

AGENDA
Board of Directors Special Meeting
Tulsa County Conservation District
5401 S. Sheridan, Suite 201 Tulsa, OK 74145
April 24, 2014 - 4:30 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 20, 2014 Special Meeting
 - B. Acceptance of TACF Minutes from April 7, 2014 Meeting
 - C. Approval of Financial Statements & District Budget for Period Ending March 2014
 - D. Review of TACF Financials for Period Ending March 2014
 - E. Approval of District Reimbursement Claims and Payment of Bills Owed by the District, Scott Grant Travel for April 2014
 - F. Approval of District Employee Timesheet & Leave Records for the Month of March
 - G. Approval of Scott Grant Timesheet & Termination Pay through April 3, 2014
 - H. Acceptance of Conservation Program Specialist Reports
 - I. Acceptance of District Conservationist Agency Report
 - J. 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. Cooperative Agreement for Tom Curtsinger
 - B. Cooperative Agreement for James Adkins
 - C. Extend application period for CSY15
7. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Ethics Commission - Personal Financial Reporting FYI Due April 30, 2014
 - B. Participation on 2015 Home and Garden Show March 12-15, 2015
 - C. Tulsa World Advertisement Update
 - D. Board Position Recruitment
 - a) Elected Director Position #: Expiration June 30, 2014
 - b) Appointed Director Position: Expiration June 30, 2014
 - E. Joint Plan of Operation Edits
 - F. Tulsa County Elected Officials Contact Information
10. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1), to discuss Gabriael 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. Public Comments:
9. Adjourn:

Next regularly scheduled meeting is May 8, 2014 at the Tulsa County Conservation District Office: 5401 S. Sheridan Rd., Suite 201, Tulsa, OK 74145.



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

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on April 24, 2014 were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on May 8, 2014



Chair, Board of Directors

5/8/14

Date

Attest:



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

Date: April 24, 2014

Time: 4:30 PM

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

Members Absent: Craig Thurmond, Member

Others Present: Gabrael Parker, District Secretary
Gray Bishop, District Conservationist

1. Meeting Called to Order:

Chairman Beasley called the meeting to order at 4:35 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 April 22, 2014 in the front window at 5401 S. Sheridan, Suite 201, Tulsa, Oklahoma 74145.

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- 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 20, 2014 Special Meeting**
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 - G. Approval of Scott Grant Timesheet & Termination Pay through April 3, 2014**
 - H. Acceptance of Conservation Program Specialist Reports**
 - I. Acceptance of District Conservationist Agency Report**
 - J. 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 2nd the motion. Nays: None. The motion carries.

5. Consideration of and Possible Action on Items to be Removed Consent Agenda
None.

6. Cost Share Program Year 15

A. Cooperative Agreement for Tom Curtsinger

After a brief discussion, Roy Foster made a motion to accept the Cooperative Agreement for Tom Curtsinger. Michelle Barnett 2nd the motion. Nays: None. The motion carries.

B. Cooperative Agreement for James Adkins

After a brief discussion, Michelle Barnett made a motion to accept the Cooperative Agreement for James Adkins. Roy Foster 2nd the motion. Nays: None. The motion carries.

C. Extend application period for CSY15

Gabriel informed the board that we had at least one more potential applicant for the Cost Share Program. She said that he would like to sign up for a pond if there were still funds available. I told him that the TCCD board would need to extend the application period until May 5, 2014 in order for him to apply. Michelle Barnett made a motion to extend the Cost-Share application period until May 5, 2014. Roy Foster 2nd the motion. Nays: None. The motion carries.

Scott VanLoo entered the meeting at 4:48 PM

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

A. Ethics Commission - Personal Financial Reporting FYI Due April 30, 2014

This is just an FYI for those board members who not already submitted their financial report. They have six more days to do. No further action needed to be taken.

B. Participation on 2015 Home and Garden Show March 12-15, 2015

We received an exhibition renewal notice from the H&G Special Events Coordinator asking if TCCD would like to renew our participation in 2015's show. Everyone agreed that it is a great outreach event. Michelle Barnett made a motion to approve TCCD's participation in the 2015 Home and Garden Show. Roy Foster 2nd the motion. Nays: None. The motion carries.

C. Tulsa World Advertisement Update

Gabriel Parker just gave an update on the publications. She said that the Election Notice had been posted in The Tulsa World on April 4th and April 11th as instructed by the board in March's meeting. No further action needed to be taken.

D. Board Position Recruitment

a) Elected Director Position #: Expiration June 30, 2014

b) Appointed Director Position: Expiration June 30, 2014

Michelle Barnett said that she would not be able to renew her position as a board member due to outside time constraints. She said that she is unable to devote the time that she would like to the District and thought it would be unfair to TCCD and to Tulsa's community. No further action needed to be taken.

E. Joint Plan of Operation Edits

Roy Foster had a few questions about why certain items in the Joint Plan were crossed off. Gabrielael Parker said that when she and Scott Grant had revised it last month, some of the items seemed to be redundant. Roy said that he thought the board needed some more time to review the Plan and to table this agenda item until the next meeting.

F. Tulsa County Elected Officials Contact Information

Gabriael said that she provided this information as per request from previous meeting, so a letter could be sent to the elected officials. No further action needed to be taken.

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 Gabrielael Parker performance review.

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

Michelle Barnett made a motion to enter executive session with all members, and Gary Bishop, District Conservationist, remaining with Roy Foster taking notes. Scott VanLoo 2nd the motion. Nays: None. The motion carries.

Board enters Executive Session at 4:58 PM.

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

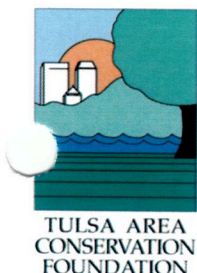
Board exits Executive Session at 5:03 PM. Roy Foster made a motion to approve compensation discussed in Executive Session of \$1.00 increase for Gabrielael Parker the District Secretary. Michelle Barnett 2nd the motion. Nays: None. The motion carries.

Gabriael Parker asked the board what the effective date would be of the pay raise. Scott VanLoo asked Gabrielael what day she was hired. Gabrielael said March 20, 2013. Scott VanLoo said that he would like to amend the previous action of the board. Scott VanLoo made another motion stating that the pay raise that had been discussed in Executive Session for Gabrielael Parker become retroactively effective as of April 1, 2014. Roy Foster 2nd the motion. Nays: None. The motion carries.

9. Public Comments: None

10. Adjourn: John adjourned the meeting at 5:05 PM

Next regularly scheduled meeting is May 8, 2014 at the Tulsa County Conservation District Office: 5401 S. Sheridan Rd., Suite 201, Tulsa, OK 74145.



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

Date: April 7, 2014
Time: 5:00 PM

Members Present: Todd Wagner, Chairman
Dana Hamersley, Vice-Chair
Richard Smith, Secretary
Ray West, Treasurer
Vernon Seaman, Member

Members Absent: None

Others Present: John Beasley, TCCD Board Chairman
Scott VanLoo, TCCD Board Vice Chairman
Gabriela Parker, District Office District Secretary

1. Meeting called to order.

The TACF Board Chair, Todd Wagner called the meeting to order at 5:03 PM.

2. Roll call.

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

a) Approval of Minutes from the January 13, 2014 TACF meeting.

Richard Smith stated that he had received a copy of the minutes along with the other board members in late January, and that he had read them. Others nodded in agreement of having received the minutes. Richard Smith made a motion to approve the January 13, 2014 meeting minutes. Dana Hamersley 2nd the motion. Ayes: none. The motion carries.

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

Ray West provided copies of the latest Treasurer's Report that had also been emailed to members of both boards earlier today. He said that only minor transactions had taken place since the last Treasurer's Report through December 2013, and that included interest in both accounts and two \$75 payments for lifetime membership for both TCCD and TACF boards in the Blue Thumb foundation. Richard Smith made a motion to accept the Treasurer's Report through February 2014. Vernon Seaman 2nd the motion. Ayes: none. The motion carries.

c) Approval Changes to Signatories on TACF Checking and Savings Bank Accounts.

