

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
September 14, 2017 - 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 August 10, 2017 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending August 2017
 - C. Review of TACF Financials for Periods Ending in August 30, 2017
 - 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 August 2017
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Acceptance of District Conservationist Agency Report
 - B. Approval of the NRCS Farm Bill Performance Worksheet
 - C. Crow Creek update with Jean Lemmon
 - D. TCCD Monthly Activities and Outreach Report
 - E. Discussion and Approval of TCCD/NRCS Operational Agreement
 - F. TCCD/NRCS Locally Led Meeting Update
 - G. RMC Planning Update
 - H. Discussion of the 2018 Home & Garden Show Booth Map
 - I. Approval of Area III Registration Fees for Gabrielael Parker and Board Members (If Applicable)
 - J. Discussion and Possible Approval of Project Wet Workshop at Camp Loughridge Attendance
 - K. Discussion and Approval of Professional Grant Development Workshop at OU Attendance
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 Lottsie and Mike Spradling. 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.
9. New Business:
10. Public Comments:
11. Adjourn:

Next regularly scheduled meeting is October 12, 2017 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

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes from the **Regular Meeting** of the Tulsa County Conservation District Board of Directors held on **September 14, 2017** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **October 12, 2017**



Chair, Board of Directors



Date

Attest:



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

Date: September 14, 2017
Time: 4:00 PM

Members Present: Jana Black, Vice Chairwoman
Zach Kilburn, Treasure
John Beasley, Member
Tom Tolbert, Member

Members Absent: Melissa Gray, Chairwoman

Others Present: Gabrielael Parker, District Secretary
Jean Lemmon, Director of Education and Reporting for the
Water Quality Division, Oklahoma Conservation
Commission
Cleon Bradford, NRCS Acting District Conservationist

1. Meeting Called to Order:

Vice-Chairwoman, Jana Black called the meeting to order at 4:07 PM. She 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 13, 2017 in the front window at 6660 S. Sheridan Rd. Suite 120, Tulsa, Oklahoma 74133.

2. Roll Call

3. Consider, Discuss, and Take possible action on the following agenda items:

4. Consideration of Consent Agenda:

- A. Approval of Minutes from the August 10, 2017 Regular Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending August 2017**
- C. Review of TACF Financials for Periods Ending in August 30, 2017**
- 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 August 2017**

After a brief discussion, John Beasley made a motion to approval the consent agenda as presented. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

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

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

A. Discussion and Acceptance of District Conservationist Agency Report

Cleaon Bradford said Tulsa County had one Conservation Stewardship Program participant. All other potential participants were either ineligible or cancelled. All EQIP deadlines have been completed for FY-2017. Not all participants have completed their practices for FY-2017. Cleaon said they have yet to receive information on funds for FY-2018. The new fiscal year starts October 1st. Zach Kilburn made a motion to accept the District Conservationist's Agency Report.

B. Approval of the NRCS Farm Bill Performance Worksheet

After a brief discussion, John Beasley made a motion to approve the NRCS Farm Bill Performance Worksheet. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

C. Crow Creek update with Jean Lemmon

Jean said we are all set for the cleanup on September 16th. We hope to have enough volunteers to help spot spray, pull weeds, and have a group pick up garbage along Brookside. Gabriel said she had not received any registration notifications from EventBrite, so she did not have an indication of how many people might show up. We have posted it on Facebook and other websites, and have had many people share the event. Jean said Scott VanLoo joined her and Gabriel for the door hanger walk yesterday. She said we spoke to several people who were out and about in the morning. Jean said she had great turnout when she would put door hangers up with Cheryl Cheadle so she was confident this would generate turnout. Hopefully, we have enough people to have a teams in the creek, walking around Cascia Hall, the Philbrook, and along Brookside. This event is partnership with the Ocean Conservancy's International Coastal Clean-Up. We are encouraging people who may not be able to come to Crow Creek, to "Walk Their Block". We are telling them to download the "Clean Swell" app, which will help track the trash collected on their block. The City of Tulsa is providing four trash bins in the area. We are putting signs on all sides telling people this if for the event.

Jean said she was able to get the OCC Staff meeting moved to Tulsa, so the OCC Staff can see the issues facing conservation in urban areas and urban districts. She said she was also looking to have the staff plant a couple of trees in the morning. The trees will be donated and did not know exactly what trees would be available, but was hoping to have a native nut tree, rose bud, or a sand plum. The OCC meeting is September 20, 2017, at Brookside Baptist Church. She said the group will meet at the meadow between 10:30 AM and 11:00 AM.

The City of Tulsa mowing contractor said he would reimburse us about \$500 for the lost Milkweed and other plants, but not the Buffalo Sod. Jean said the contractor would write a check to TACF sometime in the next month or so. She said we will buy seeds for spreading in November. No further action needed to be taken at this time.

D. TCCD Monthly Activities and Outreach Report

Gabriel Parker said it was a busy month as far as meetings go. Mostly because of the Monarch's on the Mountain meetings and gearing up for the Crow Creek Clean-Up. Other than that it was a relatively productive month. No further action needed to be taken at this time.

E. Discussion and Approval of TCCD/NRCS Operational Agreement

After a brief discussion, John Beasley made a motion to approve the TCCD/NRCS Operational Agreement as presented. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

F. TCCD/NRCS Locally Led Meeting Update

Gabriel Parker said the only people who attended the meeting was Jana Black, Cleon Bradford and herself. We waited until about 7:15 PM before we left. She said we might try something different next time. Maybe we could hold several smaller meetings in different parts of the county. Zach Kilburn suggested we might be able to hand out surveys at the OK Food Security Council Summit next month, to get an idea of the resource concerns. Cleon said that may be a good idea, since the turnout for the Locally Led Meeting was sub-par. Gabriel said she would talk to Katie Plohocky about the possibility of doing that. No further action needed to be taken at this time.

