

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
5401 S. Sheridan, Suite 201
Tulsa, OK 74145
June 12, 2014 - 4:00 PM

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
4. Consideration of Consent Agenda:
 - A. Approval of Minutes from the May 8, 2014 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending May 2014
 - C. Review of TACF Financials for Period Ending May 2014
 - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
 - E. Approval of District Employee Timesheet & Leave Records for the Month of May
 - F. Acceptance of Conservation Program Specialist Reports
 - G. Acceptance of District Conservationist Agency Report
 - H. Acceptance of NRCS Farm Bill performance worksheets
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost Share Program Year 15
 - A. Rankings and allocation of funds for current applicants Tom Curtsinger, James Adkins, and Jeffrey Tolle effective May 8, 2014
7. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Board Position Recruitment and Recommendation:
 - a) Elected Director Position #1 (Michelle Barnett) Update: Now an Appointed Position - Expiration June 30, 2014
 - B. Craig Thurmond's Reappointed to the Board until June 30, 2016
 - C. Letter to State and Local Elected Officials
 - D. Creek Clean-Up Results
 - E. Introduce Acting District Conservationist, Cleon Bradford
 - F. Fiscal Year 2014 Audit – Kimberlye R. Mayer, CPA, P.C.
 - G. Sam's Club Membership Renewal Notice
 - H. Change in meeting place July to December
 - I. Discussion of Long Range Plan
 - J. Discussion with Robert Toole from OCC
8. New Business:
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is July 10, 2014 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74135.



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 June 12, 2014 were approved as written by a vote in the **Special Meeting** of the Board of Directors held on July 17, 2014



Chair, Board of Directors

July 17, 2014
Date

Attest:



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

Date: June 12, 2014

Time: 4:00 PM

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

Members Absent: Scott VanLoo, Vice Chairman
Michelle Barnett, Member

Others Present: Cleaon Bradford, Acting District Conservationist NRCS
Gabriael Parker, District Secretary
Richard Smith, TACF Board Secretary

1. Meeting Called to Order:

Chairman Beasley called the meeting to order at 4:03 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 June 11, 2014 in the front window at 5401 S. Sheridan, Suite 201, Tulsa, Oklahoma 74145.

- 1. Meeting called to order**
- 2. Roll Call**
- 3. Consider, Discuss, and Take possible action on the following agenda items:**
- 4. Consideration of Consent Agenda:**
 - A. Approval of Minutes from the May 8, 2014 Regular Meeting**
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 - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District**
 - E. Approval of District Employee Timesheet & Leave Records for the Month of May**
 - F. Acceptance of Conservation Program Specialist Reports**
 - G. Acceptance of District Conservationist Agency Report**
 - H. Acceptance of NRCS Farm Bill performance worksheets**

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

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

6. **Cost Share Program Year 15**

A. **Rankings and possible allocation of funds for current applicants Tom Curtsinger, James Adkins, and Jeffrey Tolle.**

Gabriel Parker said that all three participants were ranked equally because they were all building a pond. Craig Thurmond made a motion to accept the rankings for the remaining Cost-Share participants. Roy Foster 2nd the motion. Nays: None. The motion carries.

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

A. **Board Position Recruitment Elected Director Position #1 (Michelle Barnett)**

Update: Now an Appointed Position - Expiration June 30, 2014

- John Beasley said that he had a possible candidate to replace Michelle Barnett. John said that he would invite Zach Kilburn to our next meeting.

B. **Craig Thurmond's Reappointed to the Board until June 30, 2016**

Just an FYI that Craig received his official reappointment letter from the Oklahoma Conservation Commission. No further action needed to me taken at this time.

C. **Letter to State and Local Elected Officials**

This agenda item was tabled until the next meeting due to a letter had not been drafted for discussion.

D. **Creek Clean-Up Results**

This agenda item was tabled until the next meeting due to the absence of Scott VanLoo.

E. **Introduce Acting District Conservationist, Cleon Bradford**

Cleon Bradford introduced himself as well as gave a little background of his time at NRCS.

F. **Fiscal Year 2014 Audit – Kimberley R. Mayer, CPA, P.C.**

Gabriel said that it is time to start looking for someone to do FY 2014's audit. She said that this year is a full audit. Kimberley Mayer had sent us a letter with the fees and other information she would need to complete the audit. Gabriel also said that we would need to get a bid from at least two other people and would provide that information as soon as she had it. No other action needed to be taken at this time.

G. **Sam's Club Membership Renewal Notice**

After a brief discussion, Roy Foster made a motion to renew the Sam's Club Membership for the next year. Craig Thurmond 2nd the motion. Nays: None. The motion carries.

H. **Change in meeting place July to December**

After a brief discussion, Roy Foster made a motion to change the board meeting location effective for the July 10, 2014 meeting, to 6660 S Sheridan Rd Suite 120 Tulsa, OK 74133. Craig Thurmond 2nd the motion. Nays: None. The motion carries.

