

AGENDA

Board of Directors Special Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133

June 18, 2020 - 4:00 PM

FREECONFERENCECALL.COM TELECONFERENCE MEETING

Public Access Meeting Links:

URL – <https://www.freeconferencecall.com/tulsaccd>

Conference Number – (701) 802-5222 Access Code: 643736

Public Access to handout material:

Please email tulsaccd@conservation.ok.gov at least 10 minutes prior to meeting to have materials emailed back to you.

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
 - A. Approval of Minutes from the May 14, 2020 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending May 31, 2020
 - C. Review of TACF Financials for Periods from April 30, 2020 and May 31, 2020
 - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District for May 2020
 - E. Approval of District Employee Timesheet & Leave Records for the Month of May 2020
4. Cost Share Program Year 22
 1. Discussion of Rankings and Allocation of Funds for Program Year 22
 - a. Charles Sisler
 - b. Dan Bohnefeld
 - c. Brian Tucker
 - d. Tony Warford
5. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Acceptance of District Conservationist Agency Report for June 2020
 - B. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for May
 - C. Discussion of the TCCD Monthly Activities and Outreach Report for May 2020
 - D. Covid-19 Updates
 - E. Discussion and Approval of FY- 2022 Budget Request
 - F. Discussion of Joint Plan of Operation and Guidelines and Approval of Joint Plan of Operations for FY-21
 - G. Discussion and Possible Action on 2020 OACD Dues
 - H. Discussion of Conservation and Agriculture Reach Everyone (CARE) Project Assistant Opportunity for Districts
 - I. Discussion and Possible Approval of Participating in the Certified Yard Program
6. New Business:
7. Public Comments:
8. Adjourn:

Next regularly scheduled meeting is July 9, 2020 at the Tulsa County Conservation District Office:
6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133

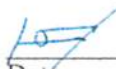


Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsacd@conservation.ok.gov

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 18, 2020** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **July 9, 2020**


Chair, Board of Directors

 10 July 2020
Date

Attest:



**Minutes
Tulsa County Conservation District
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74107
Special Board Meeting**

Date: June 18, 2020
Time: 4:00 PM

Members Present: Tom Tolbert, Chairman
Jana Black, Vice Chairwoman/Treasure
Sherry Laskey, Member
Zach Kilburn, Member

Members Absent: None

Others Present: Gabriael Parker, District Secretary
Christopher Best, NRCS Team 17 District Conservationist
Sarah Blaney, Executive Director Oklahoma Association of
Conservation Districts

1. Meeting Called to Order:

Chairman, Tom Tolbert called the meeting to order at 4:18 PM. He noted this was a regular meeting and held in compliance with the Open Meeting Act. This meeting will include teleconferencing in compliance with the Open Meetings Act as amended by S.B. 661. Public access to the meeting could be accessed through the links above. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on June 16, 2020 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

2. Roll Call

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

A. Approval of Minutes from the May 14, 2020 Regular Meeting

After a review of the previous meeting minutes and determining nothing needed to be changed, Jana Black made a motion to approve the minutes from the May 14, 2020 Regular Meeting as presented. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

B. Approval of Financial Statements & District Budget for Period Ending May 31, 2020

After a brief discussion, Jana Black made a motion to approve the financial statements & district budget for period ending May 31, 2020. Jana Black 2nd the motion. Nays: None. The motion carries.

E. Review of TACF Financials for Periods from May 31, 2020

After a brief discussion, Zach Kilburn made a motion to approve the TACF financial statements for the period ending May 31, 2020. Jana Black 2nd the motion. Nays: None. The motion carries.

F. Approval of District Reimbursement Claims and Payment of Bills Owed by the District for May 2020

After a brief discussion, Zach Kilburn made a motion to approve the financial statements & district budget for period ending May 31, 2020. Jana Black 2nd the motion. Nays: None. The motion carries.

G. Approval of District Employee Timesheet & Leave Records for the Month of May 2020

After a brief discussion, Jana Black made a motion to approve the district timesheet and leave records as presented. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

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

5. Cost Share Program Year 22

A. Discussion of Rankings and Allocation of Funds for Program Year 22

- | | |
|-------------------|-----------------|
| a. Charles Sisler | c. Brian Tucker |
| b. Dan Bohnefeld | d. Tony Warford |

Gabriel Parker said she and Freddy Trujillo, NRCS, went over the ranking together. We determined that Brian Tucker scored a 95. Tony Warford scored an 85. Dan Bohnefeld scored a 75 and Charles Sisler scored a 65. She thought that it would be best to allocate program funds based on their rankings. That is where she got the amounts allocated in the cost estimates. The board agreed. (Please see supplemental cost estimates in packet.) Jana Black made a motion to approve the Program Year 22 funding based on the rankings and cost estimated by Gabriel Parker. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

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

A. Discussion and Acceptance of District Conservationist Agency Report for June

After a brief discussion, Jana Black made a motion to accept the District Conservationist Agency Report for April and May. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

B. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for May

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

C. Discussion of the TCCD Monthly Activities and Outreach Report for May

Gabriel Parker said because of Covid-19, there has not been any outreach activities. We had a couple of Team meetings and two board meetings nothing to report in the way of outreach activities. No further action needed to be taken at this time.

D. Covid-19 Updates

Gabriel Parker said as far as the office goes, Tulsa is the only one in the team that is still in the gating stage. That means we have not moved into phase one which is 50% office staff capacity. We cannot have anyone from the public or other office staff in the office. It will be this way for a while. No further action needed to be taken at this time.

The board decided to move agenda items 6G, 6H and 6I up to allow Sarah Blaney to discuss new programs available.

E. Discussion of Conservation and Agriculture Reach Everyone (CARE) Project Assistant Opportunity for Districts

Sarah Blaney with the Oklahoma Association of Conservation Districts said they are starting an outreach, ranchers and veterans become more involved with the districts and NRCS. The goal is to increase the number of farmer/ranchers participating in conservation planning, programs to improve soil health, water quality, and the viability of working lands with a special emphasis on assisting SDA (socially disadvantage farmers) and veteran producers.

Some of the activities within the program is to conduct surveys of all producers. Surveys will be created for you and can be tailored to the district. They should be a simple extension of your natural resource concern surveys with demographic and questions about where producers gather information about conservation, farming, ranching. These can be the same surveys you conduct in the fall outreach meetings.

Brainstorm with coordinator and OACD about potential champions. These are individuals that are Native American, African-American, Hispanic, Asian, Alaskan Native, or Hawaiian AND/OR a veteran of the US military that has been out of the military less than 10 years. Champions will have had a positive experience with USDA-NRCS and the conservation district and are willing to share their experiences with their communities. Champions will be asked to volunteer to serve on an advisory committee for the project. The district must also take part in 2-3 conference calls per quarter about the project.

Some of the benefits for district and producer participation include a \$1,000 annual stipend for employee's time. This can be claimed quarterly or one time per year. Up to \$75/month/ \$900/year for office supplies and printing and champions can receive up to \$70/acre for soil health or invasive species removal projects for up to 40 acres.

Sarah said there are requirements that need to be met in order to participate. The requirements are the district must be current, paid member of OACD and attend the annual State Meeting and Area Meetings during the project period.

Sarah said if we are interested in participating, there are a few more steps in the process. The next steps are getting approval from national NRCS for the budget. Getting a draft agreement sent to districts for signature. She also said the program would not earlier than July 1, 2020 and would end two years from start date. Gabriel Parker said she thought this would be a great way to get producers that we have not been able to get involved with TCCD and or NRCS. If we do decide to approve paying the 2020 OACD dues, we would be able to participate in the CARE program. The board said they would like to take part and will vote to approve the dues, so we can start taking advantage of OACD programs. No further action needed to be taken at this time.

