

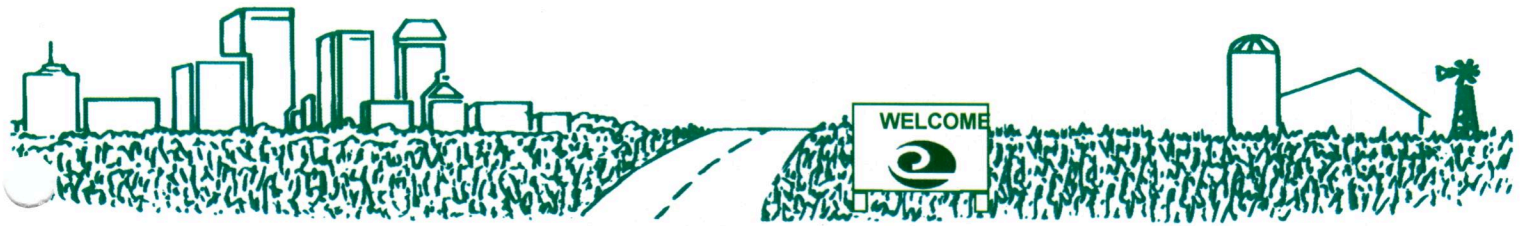
**AGENDA**  
**Board of Directors Regular Meeting**  
**Tulsa County Conservation District**  
**6660 S. Sheridan Rd. Suite 120**  
**Tulsa, OK 74133**  
**July 9, 2015 - 4:00 PM**

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
4. Consideration of Consent Agenda:
  - A. Approval of Minutes from the June 11, 2015 Regular Meeting
  - B. Approval of Financial Statements & District Budget for Period Ending June 2015
  - C. Review of TACF Financials for Period Ending June 2015
  - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
  - E. Approval of District Employee Timesheet & Leave Records for the Month of June 2015
  - F. Acceptance of NRCS Farm Bill performance worksheets
5. Cooperative Agreement Approval:
  - A. Agreement for Charissa McCreary
  - B. Agreement for Ron Clark
6. Discussion and/or Possible Action on the Following District Operation Items:
  - A. Discussion and acceptance of District Conservationist Agency Report
  - B. Melissa Gray and Jana Black approved as an official TCCD board member by OCC give Oath of Office and Loyalty of Oath
  - C. Reorganization of the Board
  - D. The Fall Home Expo
  - E. FYI Oklahoma Ducks Unlimited Press Release
  - F. Gabriel Parker Leave Request/Resignation
7. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (7), to discuss and review the conservation plans Ron Clark. If the executive session is approved, designate in open session the person keeping minutes.

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

Next regularly scheduled meeting is August 13, 2015 at 4 PM at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.




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

**STATEMENT OF APPROVAL OF MINUTES**

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **July 9, 2015** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **September 10, 2015**.

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

9/10/15  
\_\_\_\_\_  
Date

Attest:  
  
\_\_\_\_\_

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

Date: July 9, 2015  
Time: 4:00 PM

Members Present: Vacant, Chairman  
Roy Foster, Treasurer  
Vacant, Vice Chairman  
Craig Thurmond, Member  
Zach Kilburn, Member  
Melissa Grey, Member  
Jana Black, Member

Members Absent: None

Others Present: Gabriel Parker, District Secretary

**1. Meeting Called to Order:**

Member, Craig Thurmond called the meeting to order at 4:09 PM He noted this was a regular meeting and is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on September 9, 2015 in the front window at 6660 S. Sheridan Rd. Suite 120, Tulsa, Oklahoma 74133.

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 June, 10 2015 Regular Meeting
  - B. Approval of Financial Statements & District Budget for Period Ending June 2015
  - C. Review of TACF Financials for Period Ending June 2015
  - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
  - E. Approval of District Employee Timesheet & Leave Records for the Month of June 2015
  - F. Acceptance of NRCS Farm Bill performance worksheets

Roy Foster made a motion to accept the Consent Agenda as presented. Zach Kilburn 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**5. Cooperative Agreement Approval:**

**A. Agreement for Charissa McCreary**

**B. Agreement for Ron Clark**

After a brief discussion, Roy Foster made a motion to approve the cooperative agreement for Charissa McCreary and Ron Clark. Zach Kilburn 2<sup>nd</sup> the motion. Nays: None. The motion carries.

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

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

Craig Thurmond suggested that because Cleon was unable to attend the meeting, we table the Agency Report. Craig Thurmond made a motion to table agenda item 8 until the next meeting. Roy Foster 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**B. Melissa Grey and Jana Black approved as official TCCD Board members by OCC. Give both the Oath of Office and Loyalty Oaths.**

After a brief discussion, Melissa Grey and Jana Black were given the Oath of Office and Loyalty Oaths. No further action required.