I. Discussion of Long Range Plan

After a brief discussion, John Beasley said that he would email a digital copy of the LRP for everyone to look at, and give some input on before it is sent off for approval from OCC. No further action needed to be taken at this time.

J. Discussion Robert Toole from OCC

This agenda item was tabled until the next meeting due to the absence of Robert Toole. He was unable to attend this meeting.

8. New Business:

Richard Smith from the Tulsa Area Conservation Foundation wanted to give an update on the status of a possible RMC in spring of 2015. No action needed to be taken at this time.

9. Public Comments:

None

10. Adjourn: John adjourned the meeting at 4:50 PM

Next regularly scheduled meeting is July 10, 2014 at the Tulsa County Conservation District Office: 6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133

10:05 AM

06/03/14

Annual Basis

Tulsa County Conservation District
Profit & Loss
May 2014

	<u>May 14</u>
Income	
Administrative Income	20.43
Aerials and Maps	20.00
OCC Reimbursements	4,082.23
Total Income	<u>4,122.66</u>
Expense	
Administrative Expense	159.83
Director Fees	25.00
Employee Benefits	151.28
Outreach Programs	12.99
Payroll	1,679.33
Payroll Tax	1,069.89
Telephone and Internet	119.11
Travel	127.68
Total Expense	<u>3,345.11</u>
Net Income	<u><u>777.55</u></u>

Tulsa County Conservation District

Profit & Loss Detail

May 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Administrative Income								
Deposit	5/6/2014		Arvest Web Money ...	Trnsfer from ...		Arvest Special...	20.00	20.00
Deposit	5/30/2014		Arvest	Interest Pay...		Arvest Checki...	0.21	20.21
Deposit	5/30/2014		Arvest	Interest Pay...		Arvest Special...	0.01	20.22
Deposit	5/30/2014		Arvest	Interest Pay...		Arvest Money ...	0.21	20.43
Total Administrative Income							20.43	20.43
Aerials and Maps								
Deposit	5/5/2014		TCCD	Deposited int...		Arvest Checki...	20.00	20.00
Total Aerials and Maps							20.00	20.00
OCC Reimbursements								
Deposit	5/20/2014		OCC	Reibursemen...		Arvest Checki...	4,082.23	4,082.23
Total OCC Reimbursements							4,082.23	4,082.23
Total Income							4,122.66	4,122.66
Expense								
Aministrative Expense								
Check	5/6/2014		Special Projects 6410	Moved from ...		Arvest Checki...	20.00	20.00
Check	5/13/2014	8279	Fuzzell's Copier	Quarterly Co...		Arvest Checki...	139.83	159.83
Total Aministrative Expense							159.83	159.83
Director Fees								
Check	5/13/2014	8258	Michelle Barnett	3rd Quarter ...		Arvest Checki...	25.00	25.00
Total Director Fees							25.00	25.00
Employee Benefits								
Check	5/7/2014	8274	OCC	Payee:CHEC...		Arvest Checki...	116.68	116.68
Check	5/7/2014	8275	OCC	Additional Ap...		Arvest Checki...	34.60	151.28
Total Employee Benefits							151.28	151.28
Outreach Programs								
Check	5/14/2014	8272	Gabriel S Parker	Reimburse...		Arvest Checki...	12.99	12.99
Total Outreach Programs							12.99	12.99
Payroll								
Check	5/15/2014	8278	Gabriel S Parker	May 1-15th P...		Arvest Checki...	839.76	839.76
Check	5/30/2014	8280	Gabriel S Parker	May 16 - 31st...		Arvest Checki...	839.57	1,679.33
Total Payroll							1,679.33	1,679.33
Payroll Tax								
Check	5/9/2014		IRS	941 Tax Pay...		Arvest Checki...	977.65	977.65
Check	5/20/2014		Oklahoma Tax Com...	April 2014 Ta...		Arvest Checki...	92.24	1,069.89
Total Payroll Tax							1,069.89	1,069.89

10:05 AM

06/03/14

Accrual Basis

Tulsa County Conservation District

Profit & Loss Detail

May 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Telephone and Internet								
Check	5/20/2014		AT&T	April 2014 Pa...		Arvest Checki...	119.11	119.11
Total Telephone and Internet							119.11	119.11
Travel								
Check	5/9/2014	8277	Gabriel S Parker	April 2014 Mil...		Arvest Checki...	109.76	109.76
Check	5/14/2014	8271	Scott D Grant	April 2014 Mil...		Arvest Checki...	17.92	127.68
Total Travel							127.68	127.68
Total Expense							3,345.11	3,345.11
Net Income							777.55	777.55

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Statement Date: Page 1
Account No: 5-31-14
002 555 142 E
Enclosures: 10

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!

