

AGENDA

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

November 12, 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

Microsoft Teams Video Chat: To Request Meeting Link, Email
tulsaccd@conservation.ok.gov by 3:30 PM on November 8, 2020

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. Approval of Minutes from the October 15, 2020 Special Meeting
4. Approval of Financial Statements & District Budget for Period Ending October 31, 2020
5. Review of TACF Financials for Period Ending October 31, 2020
6. Approval of District Reimbursement Claims and Payment of Bills Owed by the District for October 2020
7. Approval of District Employee Timesheet & Leave Records for the Month of September and October 2020
8. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Acceptance of District Conservationist Agency Report for October 2020
 - B. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for September and October 2020
 - C. Discussion of the TCCD Monthly Activities and Outreach Report for October 2020
 - D. Discussion and Approval of 2021 Board Meeting Schedule
 - E. Discussion and Approval of FY – 2020 Financial Request to TACF
 - F. Discussion and Possible Approval of Providing \$250 to Help Purchase of Yard by Yard Program Signs
 - G. Discussion of 10-Minute Guide Series: Guide No. 22 - Locally Earned Funds
 - H. Discussion of Chapter 5 Sections 2-3 of the District Handbook: Financial Management
 - I. Discussion of the Oklahoma Conservation Commission Videos for the Area III Meeting
9. New Business:
10. Public Comments:
11. Adjourn:

Next regularly scheduled meeting is December 10, 2020, Location to be Determined

This teleconference meeting is held in compliance with the Open Meeting Act, as amended by S.B. 661. as amended. Notice of this meeting is on file with the County Clerk's Office. The agenda for this meeting was posted on **November 10, 2020** in the front window at:
6660 S Sheridan Road, Suite 120 Tulsa, Oklahoma 74133



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

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **November 12, 2020** were approved as written by a vote in the **Special Meeting** of the Board of Directors held **February 23 2021**



Chair, Board of Directors



Date

Attest:



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

Date: November 12, 2020
Time: 4:00 PM

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

Members Absent: None

Others Present: Gabrielael Parker, District Secretary
Christopher Best, NRCS Team 17 District Conservationist

1. Meeting Called to Order:

Chairman, Tom Tolbert called the meeting to order at 4:09 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 November 11, 2020 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

2. Roll Call

Chris Best entered the meeting at 4:13 PM

3. Approval of Minutes from the October 15, 2020 Special Meeting

After a review of the previous meeting minutes, Jana Black made a motion to approve the minutes from the October 15, 2020 Special Meeting as presented. Sherry Laskey 2nd the motion. Nays: None. The motion carries.

4. Approval of Financial Statements & District Budget for Period Ending October 31, 2020

After a brief discussion, the board determined nothing was out of the ordinary with the financial statements and district budget for the month of October. Jana Black made a motion to approve the financial statements & district budget for period ending October 31, 2020. Sherry Laskey 2nd the motion. Nays: None. The motion carries.

5. Review of TACF Financials for Period Ending October 31, 2020

The board discussed new ways to do some fundraising in the age of Covid-19 to bring some money into the foundation. Sherry Laskey asked if we could reach out to people who have not previously reached out to who may not have had any experience with OSU Extension, TCCD or NRCS. She also said she would create a list of people we can reach out to. The board also suggested we start reaching out to groups that are working with the 1921 Tulsa Race Riots Commemorations and to set up a meeting with Tulsa County Commissioner Stan Sallee. We need to form more relationships to aid in our fund-raising efforts. No further action needed to be taken at this time.

6. Approval of District Reimbursement Claims and Payment of Bills Owed by the District for October 2020

After a brief discussion, Sherry Laskey made a motion to approve the district reimbursement claims and payment of bills owed by the district for October 2020. Jana Black 2nd the motion. Nays: None. The motion carries.

7. Approval of District Employee Timesheet & Leave Records for the Month of October 2020

After a brief discussion, Jana Black made a motion to approve the district employee timesheet and leave records for the month of October 2020. Sherry Laskey 2nd the motion. Nays: None. The motion carries.