**C. Reorganization of the Board**

After a brief discussion, Craig Thurmond, Roy Foster, and Zach Kilburn suggested that Zach Kilburn become the new Chairman, Roy Foster stay as the Treasurer, Craig Thurmond become the new Vice Chairman, with Melissa Grey and Jana Black remain as members until they have been on the board for a bit longer. Melissa Grey made a motion to make Zach Kilburn the Chairman, Roy Foster the Treasurer, and Craig Thurmond the Vice Chairman, with Melissa Grey and Jana Black as members. Jana black 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**D. The Fall Home Expo**

Gabriel said that the registration fee was about \$800.00 for the expo and said that she did not think that was in the budget. Roy Foster had agreed. The Board decided that it would not be feasible at this time. No further action required.

**E. FYI: Oklahoma Ducks Unlimited Press Release**

Gabriel informed the board that this was a press release by Oklahoma Ducks Unlimited saying that Tulsa was in the top 100 places in the USA for the best water fowl habitats. She said that it was neat to hear that we are making a difference on a national scale. No further action required.

**F. Gabrielae Parker Leave Request/Resignation**

Gabrieae Parker said she was requesting from July 27<sup>th</sup> to September 29<sup>th</sup> off for a volunteer program in the UK. She said that she would be able to work a limited number of hours while away, and that most district functions would be handled by her. The board decided that if they granted the leave that she would be allowed to work no more than 10 hours a week. She said that she could definitely accommodate that. After a brief discussion, Roy Foster made a motion to approve Gabrielae Parker's leave request including the ability to work no more than 10 hours a week. Jana Black 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**7. Proposed Executive Session:**

**Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (7), to discuss and review the conservation plans for Ron Clark. If the executive session is approved, designate in open session the person keeping minutes.**

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

Since Cleon was not in attendance to provide details of his conservation plan, the board decided to table agenda item 7. Roy Foster made a motion to table the discussion of the conservation plan for Ron Clark. Zach Kilburn 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**8. New Business:** Melissa Grey said that she had spoken to Trey Lam at the Commission, and he wanted to come to Tulsa to talk the TCCD board at a later meeting. Gabrielae said that she could help coordinate that when she comes back in October.

**9. Public Comments:** None

**10. Adjourn:**

Meeting adjourned at 4:34 PM

Next regularly scheduled meeting is August 13, 2015 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

2:18 PM

07/08/15

Accrual Basis

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

	<u>Jun 15</u>
<b>Income</b>	
Administrative Income	100.54
Cost-Share Reimbursements	4,842.43
OCC Reimbursements	439.83
<b>Total Income</b>	<u>5,382.80</u>
<b>Expense</b>	
Aministrative Expense	139.83
Cost-Share Payments	4,842.43
Director Fees	300.00
Employee Benefits	310.04
Office Supplies	13.70
Payroll	4,200.34
Payroll Tax	1,284.02
Telephone and Internet	123.05
Travel	139.42
<b>Total Expense</b>	<u>11,352.83</u>
<b>Net Income</b>	<u><u>-5,970.03</u></u>

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

2:18 PM  
 07/08/15  
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Income</b>								
<b>Administrative Income</b>								
Deposit	6/4/2015		TCCD	Deposit from ...		Arvest Checki...	50.00	50.00
Deposit	6/19/2015		TCCD	Deposit from ...		Arvest Checki...	50.00	100.00
Deposit	6/30/2015		Arvest	Interest Pay...		Arvest Special...	0.07	100.07
Deposit	6/30/2015		Arvest	Interest Pay...		Arvest Checki...	0.47	100.54
Total Administrative Income							100.54	100.54
<b>Cost-Share Reimbursements</b>								
Deposit	6/19/2015		OCC	Cost-Share P...		Arvest Checki...	4,842.43	4,842.43
Total Cost-Share Reimbursements							4,842.43	4,842.43
<b>OCC Reimbursements</b>								
Deposit	6/23/2015		OCC	May & June ...		Arvest Checki...	439.83	439.83
Total OCC Reimbursements							439.83	439.83
Total Income							5,382.80	5,382.80
<b>Expense</b>								
<b>Administrative Expense</b>								
Check	6/1/2015	8390	Fuzzell's Copier	Quarter Copi...		Arvest Checki...	139.83	139.83
Total Administrative Expense							139.83	139.83
<b>Cost-Share Payments</b>								
Check	6/25/2015	8404	Rick Clark	Cost-Share P...		Arvest Checki...	4,842.43	4,842.43
Total Cost-Share Payments							4,842.43	4,842.43
<b>Director Fees</b>								
Check	6/12/2015	8399	John Beasley	2nd Quarter ...		Arvest Checki...	75.00	75.00
Check	6/12/2015	8400	Scott VanLoo	2nd Quarter ...		Arvest Checki...	75.00	150.00
Check	6/15/2015	8401	Roy Foster	2nd Quarter ...		Arvest Checki...	75.00	225.00
Check	6/15/2015	8403	Zach Kilburn	2nd Quarter ...		Arvest Checki...	75.00	300.00
Total Director Fees							300.00	300.00
<b>Employee Benefits</b>								
Check	6/10/2015	8394	OCC	June 2015 Pr...		Arvest Checki...	310.04	310.04
Total Employee Benefits							310.04	310.04
<b>Office Supplies</b>								
Check	6/11/2015		Wal-Mart	Board Meetin...		Arvest Checki...	13.70	13.70
Total Office Supplies							13.70	13.70