F. Discussion and Possible Approval of Participating in the Certified Yard Program

Gabriel Parker said she received an email from Cheryl Cheadle about a pilot program in Oklahoma City called the Certified Yard Program. Gabriel said we would give a homeowner a checklist that would have to complete and submit, as well as a video or photographs of their lawn. A certain number of practices must be completed and verified for the lawn to be certified, and a sign provided. Some of the practices include the use of host plants for native wildlife (ex. milkweed for monarchs), pesticide and fertilizer-free yard, use of cover crops or companion plantings, use of a rain garden or bioswale to capture, slow and infiltrate rainwater and integration of grazing/ pasture animals (chickens, goats, cattle, etc.). Gabriel said given the Covid-19 situation, this would be something we could do remotely. It would also be able to place these signs all over the county, which could lead to reaching out to people we may not have been able otherwise. Sarah Blaney said they decided to launch this program in Oklahoma City and thought it would be very easy to adapt to fit Tulsa. The program in OKC is set to launch on July 1st, and we could set a launch date of August 1 in Tulsa. If Tulsa needed help with funding for yard signs, OACD and Blue Thumb has grants available to help with purchasing signs. Gabriel said she thought it would be a great program to incorporate into our Joint Plan of Operations. The board agreed. Sherry Laskey made a motion to approve TCCD's participation in the Certified Yard Program. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

G. Discussion and Possible Action on 2020 OACD Dues

Gabriel Parker said she thought it would be a good idea to pay the 2020 OACD Dues, because we are missing out on participating in certain benefits from OACD. Mainly being able to apply for grants and getting assistance on writing grants for projects we would like to do. We can pay them in installments of \$100. Gabriel said we can manage the installments. Since we are interested in participating in OACD's CARE program as well as other programs we will need to pay our 2020 dues. The board agreed. Sherry Laskey made a motion to approve paying the 2020 OACD dues in four installments of \$100.00. Jana Black 2nd the motion. Nays: None. The motion carries.

Sarah Blaney left the teleconference at 5:30 PM

H. Discussion and Approval of FY- 2022 Budget Request

Gabriel Parker said the FY-2022 budget request is due by July 20th. Gabriel said she entered the previous year's amount on most of the items. She did change the amount for our audit. She requested a little more because it goes up every year. Tom Tolbert asked what we could request in the way of funding for roadside erosion, watershed and water quality programs. Gabriel said we could not request funding for watershed rehabilitation because we do not have a watershed structure that we maintain. She was not sure about roadside erosion and or water quality programs. She said she was not sure what OCC classifies as water quality programs or roadside erosion, but she could email OCC and find out. The board decided to table this item until we can get clarification of those to budget items. No further action needed to be taken at this time.

I. Discussion of Joint Plan of Operation and Guidelines and Approval of Joint Plan of Operations for FY-21

Gabriel Parker said she talked to Cheryl Cheadle and Sarah Blaney about participating in the Yard by Yard pilot program. She thought it would be a great small project to incorporate into our FY – 2021 Joint Plan of Operations. She believed it would not require a lot of in-person verification and would be a great way to get more people involved all around Tulsa County. Gabriel said Sarah was going to talk more about it in agenda item 6I. She also said she did not change much from the previous years' goals. She changed some wording like "as needed" to "as requested". Jana Black made a motion to approve the FY – 21 Joint Plan of Operations for FY-21 with the addition of the Certified Yard Program as the special project. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

7. New Business:

Sherry Laskey said she was close to finishing the proposal for the Urban Agriculture and Innovation Production Competitive Grant Program. She asked if we can develop a letter of support from the TCCD for their participation in implementing portions of the grant. Gabriel Parker said she would be happy to write a letter of support for the TCCD participation. Jana Black asked Sherry if the funding that would be allocated for district activities needed to go through the Tulsa Area Conservation Foundation (TACF). Sherry said it cannot go through TACF because the Community Health Empowerment Project, Inc. (CHEP) is the lead grant applicant. Since they are the lead applicant all funding and funding related reports, would need to be managed by them. Gabriel said it works out better for the district. It will lessen the load taken on by TCCD. Jana asked how that would work if TCCD wanted to hire an intern to help carry out the priorities outlined in the grant. Sherry said we would be free to interview and select the intern that we thought would be the best fit for what the activities require. The funding for that said intern would

be allocated by the CHEP. Gabrielael said she would get the letter of support to Sherry as soon as she can. No further action needed to be taken at this time.

8. Public Comments:

None

9. Adjourn:

Meeting Adjourned at 6:37 PM

Next regularly scheduled meeting is July 9, 2020 Via Teleconference

4:44 PM

06/02/20

Accrual Basis

Tulsa County Conservation District
Profit & Loss
July 2019 through May 2020

	<u>Jul '19 - May 20</u>
Income	
Administrative Income	5.00
Interest Income	2.25
OCC Cost-Share Reimbursements	3,207.60
OCC General Exp Reimbursements	3,186.21
OCC Salary Reimbursements	26,242.41
Total Income	32,643.47
Expense	
Administrative Expense	757.78
Advertising and Promotion	127.92
Cost-Share Payments	3,207.60
Employee Benefits	2,823.54
Internet	964.59
Office Supplies	116.01
Outreach Programs	105.00
Payroll	16,858.83
Payroll Tax	10,215.25
Professional Fees	595.00
Registration Fees	38.00
Travel	367.63
Total Expense	36,177.15
Net Income	-3,533.68

4:42 PM

06/02/20

Accrual Basis

Tulsa County Conservation District
Profit & Loss
May 2020

	May 20
Income	
Administrative Income	5.00
Interest Income	0.06
Total Income	5.06
Expense	
Administrative Expense	144.83
Advertising and Promotion	76.26
Internet	82.25
Office Supplies	17.99
Payroll	910.05
Payroll Tax	937.60
Travel	99.53
Total Expense	2,268.51
Net Income	-2,263.45

4:47 PM

06/02/20

Accrual Basis

Tulsa County Conservation District
Profit & Loss Detail
May 2020

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Administrative Income								
Deposit	5/18/2020		Arvest	Transfer from...		Arvest Checki...	5.00	5.00
Total Administrative Income							5.00	5.00
Interest Income								
Deposit	5/29/2020		Arvest	Internet Pay...		Arvest Checki...	0.06	0.06
Total Interest Income							0.06	0.06
Total Income							5.06	5.06
Expense								
Administrative Expense								
Check	5/18/2020		Arvest	Transfer to 6...		Arvest Special...	5.00	5.00
Check	5/22/2020		Fuzzell's Copier	Quarter Copi...		Arvest Checki...	139.83	144.83
Total Administrative Expense							144.83	144.83
Advertising and Promotion								
Check	5/27/2020	8730	Tulsa World	Publish Notic...		Arvest Checki...	76.26	76.26
Total Advertising and Promotion							76.26	76.26
Internet								
Check	5/29/2020		COX Communicatio...	May 2020 Pa...		Arvest Checki...	82.25	82.25
Total Internet							82.25	82.25
Office Supplies								
Check	5/13/2020		Office Depot	April Purchas...		Arvest Checki...	17.99	17.99
Total Office Supplies							17.99	17.99
Payroll								
Check	5/4/2020	8713	Gabriel S Parker	January 1-15...		Arvest Checki...	910.05	910.05
Total Payroll							910.05	910.05
Payroll Tax								
Check	5/6/2020		IRS	941 Tax Pay...		Arvest Checki...	837.60	837.60
Check	5/15/2020		Oklahoma Tax Com...	April 2020 Pa...		Arvest Checki...	100.00	937.60
Total Payroll Tax							937.60	937.60
Travel								
Check	5/20/2020	8728	Gabriel S Parker	March 2020 ...		Arvest Checki...	99.53	99.53
Total Travel							99.53	99.53
Total Expense							2,268.51	2,268.51
Net Income							-2,263.45	-2,263.45