Richard Smith said that he and Gabriela had been working with Arvest Bank to get all paperwork done to make these changes. He said it was a two-step process. The first step is to have each new signatory

(Richard Smith, Ray West, Dana Hamersley and Todd Wagner) get their personal information bank form to Chris Barnes at the Arvest Bank at 51st and Yale. The second step would be to sign the signature page generated by the bank after all personal information is received from all signatories. So far Richard and Ray have taken their forms to the bank, and Richard said he thought Dana's was somewhere in the works. Dana said that she had faxed her form to the bank, and Gabrielael said that she had contacted Chris Barnes today but he could not confirm having received Dana's information because the bank computers were down. Todd said that, since tonight was to be his last meeting (having formally resigned at the January 13, 2014 TACF Board meeting), he declined to be a signatory. Richard asked Gabrielael if she thought that we needed another vote on signatories for the TACF Board minutes and records for the bank, and it was agreed that a new vote would be beneficial. Richard said that the bank could then process a signature page. Ray West and Richard Smith could drop by the bank anytime and sign the form, while Dana could sign at the July 2014 TACF Board meeting. This was agreed to by all board members. Richard Smith made a motion to accept the following as new signatories: Dana Hamersley as Vice-Chair, Ray West as Treasurer, and Richard Smith as Secretary. Todd Wagner 2nd the motion. Ayes: none. The motion carries.

d) Approve Not-To-Exceed \$300 for Food for May 31st Tulsa Zoo & TYPros Creek Cleanup Event.

Scott VanLoo said that we are anticipating the need to feed at least 120 volunteers at this year's creek cleanup. He said that he needed to touch base with Julie Monnot from the City of Tulsa on some of the plans for food that the Tulsa zoo is discussing. Scott VanLoo stated that we are looking to get pizza for lunch on that day to peak and keep peoples' interest in the event. He also said that in the past a few local restaurants have donated food, and this has encouraged Julie to work on those kinds of donations as well. If that happens then TACF and TCCD would not have purchase any additional items. Scott VanLoo said that he was asking for \$300.00 maximum and not to exceed \$300.00 for the purchase of food as a safety net in case we cannot get food donations. Richard Smith made a motion to provide funding not to exceed \$300 for purchase of food for the Tulsa Zoo Creek Cleanup event. Dana Hamersley 2nd the motion. Ayes: none. The motion carries.

e) Discuss Move of TCCD Office to 6660 S. Sheridan Rd, Ste 120 on June 30, 2014.

Gabriel Parker stated that the new office move was just an FYI for TACF. She also stated that the next meeting in July 2014 will be at 6660 S Sheridan Rd, Ste 120. There was some discussion on the new office space as far as what part of the build it is in, as well as new janitorial services. Members of the TACF board as well as TCCD said they would provide help with moving boxes or any other office stuff, and that Gabrielael just needed to let them know. No action needed to be taken at this time.

f) Discuss Need for Updating TACF Print Materials for Future Use.

Todd Wagner said that they have talked about the need to update outdated printed material in past TCCD Board meetings such as brochures, flyers etc. Vernon Seaman pointed out that this would be a good time to get the updated materials while the office is moving to a new location and will need to have information with the new address on them. Gabrielael Parker said the things that the Foundation would need to update with the new address on them are the TACF letterhead, envelopes, thank you cards and any flyers/brochures. John Beasley said that TCCD is looking to do the same thing with its printed material as well. He also said that the district staff is working on a similar list to present at their next meeting. John also stated that TCCD will submit a request to the Foundation to help pay for that request as well. Todd had asked if the Foundation could get an inventory of the materials that needed to be updated as well as a possible estimate of the cost to update the material for the next meeting in July. He thought that would give TCCD enough time to get estimates for their printed materials and submit the

funding request as well. Todd also wanted to see if we could find out a timeline between the time we place the order and when we would receive the updated material. No action needed to be taken on this agenda item at this time.

g) Discuss Potential New Members to Fill Existing and Anticipated Vacant TACF Positions.

Todd Wagner said that he has approached some of the members of his Bass Club to see if any of them would be interested in a position on the TACF board of Directors, and so far everyone that he has approached said at this time they could not commit due to time constraints. He said that he has not been able to find anyone able to fill the vacant positions. Ray said that he not been able to ask anyone yet, but said that he could ask people within the City of Tulsa organization. Scott VanLoo said that he has not asked anyone either but pointed out that he was not a member of the board so he did not think he could. Richard Smith said that this was a little later on the agenda, but he had talked to Kevin Gustavson, who is technically still a Foundation board member, about the fact that he would like to be an active member but cannot because the evening meeting times conflict with other obligations. He had asked Richard if they would consider holding daytime meetings like 3:00 PM, 3:30 PM or even 4:00 PM. He said 4:00 PM would be the best time for him. Richard said that he would talk about this more in agenda item 3i - Future Functions of TACF, Including Meeting Schedules, Meeting Times and Board Membership. However, Richard said that if they were to shift to a daytime meeting, some of the other members would still be able to attend them with very little problem but if we could not do daytime meetings, Kevin would most likely drop off as board member. Richard also stated that when we get to changing our By-Laws at the next meeting, then two of the District board members would then be able to serve on the Foundation board, so that would fill some of the vacancies and would only be a matter of formality of making that happen. Todd said that this would be his last meeting so that would leave Dana, Ray, Richard, Vernon, and three vacancies. Richard said that if we met at 4:00 PM and the meeting went past 5:00 PM, Kevin could still attend and just leave at 5:00 PM. Vernon said that we could put the important voting items at the front of the agenda while he was at the meeting. It was generally agreed that we should try for a 4:00 PM meeting time and see if Kevin can remain a board member. Dana Hamersley said that during the summer it would be no problem for her to do daytime meetings because school would be out. Richard said that even with the current composition of the four board members and the addition of two District members, it still leaves the Foundation in good shape to conduct Foundation business.

h) Discuss Proposed Draft Amendments to TACF By-Laws.

Richard Smith said that he had made a few modifications showing in green text in the meeting handout to the 3rd Draft of the proposed changes to the TACF By-Laws. He said that since we had discussed the 2nd draft changes (red text) at the January 13, 2014 meeting, he would only go over the latest 3rd draft changes. Richard added a short phrase in Article 1 to better show TACF support for the TCCD mission of promoting conservation. In Article 2, Richard added a short passage in Item 2.2 to allow removal of a TACF Board member for not attending 3 consecutive meetings. Others agreed that missing 3 consecutive meetings was appropriate justification for removal. Richard changed Article 3.1 from two meetings per year to four (quarterly). Others agreed that this is more appropriate for our purposes. Richard said that he realized that there was no By-Laws provision for creating inactive board member status or designating Honorary TACF Board members. He said he added Article 4.7 to allow voting on this since we presently have done so for Kevin Gustavson as inactive board member status and for Sue Grey as Honorary TACF Board member. A decision was made to delete "non-voting" from the inactive status as this is redundant. Richard said his last change to Draft 3 was to add signature lines for TACF Board adoption, followed by TCCD Board approval signature lines. He said this seemed necessary since the TACF Board first adopts the By-Laws followed by approval of the TCCD Board. Others agreed to this change. There was discussion about exactly what constitutes membership in the TACF, and whether or not TACF has

members other than Board members. Richard said that as he prepared the first and second drafts of these latest By-Laws changes, there were two paths to select from: no TACF membership other than TACF Board members, or including some type of regular Foundation membership such as dues paying. Scott VanLoo said that many years ago TACF had regular membership with dues, and some were "lifetime" memberships. But no one has kept track of any past regular memberships, and everyone agreed that there isn't TCCD staff time nor TACF Board member time or resources to create and nurture regular memberships. Richard cited two examples of boards with regular memberships, the Oklahoma Floodplain Managers Association (OFMA) and the recently created Blue Thumb Foundation; both are a 501(c)(3) like TACF. But Richard said, unlike TACF's circumstances of no manpower, both organizations have resources to support activities and interests of regular memberships. OFMA has hundreds of members who donate time and receive periodic stipends for providing administrative services. The Blue Thumb foundation has a full-time OCC staff person who can provide services to the Blue Thumb foundation. It was agreed that for now we should leave TACF membership solely for TACF Board members, and that the By-Laws can be amended in the future if ever additional "regular" memberships are desired. Richard said he would amend Article 2.3 to include non-voting and honorary members. Richard said that he will make these changes to the By-Laws pretty quickly and get the final draft to both boards for review, and he asked everyone to do a final review and comment. He will then prepare a Final version for voting at the July 2014 TACF Board meeting. John Beasley said that the TCCD Board can then approve the changes the following week at their July 2014 meeting.

i) Discuss Future Functions of TACF, Including Meeting Schedules, Meeting Times and Board Membership.