## Tulsa County Conservation District Profit & Loss Detail June 2015

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Payroll</b>								
Check	6/15/2015	8396	Cynthia Short	June 1 - 15th...		Arvest Checki...	944.44	944.44
Check	6/15/2015	8395	Gabriel S Parker	June 1 - 15th...		Arvest Checki...	871.29	1,815.73
Check	6/30/2015	8406	Gabriel S Parker	June 16 - 30t...		Arvest Checki...	871.29	2,687.02
Check	6/30/2015	8407	Cynthia Short	June 16 - 30t...		Arvest Checki...	944.44	3,631.46
Check	6/30/2015	8408	Cynthia Short	Payee:CHEC...		Arvest Checki...	568.88	4,200.34
<b>Total Payroll</b>							4,200.34	4,200.34
<b>Payroll Tax</b>								
Check	6/4/2015		IRS	Under Paym...		Arvest Checki...	4.00	4.00
Check	6/10/2015		IRS	Additional Pa...		Arvest Checki...	13.22	17.22
Check	6/10/2015		IRS	941 Tax Pay...		Arvest Checki...	1,150.80	1,168.02
Check	6/16/2015		Oklahoma Tax Com...	May 2015 Pa...		Arvest Checki...	116.00	1,284.02
<b>Total Payroll Tax</b>							1,284.02	1,284.02
<b>Telephone and Internet</b>								
Check	6/1/2015		COX Communicatio...	May 2015 Bill		Arvest Checki...	123.05	123.05
<b>Total Telephone and Internet</b>							123.05	123.05
<b>Travel</b>								
Check	6/12/2015	8398	Cynthia Short	May 2015 Mil...		Arvest Checki...	68.42	68.42
Check	6/15/2015	8397	Gabriel S Parker	May 2015 Mil...		Arvest Checki...	71.00	139.42
<b>Total Travel</b>							139.42	139.42
<b>Total Expense</b>							11,352.83	11,352.83
<b>Net Income</b>							<b>-5,970.03</b>	<b>-5,970.03</b>



2:23 PM

07/08/15

Accrual Basis

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

	<u>Jul '14 - Jun 15</u>
<b>Income</b>	
Administrative Income	9,964.87
Cost-Share Reimbursements	6,548.55
OCC Reimbursements	58,064.63
<b>Total Income</b>	<u>74,578.05</u>
<b>Expense</b>	
Advertising and Promotion	556.20
Aministrative Expense	4,353.81
Cost-Share Payments	6,548.55
Director Fees	1,000.00
Employee Benefits	2,774.33
Membership Fees	45.00
Office Supplies	905.96
Outreach Programs	120.00
Payroll	40,887.57
Payroll Tax	13,130.06
Postage	101.65
Professional Fees	1,085.00
Telephone and Internet	1,435.67
Travel	1,707.27
<b>Total Expense</b>	<u>74,651.07</u>
<b>Net Income</b>	<u><u>-73.02</u></u>

ARVEST BANK  
 P O BOX 1670  
 LOWELL AR

72745

Page 1

Statement Date: 6-30-15  
 Account No:  
 002 555 142 E  
 Enclosures: 16

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!  
 HURRY, SALE ENDS 7/31/15. INFO AT ARVEST.COM/SUMMER

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

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

			142
Balance Last Statement	5-31-15	13,040.57	
+Deposits/Credits	4	5,382.26	
-Withdrawals/Debits	20	11,352.83	
-Service Charge		.00	
+Interest Paid		.47	
Balance This Statement		7,070.47	

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

Deposit	Date
50.00	6-04
50.00	6-19

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

Date	Tracer	Description	Amount
6-30	999000000000001	INTEREST PMT	.47
***** ELECTRONIC ACTIVITY *****			
Date	Tracer	Description	Amount
6-01	152000000275607	COX COMM TUL BANK DRAFT Tulsa County Conservat	123.05-
6-04	155000000157149	IRS USATAXPYMT TULSA COUNTY CONSERVAT	4.00-
6-10	161000000005390	IRS USATAXPYMT TULSA COUNTY CONSERVAT	13.22-
6-10	161000000005391	IRS USATAXPYMT TULSA COUNTY CONSERVAT	1,150.80-
6-11	15000000786690	232155 FROM CHK WM SUPERCENTER # TULSA, OK 541	13.70-
6-16	167000000140578	TAX PAYMENTS OK TAX PMT	116.00-
6-19	170000000170394	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	4,842.43
6-23	174000000135928	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	439.83