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

A. Discussion and Acceptance of District Conservationist Agency Report for October 2020

Christopher Bet said the team had a total of 84 EQIP, CSP and CPS-GCI contracts for the current fiscal year. The team is working on getting those completed.

Given the sharp increase of Covid-19 cases, offices are still not open to the public. He had not received any information on how long they would be operating in Covid-19 protocol.

Chris said since many of the districts will have to resume in-person meetings starting November 15, 2020, he would not be able to attend in-person. He said he can come and give his report and then would have to leave or he could call in. He would still provide his report either way. Sherry Laskey made a motion to accept the District Conservationist Agency Report for October 2020. Jana Black 2nd the motion. Nays: None. The motion carries.

B. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for October 2020

After a brief discussion, Sherry Laskey made a motion to approve the NRCS Farm Bill Performance Worksheets for October 2020. Jana Black 2nd the motion. Nays: None. The motion carries.

C. Discussion of the TCCD Monthly Activities and Outreach Report for October 2020

Gabriel Parker said the outreach activities for the month of October slow. She said she had a meeting with Chris best and Cheryl Cheadle scheduled for October 26, 2020, but it was rescheduled for the beginning of November. See said she was unable to attend the Team 17 staff meeting on the 16th, but she was out of town. She said other than that, October was slow. No further action needed to be taken at this time.

D. Discussion and Approval of 2021 Board Meeting Schedule

Gabriel Parker said as of November 15, 2020 we would no longer be able to hold our board meetings via teleconference. The state legislature only authorized the ability to hold teleconferences through November 15, 2020. She said that presents a unique dilemma for us. NRSC offices are closed to the public and that includes board members. We need to figure out an alternate location for the meetings. Gabriel said she was not able to speak of to the building manager since the last meeting. She said she would try contact him to see if we can use one of the empty office spaces. Since we do not have a firm location, and she needs to submit our meeting schedule to both the county clerk and OCC by December 15th. She suggested we submit the schedule with our current office location. She could always submit the location change later. The board said that would be okay with that since many things are up in the air. Jana Black made a motion to approve the 2021 Board Meeting Schedule with the current office location 6660 S. Sheridan Rd. Suite 120. Sherry Laskey 2nd the motion. Nays: None. The motion carries.

E. Discussion and Approval of FY – 2020 Financial Request to TACF

Gabriel Parker said she would draft the funding request to the foundation after the board decides what amount to request. The board asked if we could talk to the foundation about closing their money account. That type of account has stricter rules that could result in unnecessary fees. Gabriel said she did not think it would be a problem to bring it to the foundation board. The board directed Gabriel to draft a request to TACF in the amount of \$3,500 and then send it to the board for review. Jana Black made a motion to approve the FY – 2020 Financial Request to TACF in the amount of \$3,500. Sherry Laskey 2nd the motion. Nays: None. The motion carries.

F. Discussion and Possible Approval of Providing \$250 to Help Purchase of Yard by Yard Program Signs

After a brief discussion, the board approved \$250.00 to help pay for the purchase of additional Yard by Yard signs for Tulsa County.

G. Discussion of 10-Minute Guide Series: Guide No. 22 - Locally Earned Funds

The board had brief discussion on the 10-Minute Guide Series: Guide No. 22 – Locally Earned Funds. No further action needed to be taking at this time.

H. Discussion of Chapter 5 Sections 2-3 of the District Handbook: Financial Management

The board had brief discussion on the Chapter 5 Sections 2-3 of the District Handbook – Financial Management. No further action needed to be taking at this time.

I. Discussion of the Oklahoma Conservation Commission Videos for the Area III Meeting

After a brief discussion, the board decided to watch at least 2 videos from the virtual Area III meeting and discuss them in the December meeting. No further action needed to be taken at this time.

12. New Business:

None.

13. Public Comments:

None.

14. Adjourn:

Meeting Adjourned at 6:02 PM

Next regularly scheduled meeting is December 10, 2020, Location to be determined.