G. RMC Planning Update

The RMC meeting we had on the 2nd went well. Vernon and I were the only ones in the meeting on the 16th. We decided that we may not need to hold physical meetings for a little while. We can handle some of the details via email. No further action needed to be taken at this time.

H. Discussion of the 2018 Home & Garden Show Booth Map

After a brief discussion, the board directed Gabriel Parker to pick a booth close to the Master Gardeners booth. Gabriel said she would submit the request tomorrow. No further action needed to be taken at this time.

I. Approval of Area III Registration Fees for Gabriel Parker and Board Members (If Applicable)

After a brief discussion, the board said they were not sure who might be able to attend the meeting in November, but suggested we approve Gabriel to attend and one of the board members, if available. Zach Kilburn made a motion to approve one registration for Gabriel Parker to attend the OACD Area III meeting, as well as one registration for a board member. The attending board member will be determined at later date. John Beasley 2nd the motion. Nays: None. The motion carries.

J. Discussion and Possible Approval of Project Wet Workshop at Camp Loughridge Attendance

Gabriel Parker said she was interested in attending the workshop on November 5, 2017. She would like to see what materials are available for us to use. Jana Black asked

Gabriel if she was okay attending the workshop on a Sunday. Gabriel said it was not ideal, but she thought it would be worth attending. John Beasley made a motion to approve the \$20.00 registration fee for Gabriel Parker to attend the Project Wet Workshop on November 5, 2017. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

K. Discussion and Approval of Professional Grant Development Workshop at OU Attendance

Gabriel Parker said it would be an interesting workshop to go to, but it is really expensive. She said she was unsure if it would be worth the cost of the workshop as well as the cost of mileage to Norman, OK. The board agreed, but said we should keep an eye out for other workshops that may be available in Tulsa and for a lower cost. Gabriel agreed. No further action needed to be taken at this time.

Jean Lemmon exited the meeting at 5:13 PM

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 Lottsie and Mike Spradling. If the executive session is approved, designate in open session the person keeping minutes.

John Beasley made a motion to enter into Executive Session to review the conservation plans for Lottsie and Mike Spradling, with all staying and Gabriel Parker taking minutes. Zach Kilburn 2nd the motion. Nays: None. The motion carries. Entered Executive Session at 5:13 PM

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

Exited Executive Session at 5:22 PM. John Beasley made a motion to approve the conservation plans for Lottsie and Mike Spradling. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

8. New Business:

None

9. Public Comments:

None

10. Adjourn:

Meeting adjourned at 5:23 PM

Next regularly scheduled meeting is October 12, 2017 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

1:34 PM
09/06/17
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July through August 2017

	<u>Jul - Aug 17</u>
Income	
Administrative Income	0.49
Cost-Share Reimbursements	5,418.28
Grant Income	250.00
OCC Reimbursements	<u>4,222.12</u>
Total Income	9,890.89
Expense	
Administrative Expense	28.81
Cost-Share Payments	5,000.00
Employee Benefits	397.16
Payroll	4,169.87
Payroll Tax	1,504.47
Postage	6.02
Telephone and Internet	246.70
Travel	<u>158.21</u>
Total Expense	<u>11,511.24</u>
Net Income	<u><u>-1,620.35</u></u>

1:30 PM
09/06/17
Accrual Basis

Tulsa County Conservation District
Profit & Loss
August 2017

	<u>Aug 17</u>
Income	
Administrative Income	0.24
Cost-Share Reimbursements	418.28
Grant Income	250.00
OCC Reimbursements	<u>2,220.69</u>
Total Income	2,889.21
Expense	
Administrative Expense	8.01
Employee Benefits	198.58
Payroll	1,683.32
Payroll Tax	763.86
Postage	6.02
Telephone and Internet	123.35
Travel	<u>75.11</u>
Total Expense	<u>2,858.25</u>
Net Income	<u><u>30.96</u></u>

1:29 PM
 09/06/17
 Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
August 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Administrative Income								
Deposit	8/31/2017		Arvest	Interest Pay...		Arvest Checki...	0.21	0.21
Deposit	8/31/2017		Arvest	Interest Pay...		Arvest Special...	0.03	0.24
Total Administrative Income							0.24	0.24
Cost-Share Reimbursements								
Deposit	8/23/2017		OCC	Cost-Share Y...		Arvest Checki...	418.28	418.28
Total Cost-Share Reimbursements							418.28	418.28
Grant Income								
Deposit	8/4/2017		Arvest	Blue Thumb ...		Arvest Special...	250.00	250.00
Total Grant Income							250.00	250.00
OCC Reimbursements								
Deposit	8/9/2017		OCC	August 2017 ...		Arvest Checki...	2,001.43	2,001.43
Deposit	8/28/2017		OCC	July 2017 Ge...		Arvest Checki...	219.26	2,220.69
Total OCC Reimbursements							2,220.69	2,220.69
Total Income							2,889.21	2,889.21
Expense								
Aministrative Expense								
Check	8/10/2017		Wal-Mart	Board Meetin...		Arvest Checki...	8.01	8.01
Total Aministrative Expense							8.01	8.01
Employee Benefits								
Check	8/2/2017	8555	OCC	August 2017 ...		Arvest Checki...	198.58	198.58
Total Employee Benefits							198.58	198.58
Payroll								
Check	8/15/2017	8558	Gabriel S Parker	August 1-15t...		Arvest Checki...	841.66	841.66
Check	8/31/2017	8560	Gabriel S Parker	August 16-31...		Arvest Checki...	841.66	1,683.32
Total Payroll							1,683.32	1,683.32
Payroll Tax								
Check	8/10/2017		IRS	941 Tax Pay...		Arvest Checki...	668.86	668.86
Check	8/15/2017		Oklahoma Tax Com...	July 2017 Pa...		Arvest Checki...	95.00	763.86
Total Payroll Tax							763.86	763.86
Postage								
Check	8/9/2017		USPS	Postage for A...		Arvest Checki...	6.02	6.02
Total Postage							6.02	6.02
Telephone and Internet								
Check	8/29/2017		COX Communicatio...	August 2017 ...		Arvest Checki...	123.35	123.35
Total Telephone and Internet							123.35	123.35