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

Check No.	Date	Amount	Check No.	Date	Amount
8390	6-01	139.83	8394*	6-10	310.04

Continued on Next Page

Statement Date: 6-30-15

Account No:

TULSA COUNTY CONSERVATION DISTRICT

8395	6-15	871.29	8401	6-15	75.00
8396	6-15	944.44	8403*	6-15	75.00
8397	6-15	71.00	8404	6-25	4842.43
8398	6-12	68.42	8406*	6-30	871.29
8399	6-12	75.00	8407	6-30	944.44
8400	6-12	75.00	8408	6-30	568.88

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

Interest Paid this Year	1.82
Interest Withheld this Year	.00
Average Collected Balance	11,521.81

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

Date	Rate	Date	Rate	Date	Rate
5-31	.050				

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

Date	Balance	Date	Balance	Date	Balance
5-31	13040.57	6-01	12777.69	6-04	12823.69
6-10	11349.63	6-11	11335.93	6-12	11117.51
6-15	9080.78	6-16	8964.78	6-19	13857.21
6-23	14297.04	6-25	9454.61	6-30	7070.47

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

End of Statement

ARVEST BANK  
P O BOX 1670  
LOWELL AR

72745

Page 1

Statement Date: 6-30-15  
Account No:  
002 555 142 E  
Enclosures:

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!  
HURRY, SALE ENDS 7/31/15. INFO AT ARVEST.COM/SUMMER

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

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

			142
Balance Last Statement	5-31-15	1,669.57	
+Deposits/Credits		.00	
-Withdrawals/Debits		.00	
-Service Charge		.00	
+Interest Paid		.07	
Balance This Statement		1,669.64	

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

Date	Tracer	Description	Amount
6-30	999000000000001	INTEREST PMT	.07

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

Interest Paid this Year	.41
Interest Withheld this Year	.00
Average Collected Balance	1,669.57

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

Date	Rate	Date	Rate	Date	Rate
5-31	.050				

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

Date	Balance	Date	Balance	Date	Balance
5-31	1669.57	6-30	1669.64		

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

End of Statement

ARVEST BANK  
P O BOX 1670  
LOWELL AR

72745

Page 1

Statement Date: 6-30-15

Account No:

002 555 142 E

Enclosures: 1

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!  
HURRY, SALE ENDS 7/31/15. INFO AT ARVEST.COM/SUMMER

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

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

142  
Balance Last Statement 5-31-15 5,621.39  
+Deposits/Credits .00  
-Withdrawals/Debits 1 500.00  
-Service Charge .00  
+Interest Paid .21  
Balance This Statement 5,121.60

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

Date	Tracer	Description	Amount
6-30	999000000000001	INTEREST PMT	.21

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

Check No.	Date	Amount	Check No.	Date	Amount
6085	6-02	500.00			

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

Interest Paid this Year 2.01  
Interest Withheld this Year .00  
Average Collected Balance 5,138.05

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

Date	Rate	Date	Rate	Date	Rate
5-31	.050				

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

Date	Balance	Date	Balance	Date	Balance
5-31	5621.39	6-02	5121.39	6-30	5121.60

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

ARVEST BANK  
P O BOX 1670  
LOWELL AR

72745

Page 1

Statement Date: 6-30-15  
Account No:  
002 555 150 E  
Enclosures:

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!  
HURRY, SALE ENDS 7/31/15. INFO AT ARVEST.COM/SUMMER

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

```
***** BUSINESS MONEY MARKET *****
                                           150
Balance Last Statement 5-31-15          16,664.70
+Deposits/Credits                               .00
-Withdrawals/Debits                             .00
-Service Charge                                 .00
+Interest Paid                                  1.37
Balance This Statement                          16,666.07
***** DESCRIPTIVE TRANSACTIONS *****
Date      Tracer      Description      Amount
6-30 999000000000001 INTEREST PMT          1.37
***** INTEREST SUMMARY *****
Interest Paid this Year                      10.38
Interest Withheld this Year                   .00
Average Collected Balance                   16,664.70
***** INTEREST RATE SUMMARY *****
Date      Rate      Date      Rate      Date      Rate
5-31      .100
***** DAILY BALANCE SUMMARY *****
Date      Balance    Date      Balance    Date      Balance
5-31      16664.70    6-30      16666.07
```