3:40 PM
11/05/20
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
July through October 2020

	<u>Jul - Oct 20</u>
Income	
Interest Income	0.31
OCC Cost-Share Reimbursements	5,535.78
OCC General Exp Reimbursements	1,268.59
OCC Salary Reimbursements	<u>10,764.76</u>
Total Income	17,569.44
Expense	
Administrative Expense	139.83
Cost-Share Payments	5,535.78
Employee Benefits	939.69
Internet	345.41
Membership Fees	100.00
Office Supplies	123.57
Outreach Programs	46.59
Payroll	6,004.45
Payroll Tax	2,941.05
Postage	56.80
Travel	<u>27.03</u>
Total Expense	<u>16,260.20</u>
Net Income	<u><u>1,309.24</u></u>

3:36 PM
11/05/20
Accrual Basis

Tulsa County Conservation District
Profit & Loss
October 2020

	<u>Oct 20</u>
Income	
Interest Income	0.10
OCC Cost-Share Reimbursements	5,535.78
OCC General Exp Reimbursements	341.16
OCC Salary Reimbursements	2,691.19
Total Income	<u>8,568.23</u>
Expense	
Cost-Share Payments	5,535.78
Employee Benefits	313.23
Internet	90.47
Membership Fees	100.00
Payroll	1,820.05
Payroll Tax	1,013.31
Total Expense	<u>8,872.84</u>
Net Income	<u><u>-304.61</u></u>

Tulsa County Conservation District Profit & Loss Detail October 2020

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	10/30/2020		Arvest	Interest Pay...		Arvest Checki...	0.10	0.10
Total Interest Income							0.10	0.10
OCC Cost-Share Reimbursements								
Deposit	10/9/2020		OCC	Cost-Share Y...		Arvest Checki...	5,535.78	5,535.78
Total OCC Cost-Share Reimbursements							5,535.78	5,535.78
OCC General Exp Reimbursements								
Deposit	10/9/2020		OCC	August Gene...		Arvest Checki...	341.16	341.16
Total OCC General Exp Reimbursements							341.16	341.16
OCC Salary Reimbursements								
Deposit	10/9/2020		OCC	October Sala...		Arvest Checki...	2,691.19	2,691.19
Total OCC Salary Reimbursements							2,691.19	2,691.19
Total Income							8,568.23	8,568.23
Expense								
Cost-Share Payments								
Check	10/26/2020	8754	Dan Bohnfeld	Cost-Share Y...		Arvest Checki...	5,535.78	5,535.78
Total Cost-Share Payments							5,535.78	5,535.78
Employee Benefits								
Check	10/6/2020	8747	OCC	September 2...		Arvest Checki...	313.23	313.23
Total Employee Benefits							313.23	313.23
Internet								
Check	10/29/2020		COX Communicatio...	October 2020...		Arvest Checki...	90.47	90.47
Total Internet							90.47	90.47
Membership Fees								
Check	10/9/2020	8748	OACD	2020 Membe...		Arvest Checki...	100.00	100.00
Total Membership Fees							100.00	100.00
Payroll								
Check	10/9/2020	8725	Gabriel S Parker	April 16-30th ...		Arvest Checki...	910.05	910.05
Check	10/9/2020	8727	Gabriel S Parker	April 1-15th P...		Arvest Checki...	910.00	1,820.05
Total Payroll							1,820.05	1,820.05

Tulsa County Conservastion District
 Profit & Loss Detail
 October 2020

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Payroll Tax								
Check	10/14/2020		Oklahoma Tax Com...	September 2...		Arvest Checki...	135.00	135.00
Check	10/16/2020		IRS	941 Tax Pay...		Arvest Checki...	844.79	979.79
Check	10/30/2020		Oklahoma Employ...	1st Quarter 2...		Arvest Checki...	33.52	1,013.31
Total Payroll Tax							1,013.31	1,013.31
Total Expense							8,872.84	8,872.84
Net Income							-304.61	-304.61



P O BOX 1670
LOWELL AR 72745

Statement Ending 10/31/2020

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number:

ADDRESS SERVICE REQUESTED

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

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		\$2,004.97
Total Current Value		\$2,004.97