Todd Wagner said that the frequency of meetings had already been discussed as well as changes to meeting times from 5:00 PM to 4:00 PM.

j) Discuss Scott Grant Resignation from TCCD Employment.

John Beasley said that Scott Grant has started his new job in Kansas City working for an environmental consulting firm. His last day was April 3rd, the day of the LID Symposium. Everyone expressed their enthusiasm for wishing him well in his new career path.

k) Discuss 2014 Resource Management Conference Planning and Future RMC Events.

Richard Smith said that there would not be a convenient segway from the new OKR04 general stormwater permit for municipalities into a 2014 RMC event. ODEQ had already approached INCOG about hosting ODEQ speakers this summer for a 1-day workshop when OKR04 is expected to be finalized, and that INCOG agreed to do so on behalf of its Green Country Stormwater Alliance (GCSA) members. Richard said that there was not going to be any major stormwater related permits or issues in the coming year that could be used for an RMC event, and that even topics like Low Impact Development (LID) have already been covered by the recent LID Symposium and contest. Richard said he did not know of any topics for this year, and he doubted that there would be manpower from TCCD office and TCCD / TACF boards to host a 2014 RMC by around October. All agreed that November-December events are not feasible due to holidays. A spring 2015 RMC was discussed, with non-water quality topics generating most interest. What might be of greatest interest to the community could be earthquakes and potential underground fracturing ("fracking") causes, tornado shelters for homes and schools, and floodplain and flooding issues. It was agreed that a summer 2014 RMC initial planning meeting should be held to begin the process of hosting a spring 2015 RMC on one or more of these topics. Everyone agreed to begin collecting ideas, contacts and information about these types of topics.

4. New Business:

There was no New Business.

5. Adjournment

Dana Hamersley made a motion to adjourn the meeting. Richard Smith 2nd the motion. Ayes: none. The motion carries. The meeting was adjourned at 6:11 PM

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

Tulsa County Conservation District

Profit & Loss Detail

March 2014

9:49 AM
04/01/14
Accrual Basis

| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|-------------------------------|-----------|------|--------------------|---------------|-----|-------------------|----------|----------|
| Income | | | | | | | | |
| Administrative Income | | | | | | | | |
| Deposit | 3/10/2014 | | TCCD | | | Arvest Checki... | 1,500.00 | 1,500.00 |
| Deposit | 3/28/2014 | | TCCD | | | Arvest Checki... | 1,244.00 | 2,744.00 |
| Deposit | 3/28/2014 | | Checking Acct 6407 | | | Arvest Checki... | 200.00 | 2,944.00 |
| Deposit | 3/31/2014 | | Arvest | | | Arvest Money ... | 0.34 | 2,944.34 |
| Deposit | 3/31/2014 | | Arvest | | | Arvest Special... | 0.01 | 2,944.35 |
| Deposit | 3/31/2014 | | Arvest | | | Arvest Checki... | 0.07 | 2,944.42 |
| Total Administrative Income | | | | | | | 2,944.42 | 2,944.42 |
| Aerials and Maps | | | | | | | | |
| Deposit | 3/20/2014 | | TCCD | | | Arvest Special... | 32.00 | 32.00 |
| Total Aerials and Maps | | | | | | | 32.00 | 32.00 |
| Total Income | | | | | | | 2,976.42 | 2,976.42 |
| Expense | | | | | | | | |
| Administrative Expense | | | | | | | | |
| Check | 3/10/2014 | | Checking Acct 6407 | Payee:MMKT... | | Arvest Money ... | 1,500.00 | 1,500.00 |
| Check | 3/10/2014 | 8250 | Fuzzell's Copier | Payee:CHEC... | | Arvest Checki... | 39.83 | 1,539.83 |
| Check | 3/21/2014 | 8260 | Scott D Grant | Payee:CHEC... | | Arvest Checki... | 150.00 | 1,689.83 |
| Check | 3/21/2014 | 8261 | Scott D Grant | Payee:CHEC... | | Arvest Checki... | 5.00 | 1,694.83 |
| Check | 3/28/2014 | | Checking Acct 6407 | Payee:MMKT... | | Arvest Money ... | 1,244.00 | 2,938.83 |
| Check | 3/28/2014 | | Checking Acct 6407 | | | Arvest Special... | 200.00 | 3,138.83 |
| Total Administrative Expense | | | | | | | 3,138.83 | 3,138.83 |
| Director Fees | | | | | | | | |
| Check | 3/17/2014 | 8256 | John Beasley | Payee:CHEC... | | Arvest Checki... | 75.00 | 75.00 |
| Check | 3/19/2014 | 8257 | Roy Foster | Payee:CHEC... | | Arvest Checki... | 75.00 | 150.00 |
| Check | 3/28/2014 | 8259 | Scott VanLoo | Payee:CHEC... | | Arvest Checki... | 25.00 | 175.00 |
| Total Director Fees | | | | | | | 175.00 | 175.00 |
| Employee Benefits | | | | | | | | |
| Check | 3/10/2014 | 8249 | OCC | Payee:CHEC... | | Arvest Checki... | 260.69 | 260.69 |
| Total Employee Benefits | | | | | | | 260.69 | 260.69 |
| Payroll | | | | | | | | |
| Check | 3/14/2014 | 8251 | Gabriel S Parker | Payee:CHEC... | | Arvest Checki... | 767.82 | 767.82 |
| Check | 3/17/2014 | 8252 | Scott D Grant | Payee:CHEC... | | Arvest Checki... | 920.03 | 1,687.85 |
| Check | 3/31/2014 | 8262 | Gabriel S Parker | Payee:CHEC... | | Arvest Checki... | 767.82 | 2,455.67 |
| Total Payroll | | | | | | | 2,455.67 | 2,455.67 |
| Payroll Tax | | | | | | | | |
| Check | 3/10/2014 | | IRS | | | Arvest Checki... | 1,320.59 | 1,320.59 |
| Total Payroll Tax | | | | | | | 1,320.59 | 1,320.59 |

9:49 AM

04/01/14

Accrual Basis

Tulsa County Conservation District Profit & Loss Detail March 2014

| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|------------------------------|-----------|------|------------------|---------------|-----|------------------|-----------|-----------|
| Telephone and Internet | | | | | | | | |
| Check | 3/21/2014 | | AT&T | | | Arvest Checki... | 92.98 | 92.98 |
| Total Telephone and Internet | | | | | | | 92.98 | 92.98 |
| Travel | | | | | | | | |
| Check | 3/21/2014 | 8254 | Scott D Grant | Payee:CHEC... | | Arvest Checki... | 82.88 | 82.88 |
| Check | 3/25/2014 | 8253 | Gabriel S Parker | Payee:CHEC... | | Arvest Checki... | 18.48 | 101.36 |
| Total Travel | | | | | | | 101.36 | 101.36 |
| Total Expense | | | | | | | 7,545.12 | 7,545.12 |
| Net Income | | | | | | | -4,568.70 | -4,568.70 |

9:51 AM

04/01/14

Accrual Basis

Tulsa County Conservation District
Profit & Loss
March 2014

| | <u>Mar 14</u> |
|------------------------|-------------------------|
| Income | |
| Administrative Income | 2,944.42 |
| Aerials and Maps | 32.00 |
| Total Income | <u>2,976.42</u> |
| Expense | |
| Administrative Expense | 3,138.83 |
| Director Fees | 175.00 |
| Employee Benefits | 260.69 |
| Payroll | 2,455.67 |
| Payroll Tax | 1,320.59 |
| Telephone and Internet | 92.98 |
| Travel | 101.36 |
| Total Expense | <u>7,545.12</u> |
| Net Income | <u><u>-4,568.70</u></u> |