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

# Performance Worksheet/Operational Tasks

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

**Tulsa County**

Conservation District: \_\_\_\_\_

**July-15**

Month & Year

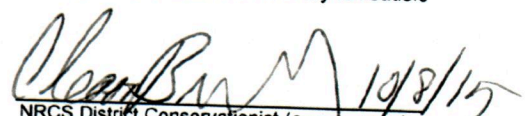
Day of Month

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
<b>Conservation Planning</b>																												
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																												
<b>Outreach for Farm Bill Programs</b>																												
News Article Development																												
Outreach Activities																												
Assist with monthly outreach report																												
Public presentations																												
Success stories																												
Earth Team volunteer program																												
Assist with statewide media																												
Other																												
<b>Administrative Assistance for Farm Bill Programs</b>																												
Filing		X																										
Updating General Manual and FOTG							X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			
Receptionist		X																										
General office correspondence		X					X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			
Record of meeting minutes																												
Maintain office schedules		X					X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			
Maintain ledgers		X					X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			
Other							X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			
<b>Farm Bill Contracting</b>																												
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)

# CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County Conservation District, hereinafter referred to as District and Charissa McCreary, hereinafter referred to as Cooperator(s).  
**Check either Landowner or Non-landowner box:**

**Landowner:**

**The Cooperator(s) Agrees to:**

1. Cooperate with the representative of the District to develop as rapidly as feasible, a conservation plan for his/her land.
2. Start applying one or more conservation practices as provided in the conservation plan and which meets the technical standards of the District.
3. Maintain all conservation practices established in an effective condition and continue the use of all conservation measures put into effect.

**The District Agrees to:**

1. Furnish Cooperator(s) with technical assistance as needed in developing a conservation plan based upon a soil and plant inventory of the land.
2. Furnish the Cooperator(s) a conservation soils map, aerial photo and job sheets for needed conservation practices.
3. Furnish the Cooperator(s) with information, guidance and needed technical assistance as available for proper maintenance of established conservation measures.
4. Keep Cooperator(s) informed of conservation programs suitable for implementation on their land.

**Individual Non-Landowner, Organization or Business:**

**The Cooperator Agrees to:**

1. Work with representatives of the District to carry out planned projects, assist with district activities and participate in district events.
2. Become knowledgeable about the District. Suggested ways to do this are attend board meetings, volunteer to help with District activities, read District materials, attend conservation meetings or visit with district directors or staff.
3. Provide input to the District as they develop their conservation goals and needs assessments.

**The District Agrees to:**

1. Provide information and education to the Cooperator(s) so they will be informed about the District, conservation programs, and District activities.
2. Provide opportunities for Cooperator(s) to become involved in information and education events and activities, and other District activities and projects.
3. Provide recognition to Cooperator(s) for assistance to the District.

**It is mutually agreed that:**

1. Provisions of this agreement are understood by the Cooperator(s) and the District and that neither shall be liable for damage to the other's property resulting from carrying out this agreement unless such damage is caused by negligence or misconduct.
2. This agreement supersedes any previous Cooperator Agreement between the Cooperator(s) and the District.
3. This agreement will become effective on the date of the last signature and may be terminated by either party upon written notice.

Signature of Cooperator(s) Charissa McCreary Date 6/12/15  
\_\_\_\_\_ Date \_\_\_\_\_

Signature of District Chair \_\_\_\_\_

Date approved by district board \_\_\_\_\_



# CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the \_\_\_\_\_ Conservation District, hereinafter referred to as District and \_\_\_\_\_, hereinafter referred to as Cooperator(s).

**Check either Landowner or Non-landowner box:**

**Landowner:**

**The Cooperator(s) Agrees to:**

1. Cooperate with the representative of the District to develop as rapidly as feasible, a conservation plan for his/her land.
2. Start applying one or more conservation practices as provided in the conservation plan and which meets the technical standards of the District.
3. Maintain all conservation practices established in an effective condition and continue the use of all conservation measures put into effect.

**The District Agrees to:**

1. Furnish Cooperator(s) with technical assistance as needed in developing a conservation plan based upon a soil and plant inventory of the land.
2. Furnish the Cooperator(s) a conservation soils map, aerial photo and job sheets for needed conservation practices.
3. Furnish the Cooperator(s) with information, guidance and needed technical assistance as available for proper maintenance of established conservation measures.
4. Keep Cooperator(s) informed of conservation programs suitable for implementation on their land.

**Individual Non-Landowner, Organization or Business:**

**The Cooperator Agrees to:**

1. Work with representatives of the District to carry out planned projects, assist with district activities and participate in district events.
2. Become knowledgeable about the District. Suggested ways to do this are attend board meetings, volunteer to help with District activities, read District materials, attend conservation meetings or visit with district directors or staff.
3. Provide input to the District as they develop their conservation goals and needs assessments.

**The District Agrees to:**

1. Provide information and education to the Cooperator(s) so they will be informed about the District, conservation programs, and District activities.
2. Provide opportunities for Cooperator(s) to become involved in information and education events and activities, and other District activities and projects.
3. Provide recognition to Cooperator(s) for assistance to the District.