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
10/01/2020	Beginning Balance	\$2,309.58
	3 Credit(s) This Period	\$8,568.23
	9 Debit(s) This Period	\$8,872.84
10/31/2020	Ending Balance	\$2,004.97

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.10
Interest Paid Year-to-Date	\$1.09
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
10/09/2020	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$5,535.78
10/09/2020	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$3,032.35

Other Credits

Date	Description	Amount
10/31/2020	INTEREST PMT	\$0.10

Electronic Debits

Date	Description	Amount
10/14/2020	TAX PAYMENTS OK TAX PMT	-\$135.00
10/16/2020	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$844.79
10/29/2020	COX COMM TUL BANK DRAFT Tulsa County Conservat	-\$90.47
10/30/2020	EMPL SEC COMM EMPL SEC	-\$33.52



Customer Number:

NON-PROFIT INTEREST CHECKING

Electronic Debits (continued)

Date	Description	Amount
	2003899486	

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
8725	10/09/2020	\$910.05	8747*	10/06/2020	\$313.23	8754*	10/26/2020	\$5,535.78
8727*	10/09/2020	\$910.00	8748	10/09/2020	\$100.00			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
09/30/2020	\$2,309.58	10/14/2020	\$8,509.43	10/29/2020	\$2,038.39
10/06/2020	\$1,996.35	10/16/2020	\$7,664.64	10/30/2020	\$2,004.97
10/09/2020	\$8,644.43	10/26/2020	\$2,128.86		



P O BOX 1670
LOWELL AR 72745

Statement Ending 10/31/2020

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number:

ADDRESS SERVICE REQUESTED

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

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		\$83.86
Total Current Value		\$83.86

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
10/01/2020	Beginning Balance	\$83.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
10/31/2020	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.

Daily Balances

Date	Amount
09/30/2020	\$83.86



P O BOX 1670
LOWELL AR 72745

Statement Ending 10/31/2020

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

ADDRESS SERVICE REQUESTED

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

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		\$1,027.60
Total Current Value		\$1,027.60

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
10/01/2020	Beginning Balance	\$1,027.58
	1 Credit(s) This Period	\$0.02
	0 Debit(s) This Period	\$0.00
10/31/2020	Ending Balance	\$1,027.60

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.02
Interest Paid Year-to-Date	\$0.73
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
10/31/2020	INTEREST PMT	\$0.02

Daily Balances

Date	Amount	Date	Amount
09/30/2020	\$1,027.58	10/30/2020	\$1,027.60



P O BOX 1670
LOWELL AR 72745

Statement Ending 10/31/2020

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

ADDRESS SERVICE REQUESTED

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

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		\$2,993.27
Total Current Value		\$2,993.27

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
10/01/2020	Beginning Balance	\$2,993.12
	1 Credit(s) This Period	\$0.15
	0 Debit(s) This Period	\$0.00
10/31/2020	Ending Balance	\$2,993.27

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.15
Interest Paid Year-to-Date	\$5.06
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
10/31/2020	INTEREST PMT	\$0.15

Daily Balances

Date	Amount	Date	Amount
09/30/2020	\$2,993.12	10/30/2020	\$2,993.27

ACCOUNT ID:
FILING FREQUENCY: Quarterly

FILING PERIOD: September 30, 2020
DUE DATE: October 20, 2020
RECEIVED DATE: October 15, 2020

WTH 10001 Oklahoma Employers Wage Withholding
Revised 4-2019 TULSA CO CONSERVATION

Amended Return

Number of Employees	1
Wages Paid	\$8,403.33
Tax Withheld	\$405.00
Interest	\$0.00
Penalty	\$0.00
Total Due	\$405.00
Total Monthly and Semi-Monthly Prepayments Received	\$405.00
Total Balance Due	\$0.00

3rd Quarter Report
July, August, September
2020

FOR YOUR RECORDS ONLY
DO NOT MAIL

Oklahoma Employment Security Commission

EMPLOYERS QUARTERLY CONTRIBUTION REPORT

Cashier: P O Box 52004 Oklahoma City, Ok 73152-2004

Your report has been received, DO NOT mail a copy of the Employers Quarterly Contribution Report with payment.