STATE OF OKLAHOMA
Notarized Claim Voucher

And

Disbursement of Payroll Withholdings

CLAIM OF: Tulsa County CD

ALT. NAME

Vend I.D.: 73-0723957

LOC:

ASSIGNMENT SECTION

ASSIGNEE:

Vend I.D.:

LOC:

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 _____

| TOTAL CLAIM AMOUNT | AGENCY BUSINESS UNIT | CLAIM VOUCHER NO. | WARRANT NO. |
|--------------------------|----------------------------|-------------------------|----------------|
|--------------------------|----------------------------|-------------------------|----------------|

[illegible]

| DATE | ITEM | QUANTITY | ARTICLE | UNIT PRICE | AMOUNT CLAIMED | OBJECT ACCOUNT |
|----------|------|----------|------------------------------|------------|----------------|----------------|
| 3/1/2014 | 1 | | March 2014 DS salary | \$2,121.01 | | |
| | 11 | | March 2014 CPS salary | \$2,222.93 | | |
| | 69 | | March 2014 mileage | \$ 244.20 | | |
| | 71 | | March 2014 Telephone Expense | \$ 109.01 | | |
| | 92 | | Director Meeting Expense | \$ 225.00 | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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

| | |
|-----------------------|-------------|
| TOTAL AMOUNT APPROVED | \$ 4,922.15 |
|-----------------------|-------------|

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.

I hereby approve this claim for payment and certify it complies with the purchasing laws of this State. And as appropriate, with the payroll withholding rules and regulations of this State.

Claimant

State of

County of

Subscribed and sworn before me

Notary Public (or Clerk or Judge)

My Commission expires

Agency's Approving Officer

Title

Date _____

**CPS Report
March 2014**

Meetings:

| | |
|-----------|---|
| 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 | Pervious Concrete Brown Bag lecture and demo |
| 3/13/2014 | LID Contest Advisory Committee meeting |
| 3/13/2014 | TCCD Board meeting |
| 3/25/2014 | City of Tulsa Development Services LID Design contest meeting |
| 3/27/2014 | LID Contest Advisory Committee meeting |
| 3/28/2014 | City of Tulsa Volunteer meeting |

Special Events:

| | |
|------------|---|
| 3/5/2014 | Set up for Home and Garden Show |
| 3/6-9/2014 | Home and Garden Show |
| 3/10/2014 | Home and Garden Show moveout |
| 3/14/2014 | LID Contest Entry Deadline – Urban Redevelopment and Green Street |
| 3/19/2014 | LID Contest Entry Deadline – Mixed Use |

Up Coming Events:

| | |
|-----------|---|
| 4/1/2014 | City of Broken Arrow Planning/Stormwater about LID contest judging |
| 4/2/2014 | Great Plains Research & Innovation Symposium and Green Country Low Impact Development Design Competition Finals Event |
| 4/16/2014 | M.e.t.'s Downtown Enviro Expo 11-2 |
| 4/18/2014 | TCC Northeast Land Judging Contest |
| 4/26/2014 | Party for the Planet at Tulsa Zoo 10-3 |
| 5/31/2014 | 20 th Annual Creek Cleanup on Coal Creek/Mohawk Park |

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
 - Enter judges scores
 - Maintain expert judge score sheets
 - Upload contest entries to OneDrive
- ❖ 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 Brown Bag lunch seminar at OSU-Tulsa
- ❖ Planning 20th Annual Creek Cleanup on Sat, May 31st

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 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Updating General Manual and FOTG | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Relocationist | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General office correspondence | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Record of meeting minutes | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Maintain office schedules | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Maintain ledgers | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 Hours

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

Conservation District Board Representative (Signature & Date)

NRCS District Conservationist (Signature & Date)

**Agency Report
Natural Resources Conservation Service
Tulsa County Board of Directors Meeting
April 10, 2014**

Programs

EQIP – 35 Environmental Quality Incentives Program (EQIP) applications for FY 2014 have been received.

CSP – 15 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: 4 Applications Received; 3 Approved; 1 Completed; 1 Cancelled

Farm Bill:

Applications for EQIP, 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.

TULSA HOME & GARDEN SHOW

EXHIBITOR RENEWAL FORM

We are already planning for next year's Show and we hope you are too. If you would like to be an exhibitor in the 2015 Tulsa Home & Garden Show, please fill out the information. The Show is scheduled for March 12 to 15, 2015 at Expo Square.

NOTE: Send NO money at this time. An actual contract will be mailed to you in the fall of 2014.

- ☒ Yes, I want to be in the 2015 Tulsa Home & Garden Show.

☒ Same location as 2014

☐ Interested in a new location—map with available booth options will be sent at a later date

☐ No, I do not wish to be in the 2015 Show - remove me from the mailing list.

Company Name: Tulsa County Conservation District

Contact: Julie Monnot

Address: 6660 S Sheridan Rd Suite 120 (Bldg. 30, 2nd) City/State/Zip: Tulsa OK 74135

Email: JMonnot@cityoftulsa.org Phone: _____

Product or Service: Educational Products & Services / Environmental Consulting

Special Notes: _____

☒ This is NEW contact information, please update my records.

Please return this form by May 16, 2014 via email, mail or fax to:

Jenni King, CMP, Director of Special Events

Email: jking@tulsahba.com

HBA of Greater Tulsa 11545 E. 43rd St., Tulsa OK 74146

Fax: 918-628-0493

TULSA HOME & GARDEN SHOW

Home Builders Association of Greater Tulsa • 11545 E. 43rd St., Tulsa, OK 74146 • (918) 663-5820 • Fax: (918) 628-0493 • www.TulsaHBA.com

March 18, 2014

Dear Exhibitor:

First, let me thank you for participating in this year's Show. As always, the success of our Show depends greatly on the exhibitors and I hope you had a profitable and successful experience. I am sure many of you are wondering about this year's attendance, so I will start with that. This year we had approximately 37,000 attendees to the Show and many exhibitors reported record sales.

Enclosed you will find a renewal form. Please fill it out whether you plan to be in the 2015 Greater Tulsa Home & Garden Show or not. Additionally, a survey was sent to you via email through SurveyMonkey.com; please be honest on your survey. I do read every comment, concern and suggestion - I strive every year to improve the Show and make it better for you and the public.

In regard to the 2015 Tulsa Home & Garden Show, please read the following very carefully.

- The dates for the 2015 Greater Tulsa Home & Garden Show are March 12-15, 2015, at the River Spirit Expo at Expo Square.
- The renewal form enclosed is to let me know that you want to be in the 2015 Show. If I do not receive it back from you I will assume you DO NOT wish to participate.
- By filling out the renewal it will ensure your participation/booth in the Show.
- A "Contract for Exhibit Space" will be sent to you in the fall to confirm and make payment for the space - send no money at this time.
- If you are interested in looking at a new location, please be patient. That information and map will be sent to you in October.

If you have any questions or concerns please feel free to contact me at jking@tulsahba.com or 918.663.5820. I look forward to working with you on next year's Tulsa Home & Garden Show.

Sincerely,

Jennifer King

Jennifer King, CMP
Director of Special Events
Home Builders Association of Greater Tulsa

TULSA WORLD

P.O. Box 1770

Tulsa, Oklahoma 74102-1770

Ad number: 9469235

TULSA COUNTY CONSERVATION DIST
5401 S SHERIDAN STE 201
ATTN: GABRIEL PARKER
TULSA OK, 74145

PROOF OF PUBLICATION

TITLE _____ TULSA COUNTY CONSERVATION DIS _____

STATE OF OKLAHOMA, }
COUNTY OF TULSA, } SS.