**It is mutually agreed that:**

1. Provisions of this agreement are understood by the Cooperator(s) and the District and that neither shall be liable for damage to the other's property resulting from carrying out this agreement unless such damage is caused by negligence or misconduct.
2. This agreement supersedes any previous Cooperator Agreement between the Cooperator(s) and the District.
3. This agreement will become effective on the date of the last signature and may be terminated by either party upon written notice.

Signature of Cooperator(s)  Date 082814  
\_\_\_\_\_ Date \_\_\_\_\_

Signature of District Chair \_\_\_\_\_  
\_\_\_\_\_

Date approved by district board \_\_\_\_\_  
\_\_\_\_\_

MARY FALLIN  
GOVERNOR

TODD LAMB  
LIEUTENANT GOVERNOR



TREY LAM  
EXECUTIVE DIRECTOR

LISA KNAUF OWEN  
ASSISTANT DIRECTOR

Our Land • Our Heritage • Our Future

June 1, 2015

Board of Directors  
Tulsa County Conservation District  
6660 S. Sheridan, Ste. 120  
Tulsa, OK 74135

Dear Directors:

During their meeting on June 1, 2015, members of the Oklahoma Conservation Commission declared Melissa Gray elected to District Director Position #2 on the Tulsa County Conservation District Board of Directors. Ms. Gray was the only qualified candidate filing a Notification and Declaration of Candidacy for this position.

A Certificate of Election is enclosed for presentation at your July board meeting. This three year term of office begins July 1, 2015 through June 30, 2018. The Oath of Office and Loyalty Oath must be administered at the beginning of the new term and should be filed with your County Clerk. The District Director Position Description should also be signed during your board meeting.

If you have any questions regarding this action, please let us know.

Sincerely,

A handwritten signature in black ink that reads "Trey Lam". The signature is written in a cursive style.

Trey Lam  
Executive Director

TL:kt  
Enclosure



# CERTIFICATE OF ELECTION

*To Whom These Presents Shall Come: Greetings*

PURSUANT to the provisions of Senate Bill No. 101, First Session, 33rd Oklahoma Legislature

**MELISSA GRAY**

is hereby issued this Certificate of Election to Position #2 on the

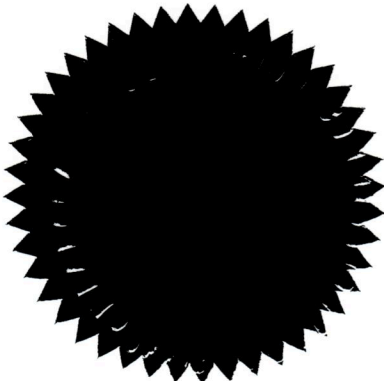
**TULSA COUNTY CONSERVATION DISTRICT BOARD OF DIRECTORS**

The above person was the only candidate filing a Notification and Declaration of Candidacy for the Office of Director and is therefore declared to be elected as provided by the Conservation District Law.

**TO HAVE AND TO HOLD** the said Office of Director, together with all powers, privileges and emoluments provided by law, for a period of three (3) years from the 1st day of July, 2015.

Done at Oklahoma City, Oklahoma this 1st day of June, 2015.

OKLAHOMA CONSERVATION COMMISSION



BY:

*Karee Jett*  
Chairman

ATTEST:

*Y. Grayson*  
Executive Director



- [Call](#)
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- [Prize Pool Results](#)
- [Live Show Stream](#)
- [Exhibitors](#)
- [Sponsors](#)
- [Online Show Guide](#)
- [How to Exhibit](#)

## How Do I Exhibit in Fall Home Expo?

This page provides the forms necessary to order your booth space, purchase a sponsorship or place advertising in the show guide. The booth map below will help guide your location requests and you can directly contact the show director with any questions with the email form below or by calling the show office at 918-742-4298.

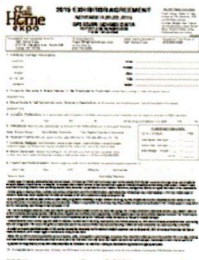
Booth space is available in 10x10 units with the exception of a few special booths at special rates identified on the booth map.

The first 10x10 booth is \$750.  
 Additional adjoining 10x10 booths are \$600 each.  
 For corner booths, add \$200 each.

### Examples:

**10 x 10 Inline:** \$750  
**10 x 10 Corner:** \$750 + \$200 = \$950  
  
**10 x 20 Inline:** \$750 + \$600 = \$1,350  
**10 x 20 Corner:** \$750 + \$600 + \$200 = \$1,550  
**10 x 20 End Cap:** \$750 + \$600 + (\$200 x 2) = \$1,750  
  
**20 x 20 End Cap:** \$750 + (\$600 x 3) + (\$200 x 2) = \$2,950

## Exhibitor, Sponsorship & Show Guide Agreements



[PDF](#)

Use these forms to place an order for:

- Booth Space
- Event Sponsorships
- Show Guide Ad Space.