TULSA COUNTY CONSERVATION DISTRICT
5401 S SHERIDAN RD STE 201
TULSA OK 74145-7522

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

Balance Last Statement	4-30-14	4,952.81	142
+Deposits/Credits	2	4,102.23	
-Withdrawals/Debits	13	3,345.11	
-Service Charge		.00	
+Interest Paid		.21	
Balance This Statement		5,710.14	

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

Deposit	Date
20.00	5-05

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

Date	Tracer	Description	Amount
5-30	9990000000000001	INTEREST PMT	.21
***** ELECTRONIC ACTIVITY *****			
Date	Tracer	Description	Amount
5-06	235000000035650	WEB XFER TO	20.00-
5-09	1290000000004607	IRS USATAXPYMT	977.65-
5-20	140000000140215	TULSA COUNTY CONSERVAT	
		VENDOR PAYMENTS MISC REIMB	4,082.23
5-20	140000000060752	TULSA COUNTY CONSERVAT	
		TAX PAYMENTS OK TAX PMT	92.24-

5-20	140000000199611	ATT	Payment	119.11-
				Tulsa Co Conservation

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

Check No.	Date	Amount	Check No.	Date	Amount
8258	5-13	25.00	8277*	5-09	109.76
8271*	5-14	17.92	8278	5-15	839.76
8272	5-14	12.99	8279	5-13	139.83
8274*	5-07	116.68	8280	5-30	839.57
8275	5-07	34.60			

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

Interest Paid this Year	.77
Interest Withheld this Year	.00
Average Collected Balance	4,889.42

Continued on Next Page

Page 2
Statement Date: 5-31-14
Account No:

TULSA COUNTY CONSERVATION DISTRICT

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

Date	Rate	Date	Rate	Date	Rate
------	------	------	------	------	------

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

Date	Balance	Date	Balance	Date	Balance
4-30	4952.81	5-05	4972.81	5-06	4952.81
5-07	4801.53	5-09	3714.12	5-13	3549.29
5-14	3518.38	5-15	2678.62	5-20	6549.50
5-30	5710.14				

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 5-31-14
Account No:
002 555 142 E
Enclosures:

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!

TULSA COUNTY CONSERVATION DISTRICT
5401 S SHERIDAN RD STE 201
TULSA OK 74145-7522

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

Balance Last Statement	4-30-14	163.17	142
+Deposits/Credits	1	20.00	
-Withdrawals/Debits		.00	
-Service Charge		.00	
+Interest Paid		.01	
Balance This Statement		183.18	

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

Date	Tracer	Description	Amount
5-30	9990000000000001	INTEREST PMT	.01

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

Date	Tracer	Description	Amount
5-06	235000000035660	WEB XFER FROM	20.00

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

Interest Paid this Year	.05
Interest Withheld this Year	.00
Average Collected Balance	179.94

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

Date	Rate	Date	Rate	Date	Rate
4-30	.050				

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

Date	Balance	Date	Balance	Date	Balance
4-30	163.17	5-06	183.17	5-30	183.18

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Statement Date: Page 1
Account No: 5-31-14
002 555 150 E
Enclosures:

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!

TULSA COUNTY CONSERVATION DISTRICT
5401 S SHERIDAN RD STE 201
TULSA OK 74145-7522

```
***** BUSINESS MONEY MARKET *****
Balance Last Statement 4-30-14 2,500.84 150
+Deposits/Credits .00
-Withdrawals/Debits .00
-Service Charge .00
+Interest Paid .21
Balance This Statement 2,501.05
***** DESCRIPTIVE TRANSACTIONS *****
Date Tracer Description Amount
5-30 9990000000000001 INTEREST PMT .21
***** INTEREST SUMMARY *****
Interest Paid this Year 1.61
Interest Withheld this Year .00
Average Collected Balance 2,500.84
***** INTEREST RATE SUMMARY *****
Date Rate Date Rate Date Rate
4-30 .100
***** DAILY BALANCE SUMMARY *****
Date Balance Date Balance Date Balance
4-30 2500.84 5-30 2501.05
```

End of Statement



Member FDIC
www.arvest.com

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1

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

Statement Date: 5-31-14

Account No:

Customer Service: (866) 952-9523

002 555 150

Enclosures:

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!

*****AUTO**SCH 5-DIGIT 74145
10123 0.4570 AV 0.381 31 1 116



TULSA AREA CONSERVATION FOUNDATION
5401 S SHERIDAN RD STE 201
TULSA OK 74145-7522

BUSINESS MONEY MARKET

150

Balance Last Statement	4-30-14	15,523.26
+Deposits/Credits		.00
-Withdrawals/Debits		.00
-Service Charge		.00
+Interest Paid		1.98
Balance This Statement		15,525.24

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

Date	Tracer	Description	Amount
5-30	9990000000000001	INTEREST PMT	1.98

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

Interest Paid this Year	9.64
Interest Withheld this Year	.00
Average Collected Balance	15,523.26

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

Date	Rate	Date	Rate	Date	Rate
4-30	.150				

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

Date	Balance	Date	Balance	Date	Balance
4-30	15523.26	5-30	15525.24		

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR 72745

Page 1

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

Statement Date: 5-31-14

Account No:

002 555 142

Customer Service: (866) 952-9523

Enclosures:

2

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!