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 05/31/2020

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		\$733.25
Total Current Value		\$733.25

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
05/01/2020	Beginning Balance	\$2,991.70
	2 Credit(s) This Period	\$5.06
	8 Debit(s) This Period	\$2,263.51
05/31/2020	Ending Balance	\$733.25

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.06
Interest Paid Year-to-Date	\$0.70
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
05/18/2020	Transfer from Checking * 6410 - Online Banking Confirmation: 222463154721	\$5.00

Other Credits

Date	Description	Amount
05/31/2020	INTEREST PMT	\$0.06

Electronic Debits

Date	Description	Amount
05/06/2020	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$837.60
05/13/2020	OFFICE DEPOT ONLINE PMT TULSA CO CONSERVATION	-\$17.99
05/15/2020	TAX PAYMENTS OK TAX PMT	-\$100.00
05/29/2020	COX COMM TUL BANK DRAFT Tulsa County Conservat	-\$82.25

**Statement Ending 05/31/2020**

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number

NON-PROFIT INTEREST CHECKING

Checks Cleared

<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>
8713	05/04/2020	\$910.05	8729	05/22/2020	\$139.83
8728*	05/20/2020	\$99.53	8730	05/27/2020	\$76.26

* Indicates skipped check number

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
04/30/2020	\$2,991.70	05/15/2020	\$1,126.06	05/27/2020	\$815.44
05/04/2020	\$2,081.65	05/18/2020	\$1,131.06	05/29/2020	\$733.25
05/08/2020	\$1,244.05	05/20/2020	\$1,031.53		
05/13/2020	\$1,226.06	05/22/2020	\$891.70		



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6660 S SHERIDAN RD STE 120
TULSA OK 74133-1768

Statement Ending 05/31/2020

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts



24-HOUR
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CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
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WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$83.86
Total Current Value		\$83.86

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
05/01/2020	Beginning Balance	\$88.86
	0 Credit(s) This Period	\$0.00
	1 Debit(s) This Period	\$5.00
05/31/2020	Ending Balance	\$83.86

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.00
Interest Paid Year-to-Date	\$0.04
Interest Withheld Year-to-Date	\$0.00

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

Electronic Debits

Date	Description	Amount
05/18/2020	Transfer to Checking * 6407 - Online Banking Confirmation: 222463154721	-\$5.00

Daily Balances

Date	Amount	Date	Amount
04/30/2020	\$88.86	05/18/2020	\$83.86



P O BOX 1670
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ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD
TULSA OK 74133-1730

Statement Ending 04/30/2020

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number.

Managing Your Accounts



24-HOUR
ACCOUNT INFO (800) 601-8655
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SERVICE (866) 952-9523



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ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

We appreciate the relationship you have with Arvest Bank. While reviewing your April statement, you may notice some adjustments to the fee discounts associated with your business accounts and services. These adjustments started April 1, 2020. Please contact your preferred Arvest Banker with questions. Thank you!

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$1,027.38
Total Current Value		\$1,027.38

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
04/01/2020	Beginning Balance	\$1,027.33
	1 Credit(s) This Period	\$0.05
	0 Debit(s) This Period	\$0.00
04/30/2020	Ending Balance	\$1,027.38

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.05
Interest Paid Year-to-Date	\$0.51
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
04/30/2020	INTEREST PMT	\$0.05

Daily Balances

Date	Amount	Date	Amount
03/31/2020	\$1,027.33	04/30/2020	\$1,027.38



P O BOX 1670
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ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD
TULSA OK 74133-1730

Statement Ending 05/31/2020

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts



24-HOUR
ACCOUNT INFO (800) 601-8655
LINE



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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		\$1,027.42
Total Current Value		\$1,027.42

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
05/01/2020	Beginning Balance	\$1,027.38
	1 Credit(s) This Period	\$0.04
	0 Debit(s) This Period	\$0.00
05/31/2020	Ending Balance	\$1,027.42

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.04
Interest Paid Year-to-Date	\$0.55
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
05/31/2020	INTEREST PMT	\$0.04

Daily Balances

Date	Amount	Date	Amount
04/30/2020	\$1,027.38	05/29/2020	\$1,027.42



P O BOX 1670
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ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD
TULSA OK 74133-1730

Statement Ending 04/30/2020

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number.

Managing Your Accounts



24-HOUR
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Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$2,991.87
Total Current Value		\$2,991.87

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
04/01/2020	Beginning Balance	\$2,991.57
	1 Credit(s) This Period	\$0.30
	0 Debit(s) This Period	\$0.00
04/30/2020	Ending Balance	\$2,991.87

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.30
Interest Paid Year-to-Date	\$3.66
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
04/30/2020	INTEREST PMT	\$0.30

Daily Balances

Date	Amount	Date	Amount
03/31/2020	\$2,991.57	04/30/2020	\$2,991.87



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD
TULSA OK 74133-1730

Statement Ending 05/31/2020

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 789
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$2,992.12
Total Current Value		\$2,992.12

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
05/01/2020	Beginning Balance	\$2,991.87
	1 Credit(s) This Period	\$0.25
	0 Debit(s) This Period	\$0.00
05/31/2020	Ending Balance	\$2,992.12

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.25
Interest Paid Year-to-Date	\$3.91
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
05/31/2020	INTEREST PMT	\$0.25

Daily Balances

Date	Amount	Date	Amount
04/30/2020	\$2,991.87	05/29/2020	\$2,992.12

Tulsa County Conservation District

Cost Share Program Year 22 Ranking

Participant Name: Brian Tucker

Application Date: 05-05-2020

Application Number: _____

Total Score: 95 Points

Priority Level & Practice Name

High Priority	+20 Points	20
Medium Priority	+10 Points	
Low Priority	+5 Points	

High Priority: (315) Herbaceous Weed Control, (327) Conservation Cover, (393) Filter Strip, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (561) Heavy Use Area Protection, (550) Range Planting, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

Medium Priority:

(314) Brush Management, (340) Cover Crop, (342) Critical Area Planting, (378) Pond, (528) Prescribed Grazing, (533) Pumping Plant

Low Priority:

(329) Residue and Tillage Management, No-Till, (338) Prescribed Burning, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure, (412) Grassed Waterway, (600) Terrace

- Has the applicant has received state cost share funds within the last three years?
A. Yes 0 Points B. No 20 Points
- Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?
A. Yes -20 Points B. No 20 Points

Inadequate Water Source

Water Wells, Ponds, and Water Facility, Filter Strip

- Is there already a water source located on the Property?
A. Yes 0 Points B. No 20 Points

2. Current water supply: _____
A. Municipal or well water only 5 Points
B. Pond present but unreliable 10 Points
3. Will this be the primary or secondary water source?
A. Primary 10 Points B. Secondary 5 Points
4. Purpose of pond: _____ (all that apply)
A. livestock 15 points
B. Irrigation 10 points
C. Erosion control 5 points
5. Will new pond improve grazing distribution due to cross fencing currently in place?
A. Yes 10 Points B. No 0 Points

Degraded Plant Condition - Watering Facility is for Prescribed Grazing

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

1. Does it maintain or increase soil health and organic matter content?
A. Yes 10 Points B. No 0 Points
2. Does it improve soil moisture use efficiency?
A. Yes 10 Points B. No 0 Points
3. Does it minimize soil compaction?
A. Yes 10 Points B. No 0 Points
4. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?
A. Yes 10 Points B. No 0 Points
5. Does it improve or maintain livestock nutrition and/or health?
A. Yes 10 Points B. No 0 Points