Fax or email completed forms ASAP to the show director including your credit card info for payment. If paying by check, put "Mailing Check Separately" in the blank where your credit card number would go. Then, send forms as directed above and mail check separately. We will hold your booth selections for up to 5 days to allow postal transit time.

[Download "FHE15 Contracts.pdf"](#)

## Booth Availability Map



[PDF](#)

Download this map to help select four booth location preferences.

Placement decisions are made in the order in which contracts with deposits are received. Booth placements are at the discretion of the show director for the best looking and functioning show possible.

The map is updated regularly. So, please refer to the current map just before submitting your booth order.

[Download "FHE15 Booth Map.pdf"](#)

## To Contact the Show Director

Use this form to submit questions or check the status of your order and the Show Director will contact you promptly.

**Spam Protector: Please answer the question below.**

What is 3 + 13?  \*

- Your Name  \*
- Your Email Address  \*
- Your Phone Number  \*
- Your Message  \*
- 

## Tulsa's ONLY Fall Home & Garden Show

The 2015 Fall Home Expo will be held in the **Exchange Center at Expo Square** on the Tulsa Fairgrounds directly north of the River Spirit Expo building.

The event dates will be **Friday November 20th through Sunday November 22nd, 2015.**

Please mark your calendars now to reserve time on this weekend to come see **Tulsa's ONLY Fall Home Show!**

### Fall Home Expo

4145 E 21st St, Tulsa, OK 74114

Show Director: [918-742-4298](tel:918-742-4298)

Fax: 918-742-2260

[frank@fallhomeexpo.com](mailto:frank@fallhomeexpo.com)

[Map](#) | [Hours](#) | [Payment Accepted](#) | [Contact](#)

Monday - Thursday: Closed

Friday: 12:00pm - 8:00pm

Saturday: 10:00am - 8:00pm

Sunday: 11:00am - 5:00pm

We accept Visa/Mastercard, Discover, Cash

- 
- 
- 
- **Spam Protector: Please answer the question below.**  
What is 2 + 6?
- [Send](#)



Author: Katie Ward, State Publicity Chair for Oklahoma Ducks Unlimited, 405.476.1668,  
[OKDucksUnlimitedPR@gmail.com](mailto:OKDucksUnlimitedPR@gmail.com)

## NEWS RELEASE

Oklahoma Ducks Unlimited



### For Immediate Release

#### Oklahoma Ducks Unlimited Flies to the Top at National Convention

*June 24, 2015, Oklahoma City, Oklahoma:* At its national convention in Milwaukee, Wisconsin, Ducks Unlimited recognized Oklahoma as a top ten fundraising state in the country, coming in at #6! To achieve this top ten position, the 46 chapters across Oklahoma contributed to Oklahoma Ducks Unlimited excelling in income, membership, event attendance, and volunteer growth through their grassroots fundraising events during 2014.

Oklahoma's total income from all fundraising sources increased by 17.6%, total income from all events increased by 38.9%, total volunteers increased by 16.61%, total event attendance increased by 65.52%, total sponsors from all sources increased by 13.51%, and total youth membership increased by 15.15% since last year.

Oklahoma Ducks Unlimited was also recognized at the Gold Level for the State Excellence Award, a new program which was unveiled at the 2015 National Convention. To reach Gold Level status, the highest level, states must show growth in all five of the five following categories: all income, event income, membership, event attendance, and volunteers.

In addition, two Oklahoma Ducks Unlimited Chapters made the Top 100 Ducks Unlimited Chapters list for the 2014 Fundraising Year. This list is reserved for the top 100 chapters across the country that raise up to \$100,000 in grassroots income for Ducks Unlimited's conservation mission. The Cleveland County Chapter ranked #57 and the Tulsa Chapter ranked #65.

On winning these prestigious awards, Nathan Johnson, Regional Director for Oklahoma Ducks Unlimited stated "It is a great accomplishment to qualify for the Ducks Unlimited Top Ten State Award and the Gold Level of the Ducks Unlimited State Excellence Award. The volunteers and members in Oklahoma did an excellent job last year and should be very proud of this accomplishment. I would like to thank all of the great Ducks Unlimited volunteers for their outstanding work!"

Ducks Unlimited is the world's largest non-profit conservation organization dedicated to conserving, restoring and managing wetlands and associated habitats for North America's waterfowl. These habitats also benefit other wildlife and people. Ducks Unlimited has conserved over 13 million acres of habitat in North America, including over 38,000 acres in Oklahoma. Oklahoma Ducks Unlimited has 10 Districts and boasts over 7,913 members, including more than 639 volunteers raising \$664,418 in 2014. In 2014, Ducks Unlimited committed a minimum of 82 cents of every dollar to conservation programs and uses partnerships to ensure conservation is achieved as effectively and efficiently as possible. Ducks Unlimited also ranks 120 out of almost 1,000,000 non-profit organizations in the United States in terms of organizational efficiency.