1. Employee SSN	Change Type	2. Last Name	First Name	Middle Name	3. Total Wages Paid	4. Taxable Wages Paid
					\$9,082.50	\$3,352.48
				REPORT TOTAL	\$9,082.50	\$3,352.48

14. Monthly count of all full and part-time workers who worked or received pay subject to unemployment insurance for the payroll period that includes the 12th of the month.

Month 1 Month 2 Month 3

15. Oklahoma Account Number:

16. Federal I.D. No:

17. Qtr / Yr:

18. Due Date:

19. Employer Name / Address

TULSA COUNTY CONSERVATION DIST

6660 S SHERIDAN RD STE 120

TULSA

74133 - **1768**

Confirmation No.: **E63063B747**

5. TOTAL WAGES PAID.....	\$9,082.50
6. TAXABLE WAGES PAID.....	\$3,352.48
7. Contribution Rate for This Quarter.....	1%
8. Contributions Due.....	\$33.52
9. Interest Due.....	\$0.00
10. 10% Penalty Due + \$100.00 Penalty Due.....	\$0.00
11. Debit.....	\$0.00
12. AMOUNT DUE.....	\$33.52
13. Amount Paid.....	

I certify this report is correct and no contribution is paid by any employee

Contact Name: **Gabriel Parker**

Title: **District Secretary**

Contact Phone: **918-877-9559**

Date: **10/27/2020**

*3rd Quarter 2020
July, August, September
Report*

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
November 4, 5, 9, 12, 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 2021**
- Field Views / Payments

CSP – **FY 2021**
- Field Views / Payments
- Collecting documents
- Making 2020 Payments

**State Cost Share
Program –** Working on plans & check outs

Other –

- COVID procedures continue due to high numbers
- All offices are in Phase 2 except Tulsa
- NRCS Employees will not participate, in person, in a public gathering in our official capacity unless previous written approval
- Mask are required when in the office no exceptions
- Virtual outreach meetings

Tulsa County

Conservation District:

November-20

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
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Conservation Planning	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		
Customer service toolkit data entry											V																			T	T
Conservation plan maintenance											E																		H	H	
Assemble plan components											T																		A	A	
Conducts on-site inspections											E																		N	N	
Provide practice check out services											R																		K	K	
Development of plan and soil maps											A																		S	S	
Other:											N																				
Outreach for Farm Bill Programs											S																				
News Article Development																															
Outreach Activities		X	X																X										G	G	
Assist with monthly outreach report			X								D							X											I	I	
Public presentations			X								A																		V	V	
Success stories											Y																		I	I	
Earth Team volunteer program																													N	N	
Assist with statewide media																													G	G	
Other:																															
Other: YbyY, M/TCCD,CC Website stuff		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									
Updating General Manual and FOTG											O																		O	O	
Receptionist/Teleworking		X	X	X	X	X			X	X	F	X	X		X	X	X	X	X			X							F	F	
General office correspondence		X	X	X	X	X			X	X	F	X	X		X	X	X	X	X			X							F	F	
Record of meeting minutes				X							I	X																	I	I	
Maintain office schedules										X	C																		C	C	
Maintain ledgers		X	X	X	X	X			X	X	E	X	X		X	X	X	X	X			X							E	E	
Other: Web, Audit/Comp, Mail, Signs, Tx, Bd mtg		X	X	X	X	X			X	X		X	X		X	X	X	X	X			X									
Farm Bill Contracting																															
Explain and promote farm bill programs																															
Local work group coordination		X	X		X						C								X	X									C	C	
Complete program applications											L																		L	L	
Program application rankings											O																		O	O	
Compile and file applications											S																		S	S	
Prepare and mail form letters											E																		E	E	
Plan and contract development											D																		D	D	
Provide technical assistance																															
Update and maintain LTP-003																															
Other Farm Bill Activities:																															
Area III Virtual Mtg									X			X																			
State Cost Share Program Year 22 & 21																									X						
Staff Meeting																					X										