Tulsa County Conservation District

Cost Share Program Year 22 Ranking

Participant Name: Tony Warford

Application Date: 05-11-2020

Application Number: _____

Total Score: 85 Points

Priority Level & Practice Name

High Priority	+20 Points	
Medium Priority	+10 Points	10
Low Priority	+5 Points	

High Priority: (315) Herbaceous Weed Control, (327) Conservation Cover, (393) Filter Strip, (512) Forage and Biomass Planting (Sprigging), (590) Nutrient Management, (550) Range Planting, (614) Watering Facility, (642) Water Well, (516) Livestock Pipeline, (561) Heavy Use Area Protection,

Medium Priority:

(314) Brush Management, (340) Cover Crop, (342) Critical Area Planting, (378) Pond, (528) Prescribed Grazing, (533) Pumping Plant,

Low Priority:

(329) Residue and Tillage Management, No Till, (338) Prescribed Burning, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure, (412) Grassed Waterway, (600) Terrace

- Has the applicant has received state cost share funds within the last three years?
 - Yes 0 Points
 - No 20 Points
- Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?
 - Yes -20 Points
 - No 20 Points

Inadequate Water Source

Water Wells, Ponds, and Water Facility, Filter Strip

- Is there already a water source located on the Property?
 - Yes 5 Points
 - No 20 Points

2. Current water supply: None Below
- A. Municipal or well water only 5 Points
 - B. Pond present but unreliable 10 Points
3. Will this be the primary or secondary water source?
- A. Primary 10 Points
 - B. Secondary 5 Points
4. Purpose of pond: _____ (all that apply)
- A. livestock 15 points
 - B. Irrigation 10 points
 - C. Erosion control 5 points
5. Will new pond improve grazing distribution due to cross fencing currently in place?
- A. Yes 10 Points
 - B. No 0 Points

Degraded Plant Condition

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

1. Does it maintain or increase soil health and organic matter content?
- A. Yes 10 Points
 - B. No 0 Points
2. Does it improve soil moisture use efficiency?
- A. Yes 10 Points
 - B. No 0 Points
3. Does it minimize soil compaction?
- A. Yes 10 Points
 - B. No 0 Points
4. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?
- A. Yes 10 Points
 - B. No 0 Points
5. Does it improve or maintain livestock nutrition and/or health?
- A. Yes 10 Points
 - B. No 0 Points

Tulsa County Conservation District

Cost Share Program Year 22 Ranking

Participant Name: Charles Dan Bohnfeld

Application Date: 5/06/2020

Application Number: _____

Total Score: 75 Points

Priority Level & Practice Name

High Priority	+20 Points	
Medium Priority	+10 Points	10
Low Priority	+5 Points	5

High Priority: (315) Herbaceous Weed Control, (327) Conservation Cover, (393) Filter Strip, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (561) Heavy Use Area Protection, (550) Range Planting, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

Medium Priority:

(314) Brush Management, (340) Cover Crop, (342) Critical Area Planting, (378) Pond, (528) Prescribed Grazing, (533) Pumping Plant

Low Priority:

(329) Residue and Tillage Management, No Till, (338) Prescribed Burning, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure, (412) Grassed Waterway, (600) Terrace

- Has the applicant has received state cost share funds within the last three years?
A. Yes 0 Points B. No 20 Points
- Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?
A. Yes -20 Points B. No 20 Points

Inadequate Water Source

Water Wells, Ponds, and Water Facility, Filter Strip

- Is there already a water source located on the Property?

- A. Yes 0 Points B. No 20 Points
2. Current water supply: _____
A. Municipal or well water only 5 Points
B. Pond present but unreliable 10 Points
3. Will this be the primary or secondary water source?
A. Primary 10 Points B. Secondary 5 Points
C. Tertiary 0 Points
4. Purpose of pond: _____ (all that apply)
A. livestock 15 points
B. Irrigation 10 points
C. Erosion control 5 points
5. Will new pond improve grazing distribution due to cross fencing currently in place?
A. Yes 10 Points B. No 0 Points

Degraded Plant Condition

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

1. Does it maintain or increase soil health and organic matter content?
A. Yes 10 Points B. No 0 Points
2. Does it improve soil moisture use efficiency?
A. Yes 10 Points B. No 0 Points
3. Does it minimize soil compaction?
A. Yes 10 Points B. No 0 Points
4. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?
A. Yes 10 Points B. No 0 Points
5. Does it improve or maintain livestock nutrition and/or health?
A. Yes 10 Points B. No 0 Points

Tulsa County Conservation District

Cost Share Program Year 22 Ranking

Participant Name: Charles Sisler

Application Date: 4/30/2020

Application Number: _____

Total Score: 65 Points

Priority Level & Practice Name

High Priority	+20 Points	
Medium Priority	+10 Points	10
Low Priority	+5 Points	

High Priority: (315) Herbaceous Weed Control, (327) Conservation Cover, (393) Filter Strip, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (561) Heavy Use Area Protection, (550) Range Planting, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

Has two other Ponds in the same field.

Medium Priority:

(314) Brush Management, (340) Cover Crop, (342) Critical Area Planting, (378) Pond, (528) Prescribed Grazing, (533) Pumping Plant

Low Priority:

(329) Residue and Tillage Management, No Till , (338) Prescribed Burning, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure, (412) Grassed Waterway, (600) Terrace

1. Has the applicant has received state cost share funds within the last three years?
A. Yes 0 Points B. No 20 Points
2. Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?
A. Yes -20 Points B. No 20 Points

Inadequate Water Source

Water Wells, Ponds, and Water Facility, Filter Strip

1. Is there already a water source located on the Property?
A. **Yes 0 Points** B. No 20 Points
2. Current water supply: N/A
A. Municipal or well water only 5 Points
B. Pond present but unreliable 10 Points
3. Will this be the primary or secondary water source?
A. Primary 10 Points B. Secondary 5 Points
C. **Tertiary 0 Points**
4. Purpose of pond: _____ (all that apply)
A. **livestock 15 points**
B. Irrigation 10 points
C. Erosion control 5 points
5. Will new pond improve grazing distribution due to cross fencing currently in place?
A. Yes 10 Points B. **No 0 Points**

Degraded Plant Condition

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

1. Does it maintain or increase soil health and organic matter content?
A. Yes 10 Points B. **No 0 Points**
2. Does it improve soil moisture use efficiency?
A. Yes 10 Points B. **No 0 Points**
3. Does it minimize soil compaction?
A. Yes 10 Points B. **No 0 Points**
4. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?
A. Yes 10 Points B. **No 0 Points**
5. Does it improve or maintain livestock nutrition and/or health?
A. Yes 10 Points B. **No 0 Points**

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
June 2, 3, 4, 9, 11, 2020
District Conservationist Report**

CTA - Continue with CTA planning as requested / Receipt of service

EQIP / WHIP/ CSP – Continue to work on implementation of existing contracts, applied practices and new conservation plans.