1:29 PM
09/06/17
Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
August 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Travel Check	8/11/2017	8556	Gabriel S Parker	July 2017 Mil...		Arvest Checki...	75.11	75.11
Total Travel							75.11	75.11
Total Expense							2,858.25	2,858.25
Net Income							30.96	30.96



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 08/31/2017

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number

Managing Your Accounts

-  24-HOUR ACCOUNT INFO (800) 601-8655 LINE
-  CUSTOMER SERVICE (866) 952-9523
-  MAILING ADDRESS PO BOX 799 LOWELL AR 72745
-  WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$1,872.38
Total Current Value		\$1,872.38

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
08/01/2017	Beginning Balance	\$2,091.45
	4 Credit(s) This Period	\$2,639.18
	9 Debit(s) This Period	\$2,858.25
08/31/2017	Ending Balance	\$1,872.38

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.21
Interest Paid Year-to-Date	\$1.50
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
08/09/2017	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,001.43
08/23/2017	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$418.28
08/28/2017	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$219.26

Other Credits

Date	Description	Amount
08/31/2017	INTEREST PMT	\$0.21

Electronic Debits

Date	Description	Amount
08/10/2017	863329 POS PUR FROM CHK WM SUPERCENTER # TULSA, OK 5411	-\$8.01
08/10/2017	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$668.86
08/15/2017	781070 POS PIN PUR FROM CHK	-\$6.02



Statement Ending 08/31/2017

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number:

NON-PROFIT INTEREST CHECKING

Electronic Debits (continued)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	USPS PO 39834500 6110 E	
	TULSA, OK 9402	
08/15/2017	TAX PAYMENTS OK TAX PMT	-\$95.00
08/29/2017	COX COMM TUL BANK DRAFT	-\$123.35
	Tulsa County Conservat	

Checks Cleared

<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>
8555	08/02/2017	\$198.58	8558*	08/15/2017	\$841.66
8556	08/11/2017	\$75.11	8560*	08/31/2017	\$841.66

* Indicates skipped check number

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
07/31/2017	\$2,091.45	08/11/2017	\$3,142.32	08/29/2017	\$2,713.83
08/02/2017	\$1,892.87	08/15/2017	\$2,199.64	08/31/2017	\$1,872.38
08/09/2017	\$3,894.30	08/23/2017	\$2,617.92		
08/10/2017	\$3,217.43	08/28/2017	\$2,837.18		



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 08/31/2017

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number

Managing Your Accounts

-  24-HOUR ACCOUNT INFO (800) 601-8655 LINE
-  CUSTOMER SERVICE (866) 952-9523
-  MAILING ADDRESS PO BOX 799 LOWELL AR 72745
-  WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$333.17
Total Current Value		\$333.17

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
08/01/2017	Beginning Balance	\$83.14
	2 Credit(s) This Period	\$250.03
	0 Debit(s) This Period	\$0.00
08/31/2017	Ending Balance	\$333.17

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.03
Interest Paid Year-to-Date	\$0.07
Interest Withheld Year-to-Date	\$0.00

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

Deposits

Date	Description	Amount
08/04/2017	DDA DEPOSIT	\$250.00

Other Credits

Date	Description	Amount
08/31/2017	INTEREST PMT	\$0.03

Daily Balances

Date	Amount	Date	Amount
07/31/2017	\$83.14	08/04/2017	\$333.14
		08/31/2017	\$333.17



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 08/31/2017

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number

Managing Your Accounts

-  24-HOUR ACCOUNT INFO (800) 601-8655 LINE
-  CUSTOMER SERVICE (866) 952-9523
-  MAILING ADDRESS PO BOX 799 LOWELL AR 72745
-  WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$5,222.90
Total Current Value		\$5,222.90

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
08/01/2017	Beginning Balance	\$5,222.46
	1 Credit(s) This Period	\$0.44
	0 Debit(s) This Period	\$0.00
08/31/2017	Ending Balance	\$5,222.90

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.44
Interest Paid Year-to-Date	\$3.32
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
08/31/2017	INTEREST PMT	\$0.44

Daily Balances

Date	Amount	Date	Amount
07/31/2017	\$5,222.46	08/31/2017	\$5,222.90



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 08/31/2017

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number

Managing Your Accounts

-  24-HOUR ACCOUNT INFO (800) 601-8655 LINE
-  CUSTOMER SERVICE (866) 952-9523
-  MAILING ADDRESS PO BOX 799 LOWELL AR 72745
-  WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$10,584.69
Total Current Value		\$10,584.69

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
08/01/2017	Beginning Balance	\$10,583.34
	1 Credit(s) This Period	\$1.35
	0 Debit(s) This Period	\$0.00
08/31/2017	Ending Balance	\$10,584.69