*****AUTO**SCH 5-DIGIT 74145
10122 0.6140 AV 0.381 31 1 115

|||||
TULSA AREA CONSERVATION FOUNDATION
5401 S SHERIDAN RD STE 201
TULSA OK 74145-7522

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

Balance Last Statement	4-30-14	5,782.90
+Deposits/Credits	1	72.00
-Withdrawals/Debits	1	150.00
-Service Charge		.00
+Interest Paid		.24
Balance This Statement		5,705.14

***** DEPOSITS POSTED *****
Deposit Date
72.00 5-20

***** DESCRIPTIVE TRANSACTIONS *****
Date Tracer Description Amount
5-30 9990000000000001 INTEREST PMT .24

***** CHECKS PAID *****
Check No. Date Amount Check No. Date Amount
6077 5-16 150.00

***** INTEREST SUMMARY *****
Interest Paid this Year 1.21
Interest Withheld this Year .00
Average Collected Balance 5,733.35

***** INTEREST RATE SUMMARY *****
Date Rate Date Rate Date Rate
4-30 .050

***** DAILY BALANCE SUMMARY *****
Date Balance Date Balance Date Balance
4-30 5782.90 5-16 5632.90 5-20 5704.90
5-30 5705.14

End of Statement

**CPS Report
May 2014**

Meetings:

5/9/2014	Environmental Education Committee Meeting
5/22/2014	20 th Annual Creek Cleanup Meeting

Special Events:

4/22/2014	Several Earth Day Events around the Tulsa Area
5/11/2014	TYPROS Street Cred
5/17/2014	Adams Creek Cleanup

Up Coming Events:

5/20 – 5/21	QA Bug Picking Sessions
5/31/2014	20 th Annual Creek Cleanup on Coal Creek/Mohawk Park
6/8/2014	World Oceans Day Event
6/8 – 6/9/2014	Tulsa Master Gardeners Garden Tour

Work Duties Performed:

- ❖ Assist with agenda and minutes for meetings
- ❖ Answer phones
- ❖ Long Range Plan
- ❖ Assist with Planning 20th Annual Creek Cleanup on Sat, May 31st
- ❖ Cost-Share Year 15 assistance
- ❖ Office Move Prep

CONSERVATION EDUCATION PROGRAM REPORT

Conservation District <u>Tulsa County</u>	District Number <u>2</u>
Activity Number (See Choices on Back) <u>21 - Creek Clean Up</u>	Date <u>May 17, 2014</u>
If activity is a Natural Resource Day did you use any of the TEAM RESOURCE TRUNKS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
If yes: specify which ones: (i.e. pond ecology, soil, etc.)	
Number of Schools Participating <u>1 - Broken Arrow High School</u>	

Number Reached

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

TOTAL PARTICIPANTS 13

CONSERVATION EDUCATION PROGRAM REPORT

Conservation District <u>Tulsa County</u>	District Number <u>2</u>
Activity Number (See Choices on Back) <u>21 - Creek Clean Up</u>	Date <u>May 31, 2014</u>
If activity is a Natural Resource Day did you use any of the TEAM RESOURCE TRUNKS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
If yes: specify which ones: (i.e. pond ecology, soil, etc.)	
Number of Schools Participating <u>N/A</u>	

Number Reached

Preschool	Grade 6	Grade 12	<u>2</u>
Grade 1	Grade 7	College	<u>4</u>
Grade 2	Grade 8	Teachers	
Grade 3	Grade 9	Youth Leaders	
Grade 4	Grade 10	Higher Ed Instructors	
Grade 5	Grade 11	Adults	<u>40</u>
		Special Needs	

TOTAL PARTICIPANTS 78 +/- a few

TULSA COUNTY CONSERVATION DISTRICT
TULSA F.O. NRCS REPORT
June 12, 2014

Conservation Stewardship Program (CSP)

- Applications 15
- Ranking deadline was 5/30/14.
- Preapproved applications 4, Preapproval letters sent 6/5/14
- Field Verification by 7/11/14
- Contracts Obligated by 7/24/14

Environmental Quality Incentive Program (EQIP)

- Applications 31
- All EQIP ranking must be completed by 8/1/14
- All contracts must be obligated by 9/1/14
- Tulsa FO currently has 2 Seasonal High Tunnel Apps preapproved for FY14 funding. Preapproval letters was sent 5/21/14.

Outreach Event

NONE

Office Relocation

Terry Kinzie, Realtor Officer did follow up visit to the new Tulsa Service Center on May 28th. He mentioned everything will be ready as planned for June 30th, 2014 office relocation date.