EQIP **FY 2020** *Spent all \$200,000 for the team*

- Ranking applications
 - Eligibility
 - Deadline June 12, 2020
 - Mark preapprove June 19
 - Obligation Aug. 21
- 125 active applications
- Off schedule contract reviews

CSP – **FY 2020**

- Classic –Sign-up deadline May 29th
- July 3 Ranking deadline
- July 31 obligation deadline
 - o 2020-1 90 app
 - o 2021-1 Renewal 50 app

State Cost Share Program – **Soil Health Applications**
Working on plans

Other –

- Re-open Playbook (Three phase process)
- Position Interviews
- New employees start June 8 (Muskogee & Okmulgee)
- Meetings – Teleconference/ video/ outside short period of time
- Duty station office
- PPE supplies for the offices

TCCD Monthly Outreach and Activities Report

May 2020



Meetings:

05/06/2020	MCCD Board Meeting
05/07/2020	Sustainable Tulsa Meeting
05/11/2020	Team 17 Staff Teleconference
05/14/2020	TCCD Board Meeting

Special Events:

None	Due to Coronavirus
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Holidays:

05/25/2020	Memorial Day – Office Closed
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Upcoming Meetings

06/03/2020	MCCD Board Meeting
06/04/2020	Sustainable Tulsa Meeting
06/11/2020	TCCD Board Meeting

Up Coming Events:

None	Due to Coronavirus
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Upcoming NRCS Deadlines:

06/12/2020	EQIP - Ranking Deadline State (Team Deadline May 29)
06/19/2020	EQIP - Preapproved Deadline
07/03/2020	CSP - Ranking Deadline State
07/31/2020	CSP - Obligation Deadline

Upcoming Holidays:

07/04/2020	Independence Day - America Turns 244 Years Old!
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Side Notes:

5 Months until November Election

Work Duties Performed:

- ❖ Answer phones
- ❖ Email Correspondences
- ❖ Bill Pay/Financials
- ❖ TCCD/MCCD File Organization
- ❖ TCCD/MCCD Office Mail
- ❖ Office Scanning
- ❖ TCCD/MCCD Meeting Minutes
- ❖ TCCD/MCCD State Cost Share Program Year 20, 21 & 22
- ❖ TCCD/MCCD Payroll
- ❖ Website Rebuild
- ❖ Mayes County CD Operations
- ❖ Teleworking
- ❖ Teleconference Meetings

District offices a path forward

Trey Lam

Sent: Tuesday, May 26, 2020 1:17 PM

To: OCC All Districts

Importance: High

Attachments: MEMO Vehicle Occupancy Gui~1.pdf (185 KB)

The delivery of Natural Resource Conservation has over 80 years of history in Oklahoma based on one principle, local decision making through communication and planning involving partners from the District, State and Federal agencies. The path forward as we **Begin** the phased transition back to normal operations will have to be based on that same principle. USDA and OCC will provide guidance and policy but only the local partners and office mates can make things work smoothly. USDA has provided guidelines on the phased approach to opening Service Centers. As District employees and directors you should read all the guidelines and follow all the links to more detailed information. Then before you make any decisions based on your personal interpretation and opinion you need to talk to the USDA agencies who are housed in your building. They may interpret the rules differently than you or me. Have an open discussion to see if you can work through any issues. Then if you need advice each of the partners should contact their agencies to see how to proceed. The real solutions to local issues will most likely be found by you communicating your concerns to each other and working things out. What leadership of NRCS, FSA and OCC don't want to hear is "the district Secretary sent an email telling us they were opening for business on June ?" or "FSA and NRCS told us we are not allowed in the office at all until they give permission". If you hear something you do not agree with then talk it out at the local level before escalating it up the ladder. So all this being said here is what we know:

[This is a phased approach.](#)

[Find out from your local partners what is your county's phase status](#)

[Find out the process and time line for moving to next phase](#)

USDA will be returning to 50% staffing

[When planning the 50% level combine NRCS, District and contract Nrcs employees](#)

The Service Center will remain closed to the public for the time being

Attached is the NRCS policy on vehicle usage

Cleaning supplies are being located and proper cleaning by each individual will be required

Masks will be required when staff are away from their desk or not socially distanced

All common areas such as break and lunch rooms will be closed. This includes the board room.

After 2 weeks if Covid numbers go down USDA will move to the next phase of reopening. The decision will be made and all offices will be notified.

How does this effect Districts and District Staff?

After discussion with each of the USDA agencies represented in your building you should develop a plan for limited return to the office beginning [the first week of June](#).

Plan your time in the office to accommodate NRCS so that staffing levels are around 50%

If you have a separate entrance or a separate work area discuss with USDA folks how this helps with social distancing.

I would suggest an every other day flexible work schedule.

If you have health concerns or family situations that you feel require you to continue on full telework please communicate that to your Board and to OCC. Also during your discussion with USDA let them know how this will affect you being in the office.

June District Board meetings will need to be held outside of the District Office. Any change after June will depend on Service Centers being fully open to the public.

The Covid pandemic has created strain on the Conservation Partnership and program delivery system. The majority of our OCC and District staff have done an outstanding job of delivering services during these very difficult times. A few have taken the attitude that this is time off and they do not have to fulfill their job responsibilities. Districts still have cost share to deliver, elections to hold, taxes to file, bills to pay and public board meetings to hold. Thank you to

responsibilities seriously now is the time to double down and catch up.
Please stay in touch with any questions or concerns.
Trey

Trey Lam
Oklahoma Conservation Commission
Executive Director
2800 North Lincoln Blvd
Suite 200
Oklahoma City, OK 73105

Email: Trey.Lam@conservation.ok.gov
Phone: 405 521 4827
Cell: 405 837 0146

Conservation District Budget Request Fiscal Year 2022

Conservation District _____

New Funding Request for Personnel

Request for Changes to Current Salary Allocations

Current Staff	Increase in Hourly Rate	Allocated Hours or Increase in Hours	Total Increase in Salary
Gabriel Parker	\$ 0.75	2073	\$ 1,554.75
			\$ -
			\$ -
			\$ -
Total Request for Changes to Current Salary Allocations			\$ 1,554.75

Request for New Positions

Position Title	Hourly Rate	# of Hours Requested	Total for Employee
Conservation Program Specialist	\$ 13.00	2073	\$ 26,949.00
District Manager	\$ 15.00	2073	\$ 31,095.00
			\$ -
			\$ -
Total Request for New Positions			\$ 58,044.00

New Funding Request for Programs & Operations

<u>Program Requests</u>	<u>Amount</u>	<u>Operations Requests</u>	<u>Amount</u>
Locally Led Cost Share	\$ 25,000.00	Director Mtg. Expense	\$ 1,500.00
Watershed O&M		Audit	\$ 1,350.00
→ Watershed Rehabilitation		Bonds	
Roadside Erosion		Dues	\$ 500.00
→ Water Quality Programs		Insurance	
→ Education Programs	\$ 2,500.00	Office Supplies	\$ 600.00
Vehicle		Phone / Internet	\$ 1,000.00
Equipment (list below)		Postage	\$ 150.00
		Travel / Mileage	\$ 1,500.00
		Vehicle Expense / Fuel	
		Meetings Expense / Registration	\$ 800.00
		Other (list below)	
		Election Fees	\$ 100.00
Other (list below)			
High Tunnel Materials			
Raised Garden Bed Materials			
Total Programs	\$ 27,500.00	Total Operations	\$ 7,500.00
Total New Funding Request for Programs & Operations		\$ 35,000.00	
		Total FY 2022 Budget Request	\$ 94,598.75

Approved by board of directors on _____
Date

Signature - Chair

Estimated Local Funds Expended Fiscal Year 2020

Conservation District 0

OCC recognizes that it takes more funding to operate a Conservation District than is provided by the allocation from the agency. How much more did your district spend, over and above the district's allocation, to operate the district? Below please estimate the amount of local funds used to operate your district during the most recent fiscal year.

Estimated Local Funds Expended in Fiscal Year 2020 (July 1, 2019 - June 30, 2020)

Salaries (i.e. local salary, retirement, taxes; one-time pay increases)	\$ 10,500.00
District Operations (i.e. meeting expenses, dues, mileage, insurance)	\$ 6,000.00
Programs (i.e. watershed O&M, contests, scholarships, education)	\$ 500.00
Equipment (i.e. purchases, maintenance and repairs)	\$ -
Building Expenses (utilities, insurance, maintenance and repairs)	\$ -
Total Estimated Local Funds Expended in FY 2020	\$ 17,000.00

How Does the Conservation District Earn Local Funds?