AFFIDAVIT:

I, Newt Collins, of lawful age, being duly sworn, upon the oath deposes and says that he is the
OWNER of TULSA WORLD, a daily newspaper printed in the City of Tulsa, County of Tulsa, State of Oklahoma, and a bonafide
paid general circulation therein, printed in the English language, and that the notice by publication, a copy of which is
here to attached, was published in said newspaper for

2 day(s), the first publication being on the 4th day of April, 2014 and

the last day of publication being on the 11th day of April, 2014,

and that said newspaper has been continuously and uninterruptedly published in said county during the period of more than One
Hundred and Four (104) weeks consecutively, prior to the first publication of said notice, or advertisement, as required by Section
one, Chapter four, Title 25 Oklahoma Session Laws, 1943, as amended by House Bill No. 495, 22nd Legislature, and thereafter,
and complies with all of the prescriptions and requirements of the laws of Oklahoma. (The advertisement above referred to is a
true and printed copy. Said notice was published in all editions of said newspaper and not in a supplement thereof.)

The advertisement above referred to, a true and printed copy of which is hereto attached, was published in said NEWSPAPER
on the following dates, to-wit: **4/4/14 4/11/14**

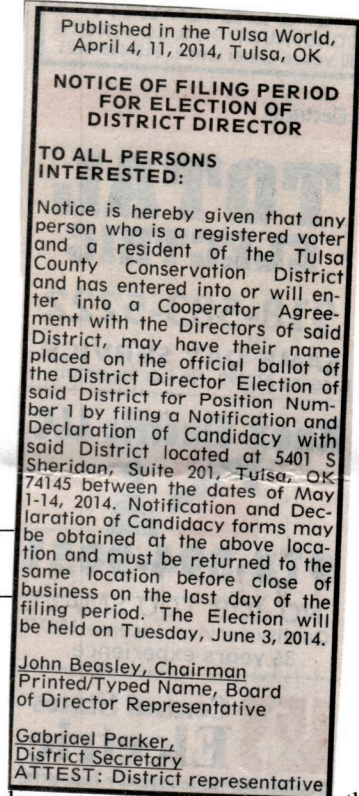
Said notice was published in the regular edition of said newspaper and not in a supplement thereof.

Publishing Fee 393.52
Notary Fee _____
Affidavit _____
TOTAL 393.52

Subscribed and sworn to before me this 11th day of April, A.D., 2014

My commission expires 9-10-16

Notary Public





**Joint Business Plan/
Plan of Operations**

**Tulsa County Conservation District #2
&
Natural Resources Conservation Service
Tulsa Field Office**

July 1, 2014 – June 30, 2015

Personnel

Conservation District Directors

| | |
|------------------|---------------|
| John Beasley | Chairman |
| Scott VanLoo | Vice-Chairman |
| Roy Foster | Treasurer |
| Michelle Barnett | Member |
| Craig Thurmond | Member |

Associate Conservation District Directors

None currently active

District Personnel

| | |
|----------------|---------------------------------|
| None | District Manager |
| Scott Grant | Conservation Program Specialist |
| Gabriel Parker | District Secretary |

Natural Resources Conservation Service Personnel

| | |
|-----------------|------------------------------|
| Gary Bishop | District Conservationist |
| Freddy Trujillo | Soil Conservation Technician |

District Board Meetings

The Tulsa County Conservation District holds a regular Board Meeting on the second Thursday of every month at 4 p.m. at 5401 S Sheridan Suite 201 and beginning in July 2014, will be held at 6660 S Sheridan, Suite 120, Tulsa, OK 74145. Meetings ~~are~~ held at the district office ~~and~~ are open to the public.

Approval Page

John Beasley, Chairman

Scott VanLoo, Vice-Chair

Roy Foster, Treasurer

Michelle Barnett, Director

Craig Thurmond, Director

Joint Plan of Operations

June 30, 2014 – July 1, 2015

GOAL # 1: INFORM AND EDUCATE THE PUBLIC IN TULSA COUNTY

NRCS Mission Goal 1: High Quality, Productive Soils

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

OBJECTIVE # 1: Conduct public information campaign to make county residents aware of NRCS and District programs and services.

| Action Items: | Number | Who | When | Progress |
|--|-----------------------------------|---|---------------------|----------|
| 1. Publicize timely news articles regarding conservation practices, program sign-up periods, and other information of interest to county residents | As available | DC/DM/CPS/ Blue Thumb coordinator | As available | |
| 2. Provide conservation information at Tulsa Farm Show | 1 exhibit As available | DM/CPS/DC/Volunteers | December | |
| 3. Provide a conservation display at the Tulsa Home and Garden Show | 1 exhibit | DM/CPS/DC/Volunteers <u>In coordination with the City of Tulsa</u> | March | |
| 4. Promote Backyard Conservation Program | At booth exhibits | DM/DC/ CPS | Throughout the year | |

| | | | | |
|--|--------------|---------------------|--------------|--|
| 7. Promote Tulsa Land Judging Event with Tulsa Community College | 1 event | DM/DC/CPS/TCC staff | April | |
| 8. Assist Jenks East Elementary with Rentie Grove nature trail tours | As Requested | DM/CPS | As Scheduled | |
| 9. Participate with Party for the Planet at the Tulsa Zoo | 1 event | DM/CPS/volunteers | April | |
| 10. Participate in the M.e.t.'s Downtown Environmental Expo, when possible | 1 event | DM/CPS/DS | April | |
| 11. Assist educators with outdoor classrooms | As Requested | DM/DC/SC/CPS | As requested | |

Objective #2: Conserve & Improve Water Quality through the Implementation of the Tulsa County Blue Thumb Water Quality Education Program

| Action Items: | Number | Who | When | Progress |
|--|-----------------|------------------------------------|-----------|----------|
| 1. Conduct water quality assessments on Tulsa County streams | 14 Stream Sites | DM/Blue Thumb staff/CPS/Volunteers | As needed | |
| 2. Monitor Blue Thumb stream testing sites monthly to establish database | 14 Stream Sites | DM/Blue Thumb staff/CPS/Volunteers | Monthly | |

| | | | | |
|---|-------------------------------------|---|--------------------------------------|--|
| 3. Conduct habitat assessments & fish collections | As needed | DM/Blue Thumb staff/CPS/Volunteers | Summer, as needed | |
| 4. Conduct macroinvertebrate collections | 14 Streams | DM/Blue Thumb staff/CPS/Volunteers | Winter Summer | |
| 5. Conduct macroinvertebrate subsampling | 14 Streams | DM/Blue Thumb staff/CPS/Volunteers <u>Can house at TCCD office</u> | Spring Fall | |
| 6. Test for Blue Thumb stream sites for coliform bacteria | 4 samples each month | DM/Blue Thumb staff/Volunteers | May-August | |
| 7. Cooperate with Oklahoma Blue Thumb and Earth Team Volunteers to conduct QA session | Quarterly AM and PM sessions | DM/Blue Thumb staff/CPS/Volunteers <u>Can house at TCCD office</u> | January April July November | |
| 8. Conduct an annual Blue Thumb training session | 1 session | DM/Blue Thumb staff /CPS <u>Can help coordinate</u> | September <u>As scheduled</u> | |