Performance Worksheet/Operational Tasks

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

Tulsa County

Conservation District:

May-14

Month & Year

Day of Month

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Conservation Planning

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

Outreach for Farm Bill Programs

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

Administrative Assistance for Farm Bill Programs

Filing	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X	X	X	X	
Updating General Manual and FOTG																															
Receptionist	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X	X	X	X	
General office correspondence	X	X			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				X	X	X	X	
Record of meeting minutes								X											X	X	X	X	X				X	X	X	X	
Maintain office schedules	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				X	X						X				

Farm Bill Contracting

Explain and promote farm bill programs																															
Local work group coordination																															
Complete program applications																															
Program application rankings																															
Compile and file applications																															
Prepare and mail form letters																															
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 satisfaction:

Conservation District Board Representative (Signature & Date)

NRCS District Conservationist (Signature & Date)

MARY FALLIN
GOVERNOR

TODD LAMB
LIEUTENANT GOVERNOR



MIKE THRALLS
EXECUTIVE DIRECTOR

ROBERT W. TOOLE
ASSISTANT DIRECTOR

Responsible Care For Oklahoma's Natural Resources

June 2, 2014

Mr. Craig Thurmond, Director
Tulsa County Conservation District
4929 W. Commercial St.
Broken Arrow, OK 74012-8728

Dear Mr. Thurmond:

At their meeting on June 2, 2014, members of the Oklahoma Conservation Commission approved your reappointment to the Tulsa County Conservation District Board of Directors. Your new term of office will expire on June 30, 2016. A Certificate of Appointment is being sent to the district office to be presented to you at the next board meeting. You will also be administered the Oath of Office and Loyalty Oath for your new term.

Your past service demonstrates concern for the conservation of Oklahoma's renewable natural resources. Your continued participation in the conservation programs and the goals of the district is vitally needed to meet the needs of the local citizens. We will continue to look to you and your fellow board members for this leadership.

Please accept the best wishes of the Oklahoma Conservation Commission for another successful term as a conservation district director.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Thralls".

Mike Thralls
Executive Director

MT:kt

I hope that you will take a few minutes to review the attached Annual Report from the Tulsa County Conservation District (TCCD) and newly updated Long-Range Plan. Your county conservation district office brings a local, urban perspective to state conservation priorities. It is responsible for the efficient delivery of state environmental programs through the Oklahoma Conservation Commission (OCC). While the traditional role of a conservation district is agricultural, Tulsa County's office also focuses on urban land usage, watershed issues, and conservation education. Your support of OCC is critical to TCCD's ability to remain fully engaged in local urban and agricultural conservation efforts.

A few highlights of TCCD's contribution to your district include: Administration of \$12,000 of State Conservation Cost Share monies in 2013 to assist Tulsa County land owners in the development and implementation of best management practices. TCCD has Cooperator Agreements with 1150 land owners covering 245,000 acres across Tulsa County. Additionally, TCCD works with the National Resource Conservation Service and brought \$180,000 into the County through federal conservation programs in 2013.

Possibly, TCCD's greatest contributions to your constituents are through education outreach and by coordinating volunteers of the Tulsa County Earth Team. TCCD's program specialist conducted conservation education activities with 20 different schools in seven school districts in 2013 in Tulsa County. 125 Earth Team members gave over 1200 volunteer hours to urban conservation activities ranging from building a community rain garden to staffing an informational booth at the Tulsa State Fair.

Again, your support is critical to the continuation of these important programs. We appreciate your service and your continued support of the Tulsa County Conservation District and the Oklahoma Conservation Commission.

Kimberlye R. Mayer, CPA, P.C.

735 West Doolin

Blackwell, OK 74631

(580) 363-1453
Fax (580) 363-0068

May 21, 2014

Tulsa County Conservation District
5401 S Sheridan, Ste 201
Tulsa, OK 74145-7522

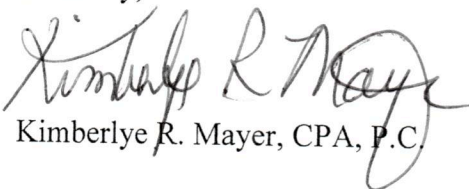
We were pleased to be able to perform the compilation for the Tulsa County Conservation District for the year ended June 30, 2013 and we hope you will consider us for the current year engagement.

The fee for an audit will be \$985 plus an additional \$100 for the State Auditor's fee for the year ending June 30, 2014.

Enclosed are two engagement letters. If the board approves the audit bid, please sign one copy and return it to us.

If you have any questions, please call.

Sincerely,



Kimberlye R. Mayer, CPA, P.C.

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Blackwell, OK 74631

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May 21, 2014

Tulsa County Conservation District
5401 S Sheridan, Ste 201
Tulsa, OK 74145-7522

We are pleased to confirm our understanding of the services we are to provide for Tulsa County Conservation District for the year ended June 30, 2014. We will audit the financial statements of the Tulsa County Conservation District as of and for the year ending June 30, 2014.

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Tulsa County Conservation District and other procedures we consider necessary to enable us to express such an opinion. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter paragraphs. If our opinion on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

We will also provide a report (that does not include opinions) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. This report on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion of the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose.

We will also provide a report (that does not include opinions) on internal control related to the financial statements and compliance with laws, contracts, agreements, grants and regulations, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. This report will include a statement that the report is intended solely for the information and use of management and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist you with preparation of your financial statements and related notes. You are responsible for making all management decisions and

performing all management functions relating to the financial statements, and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee the services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluation and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, changes in net assets, and cash flows in conformity with the modified cash basis of accounting.

