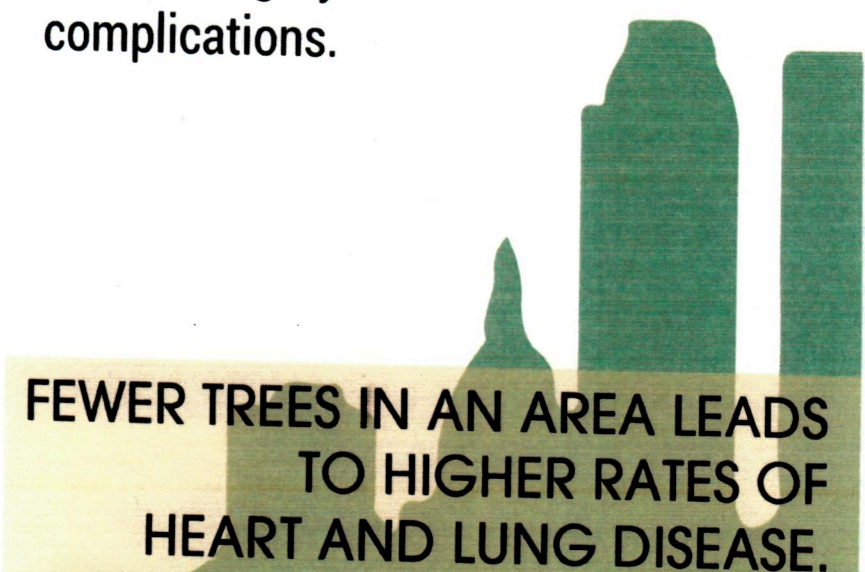
Trees trap pollutants in the air that can damage our lungs.



Viewing **trees** through a window during **surgical recovery** decreases hospital-stay as well as post-surgery complications.

Planting trees in urban settings and along highways decrease **crash rates** by

**46%**



FEWER TREES IN AN AREA LEADS TO HIGHER RATES OF HEART AND LUNG DISEASE.



# BUSINESS

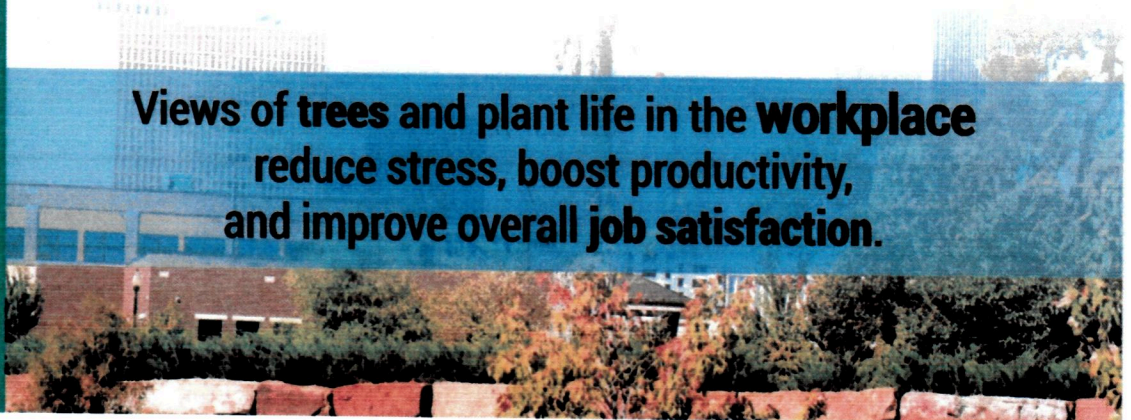
TREES MEAN BUSINESS.

A MATURE  
TREE CAN  
HAVE AN  
APPRAISED  
VALUE OF  
\$1,000 -  
\$10,000.

Shoppers will  
**spend**  
**9%-12%**  
more for goods  
and services in  
business districts  
having high quality  
**tree canopy.**

Consumers will travel  
**greater distances**  
and a longer time to  
visit a business having  
high quality trees,  
and spend **more time**  
there once they arrive.

Views of trees and plant life in the workplace  
reduce stress, boost productivity,  
and improve overall job satisfaction.



# Trees Mean

## REFERENCES

"FORESTS ARE THE LUNGS OF OUR LAND,  
PURIFYING THE AIR AND  
GIVING FRESH STRENGTH TO OUR PEOPLE."

- FRANKLIN D. ROOSEVELT

**Below are further resources on the benefits of trees and references for the statistics used in these pamphlets.**

<https://www.upwithtrees.org/about-trees/tree-benefits/>

[http://depts.washington.edu/hhwb/Thm\\_Livable.html](http://depts.washington.edu/hhwb/Thm_Livable.html)

[http://www.sactree.com/assets/GreenRx\\_Literature\\_Synthesis\\_April2012.pdf](http://www.sactree.com/assets/GreenRx_Literature_Synthesis_April2012.pdf)

<http://www.arborday.org/trees/benefits.cfm>

<http://www.naturewithin.info/UF/TreeBenefitsUK.pdf>

### **Planning to plant a tree?**

Use this tree benefit calculator to see what species  
will benefit you the most!

<http://www.treebenefits.com/calculator/>

**UP WITH  
TREES**

**PLANTING,  
PRESERVING &  
PROMOTING**  
TULSA'S URBAN FOREST



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?**

Employee's Comments:

Date of TCCD board meeting at which review was completed: \_\_\_\_\_

Chairman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_