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$1.35
Interest Paid Year-to-Date	\$11.48
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
08/31/2017	INTEREST PMT	\$1.35

Daily Balances

Date	Amount	Date	Amount
07/31/2017	\$10,583.34	08/31/2017	\$10,584.69

Tulsa County

Conservation District

September-17

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
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Conservation Planning

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

Outreach for Farm Bill Programs

News Article Development																														
Outreach Activities				H		X	X				X				X				X											
Assist with monthly outreach report				O		X	X				X				X		X		X				X							
Public presentations				L											X				X				X							
Success stories				I											X								X							
Earth Team volunteer program				D							X				X								X							
Assist with statewide media				A											X								X							
Other RMC Plng. Crow Creek Dr Hng. MOM				Y							X				X		X		X				X							

Administrative Assistance for Farm Bill Programs

Filing						X	X	X		X	X	X	X	X			X	X	X	X	X				X	X	X	X	X	
Updating General Manual and FOTG				O																										
Receptionist				F		X	X	X		X	X	X	X	X			X	X	X	X	X				X	X	X	X	X	
General office correspondence				F		X	X	X		X	X	X	X	X			X	X	X	X	X				X	X	X	X	X	
Record of meeting minutes				I		X								X																
Maintain office schedules				C		X	X	X		X	X	X	X	X			X	X	X	X	X				X	X	X	X	X	
Maintain ledgers				E		X	X	X		X	X	X	X	X			X	X	X	X	X				X	X	X	X	X	
Other, Scanning,										X																				

Farm Bill Contracting

Explain and promote farm bill programs																														
Local work group coordination				C		X	X				X				X		X						X							
Complete program applications				L																										
Program application rankings				O																										
Compile and file applications				S						X																				
Prepare and mail form letters				E			X															X								
Plan and contract development				D																										
Provide technical assistance																														
Update and maintain I.TP-003																														
Other Farm Bill Activities (add as needed)																														

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery **60 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

Janae Back
 Conservation District Board Representative (Signature & Date)

Chad Brown 10-6-17
 NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

August 2017



Meetings:

08/02/2017	RMC Planning Meeting
08/03/2017	Sustainable Tulsa Meeting (Did not Attend)
08/07/2017	Monarchs on the Mountain Planning Meeting
08/09/2017	Crow Creek Leadership Team Meeting
08/09/2017	TACF Board Meeting
08/10/2017	TCCD Board Meeting
08/14/2017	Monarchs on the Mountain Planning Meeting
08/06/2017	Crow Creek Leadership Team Me
08/16/2017	RMC Planning Meeting
08/17/2017	Grant Meeting w/ Jana Black and Katie Plohocky
08/23/2017	Crow Creek Leadership Team Meeting
08/25/2017	Grant Meeting w/ Jana Black and Katie Plohocky
08/28/2017	Monarchs on the Mountain Planning Meeting
08/29/2017	Crow Creek Leadership Team Meeting

Special Events:

None

Upcoming Meetings

09/06/2017	RMC Planning Meeting
09/07/2017	Sustainable Tulsa Meeting
09/08/2017	Crow Creek Leadership Team Meeting
09/08/2017	Grant Meeting w/ Jana Black and Katie Plohocky
09/13/2017	TCCD/NRCS Locally Led Meeting
09/18/2017	Monarchs on the Mountain Planning Meeting
09/20/2017	OCC Staff Meeting

Up Coming Events:

09/16/2017	International Costal Cleanup on Crow Creek
09/20/2017	OCC Crow Creek Tree Planting @ 10:30 AM
09/23/2017	2 nd Annual Monarch's on the Mountain @ Turkey Mountain

Upcoming NRCS Deadlines:

09/01/2017	CSP Application Deadline for 2 nd Level Review for Obligations
09/01/2017	CSP Renewal Deadline

Upcoming Holidays:

09/04/2017	Labor Day – Office will be closed
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Side Notes:

Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ Cost-Share Year 17 & 18
- ❖ TCCD/TACF Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay
- ❖ NRCS/TCCD File Organization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Meeting Organization and Coordination
- ❖ FY – 18 Audit Prep

2014 - 2015

Exhibit 1: Operational Agreement

Local Operational Agreement
For
Technical Assistance in Support of Conservation Program Delivery

Conservation District: Tulsa County

NRCS Field Office: Tulsa

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1) CONSERVATION PLANNING

a) Possible Work Tasks:

- Enter conservation plans and contracts in Customer Service Toolkit or other databases as requested by the local District Conservationist
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- Gathering conservation planning components (job sheets, O&M plans, soils descriptions, CPA-52 and CPA-4) as needed
- Conduct field visit to accomplish inventory and evaluation, on-site planning, locating practice locations
- Assists in surveys for the purpose of design, planning and layout of conservation practices
- Conducts on-site construction inspection reviews
- Provides practice checkout services
- Development of plan and soil maps

2) OUTREACH AND MARKETING

a) Possible Work Tasks:

- Development of farm bill related news articles for local news outlets. This includes article development, including downloading NRCS prepared articles, delivery of article to local media sources, and distribution of articles to ASTC (FO)
- Plan and assist in the development, implementation and documentation of outreach, informational and locally led meetings (preparation of minutes, sign-in sheets, agendas and photographs)
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- OCC will also assist with statewide media when agreed upon by OCC and NRCS

ADMINISTRATIVE DUTIES

b) Possible Work Tasks:

- Filing of all correspondence, directives, policy, FOTG (Field Office Tech Guide)
- Updating table of contents for General Manual and FOTG
- Serves as office receptionist, routing phone calls and customers to the appropriate individual and/or assisting customer
- Develop general office correspondence
- Maintain file of time and attendance records, schedules, and actual work documentation
- Develop and maintain minutes of staff meeting, locally led meetings, and local work group meetings
- Assist with development, maintenance and tracking of field office schedule