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: **22 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:

 3/05/2021
 Conservation District Board Representative (Signature & Date)


 NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

October 2020



Meetings:

10/01/2020 Sustainable Tulsa Meeting
10/07/2020 MCCD Board Meeting
10/15/2020 TCCD/TACF Joint Board Meeting
10/16/2020 Team 17 Staff Meeting (did not attend-out on AL)
10/26/2020 Coal Creek Meeting w/ Cheryl and Chris (rescheduled due to weather)
10/28/2020 MCCD Special Meeting

Special Events:

None Scheduled

Holidays:

10/12/2020 Columbus Day – NRCS Office Closed, TCCD Open

Upcoming Meetings

11/04/2020 MCCD Board Meeting
11/05/2020 Sustainable Tulsa Meeting
11/12/2020 TCCD Board Meeting

Up Coming Events:

11/07/2020 Possible Tulsa Housing Authority Wellness Event @ Reconciliation Park
11/12/2020 Area III Virtual Meeting/Videos

Upcoming NRCS Deadlines:

Upcoming Holidays:

11/11/2020 Veterans Day Holiday – NRCS/TCCD Office Closed
11/26-11/27/2020 Thanksgiving Holiday - NRCS/TCCD Office Closed

Side Notes:

6 Days until November Election Remember to Vote!

Work Duties Performed:

❖ Answer Calls	❖ TCCD Payroll/Taxes
❖ Email Correspondences	❖ Website Updates
❖ Bill Pay/Financials	❖ Yard by Yard Program
❖ TCCD/MCCD File Organization	❖ Teleworking
❖ TCCD/MCCD Office Mail	❖ Teleconference Meetings
❖ Office Scanning	❖ MCCD Annual Compilation
❖ TCCD/MCCD Meeting Minutes	❖ Materials
❖ TCCD/MCCD State Cost Share	❖ TCCD Annual Audit Materials
❖ Cost Share Program Year 22 & 21	

REVISED
NOTICE OF SCHEDULE OF REGULAR MEETINGS
FOR CALENDAR YEAR 2021

In accordance with the Oklahoma Open Meeting Law, Title 25 of the Oklahoma Statutes, Sections 301 and following as amended, the Tulsa County Conservation District Board of Directors, a governmental subdivision and public body of the State of Oklahoma, with offices located at 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 files with the County Clerk of Tulsa County, Oklahoma, this schedule of meetings for the above calendar year.

MEETING DATE	TIME	PLACE
January 14, 2021	4:00 PM	TBD
February 11, 2021	4:00 PM	TBD
March 18, 2021	4:00 PM	TBD
April 08, 2021	4:00 PM	TBD
May 13, 2021	4:00 PM	TBD
June 10, 2021	4:00 PM	TBD
July 08, 2021	4:00 PM	TBD
August 12, 2021	4:00 PM	TBD
September 09, 2021	4:00 PM	TBD
October 14, 2021	4:00 PM	TBD
November 18, 2021	4:00 PM	TBD
December 09, 2021	4:00 PM	TBD

Name of person reporting dates: _____
(Print or Type)

Signature _____

Title _____ Date _____

DUE IN OCC & COUNTY CLERK'S OFFICE BY DECEMBER 15 OF EACH YEAR



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

Tulsa Area Conservation Foundation Board of Directors,

At our February 19, 2019 special meeting, the Tulsa County Conservation District Board of Director's voted to make a request for funds from the Tulsa Area Conservation Foundation in the amount of \$7730. This money would ensure TCCD 's ability to maintain staff and continue to assist the Tulsa Area Conservation Foundation. We understand this is a large sum of money and have come up with several ways to replenish the foundations funds. First, TCCD has started planning a RMC on new stormwater permit requirements for 2020. Secondly, TCCD has discussed hosting a benefit concert that would also bring in more funding. Lastly the Vice-Chair is planning to email and meet with local businesses and foundations to solicit contributions for TACF.