GOAL # 3 – PROVIDE OUTREACH TO UNDERSERVED GROUPS, TRADITIONAL AGRICULTURAL GROUPS, AND CLIENTS

NRCS Mission Goal 1: High Quality, Productive Soils

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

OBJECTIVE # 1: Hold meetings and make special efforts to work with the general public in Tulsa County

| Action Items: | Number | Who | When | Progress |
|------------------------|--------|--|--------------|----------|
| 1. Resource Management | 1 | DM/All Staff/ <u>TACF</u> Directors | As available | |

| | | | | |
|---|----------------------------------|--|---|--|
| Conference | | | | |
| 2. Conduct local work group meeting | 1 | DM /DC/ <u>CPS/DS</u> | November | |
| 3. Tulsa State Fair exhibit, <u>as possible</u> | 1 | DM /All Staff/ Volunteers/ Directors <u>In coordination with the City of Tulsa</u> | October | |
| 4. Home and Garden Show exhibit, <u>as possible</u> | 1 | DM /All Staff/ Volunteers/ Directors | March | |
| 5. M.e.t's Environmental Expo exhibit, as available | 1 | DM /CPS/Volunteers/ <u>DS</u> | April | |
| 6. Party for the Planet activities at the Tulsa Zoo | 1 | DM/CPS/ Volunteers | April | |
| 7. Tulsa Farm Show exhibit | 1 | DM/CPS/DC | December | |
| 8. Submit timely conservation program news, articles, stories, and announcements | 6 <u>As needed</u> | DM/CPS/DC | As created | |
| 9. Locally led meetings conducted for inventorying citizen resource concerns | 2 | DM/DC / CPS | September October | |
| 11. Provide Community service hours for students needing credit for scholarships, funding or awards | As needed | DM / <u>CPS</u> <u>All staff</u> | As needed | |
| 12. Attend Environmental Education Committee meetings, when | 12 <u>As possible</u> | DM /CPS/ <u>DS</u> | 2 nd <u>Tuesday</u> <u>Friday</u> of the month | |

| | | | | |
|---|---------------------------------|--------------------------------|-----------|--|
| available | | | | |
| 13. Conduct an annual educational Volunteer Appreciation Dinner | 1 | DM/All staff/Directors | December | |
| 14. Cultivate partnerships with Native American Tribes | 2 <u>Tribes As requested</u> | DM/DC/ Directors/ <u>DS/SC</u> | As needed | |

Goal # 4 – IMPLEMENT AVAILABLE PROGRAMS TO ADDRESS LOCALLY IDENTIFIED RESOURCE CONCERNS

NRCS Mission Goal 1: High Quality, Productive Soils

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

NRCS Mission Goal 5: An Adequate Energy Supply

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

OBJECTIVE # 1: Fully utilize funding from State and USDA programs to address conservation concerns

| Action Items: | Number | Who | When | Progress |
|--|--------|---------------------|--------------------|----------|
| 1. Evaluate current ranking criteria and make necessary changes for EQIP implementation | 1 | DM/DC | October | |
| 2. Evaluate current ranking criteria and make necessary changes for State Cost-share Program | 1 | <u>DM/DC/DS</u> | As CSP Year begins | |
| 3. Hold and conduct sign-up for State Cost-share Program | 1 | DM/ <u>DS/DC/SC</u> | After Item 2 | |
| 4. Conduct rankings and evaluations for State Cost-share Program | 8 | DM/DC/ <u>SC</u> | After Item 3 | |
| 5. Complete conservation plans on accepted State | 5 | DM/DC/SC | After Item 4 | |

| | | | | |
|--|----|-------|----------------------|--|
| Cost-share Program applications | | | | |
| 6. Complete status reviews on all <u>2008-most recent</u> Farm bill contracts within required deadline dates | 15 | DM/DC | September January | |

GOAL # 5 – EFFICIENTLY AND EFFECTIVELY MANAGE THE LOCAL OFFICE TO IMPLEMENT THE CONSERVATION PARTNERSHIP

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

NRCS Mission Goal 5: An Adequate Energy Supply

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

OBJECTIVE # 1: Utilize Team, District, NRCS and other partners to direct the local conservation program

| Action Items: | Number | Who | When | Progress |
|---|--------|-------------------------------|--|----------|
| 1. Update conservation needs assessment to reflect locally led meeting input and resource concern changes occurring in Tulsa county | 1 | <u>DM/DC/CPS/All staff/SC</u> | February | |
| 2. Attend/Conduct Team meetings to address localized concerns | 4 | DM/Staff, as available | <u>August</u> <u>November</u> <u>March</u> <u>June</u> <u>As scheduled</u> | |
| 3. Complete HEL/WC compliance reviews in a timely manner and submit required reports to the State Office | 1 | DM/DC | October | |
| 4. Update practices quarterly in Share Point as required | 4 | DM/DC | October January April July | |
| 5. Schedule Resource Specialist to complete | 2 | DM/DC | July | |

| | | | | |
|--|---|-----------------------------------|----------------------|--|
| conservation planning review | | | | |
| 6. Attempt to utilize at least 1 Earth Team Volunteer to assist with the local conservation program | 3 | DM/CPS/DC | As needed | |
| 7. Cooperate with Tulsa Volunteer Center in Volunteer recruitment | 1 cooperative agreement | DM/CPS/Directors | On going | |
| 8. Encourage cooperation and provide assistance to Units of Government | 10 assists <u>As requested</u> | DM/All staff, <u>as available</u> | As needed | |
| 9. Work with agencies to emphasize and coordinate conservation activities | 8 activities <u>As needed</u> | DM/All staff, <u>as available</u> | As needed | |
| 10. Assist with U.S. Fish & Wildlife Service with "Partners for Wildlife Program" | 1 assist | DM/DC/SC | As needed | |
| 11. Assist Tulsa County Commissioners and Staff with Emergency Watershed Protection | 1 project <u>As requested</u> | DM/DC/SC | As Needed | |

Objective # 2: Conserve Soil and Water Resources through Implementation of State Cost Share Program

| Action Items: | Number | Who | When | Progress |
|---|------------|------------------------------|---------------------------------|----------|
| 1. Designate District & Technical Representatives | 2 | John Beasley/ Gary Bishop | December | |
| 2. Select Approved Cost Share Practices | As offered | Board of Directors | As CSPY guidelines are released | |
| 3. Develop Evaluation | 1 | Board of Directors | After Item 2 | |
| 4. Determine & approve applicant cost-share rate | 1 | Board of Directors | After Item 3 | |

| | | | | |
|---|----------|--------------------|--------------------------------|--|
| 5. Determine & Approve maximum cost share payment | 1 | Board of Directors | After Item 4 | |
| 6. Determine & Approve application period | Monthly | Board of Directors | Monthly | |
| 7. Advertise Cost Share Program | Multiple | All staff | When funding becomes available | |

Objective # 3: Provide assistance to OCC, OACD and other conservation districts

| Action Items: | Number | Who | When | Progress |
|--|---|------------------------------------|-----------|----------|
| 1. Assist other conservation districts with <u>environmental education events</u> | 10 <u>assists As requested</u> | DM/CPS <u>All staff</u> | As needed | |

GOAL # 6 – PROMOTE USDA AND STATE CIVIL RIGHTS POLICIES AND OBSERVE DIVERSITY RECOGNITION CELEBRATIONS

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

NRCS Mission Goal 5: An Adequate Energy Supply

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

OBJECTIVE # 1: Discuss and abide by Federal, State and Local civil rights policies in the Tulsa Conservation District

| Action Items: | Number | Who | When | Progress |
|--|--------|--------------------------|-------------------------------------|----------|
| 1. Update and maintain required civil rights posters and displays | 1 | DC/DS/DM/ | October | |
| 2. Ensure and maintain handicapped accessibility in the Tulsa Field office | 1 | DC/ <u>DS</u> | October | |
| 3. Review PRS parity reports on a quarterly basis to ensure that all clients in Tulsa County are receiving equal and fair assistance | 4 | DC | October January April July | |
| 4. Discuss the Cooperative Working Agreement between NRCS, OCC and TCCD at | 1 | DC/ <u>TCCD Board/DS</u> | February | |

| | | | | |
|---|----------------------------|-----------|---|--|
| the February Board Meeting | | | | |
| 5. Discuss and encourage employee participation in civil rights activities and special observance during designated months | 5 | DC/SC | October November January February September | |
| 6. Include the non-discrimination statement on all documents meant for public distribution | 12 As published | All staff | September | |
| 7. Discuss NRCS policies regarding Titles VI and VII of the CRA, sexual harassment, workplace violence and outreach with staff members quarterly staff meetings | 4 | DC | November February May August | |

GOAL # 7 – UTILIZE DISTRICT RESOURCES TO BENEFIT CONSERVATION

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Air Quality

NRCS Mission Goal 5: An Adequate Energy Supply

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

OBJECTIVE # 1: Operate and maintain district equipment and programs to apply conservation practices in Tulsa County

| Action Items: | Number | Who | When | Progress |
|---|-----------|--|-----------|----------|
| 1. <u>Ensure Keep district</u> inventory of Blue Thumb chemicals and supplies is adequate to address the need for monitoring water quality. | 1 | DM/CPS All staff | As needed | |
| 2. Ensure that district inventory of storm drain stenciling materials is adequate. | 1 | DM/CPS All staff in coordination with City of Tulsa | As needed | |
| 3. Purchase supplies necessary to complete the goals of the Conservation District board | As needed | DM/CPS/DS | As needed | |