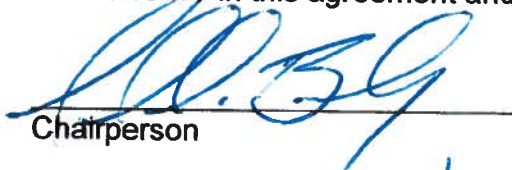
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- Compile applications in order of rankings, and file completed applications according to NRCS policy
- Prepare and mail form letters and other correspondence to program applicants

- Assist in assembling supporting documentation needed for contract payments and or modifications
- Delivery of direct technical assistance to support contract practice application and complete status review

Concurrence in this agreement and the performance tasks to be delivered.



Chairperson



Date



District Conservationist



Date

2015 - 2016

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For
Technical Assistance in Support of Conservation Program Delivery

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Chairperson

6/11/15
Date



District Conservationist

6/11/15
Date

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 Technical Assistance in Support of Conservation Program Delivery

Conservation District: Tulsa County

NRCS Field Office: Tulsa

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Concurrence in this agreement and the performance tasks to be delivered.

Chairperson

Date

District Conservationist

Date

SAVE THE DATE!

30th RESOURCE MANAGEMENT CONFERENCE

When: February 15, 2018
Time: 8:00 AM to 4:30 PM
Where: Tulsa City-County Library 400 Civic
Center, Tulsa, OK 74103

Facility Management and Energy Efficiency

[Description of the Conference]

Sponsored by Tulsa County Conservation District (TCCD), Tulsa Area Conservation Foundation (TACF), City of Tulsa and INCOG (If I am leaving someone out, please add).

Registration Fee \$75 early until January 15, 2018, \$125 afterwards (includes lunch)

SPONSOR, VENDOR and EXHIBITOR OPPORTUNITIES:

Please inquire with TCCD office about helping to sponsor conference costs, provide door prizes, and exhibiting your products and services.

TO REGISTER: Go to <http://tulsaccd.org/> (Will have a link to the EB registration as soon as I make it live) and look under the Upcoming Events tab to sign-up.

Email for More Information: Tulsaccd@conservation.ok.gov or call 918-280-1596 ext. 3

RMC Planning Committee Meeting Summary, 8-16-17

Decisions Reached

1. If we can get access to the library, registration will run from 7:30 am to 8:30 am.
2. Opening comments and keynote speaker from 8:30 to 9:00 am.
3. There will be a ten (10) minute break between sessions to allow attendees to stretch, visit with vendors and get refreshments downstairs.
4. Session times will be closely monitored and speakers will be prompted at 5 min., 3 min., 1 min. and then stopped when their time is up.
5. Vendor booth prices will be as follows:
 - \$250 for a booth and one person
 - \$300 for a booth, two people and a 10 minute speaking slot during the two hour lunch
 - Vendors will be able to choose their booth location based on the order in which we receive their registrations forms
6. Sponsor Levels will be as follows:
 - \$500 for two people, a booth and company recognition on banners/signs (Silver?)
 - \$750 for three people, a booth and company recognition on banners/signs (Gold?)
 - \$1,000 for four people and naming the vendor stage or recognition as a refreshment or lunch sponsor (Platinum?)
 - \$2,500 for six people and recognition as a conference sponsor
7. Registration: Early registration \$75.00 (Oct. 1 to Jan. 15)
Late registration or at the door \$125.00 (after Jan. 15)

Work to Do

1. Check with the library to see when the facility will be available for vendor setup – Vernon
2. Check to see how early we can get library access and start registration – Vernon
3. Research payment options – Gabriel
4. Design the “Save the Date” notice – Group Effort
5. Design the Registration Flyer – Group Effort
6. Continue to research possible speakers – Group Effort
7. Compile a list of potential vendors and participants. Possible organizations: BOMA, NAIOP, OML, Schools, Churches, Stores, Auto Dealers, Utility Companies – Group Effort

Next Meeting (date and time to be determined)

1. Try to finalize speakers and company representatives for each session.
2. Try to finalize the “Save the Date” notice.
3. ??????

TULSA HOME & GARDEN SHOW

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

Tulsa County Conservation District
Gabriael Parker
6660 S. Sheridan Rd., Suite 120.
Tulsa, OK 74133

September 8, 2017

Dear Tulsa Home & Garden Show Exhibitor:

Enclosed you will find the “NEW” map, booth selection form and booth rules for the 2018 Greater Tulsa Home & Garden Show, scheduled for March 8th to 11th. Look over it carefully before making your selections; below is a list of helpful tips when selecting your booth location. If you have difficulty seeing the numbers or identifying the booth sizes, please visit our website at www.tulсахba.com for a PDF of the map that you may download, which will allow you to zoom in and out for better viewing.

The process for assigning booths will go as follows:

1. Show Seniority – exhibitors who have been in the Show longest will be assigned first. If exhibitors have the same number of years then it will go by membership, then order received
2. HBA Membership – members will be assigned before non members.
3. Order Received – everything is time stamped when it arrives whether it comes by fax, email or mail.