Along with planning fundraising events, TCCD has taken several measures to cut back on spending, specifically by reducing travel and operating expenses. For example, we try to schedule meetings in the TCCD office instead of other locations and we now use NRCS's wireless internet instead of paying for our own. Please refer to the attached TCCD financial breakdown for fiscal year 19.

We appreciate your support and continued partnership in these uncertain times of state budgeting short-falls and instability.

Sincerely,

TCCD Vice-Chair

Jana Black

Yard by Yard Grant Math

Cheryl Cheadle

Sent: Friday, October 30, 2020 11:58 AM

To: Rebecca Bond; Sarah Blaney [sarahblaney@okconservation.org]; Amy Seiger; Mink, Kevin - NRCS, Oklahoma City, OK [Kevin.Mink@usda.gov]; Tulsa County Conservation District

Urban conservation team – Below are my more clear thoughts on our Statewide Yard by Yard effort (financial details). I will send out more information later, but what I would like to do is make the initial statewide effort primarily through the two nonprofits Friends of Blue Thumb and the Oklahoma Association of Conservation Districts. Blue Thumb and Soil Health are also partners. Instead of the call for proposals that Friends of Blue Thumb has issued over the last seven years, 2021 grants will be awarded based on an application process for conservation districts that are both Friends of Blue Thumb member districts and those who have paid their OACD fees. Instead of providing funds after an event has taken place, successful districts will receive Yard by Yard signs and pollinator garden seed, plus guidance and a few other materials.

So far this is 90% the financial information. I encourage you to get in touch with me. Thank you, CHERYL

Basic Finances for Yard by Yard statewide effort. Selected districts will receive:

5 YxY signs, ten packets of seed, the appropriate paperwork (emailed)

After the first 5 signs are placed and 10 packets of seed are provided, the district gets 5 more signs, 10 more seed packets, and initiates their plan for acquiring more signs and seed. (Districts will have addressed this in earlier application to participate)

Math Worksheet:

Contributions to Yard by Yard signs:

Blue Thumb	550
Friends of Blue Thumb	550
Oklahoma Association of Conservation Districts	500
Tulsa County Conservation District	250

—————
\$1,850

Signs: \$9.80 (150 price break) \$1,470

Chemical free decals (\$1.65, 200 price break) \$330

\$1,850 - \$1,470 = \$380 (amount left after signs)

\$380 - \$330 = \$50 (amount left after decals)

Tulsa CCD gets 25 signs and 40 decals for starters

This provides 125 signs for Statewide Project and 160 decals (it takes two decals per sign, but not everyone will want decals)

If we accept ten districts for 2021, we can provide them with 5 signs each, and have an additional 5 ready to go for them when needed. SO – ten districts, ten signs, total of 100 signs with 25 signs remaining. Part of the grant application will be how they afford more signs after initial ten – unless somebody wants to chime in here. Then we have the remaining 25 – when we dive into this emergency pile, we may need to order more. I would like to maintain five signs for exhibits and demonstration projects.

NOTE: Signs are \$9.80 when ordered in amounts of 150. Fewer signs, greater cost. We need to consider this when we gather information from district concerning more signage after first round.

Soil Health Team – Contribution of \$500 for seed, labels, envelopes, and extra seed to entice municipal/county entities to do native seeding.



Oklahoma Conservation Commission

District Directors' Responsibilities:

A 10-Minute Guide Series

This is one in a continuing series of informational/discussion topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. It is suggested that board members review these guides before a board meeting and then have a ten minute discussion on them at a meeting.

Guide No. 22 - Locally Earned Funds

The Conservation District Law provides that a conservation district may "make available, on such terms as it shall prescribe, to landowners and occupiers within the district, agricultural and engineering machinery and equipment, fertilizer, seeds, and seedlings and such other materials or equipment that will assist such landowners and occupiers to carry on operations upon their lands for the conservation of renewable natural resources". (Title 27A, O.S. Section 3-3-105 (A) (6)). Under this authority, many districts operate services to generate what is referred to as "locally earned funds".

Expending Locally Earned Funds

Locally earned funds from sprigging operations, seed sales, etc. can be put to important use in promoting conservation. However, districts must remember that these funds are public monies and must be expended in keeping with the same rules that apply to state appropriated funds.