Using your mouse, check the box next to the projects/programs that the district participates in to generate local funds. If your district earns funds from something not on the list; please add it under "other".

- ☐ Building Rent
- ☐ Equipment Rental
- ☐ Custom Work
- ☐ Seed Sales
- ☐ Tree Sales
- ☐ Plat Book Sales
- ☐ Grants
- ☐ Donations

Other: (list below)

Resource Management Conferences (Occasionally)

Aerial Maps (Occasionally)

Grants (Occasionally)

Conservation District Budget Request Fiscal Year 2021

Conservation District Tulsa County

New Funding Request for Personnel

Request for Changes to Current Salary Allocations

Current Staff	Increase in Hourly Rate	Allocated Hours or Increase in Hours	Total Increase in Salary
Gabriel Parker	\$ 0.75	2073	\$ 1,554.75
			\$ -
			\$ -
			\$ -
Total Request for Changes to Current Salary Allocations			\$ 1,554.75

Request for New Positions

Position Title	Hourly Rate	# of Hours Requested	Total for Employee
Conservation Program Specialist	\$ 13.00	2073	\$ 26,949.00
District Manager	\$ 15.00	2073	\$ 31,095.00
			\$ -
			\$ -
Total Request for New Positions			\$ 58,044.00

New Funding Request for Programs & Operations

<u>Program Requests</u>	<u>Amount</u>	<u>Operations Requests</u>	<u>Amount</u>
Locally Led Cost Share	\$ 25,000.00	Director Mtg. Expense	\$ 1,500.00
Watershed O&M		Audit	\$ 1,300.00
Watershed Rehabilitation		Bonds	
Roadside Erosion		Dues	\$ 500.00
Water Quality Programs		Insurance	
Education Programs	\$ 2,500.00	Office Supplies	\$ 500.00
Vehicle		Phone / Internet	\$ 900.00
Equipment (list below)		Postage	\$ 150.00
		Travel / Mileage	\$ 1,500.00
		Vehicle Expense / Fuel	
		Meetings Expense / Registration	\$ 400.00
		Other (list below)	
		Election Fees	\$ 100.00
Other (list below)			
Total Programs	\$ 27,500.00	Total Operations	\$ 6,850.00
Total New Funding Request for Programs & Operations		\$ 34,350.00	
		Total FY 2021 Budget Request	\$ 93,948.75

Approved by board of directors on _____ Date _____

Signature - Chair

Estimated Local Funds Expended Fiscal Year 2019

Conservation District Tulsa County

OCC recognizes that it takes more funding to operate a Conservation District than is provided by the allocation from the agency. How much more did your district spend, over and above the district's allocation, to operate the district? Below please estimate the amount of local funds used to operate your district during the most recent fiscal year.

Estimated Local Funds Expended in Fiscal Year 2019 (July 1, 2018 - June 30, 2019)

Salaries (i.e. local salary, retirement, taxes; one-time pay increases)	\$ 10,170.00
District Operations (i.e. meeting expenses, dues, mileage, insurance)	\$ 5,000.00
Programs (i.e. watershed O&M, contests, scholarships, education)	\$ 1,000.00
Equipment (i.e. purchases, maintenance and repairs)	
Total Estimated Local Funds Expended in FY 2019	\$ 16,170.00

How Does the Conservation District Earn Local Funds?

Using your mouse, check the box next to the projects/programs that the district participates in to generate local funds. If your district earns funds from something not on the list; please add it under "other".

- ☐ Building Rent
- ☐ Equipment Rental
- ☐ Custom Work
- ☐ Seed Sales
- ☐ Tree Sales
- ☐ Plat Book Sales
- ☒ Grants
- ☐ Donations

Other: (list below)
 Resource Management Conferences
 Aerial Maps (Occasionally)
 Grants (Occasionally)

Joint Annual Plan of Operations Guidance

Due Date: June 15, 2020

The Joint Annual Plan of Operations is the working document that directs the day to day programs and activities of the district and field office. Basically this is where the “rubber meets the road”. The annual plan provides the actions and strategies to meet the goals and objectives of the long range plan. The plan encompasses both the state and federal fiscal years (July 1, 2020 to September 30, 2021). Working together with your NRCS partners; the district develops an annual plan of work that directs how the district / field office will meet their established long range goals.

There is no specific template for how the plan should be developed. Below are the **required elements** of the Joint Annual Plan.

Major Project -

Many districts were unable to complete their “major project” as outlined in the Long Range Plan due to the Covid-19 pandemic. Outlined in the plan there should be detailed actions, including specific benchmarks and targets needed to complete and implement the FY20 project this Fiscal Year. This carry over project should be completed by **December 31, 2020** and a final project report completed and submitted by **January 31, 2021**.

In addition, each district should have a FY21 major project identified in this year's plan. This project should be different from last year. Project information should include an outline of the project, specific actions identified for completion, a budget, partners and directors involved, and a timetable for completion. The project report for the FY21 project will be due by **April 15, 2021**.

District Director Succession Plan / Recruiting Associate Directors

One of the elements of the current Long Range Plan was to develop a District Director Succession Plan. Information should be included in this year's joint annual plan on how that plan is being developed and what steps are being taken to recruit associate directors.

District Director / Staff Continuing Education Plan

The Commission regularly hears from Districts that there is a need for continuing education for both directors and staff. What actions / steps is the district taking to seek out continuing education for the Directors and/or staff?

Natural Resource Priorities

- *Enter overall district natural resource concerns in priority order. These should be based on the strategies and priority actions identified in your 5-year plan.*
 - *Natural resource priority description*
 - *Is this a district wide or regional natural resource priority?*

- *Source of data relied upon to indicate the resource concern – how were the resource concerns determined?*
- *Other entities engaged in addressing this resource concern:*

Program Areas: *There are two program areas: natural resource programs and district programs. Natural resource programs are those intended to address specific, identified natural resource concerns in the district. District programs are those supporting basic district operations, education and outreach with landowners, engagement with other processes and entities to advance the work of the district, etc. Both program area activities must relate to the district long term goal from 5-year plan.*

Goal(s): *Enter the long term goal(s) for the program area*

Actions and Strategies: *Develop measurable actions and strategies to meet the identified goal.*

Natural Resource Measurable Result: *[i.e. manure input to water will be reduced by XX amount]*

Programmatic Measurable Result: *[i.e. XX landowners will be contacted/worked with resulting in XX plans written and implemented.]*

Funding Source(s): *Enter the funding source or sources anticipated to be used for this program area*

Activities for FY2021	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
<i>Enter the actions anticipated for FY2020 for this program area (expand or reduce rows as needed)</i>	<i>Enter the start and end dates for the activity listed</i>	<i>Enter the name of a person or persons responsible for carrying out the activity</i>	<i>Enter the estimated time in days needed to complete the activity</i>	<i>Enter the estimated funding needed to complete the activity</i>	<i>Enter information on the activity including completion</i>



**Joint Business Plan/
Plan of Operations**

Tulsa County Conservation District #2

&

**Natural Resources Conservation Service
Tulsa Field Office**

July 1, 2020 – June 30, 2021

Personnel

Conservation District Directors

Tom Tolbert	Chairman
Jana Black	Vice-Chairwoman/Treasure
Sherry Laskey	Member
Vacant	Member
Vacant	Member

Associate Conservation District Directors

None

District Personnel

Gabriel Parker	District Secretary
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Natural Resources Conservation Service Personnel

Christopher Best	Team 17 District Conservationist
Freddy Trujillo	Soil Conservation Technician

District Board Meetings

The Tulsa County Conservation District holds a regular Board Meeting on the second Thursday of every month at 4 p.m. at 6660 S Sheridan Rd Suite 120. Meetings are held at the district office and are open to the public.