Helpful tips:

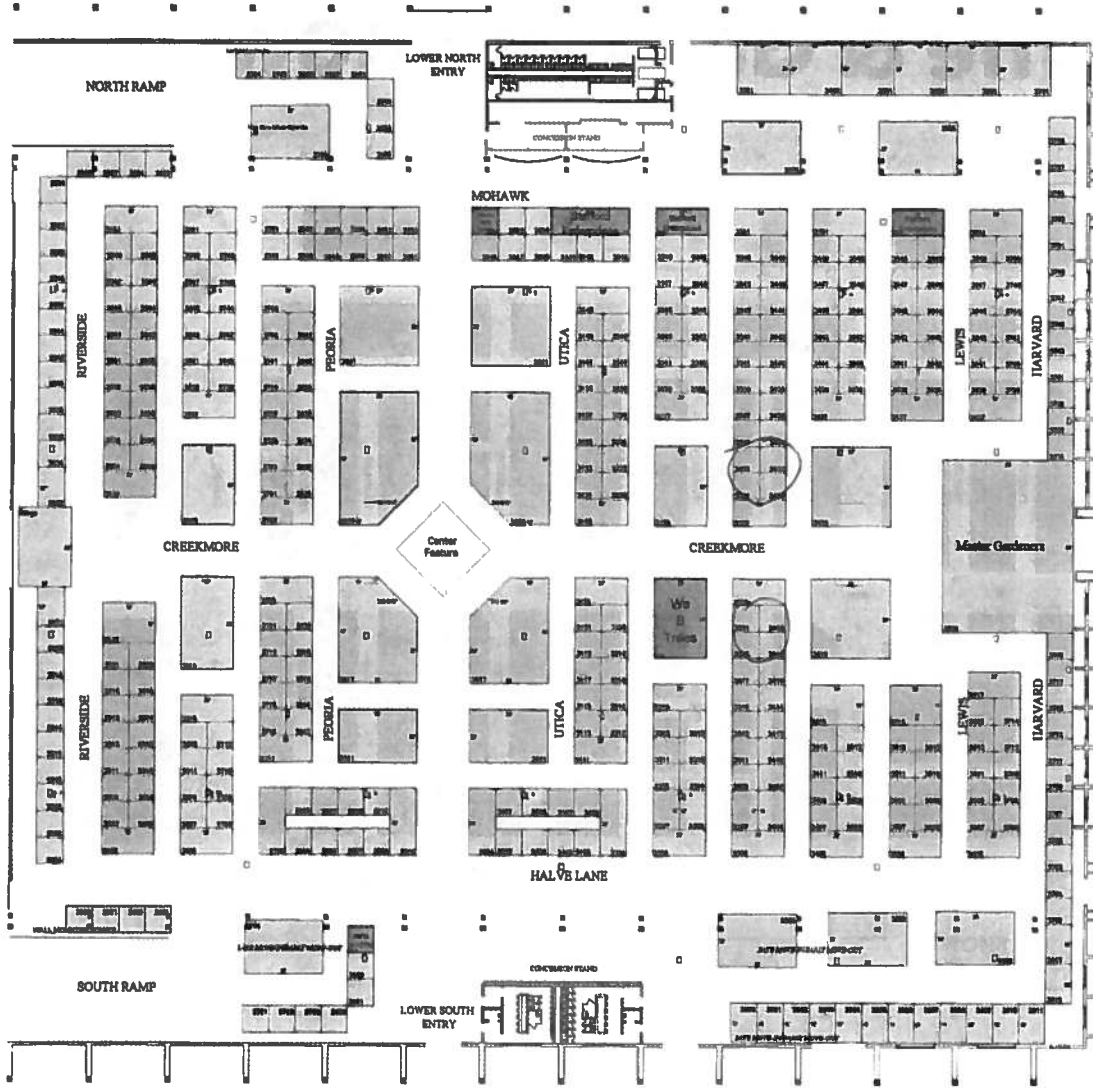
1. When making your selections review the following closely; notice electrical boxes, late move-in and early move-out booths. Electric is identified by the little squares on the map.
2. Enclosed is a copy of the booth rules that will be strictly enforced. Please review.
3. Do not put the booth down you had last year – everyone gets a new location. Please give several options.
4. Feel free to combine booths to get the size you need. If you are combining, put all the booth numbers on one line; then make the next selection on the next line.
5. I will not be able to assign booths over the phone (due to the number of exhibitors). Please fill out the attached form and return it in.
6. When in doubt go ahead and write what you think and return the form in.
7. If there is a problem or I do not understand your form I will contact you.
8. I will not assign any booths until the deadline has passed to ensure that everyone is treated fairly.
9. It is your responsibility to call and confirm we received your selections.

I know this process can get confusing and seem crazy but please be patient with me. I will not assign you a booth that you have not selected without your knowledge. Thank you again for being part of our Show. We know the reason we have been so successful over the years is because of our great exhibitors, Thanks!