Management is responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with: access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements; additional information that we may request for the purpose of the audit, and unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization involving management, employees who have significant roles in internal control, and others where the fraud or illegal acts could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the significant accounting estimates made by management, as well as evaluating the overall financial statements. We will plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or regulations that are attributable to the entity or acts by management or employees acting on behalf of the entity.

Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditor.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Tulsa County Conservation District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Audit Administration, Fees and Other

We understand that your employees will prepare all cash, contribution and other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Kimberlye R. Mayer, CPA, P.C., and constitutes confidential information. However, we may be requested to make certain audit documentation

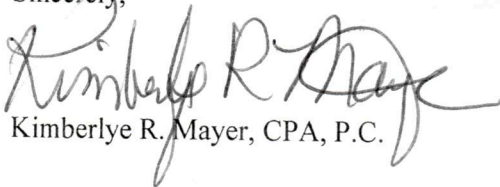
available to certain regulatory agencies pursuant to District given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of Kimberlye R. Mayer CPA, P.C.'s personnel.

Government Auditing Standards require that we provide you with a copy of our most recent quality control review report, and any letter of comments. Our current peer review was enclosed in the prior year.

Our fee for this service will be \$985 plus an additional \$100 for the State Auditor's filing fee. This fee includes up to 10 copies of the audit report. Our fee will be billed as work progresses and invoices will be payable upon presentation. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

If the above terms are acceptable to you and the services outlined are in accordance with your requirements, please sign the copy of this letter in the space provided and return it to us.

Sincerely,



Kimberlye R. Mayer, CPA, P.C.

The terms and services described in the foregoing letter are in accordance with our requirements and are acceptable to us.

TULSA COUNTY CONSERVATION DISTRICT

Signed: _____

Title: _____

Date: _____

NOTICE OF SCHEDULE OF REGULAR MEETINGS FOR CALENDAR YEAR 2014

In accordance with the Oklahoma Open Meeting Law, Title 25 of the Oklahoma Statutes, Sections 301 and following as amended, the Tulsa County Conservation District Board of Directors, a governmental subdivision and public body of the State of Oklahoma, with offices located at 6660 S Sheridan Rd, Suite 120 Tulsa, OK 74135 files with the County Clerk of Tulsa County, Oklahoma, this schedule of meetings for the above calendar year.

MEETING DATE	TIME	PLACE
January 9, 2014		
February 13, 2014		
March 13, 2014		
April 10, 2014		
May 8, 2014		
June 12, 2014		
July 10, 2014		6660 S. Sheridan Rd suite 120 Tulsa
August 14, 2014		6660 S. Sheridan Rd suite 120 Tulsa
September 9, 2014		6660 S. Sheridan Rd suite 120 Tulsa
October 9, 2014		6660 S. Sheridan Rd suite 120 Tulsa
November 13, 2014		6660 S. Sheridan Rd suite 120 Tulsa
December 11, 2014		6660 S. Sheridan Rd suite 120 Tulsa

Name of person reporting dates: Gabriel Parker
(Print or Type)

Signature _____

Title _____ Date _____

DUE IN OCC OFFICE BY DECEMBER 15 OF EACH YEAR



Tulsa County Conservation District

Long Range Plan July 2014 – June 2019

5401 S. Sheridan Rd., Suite 201

Tulsa, OK 74145-7522

(918) 280-1595

Fax (918)280-1594

tulsaccd@conservation.ok.gov

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Tulsa County Conservation District
Certificate of Long Range Plan Adoption

We, the Board of Directors of the Tulsa County Conservation District now in this session this _____ day of _____, 2014, do hereby approve the following document known as the Tulsa County Conservation District Long Range Plan July 2014 to June 2019. As evidence of our adoption and final approval, we do here affix our signatures to this document and certify that a public hearing was held _____, 2014 for review of this Plan.

John Beasley, Chairman

Scott VanLoo, Vice Chair

Roy Foster, Secretary/Treasurer

Craig Thurmond, Member

Zach Kilburn, Member

Subscribed and sworn to before me this _____ day of _____, 2014

Gabriael Parker, District Secretary, Notary Public

My Commission Expires

Commission #

(Seal)

Organization of the Tulsa County Conservation District

A political subdivision of the State of Oklahoma – authorities, powers, and structure contained in O.S. 27A.

The Tulsa County Conservation District is a local legal subdivision of the state organized under the Conservation District Law in 1937 and was later amended. The district is responsible for carrying out a program of conservation of all natural resources on land within its boundaries.

Tulsa County is the second most populous county in the State of Oklahoma. As of the 2010 census, the population was 603,403. The county encompasses 587 square miles, approximately 376,000 acres.

Tulsa County Conservation District Mission Statement, Vision & Values

Mission Statement:

To promote environmental stewardship amongst citizens of Tulsa County through urban and agricultural conservation planning, education outreach, and technical assistance.

Vision Statement:

To become recognized as Tulsa County's leading organization in urban and agricultural natural resource conservation issues.