Goal #1: Conserve & Improve Water Quality

District Mission Goal 2: Clean and Abundant Water

District Mission Goal 3: Healthy Plant and Animal Communities

District Mission Goal 4: Working Farm and Ranch Lands (Urban Sprawl)

Objective #1: Provide Assistance to the Blue Thumb Water Quality Education Program and Other Community Partners Water Quality Programs

Action Items:	Number	Who	When	Progress
1. Assist OCC and Blue Thumb with Blue Thumb Water Quality Activities	As needed	Blue Thumb staff/DC Volunteers	As needed or requested	
3. Assist Local Organizations Plan and Hold Creek Cleanups	As requested	Blue Thumb staff/DS/DC	Throughout year	
4. Ensure district inventory of Blue Thumb chemicals and supplies is adequate to address the need for monitoring water quality.	1	DS	As needed	
5. Attempt to utilize Earth Team Volunteer to assist with the local conservation program	As available	DC/DS	As needed	
7. Purchase supplies necessary to complete the goals of the Conservation District board	As needed	DS	As needed	

Funding Source: Blue Thumb, District, Other Community Partners
Estimated Funding: Determined by event need and availability

Goal #2: Conservation Public Education and Outreach in Tulsa County

District Mission Goal 1: High Quality, Productive Soils

District Mission Goal 2: Clean and Abundant Water

District Mission Goal 3: Healthy Plant and Animal Communities

Objective #1: Conduct Education and Outreach Events to Inform Residents of District and NRCS Programs and Services

Action Items:	Number	Who	When	Progress
1. Publicize timely news articles regarding conservation practices, program sign-up periods, and other information of interest to county residents	As available	DC/DS	As available	
2. Provide conservation information at Tulsa Farm Show	OCC Booth	DC/DS/Volunteers	Asist when needed December	
3. Provide a conservation display at the Tulsa Home and Garden Show	1 exhibit	DC/DS/Volunteers	March	
4. Promote Backyard/Urban Conservation Program	When available	DC/DS	Throughout the year	

Funding Source: District, NRCS, Other Community Partners

Estimated Funding: Determined by event/project need and availability

Objective #2: Provide Outreach to Underserved Groups, Traditional and Non-traditional Groups, and Producers

1. Participate in the M.e.t.'s Downtown Environmental Expo, when possible	1 event	DM/DS	April	
2. Attend Sustainable Tulsa Outreach Meetings	When requested	DS	As available	
3. Provide conservation materials to various participants at local Farmers Markets	As available	DS/Partners	As available	
4. Resource Management Conference	1	All Staff/ Directors	As available	
5. Attend local neighborhood associations environmental outreach events	When requested	All Staff/Directors/DC	As available	
6. Provide Community service hours for students needing credit for scholarships, funding or awards	When requested and available	DM/DS	As needed	

7. Cultivate partnerships with Native American Tribes	1 Tribes	All Staff/Directors/DC	As needed	
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Funding Source: District, Other Community Partners

Estimated Funding: Determined by event/project need and availability

Objective #3: Provide Assistance to OCC, OACD and Other Conservation Districts with Education and Outreach

Action Items:	Number	Who	When	Progress
1. Assist other conservation districts with environmental education events	As requested	DS	As needed, and available	

Objective #4: Maintain and Improve legislative Efforts.

Action Items:	Number	Who	When	Progress
1. Directors attend legislative days and events	When possible	Directors	As needed	
2. Increase legislative correspondence	When available	All staff/Directors	Ongoing	

Funding Source: District

Estimated Funding: Determined by event need and availability

Goal #3: Efficiently and Effectively Manage the Local Office State Cost-Share Program and Implement all Available Programs to Address Locally Identified Resource Concerns.

District Mission Goal 1: High Quality, Productive Soils

District Mission Goal 2: Clean and Abundant Water

District Mission Goal 3: Healthy Plant and Animal Communities

Objective #1: through the Implementation of the Blue Thumb Water Quality Education Program and Other Local Community Partners

Action Items:	Number	Who	When	Progress
1. Hold Locally led meetings to inventorying citizen resource concerns	1+	DM/DS	September October	
2. Conduct local work group meeting	1+	DC/DS	November	
3. Hold and conduct sign-up for State Cost-share Program	1+	DM/DS	After Item 2	
4. Evaluate current ranking criteria and make necessary changes for State Cost-share Program	When available	DM/DS/DC/BD	Each CSP Year begins	

5. Conduct rankings and evaluations for State Cost-share Program	When available	DM/DS/DC	After Item 3	
6. Complete conservation plans on accepted State Cost-share Program applications	When Available	DM/DC/SC	After Item 4	
7. Evaluate current ranking criteria and make necessary changes for EQIP implementation	When available	DM/DS/DC/BD	October	
8. Provide administrative and technical support to fulfill program obligations	As needed	All staff/ Directors/DC	When available	
9. Complete status reviews on all Farm bill contracts within required deadline dates	As needed	DM/DC/DC	Throughout year	

Funding Source: OCC Cost Share funds, District, NRCS

Estimated Funding: Determined by NRCS/OCC and availability

Objective #2: Utilize Team, District, NRCS and Other Partners to Plan the Local Conservation Program

Action Items:	Number	Who	When	Progress
1. Update conservation needs assessment to reflect locally led meeting input and resource concern changes occurring in Tulsa county	1	DC/DS	Annually	
2. Attend/Conduct Team meetings to address localized concerns	Multiple	Staff, as available	Throughout the year	
3. Complete HEL/WC compliance reviews in a timely manner and submit required reports to the State Office	1	DS/DC	Time Sensitive	
4. Schedule Resource Specialist to complete conservation planning review	1	DC	Yearly	
6. Cooperate with Tulsa Volunteer Organization for Volunteer recruitment	Multiple	Directors/DS	Ongoing	
7. Encourage cooperation and provide assistance to Units of Government	Multiple	DS/All staff	As needed	
8. Work with agencies to emphasize and coordinate conservation activities	When requested	DS/All staff	As needed	
9. Assist with U.S. Fish & Wildlife Service with "Partners for Wildlife Program"	When requested	DS/DC/SC	As needed	

10. Assist Tulsa County Commissioners and Staff with Emergency Watershed Protection	When requested	DS/DC/SC	As needed	
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Funding Source: District, NRCS, Other Community Partners

Estimated Funding: Determined by event/project need and availability

Goal #4 – Utilize District Resources to Benefit Conservation

District Mission Goal 1: High Quality, Productive Soils

District Mission Goal 2: Clean and Abundant Water

District Mission Goal 3: Healthy Plant and Animal Communities

District Mission Goal 4: Maintain Strong Partnerships and Communities

Objective #1: Efficiently Manage District Financial Resources According to State Policy in Tulsa County

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

Objective #2: Efficiently Manage District Human Resources to Accomplish Priority Objectives

Action Items:	Number	Who	When	Progress
1. Conduct employee performance reviews on an annual basis to ensure adequate accomplishments	1	Board of Directors	April	

Funding Source: N/A

Estimated Funding: NA

Objective #3: Maintain District Director Membership According to Oklahoma State Laws

Action Items:	Number	Who	When	Progress
1. Conduct elections for District Director positions that expire this fiscal year	As needed	All staff	June	
2. Take necessary steps to reappoint District Director positions that expire this fiscal year	As needed	DS	Annually	

**[EXTERNAL] Re: Conservation and Agriculture Reach Everyone (CARE) Project
Assistant Opportunity for Districts**

Sarah Blaney [sarahblaney@okconservation.org]

Sent: Friday, June 12, 2020 12:02 PM

Cc: Logan County Conservation District; Okfuskee CD; Cherokee County CD; Comanche County CD; Seminole County CD; Creek County CD; Okmulgee County CD; Konawa CD; Sequoyah County CD; Tulsa County Conservation District; Larry Wright [larry.wright57@gmail.com]; kaylaanderson@okconservation.org; Trey Lam

Hi,

Just a reminder to let me know if you're interested in participating in this opportunity. If not, I'll reach out to other districts to see if they are interested.