Sincerely,

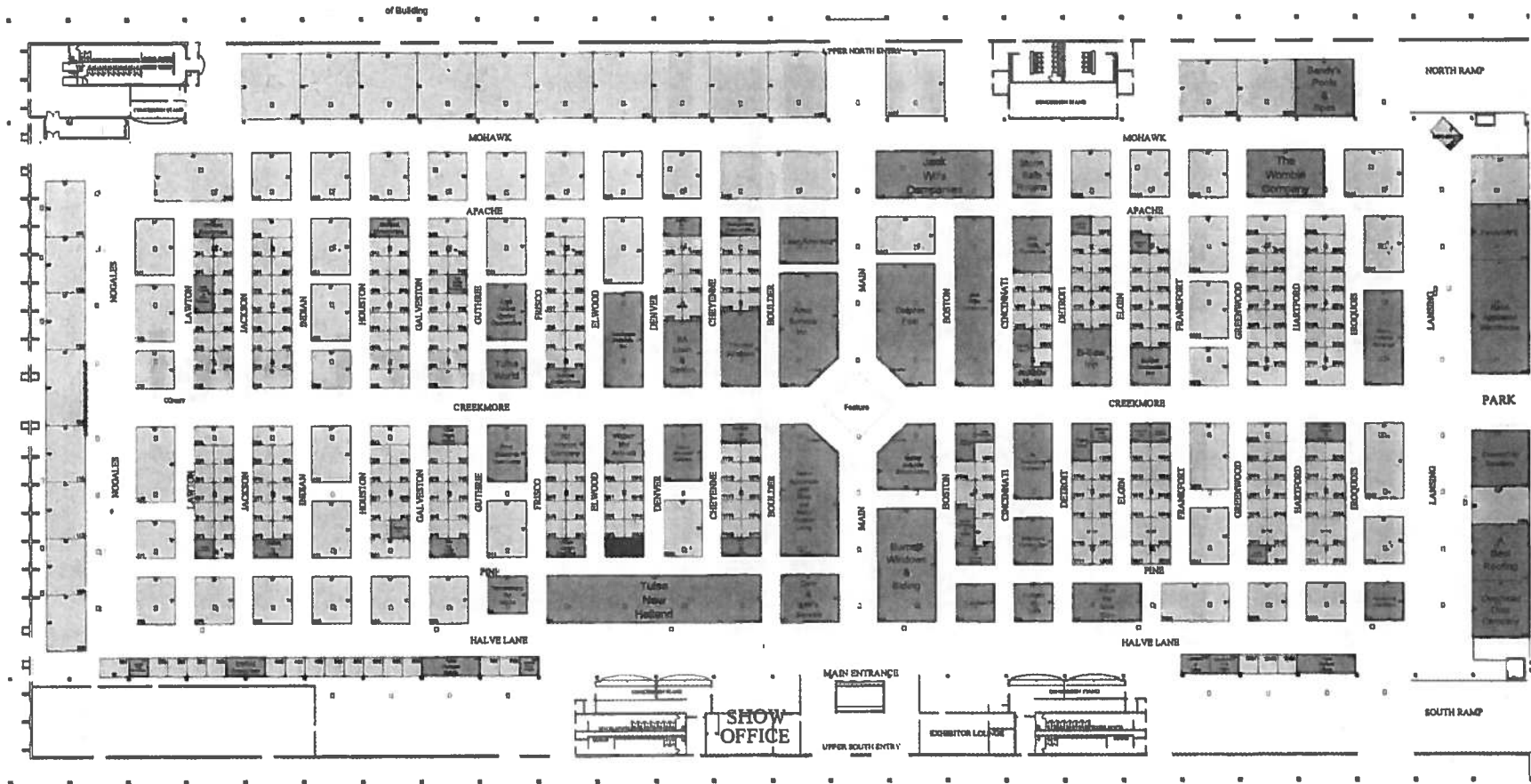


Jeffrey Smith
Executive Vice President/CEO
Home Builders Association of Greater Tulsa



Lower Level

2018 Tulsa Home & Garden Show





2018 Booth Selection Form

Company Name: TULSA County CONSERVATION DISTRICT

Contact Person: _____

Product/Service: _____

Email Address: _____

Phone: _____

Please review the "Helpful Tips" and "Booth Rules"
in your packet prior to making your booth selections.

Your 2017 booth number was: 3138

Here are my booth selections (Must be different from 2017):

1. _____
2. _____
3. _____
4. _____
5. _____

Comments: _____

Return form to:
Jeffrey Smith
HBA of Greater Tulsa, 11545 E. 43rd St., Tulsa, OK 74146
918-628-0493 Fax * jsmith@tulsahba.com

This form must be returned by Friday, September 22nd, 2017. It is your responsibility to ensure receipt of this form.

REGISTRATION FORM



District Name _____

AREA III Meeting
Tuesday November 7, 2017
Tri County Tech Center
6101 Nowata Rd., Bartlesville, OK 74006

List name, title and amount due for each person attending from your district. The registration fee of \$35.00 is to be paid for each District Director and District Employee. NRCS registration fees will be billed directly to NRCS; mark "Direct Bill" in the amount column for NRCS employees. All speech contestants, guests and spouses should be prepared to pay the \$15.00 luncheon fee. Speech judges and legislators will be guests of OACD and will not be required to pay. Please write "Legislator" or "Judge" in the amount column.

Please send to Caney Valley CD by October 31, 2017.

NAME	TITLE	AMOUNT
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

PLEASE TYPE OR PRINT LEGIBLE

Total number of lunches being reserved _____ Total Amount \$ _____

Checks should be payable to: Oklahoma Association of Conservation Districts

Mail registration form(s) and payment to:
Caney Valley Conservation District
1067 NE Washington Blvd.
Bartlesville, OK 74006-1222

Please call Patty Underhill at 918-331-9800 if you have questions.

Project WET Workshop

Cheryl Cheadle [cheryl.c@camploughridge.org]

Sent: Thursday, August 31, 2017 3:12 PM**Cc:** Cheryl Cheadle [cheryl.c@camploughridge.org]**Attachments:** WETnov127.pdf (339 KB)

Educators, Friends, and others who care about our wonderful outdoors! Camp Loughridge is hosting a fun and informative Project WET Workshop on Sunday, November 5, 2017. WET stands for Water Education for Teachers. I am excited to be in a co-facilitator role with Candice Miller, our state WET coordinator and Blue Thumb educator. Please – consider joining us at this workshop. Basic information is below and more details are in the attached flyer. Please help me out by sending this information on to others. Thank you, CHERYL

Project WET Workshop, Sunday, November 5, Noon to 6:00 p.m.