Values:

- Provide sound conservation technical assistance to land owners
- Implement sustainable urban land conservation programs
- Improve quality of life
- Protect urban watersheds
- Enhance partnerships with other urban conservation agencies and organizations
- Engage the public and elected or appointment representatives on urban conservation issues
- Continuing education for and professional development of TCCD staff and volunteers

Inventory of Renewable Natural Resources

Topography

The dominant ecoregion in Tulsa County is Central Irregular Plains, specifically known as the Cherokee Plains. This ecoregion is marked by flat to gently sloping plains and broad valleys. The surface is largely Quaternary alluvium and decomposition residuum of fine sandy-, silty-, and clayey texture; underlain by Pennsylvanian-age shale and sandstone with minor amounts of limestone. Perennial streams are common and typically have firm clay and mud substrates though occasional gravel riffles occur. The Central Irregular Plains are mostly cropland; also rangeland. Riparian areas are wooded. Soybeans, wheat, alfalfa hay, and sorghum are major crops. Cattle and broiler chickens are the main farm products.

The western portion of the county lies within the Crosstimbers ecoregion. This topography includes rolling hills, cuerdas, and ledges. Stream flow varies from year to year, and season to season. Shallow streams with sandy substrates are typical, but many streams have deep pools, riffles of cobble and gravel substrates. The Crosstimbers are woodland, grassland, rangeland, pastureland, and limited cropland. The main crops are small grains, grain sorghum, hay, and soybeans. Abandoned farmland is common. Fire suppression and passive land use have allowed the woodland distribution to greatly expand.

Extensive, but declining, oil fields occur.

Tulsa County is drained primarily by the Arkansas River. The Verdigris and Caney Rivers and their tributaries drain the northern portion of the county. The major tributary of the Verdigris River in Tulsa County is Bird Creek.

Climate

Average annual precipitation increases by as much as two inches across the county, with higher totals in the eastern portions. On average, the county receives approximately 40 inches of precipitation each year. April-June is almost always the wettest part of the year, but a secondary peak often occurs during September-October. Tulsa records snowfall almost every year, with about three years out of four having at least five inches.

Temperatures across the county are relatively uniform, with a mean near 61 degrees. Temperatures range from an average daytime high of 94 degrees in July to an average low of 26 degrees in January. Tulsa County averages a growing season of 220 days, but plants that can withstand short periods of colder temperatures may have as much as six additional weeks.

Winds across Tulsa County are predominantly from the west to southwest. Relative humidity averages range from 47% to 92%. Relative humidity is considerably lower in the winter months and increases in the spring and summer. Winter months tend to have greater cloud cover than summer months. The percentage of possible sunny days ranges from an average of less than 50% in winter to an average of nearly 80% in summer.

Land Usage

As of 2012, Tulsa County had a population of 613,816. Ninety-five percent of the population is urban. Urban land use accounts for 46% of the total 364,800 acres in the county. Pastureland and rangeland are the other dominant land uses.

There are 12 cities located at least partially in Tulsa County:

Bixby	Lotsee
Broken Arrow	Owasso
Collinsville	Sand Springs
Glenpool	Skiatook
Jenks	Sperry
Liberty	Tulsa

Crop inventory for Tulsa County for 2012:

- Soybeans: 4200 acres planted
- Wheat: 2500 acres planted
- Hay: 35,000 acres harvested
- Orchards: 5500 acres (primarily pecan)

Livestock estimates in Tulsa County for 2013:

- Cattle: 19,000 head
- Hogs: Fewer than 300 head
- Poultry: 2,500 birds
- Sheep: 600 head

Nearly 14,000 unwanted pets (cats and dogs) are collected by the City of Tulsa's Animal Control each year. Feral cats, in particular, can have an adverse effect on the native bird and small mammal populations

Trends Impacting Tulsa County

- Demographic transition to an urban state
- Suburban sprawl
- Eutrophication due to lawn fertilizer
- Herbicide and insecticide use in urban landscape management
- Erosion and siltation associated with urban development
- Introduction of invasive species
- Urban forestry
- Protection of threatened and endangered species
- Increased usage of fossil fuels
- Formation of tropospheric ozone

Strategies to Address Trends

- Administer the State Conservation Cost-Share Program
- Promote NRCS Conservation Agreements and Plans
- Host Annual Resource Management Conferences
- Assist TACF on urban beautification/restoration projects
- Educate and inform local legislators on urban conservation issues
- Work with and assist similar municipal agencies and community organizations
- Update interested citizens with a quarterly newsletter
- Organize neighborhood creek cleanup and watershed education events
- Provide conservation education and outreach programs
- Conduct National Resource Day education events
- Provide outdoor classroom assistance
- Develop lesson plans for teacher education
- Create education displays for events

Critical Geographic Areas

Map currently unavailable

Top 5 Natural Resource Concerns

1. Water Quality. Non-point water pollution from urban and suburban stormwater runoff impacts all streams in Tulsa County.
2. Soil Erosion. Urban development has led to loss of arable lands as well as contributing to siltation in streams throughout the County.
3. Public Education. Area school districts, especially Tulsa Public Schools, lack adequate offerings of environmentally related classes.
4. Open Urban Space. Several agencies and organizations are now looking to make improvements to Tulsa's open spaces, giving new focus on urban conservation.
5. Suburban Sprawl. As Oklahoma's urban population is now the majority, citizens are less connected, and less informed, relating to environmental issues.