OBJECTIVE # 2 – Efficiently manage district financial resources according to state policy in Tulsa County

| Action Items: | Number | Who | When | Progress |
|--|--------|-------|------------------------------|----------|
| 1. Execute District Financial audit to ensure integrity and conform to state requirements. | 1 | DM/DS | July | |
| 2. Keep financial and payroll account current accurate | 1 | DM/DS | July Ongoing | |

OBJECTIVE # 3 – Efficiently manage district human resources to accomplish priority objectives

| Action Items: | Number | Who | When | Progress |
|---|--------|--|------|----------|
| 1. Conduct employee performance reviews on an annual basis to ensure adequate accomplishments | 2 | Chairman TCCD Board of Directors | July | |

OBJECTIVE # 4 – Maintain District Director membership according to Oklahoma State Laws

| Action Items: | Number | Who | When | Progress |
|---|-----------|-----------|--------------------------------|----------|
| 1. Conduct elections for District Director positions that expire this fiscal year | As needed | All staff | March April | |
| 2. Take necessary steps to reappoint District Director positions that expire this fiscal year | 1 | DM/DS | March April | |
| 3. Maintain a list of eligible and interested potential directors | 1 | DM/DS | March Ongoing | |

OBJECTIVE # 5 – Maintain and improve legislative efforts.

| Action Items: | Number | Who | When | Progress |
|---|-----------|---------------------|-----------|----------|
| 1. Directors attend legislative days and events | 3 | Directors | As needed | |
| 2. Increase legislative correspondence | As needed | All staff/Directors | As needed | |

TULSA COUNTY ELECTED OFFICIALS

DISTRICT REPRESENTATIVE

| DISTRICT | REPRESENTATIVE | EMAIL | PHONE | EXTENSION | ADDRESS |
|----------|-------------------|--|----------------|-----------|--|
| 11 | Jabar Shumate | jshumate@oksenate.gov | (405) 521-5598 | 598 | 1617 N. 23rd W. Ave. Tulsa, OK 74127 |
| 12 | Brian Bingham | bingham@oksenate.gov | (405) 521-5528 | 528 | 2300 N. Lincoln Blvd., Rm 422, Oklahoma City, OK 73105 |
| 18 | Kim David | david@oksenate.gov | (405) 521-5590 | 590 | P.O. Box 371 Wagoner, OK 74477 |
| 25 | Mike Mazzei | mazzei@oksenate.gov | (405) 521-5675 | 675 | 6608 E. 114th St. Bixby, OK 74006 |
| 33 | Nathan Dahm | dahm@oksenate.gov | (405) 521-5531 | 551 | P.O. Box 2313 Broken Arrow, OK 74013 |
| 34 | Rick Brinkley | brinkley@oksenate.gov | (405) 521-5666 | 566 | P.O. Box 505 Owasso, OK 74055 |
| 35 | Gary Stanislawski | stanislawski@oksenate.gov | (405) 521-5624 | 624 | 2992 E. 78th St. Tulsa, OK 74136 |
| 36 | Bill Brown | brownb@oksenate.gov | (405) 521-5602 | 602 | 300 S. 63rd Street Broken Arrow, OK 74014 |
| 37 | Dan Newberry | newberry@oksenate.gov | (405) 521-5600 | 600 | 4843 S. 81st W. Ave. Tulsa, OK 74107 |
| | Brian Crain | crain@oksenate.gov | (405) 521-5620 | 620 | 5305 E. 37th St. Tulsa, OK 74135 |

EXECUTIVE ASSISTANT

Linda Richardson
Cheryl Boothe
Gayle Guim
Roxanne Bystone
Sharon Brown
Jonathan Grable
Shannon Sharpston
Doris Sesock
Kamri Carroll
Seth Rott

DISTRICT REPRESENTATIVE

| DISTRICT | REPRESENTATIVE | EMAIL | PHONE | EXTENSION | ADDRESS |
|----------|--------------------|--|----------------|-----------|---|
| 11 | Earl Sears | earl.sears@okhouse.gov | (405) 557-7358 | | 1721 S.E. Cherokee Pl. Bartlesville, OK 74003 |
| 16 | Jerry Shoemake | jerryshoemake@okhouse.gov | (405) 557-7373 | | 15160 N. 310 Road Morris, OK 74445 |
| 23 | Terry O'Donnell | terry.odonnell@okhouse.gov | (405) 557-7379 | | P.O. Box 460 Catoosa, OK 74105 |
| 29 | Skye McNeil | skye.mcneil@okhouse.gov | (405) 557-7353 | | 38835 W. 231st St. S. Bristow, OK 74010 |
| 30 | Mark McCullough | mark.mccullough@okhouse.gov | (405) 557-7414 | | 4125 Dogwood Pl. Sapulpa, OK 74066 |
| 36 | Sean Roberts | sean.roberts@okhouse.gov | (405) 557-7322 | | 324 E. 2nd St. Hominy, OK 74035 |
| 66 | Jadine Nollan | jadine.nollan@okhouse.gov | (405) 557-7390 | | 1220 N. Renaissance Drivesand Springs, OK 74063 |
| 67 | Pam Peterson | pam.peterson@okhouse.gov | (405) 557-7341 | | 6528 E. 101st St., PMB 422 Tulsa, OK 74133 |
| 68 | Glen Mulready | glen.mulready@okhouse.gov | (405) 557-7340 | | 2708 W. 66th Pl. Tulsa, OK 74132 |
| 69 | Fred Jordan | fred.jordan@okhouse.gov | (405) 557-7331 | | P.O. Box 238 Jenks, OK 74037 |
| 70 | Ken Walker | ken.walker@okhouse.gov | (405) 557-7359 | | P.O. Box 700117 Tulsa, OK 74170 |
| 71 | Kaie Henke | kaie.henke@okhouse.gov | (405) 557-7361 | | 1927 S. Boston Ave. Tulsa, OK 74119 |
| 72 | Seneca Scott | seneca.scott@okhouse.gov | (405) 557-7391 | | 3102 E. 2nd St. Tulsa, OK 74104 |
| 73 | Kevin Matthews | kevin.mathews@okhouse.gov | (405) 557-7406 | | P.O. Box 481084 Tulsa, OK 74148 |
| 74 | David Derby | david.derby@okhouse.gov | (405) 557-7377 | | 10703 E. 99th Pl. N. Owasso, OK 74055 |
| 75 | Dan Kirby | dan.kirby@okhouse.gov | (405) 557-7356 | | 12208 E. 38th Pl. Tulsa, OK 74146 |
| 76 | David R. Brumbaugh | david.brumbaugh@okhouse.gov | (405) 557-7347 | | P.O. Box 364 Broken Arrow, OK 74013 |
| 77 | Eric Proctor | eric.proctor@okhouse.gov | (405) 557-7410 | | P.O. Box 581242 Tulsa, OK 74158 |
| 78 | Jeanne McDaniel | jeannemcDaniel@okhouse.gov | (405) 557-7334 | | 1416 S. Marion Ave. Tulsa, OK 74112 |
| 79 | Weldon Watson | weldon.watson@okhouse.gov | (405) 557-7330 | | 7511 S. Irvington Ave. Tulsa, OK 74136 |
| 80 | Mike Ritze | mike.ritze@okhouse.gov | (405) 557-7338 | | 18574 E. 101st St Broken Arrow, OK 74011 |
| 98 | John Treblcock | johntreblcock@okhouse.gov | (405) 557-7362 | | 7425 E. Jackson St. Broken Arrow, OK 74014 |

EXECUTIVE ASSISTANT

Melinda Goodwin
Margo Watson
Ben Keel
Andrea Gaylord
Chris Coulter
Garalee Womack
Kahyn McAlister
Celia Scott
Hollie Bishop
Mary Bergen
Belinda Clark
Chris Cayin
Grace Monson
Jennifer Cooper
Matthew Hecox
Pam King
Kandi Hoehner
Frankie Lou Reeves
Amanda Ihnat
Natasha Holliday