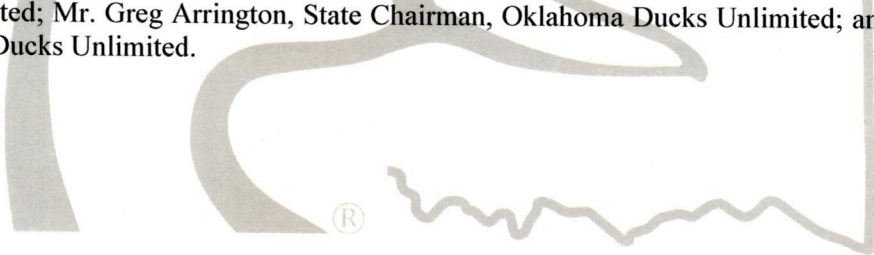
To learn more about Oklahoma Ducks Unlimited and our conservation efforts, visit [www.ok.ducks.org](http://www.ok.ducks.org).

If you are interested in becoming a Ducks Unlimited volunteer, please contact Nathan Johnson at [NJohnson@ducks.org](mailto:NJohnson@ducks.org) or call (405) 315-0093.

For media inquiries, please contact Katie Ward at [OKDucksUnlimitedPR@gmail.com](mailto:OKDucksUnlimitedPR@gmail.com) or call (405) 476-1668.



2015 Ducks Unlimited National Convention, Milwaukee, Wisconsin. From left: Mr. Dale Hall, Chief Executive Officer (CEO), Ducks Unlimited; Mr. Greg Arrington, State Chairman, Oklahoma Ducks Unlimited; and Mr. Paul R. Bonderson, Jr., President, Ducks Unlimited.



July 8, 2015

Dear TCCD Board,

I am formally requesting a leave of absence from the Tulsa County Conservation District from July 29, 2015 to September 29, 2015 for personal reasons. I have an opportunity to do some volunteer work in Europe. This has been a goal of mine for about 4 years. I believe that this opportunity will give me precious personal experience as well as tremendous professional experience. Since the program that I will be working with is an international nonprofit volunteer group, it will give me valuable experience with working with nonprofit entities. It will also allow me to assist with their fundraising department.

The rewards and the experience are worth a great deal to me and it's a once in a lifetime opportunity for me. I believe I may never have this chance again.

If you, the TCCD board, allow me to take this opportunity to grow personally and professionally, I will come back to the district furnished with some very excellent tools of which I can apply to our education and outreach programs. I will be able to apply those tools to boost our volunteer efforts, and above all else, TACF's fundraising efforts.

I love my job in its current capacity, but I love the possibility of what it can be. I know I am only one person, and we have very limited staff, but I believe this district can do a lot in Tulsa County. I understand that two months is a lot to ask for as far as leave goes, but I think that it will be very beneficial to both the district and myself. I can work with Lisa to make sure that TCCD will be adequately supported in my absence. I will also, if the board will permit, work a few hours a week to make sure emails are answered, and day-to-day operations remain at an optimal function. I will be available via email, as well as skype.

I understand what TCCD faces with budget cuts and losing employees, especially hard working employees. With the loss of employees comes the loss of those permanent positions as well. They will go unfilled until the state budget turns around or we find other funding. TCCD has been around since the 1930's and has had its ups and downs. I know that TCCD will continue to survive.

I realize to consider my request is a lot, but I also realize it's easier to keep the current position than to have to ask for a requisition later. Given past requests, and the current budget situation at OCC, it does not seem very likely that they will provide funding for this position, should it become vacant.

Thank you for so much for considering my request.  
Kind Regards,

Gabriel Parker



2015 JUL 24 PM 2:43

OCC-4B (07/01)

PAT KEY  
TULSA COUNTY CLERK

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

In accordance with the Oklahoma Open Meeting Act (Title 25 of the Oklahoma Statutes, Section 301 and following as amended) the Tulsa County Conservation District 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 74133 files this Notice of Change of Meeting, Date, Time and/or Place with the County Clerk of Tulsa County, Oklahoma.

Original Meeting Date, Time and Place August 13, 2015 @ 4PM 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
This is a: <input type="checkbox"/> Special Meeting <input checked="" type="checkbox"/> Canceled Meeting <input type="checkbox"/> Rescheduled Regular Meeting <input type="checkbox"/> Emergency Meeting <input type="checkbox"/> Continued or Reconvened
New Meeting Date, Time and Place None
Remarks: Not enough agenda items to hold meeting.

NAME OF PERSON REPORTING:  Name (Type or Print) <u>Gabriel Parker</u> Title <u>District Secretary</u> Signature <u><i>Gabriel Parker</i></u> Date <u>7/24/2015</u>
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