Camp Loughridge (4900 W.71st Street, Tulsa)

\$20 Registration fee, can pay on day of workshop

During the workshop we will introduce Project WET curriculum and go through several activities, plus participants will be made aware of how to check out materials. Project WET is for you if you:

- Work with children within any age bracket
- Need a variety of natural resource related activities that fall within a variety of disciplines (language arts, math, chemistry, biology, etc.)
- Understand the need to help young people become stewards of land, water, and wildlife
- Want to move into less conventional teaching methods and
- Are willing to provide students with guidance and then turn them loose to gather data, perform experiments, draw their own conclusions

*****good way to accrue professional development hours*****

This is the place to start if you want to wake children up to the magical world of water!

For more information, call Candice Miller at 405-521-6788 or candice.miller@conservation.ok.gov

Cheryl Cheadle

Lead Naturalist – Outdoor Classroom

918-720-8128

Camp Loughridge4900 W. 71st ST

We envision a world in which action-oriented education enables every child to understand and value water, ensuring a sustainable future.

Project WET Workshop

Workshop Information

Location: Camp Loughridge
Activity Cabin
4900 W 71st St.
Tulsa, OK 74131

Date: November 5, 2017

Time: 12:00pm—6:00pm

Cost: \$20

Contact:

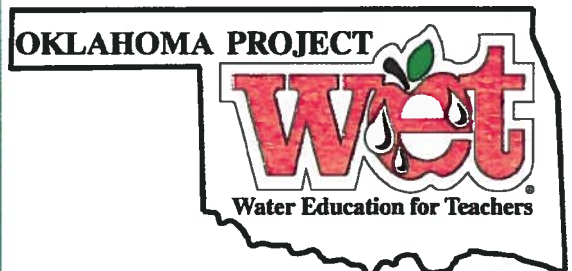
Candice Miller

405-21-6788

candice.miller@conservation.ok.gov

Project WET workshop includes:

- ◆ Award-winning, NSTA-recommended Curriculum and Activity Guide 2.0
- ◆ Certificate for professional development or continuing education hours
- ◆ Access to Project WET education portal
- ◆ Hands on experience with WET activities
- ◆ Access to check-out materials



Agenda

November 5, 2017

Project WET Workshop - Camp Loughridge, Tulsa

12:00pm Welcome

12:15pm Activity #1

12:45pm Intro to Project WET

1:15pm Activity #2
Activity #3

2:30pm Break

2:45pm Splash Through the Guide

3:15pm Plunge Through the Portal

3:30pm Peer Teaching
Activity #4
Activity #5
Activity #6

5:30pm Wrap—Up
Evaluations
Certificates

6:00pm Dismiss

Registration Form

Project WET Workshop—Camp Loughridge, Tulsa

November 5, 2017

Name: _____

School/Organization: _____

Grade(s) and subject(s) you teach: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

How did you find out about this workshop?

What would you like to learn from this workshop?

To register, send form to:

Candice Miller
Project WET Coordinator
Oklahoma Conservation Commission
2800 N Lincoln Blvd, Suite 200
Oklahoma City, OK 73105
candice.miller@conservation.ok.gov

Advanced payment is encouraged, but \$20 fee
may be paid on day of the workshop.

Please make checks payable to:
Oklahoma Conservation Commission

FW: Two-Day Grant Development Workshop at The University of Oklahoma

Jean Lemmon

Sent: Tuesday, September 05, 2017 11:33 AM**To:** Gabriel Parker; Black, Jana [jana-black@utulsa.edu]

This email came to Cheryl's old OCC address and when I saw it I immediately thought of you. 😊

Jean

From: Ashley Williams [mailto:awilliams@fundingsolutions4u.com]**Sent:** Monday, August 28, 2017 12:39 PM**To:** Cheryl Cheadle <Cheryl.Cheadle@Conservation.ok.gov>**Subject:** Two-Day Grant Development Workshop at The University of Oklahoma**Professional Grant Development Workshop****Master the techniques of writing superior winning proposals****To be held at the:****University of Oklahoma****Norman, OK****September 25-26, 2017****8:30 a.m.- 4:30 p.m.**Sponsored by: [The Grant Training Center](#)

This intensive two-day grant proposal workshop is geared towards those who wish to strengthen their grant writing skills, as well as beginners who wish to acquire and master the techniques of preparing and writing winning proposals to various funding agencies. The focus will be on how to effectively write proposals in times of keen competition and limited resources.

Participants will learn how to:

1. Navigate the world of grant procurement
2. Research and identify potential funding sources
3. Address the guidelines of federal and foundation applications
4. Focus on foundation and corporate giving for the state of Oklahoma
5. Understand the new federal guidelines for writing winning grants
6. Know the review process and how to address key points for reviewers
7. Write winning grants that stand out against scores of competing submissions
8. Develop focused and realistic budgets
9. Demonstrate the merits excellence and innovation of your proposal
10. Package professional grant submissions

Our ultimate goal is for you to walk away with a product specific to your interests, which includes the grant design, abstract and budget.

To register:

Please click [here](#)

Questions? Call us at (866) 704-7268

Workshop Fee: \$595.00 (includes a comprehensive directory, workbook, certificate of completion, and continental breakfast)

Space is limited, and since this class fills up quickly, it is on a first-come, first-serve basis.

Can't make it?

[Online Version of this Workshop](#)

The University of Oklahoma is neither endorsing nor sponsoring the activities conducted by the Grant Training Center. You received this email due to your institutional or organizational affiliation. If we sent this to you in error and you wish not to receive any further emails from us, simply [unsubscribe](#) here.