DISTRICT REPRESENTATIVE

| DISTRICT | REPRESENTATIVE | EMAIL | PHONE | EXTENSION | ADDRESS |
|----------|----------------|--|----------------|-----------|--|
| 1 | John Smaligo | jmaligo@tulsaocounty.org | (918) 596-5020 | | Tulsa County Administration Bldg. 500 South Denver Ave Tulsa, OK 74103 |
| 2 | Karen Keith | emckenzie@tulsaocounty.org | (918) 596-5016 | | Tulsa County Administration Bldg. 500 South Denver Ave Tulsa, OK 74104 |
| 3 | Fred Perry | fpeters@tulsaocounty.org | (918) 596-5010 | | Tulsa County Administration Bldg. 500 South Denver Ave Tulsa, OK 74105 |

DISTRICT REPRESENTATIVE

| DISTRICT | REPRESENTATIVE | PARTY | EMAIL | PHONE | EXTENSION | ADDRESS |
|-------------------|------------------|-------|-------|-------|-----------|--|
| ASSESSOR | Ken Yazel | (R) | | | | 500 S. Denver Tulsa, OK 74103 |
| COUNTY CLERK | Sally Howe Smith | (R) | | | | 501 S. Denver Tulsa, OK 74103 |
| COUNTY CLERK | Pat Key | (R) | | | | 502 S. Denver Tulsa, OK 74103 |
| SHERIFF | Stanley Glanz | (R) | | | | 503 S. Denver Tulsa, OK 74103 |
| TREASURER | Dennis Semler | (R) | | | | 504 S. Denver Tulsa, OK 74103 |
| DISTRICT ATTORNEY | Tim Harris | (R) | | | | State Capitol Bldg., Suite 212 Oklahoma City, OK 73105 |
| GOVERNOR | Mary Fallin | (R) | | | | |

OTHER ELECTED OFFICIALS Mail: Tulsa County Courthouse, 500 S. Denver, Tulsa, OK 74103 (918) 596-5000

CONGRESSIONAL DIST. 1

Jim Bradenstine

(R)

www.bradenstine.house.gov

CONGRESSIONAL OFFICER United States House of Representatives, 216 Cannon House Office Building, Washington, D.C. 20515

Tulsa Office

(918) 935-3222

Washington D.C. Office

(202) 225-2211

2488 E. 81st Street, Suite 5150 Tulsa, OK 74137

216 Cannon House Office Building, Washington, D.C. 20515

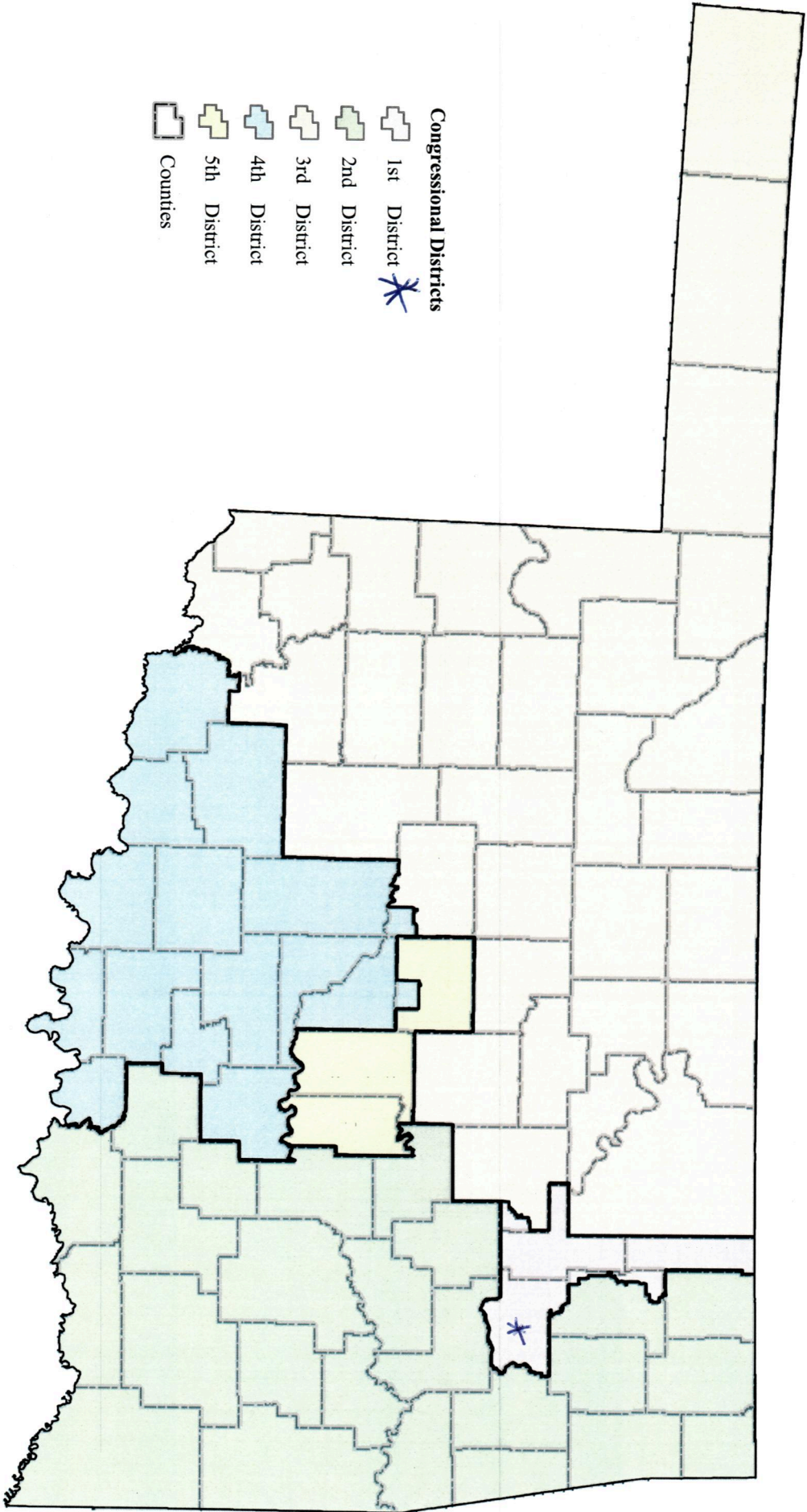
James M. Inhofe
Tom Coburn

(R)
(R)

UNITED STATES SENATORS United States Senate, Washington, DC, 20515

918-748-5111
918-581-7651

1924 S. Utica, Suite 530
1800 S. Baltimore, Suite 800





U.S. House of Representatives

District 1

Representative John Sullivan

114 Cannon House Office Building
Washington, DC 20515-3601
Website: sullivan.house.gov/
Phone: (202) 225-2211
Fax: (202) 225-9187

District 2

Representative Dan Boren

216 Cannon House Office Building
Washington, DC 20515
Website: www.house.gov/boren/
Phone: (202) 225-2701
Fax: (202) 225-3038

District 3

Representative Frank Lucas

2342 Rayburn House Office Building
Washington, DC 20515
Website: www.house.gov/lucas/
Phone: (202) 225-5565
Fax: (202) 225-8698

District 4

Representative Tom Cole

236 Cannon House Office Building
Washington, DC 20515-3604
Website: www.house.gov/cole/
Phone: (202) 225-6165
Fax: (202) 225-3512

District 5

Representative Mary Fallin

1432 Longworth House Office Building
Washington, DC 20515
Website: fallin.house.gov/
Phone: (202) 225-2132
Fax: (202) 226-1463

United States Senate

U.S. Senator Jim Inhofe

453 Russell Senate Office Building
Washington, DC 20510-3603
Website: inhofe.senate.gov/
Phone: (202) 224-4721
Fax: (202) 228-0380

U.S. Senator Tom Coburn

172 Russell Senate Office Bldg.
Washington, DC 20510
Website: coburn.senate.gov/
Phone: (202) 224-5754
Fax: (202) 224-6008