Thanks,

Sarah

On Tue, Jun 9, 2020 at 10:23 AM Sarah Blaney <sarahblaney@okconservation.org> wrote:

Hello Conservation Districts,

The Oklahoma Association of Conservation Districts is currently entering it's 3rd year in the implementation of an education and outreach program designed to encourage socially disadvantaged farmers and ranchers and veterans to access and implement conservation practices and programs on their land.

Your conservation district has been identified utilizing the National Agricultural Statistics Service as an area with a large number of either veteran, Native American or African American farmers/ranchers.

As part of this project, OACD is able to offer up to \$1,000 a year to each district for 2 years for your assistance in identifying minority and veteran producers, conducting surveys, and assisting neighboring conservation districts with outreach efforts. Your district would be paired with a lead conservation district, referred to in the attachment as, "project coordinators."

If you are interested in participating and learning more information, please respond to this email by COB Friday June 12th.

OACD will schedule 2 zoom calls for the week of June 15th to discuss the program and opportunities.

Attached, you will find a summary of the program.

Best,

Sarah

--

Executive Director

Oklahoma Association of Conservation Districts

www.okconservation.org

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Executive Director

Oklahoma Association of Conservation Districts

www.okconservation.org

3. Maintain a list of eligible and interested potential directors	Multiple	DS	Ongoing	
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Funding Source: District

Estimated Funding: To be determined

Goal #5: The Crow Creek Watershed Initiative

District Mission Goal 1: Clean and Abundant Water

District Mission Goal 2: High Quality, Productive Soils

District Mission Goal 3: Healthy Plant and Animal Communities

Tulsa County Conservation District's Role and Responsibilities:

To provide planning assistance

Volunteer recruitment

Volunteer hours

Community support

<u>Action Items</u>	<u>Timeline</u>	<u>Who</u>	<u>Progress</u>

Proposed total budget for the initiative:

Estimated FY 2020 budgetary needs:

Project Timeframe: Ongoing

Valid by 4/30/20



Oklahoma Association
of Conservation Districts
www.okconservation.org

2020 OACD Dues Invoice

2020 OACD Annual Organization Dues: \$400/Conservation District payment fulfills requirements for a district to be in good standing.

INVOICE NO: OACD 022020

DATE ISSUED: 01/22/20

DESCRIPTION	PRICE	QTY	TOTAL
ANNUAL DUES	\$400.00	1	\$400.00

There are multiple dues payment options including:

one time installment of \$400.00
two installments of \$200.00
four installments of \$100.00

Make checks payable to:
OACD
PO Box 2775
Oklahoma

TOTAL DUE



Oklahoma Association of Conservation Districts

www.okconservation.org

District Information

District Name: _____

District Mailing Address: _____

District Phone: _____

District Personnel

District Manager Name: _____

District Secretary Name: _____

District Manager personal and/or nacd.net email: _____

District Secretary personal and/or nacd.net email: _____

District Manager Cell Phone: _____

District Secretary Cell Phone: _____

Board Information

Board Chair Name: _____

Vice Chair Name: _____

Board Chair Personal Email: _____

Vice Chair Personal Email: _____

Board Chair Cell Phone: _____

Vice Chair Cell Phone: _____

Chair Mailing Address: _____

Vice Chair Mailing Address: _____

Board Member Name: _____

Board Member Name: _____

Board Member Personal Email: _____

Board Member Personal Email: _____

Board Member Cell Phone: _____

Board Member Cell Phone: _____

Board Member Mailing Address: _____

Board Member Mailing Address: _____

Board Member Name: _____

Assoc. Board Member Name: _____

Board Member Personal Email: _____

Assoc. Member Personal Email: _____

Board Member Cell Phone: _____

Assoc. Board Member Cell Phone: _____

Board Member Mailing Address: _____

Assoc. Board Member Mailing Address: _____

Gabriel and Chris: I am working with Kevin Mink (OK CCD), and Amy Seiger and Sarah Blaney on a new and exciting “certified yard” Project. Kevin is going to launch this in OK County very soon, and I think it is also perfect for Tulsa County. I am already lined up to purchase twenty signs for yards in Tulsa, sort of a privately funded “starter” kit. It is coming together quickly.

Directly below is a draft checklist that a citizen will have to complete and submit, as well as a video or photographs of their lawn. A certain number of practices have to be checked in order for the lawn to be certified, and a sign to be provided. This is all still in the works.

The bulleted points way at the bottom summarize the duties for the district that go along with this effort. I see myself also sharing in these. A bottom line for me is this...I think this is a fairly easy effort that will deliver great benefits for the amount of energy invested. Please let me know what you think and let's see about getting this on a board meeting agenda. Thank you, CHERYL

DRAFT YARD-CERTIFICATION CHECKLIST

Name:

Address:

Number:

Email:

Date Video Submitted:

Date:

Phone

Check all that apply for your yard. If you can check off at least ____ total practices, and you do not apply commercial pesticides, you qualify as the owner of a certified yard!

Habitat Use of native or well-adapted plants to Oklahoma

- Use of host plants for native wildlife (ex. milkweed for monarchs)
- Nonnative or invasive plant species excluded or removed from landscape
- Turf grass areas reduced to functional areas
- Functional lawn species like clover are protected and not mowed
- Plant diversity providing nectar and pollen for wildlife throughout the growing season
- Pesticide-free yard (including pre-emergents) (**MANDATORY**)
- Presence of native trees/shrubs creating vertical structure
- Presence of bee hotels, birdhouses, and/or bat boxes
- Presence of rock or brush pile

Soil

- Use of organic mulch (non-rubber, non-dyed) such as wood chips or leaves to help build soil organic matter and hold moisture
- On-site Composting system capturing organic waste for use in the landscape
- Practice mulch mowing of lawn rather than bagging lawn clippings
- Improve soil and plant health through compost amendments
- Fertilizer-free yard
- Increase mowing height to at least 3"

Water

- Irrigation free or otherwise drought and heat tolerant landscape
- Use of efficient irrigation equipment and controllers
- Utilize rain barrels to capture rainwater for irrigation use
- Use of a rain garden or bioswale to capture, slow and infiltrate rainwater

Food

- Portion of landscape devoted to food production
- Use of cover crops or companion plantings (I think this will require a little more information)
- Presence of fruit-producing trees or shrubs
- Integration of grazing/ pasture animals (chickens, goats, cattle, etc.)
- Maintenance of honeybee hives

RESOURCES:

- Oklahoma Proven Plant List
- Okies for Monarchs List
- Squeeze Every Drop

For District Use Only:

Date Video Received:

Date Site Visit Completed:

Date Sign Provided:

Follow-up Scheduled For:

- collecting applications
- visiting sites for confirmations
- delivering signs

Below are some of the duties that are likely to go with being involved in the certified yards program.

- conducting outreach to local community organizations for partnership

- filming webisodes for use on the webpage/social media
- share photographs, videos with OACD for use on webpage/social media
- reviewing the video submissions
- tracking who, where, and when people participate (i.e. create a spreadsheet with that information that can be shared with this group)
- assist in seeking out funding to expand the project in the 2021 spring
- documenting successes and challenges of project and sharing