Natural Resource Priorities and Goals

1. Water Quality
Continue to grow the Tulsa County Blue Thumb Project. Educate citizens, land developers, and area legislators through appropriate Annual Resource Management Conferences. Hold multiple Creek Cleanups each year. Sponsor and coordinate Oklahoma Blue Thumb training and volunteer support. Assist local municipalities with their Stormwater Management Plan. Develop Conservation plans with assistance of NRCS through the State Conservation Cost Share Program. Create an informational booth about the protection of local watersheds for display at home and garden shows, Tulsa State Fair, etc.
2. Soil Erosion
Continue to educate land owners, the general public, and local legislators on erosion and siltation issues. Develop and implement Conservation Plans with technical assistance from NRCS and the State Conservation Cost Share Program. Host an appropriate Annual Resource Management Conference.
3. Public Education
Raise public awareness of TCCD, TACF, and OCC through marketing via visible urban conservation projects, conservation activism, and through press releases and social media. Increase education outreach with schools, civic groups, and legislators. Plan Natural Resource Day Education Events. Outdoor Classroom Assistance for local public and private schools. Hold Teacher/Educator Workshops. Increase circulation of the

TCCD Newsletter. Setup displays for Creek Cleanups. Promote Oklahoma Blue Thumb Project. Develop a larger volunteer base. Create an informational booth for display at home and garden shows, Tulsa State Fair, Tulsa Zoo, etc. Partner with other agencies and organizations. Implement TACF projects along the Arkansas River.

4. Open Urban Spaces

“Adopt” open spaces, riparian zones, roadway medians, and rights-of-way for rain gardens of native perennial grasses and wildflowers. Outdoor Classroom Assistance for local public and private schools. Develop and maintain education gardens at A Gathering Place.

5. Suburban Sprawl

Conduct a public education campaign on appropriate fertilizer and pesticide usage in lawn maintenance. Hold an appropriate Annual Resource Management Conference. Protect agricultural lands from encroachment through Conservation Plans and the State Conservation Cost Share Program. Advocate for conservation easements and “green zones” along sensitive riparian zones.

Education Priorities & Goals

As addressed in the previous sections, *Mission, Vision, and Values Statements & Natural Resource Priorities and Goals*, education is a major component of operations at TCCD. Recent trends in urban sustainability have created a receptive audience for urban conservation issues. This office believes that through skillful public education, and subsequent public support, we can enhance the role of TCCD, TACF, and OCC in Tulsa County.

Amongst proposed education programs:

Provide new, innovative teacher education workshops based on established programs such as Projects WET & WILD, Aldo Leopold, Spirit of the Last, Great Places, etc.

Develop and implement brief programs, presentations, and activities for students K-12, scouts, church youth groups, etc. Conduct macroinvertebrate collections/habitat assessment/fish collections at area schools.

Present informational and education displays at events such as Tulsa State Fair, home and garden shows, home owner association meetings, other environmental groups, etc. The programs will highlight impacts of urban land usage and conservation.

Focus on communication with Tulsa County’s decision makers. Raise awareness amongst City, County, and State agencies, administrators, and legislators on TCCD’s conservation projects and OCC’s environmental and economic impacts on Tulsa County.

Continue to assist the State and County Blue Thumb Programs and the Oklahoma Blue Thumb Association by increasing the number of volunteers, providing local support of training, providing assistance to Blue Thumb volunteers, hosting QA meetings, and providing any other support requested by Blue Thumb.

Publish a monthly newsletter, *County Line*, highlighting recent works of TCCD, TACF, and OCC and announcing upcoming events, and addressing urban conservation issues. Additionally, that newsletter will be available in a digital format on the TCCD and TACF websites with a link

from social media sites. Develop a more appropriate website that addresses and enhances our Mission and Vision Statements.

Proposed Long-Range Budget Needs

To fulfill the ambitious goals of the Tulsa County Conservation District requires three full-time positions. Those position with brief description are listed below.

District Manager. Manages day-to-day office operations. District representative to the Board of Directors. Liaison to local, county, and state legislators. Coordinates projects with other agencies. News Releases. Contribute to *County Line* newsletter. \$13.98/hour.

Conservation Program Specialist. Implement TCCD and TACF projects. Volunteer coordinator. Educational presentations. Update websites and social media for TCCD and TACF. \$11.00/hour.

District Secretary. Handles day-to-day office operations. Create and distribute *County Line* newsletter. \$10.50/hour.

DM	\$29,023
CPS	\$22,836
DS	\$21,798

Cost Share	\$12,000
Education and Informational Programs	\$7,500
Operating Expenses	\$6,600

Total \$99,757

Total 5-year request based on current levels: \$498,785