A general rule of thumb to use when determining whether an expenditure of locally earned funds is appropriate is "does the expenditure promote conservation and conservation programs of the district?" If the answer is yes, then the expenditure can be justified.

Complete and accurate records and receipts must be kept of all income and expenditures of the district and are subject to audit by the State Auditor and Inspector.

Some items or expenses not reimbursable by the Oklahoma Conservation Commission, either because of legal or budgetary limits, can be paid for with locally earned funds. Some examples are:

- √ The cost of conducting contests that promote conservation.
- √ The cost or fees for students to attend special conservation events, programs or camps.
- √ Actual cost for district directors and employees to attend conservation meetings, such as the Oklahoma Association of Conservation Districts and National Association of Conservation Districts.

- √ Additional monthly or hourly pay to district employees.
- √ Dues to organizations that promote conservation, such as Oklahoma Association of Conservation Districts and National Association of Conservation Districts.

Petty Cash Funds

Some districts establish a "Petty Cash Fund" with locally earned funds. A record of expenditures and receipts must be maintained and the funds cannot be used except in accordance with laws governing expenditures of state funds.

Contributions to the petty cash fund should always be made by a district check and a statement of deposits and expenditures should be a part of the monthly financial statement presented at monthly board meetings.

Some district directors make a regular contribution to maintain a petty cash fund which can be used as the directors see fit, such as for food, flowers and gifts. These funds should be kept separate from locally earned or state appropriated funds.

Oklahoma Conservation Commission
District Services Division
November 2008

This publication is issued by the Oklahoma Conservation Commission as authorized by Mike Thralls, executive director. Copies have not been printed but are available through the agency website. Two printout copies have been deposited with the Publications Clearinghouse of the Oklahoma

CHAPTER 5

Financial Management

One of the major responsibilities of the district board is to efficiently manage district funds in accordance with state laws to provide the greatest service to the people of the district.

By law, all district records, including financial records, are open to the public for inspection during normal business hours.

Allocation of State Funds

The state legislature appropriates funds to the Oklahoma Conservation Commission each year for the conservation districts. The Commission makes a request for funds based on the Statement of Needs and Justification of Funds provided by the districts. Once the appropriation is passed by the legislature and is signed by the Governor, the Oklahoma Conservation Commission allocates a portion of the Field Services Appropriation to each of the 88 conservation districts. The Commission notifies the district of the amount of their allocation at the beginning of the fiscal year. Allocations to districts are made based on allocated personnel positions (an amount for each allocated position) and operating expenses.

Financial Statement of Needs and Justification of Funds

Each year by July 15, the district must submit to the Commission, a Financial Statement of Needs and Justification of Funds for the upcoming (not current) fiscal year. This document should detail the district's financial needs for continued and new funding and must include justification for the request. The Commission compiles the information received from all districts as a basis for the Commission's budget request which is then submitted to the Governor and the legislature.

In preparing the Financial Statement of Needs and Justification of Funds the board should begin by requesting funds for allocated personnel positions and operating expenses. Any requested increases in funds should have a detailed explanation.

An example of the format to be used in preparing your Financial Statement of Needs and Justification of Funds is located at the end of this Chapter.

District Budget

Based upon the allocation from the Commission and anticipated revenue from other sources, the district should prepare an annual budget. The budget should reflect the district's Joint Plan of Operations.

Allocation Register

Once the budget is set by the directors, the secretary should develop a register or ledger in which to track the district's allocation. Requisitions and claims for reimbursement must be deducted as they are incurred. The directors should be kept apprised of the district's allocation balance.

This document may be part of the district's financial statement to be considered at board meetings. The district may not claim reimbursement for funds in excess of its allocation, except for special needs or when an additional allocation is made to the district.

The Commission will provide districts with a quarterly summary of expenditures reimbursed by the Commission from the districts' allocation.

Locally Earned Funds

The Conservation District Law provides that a conservation district may "make available, on such terms as it shall prescribe, to landowners and occupiers within the district, agricultural and engineering machinery and equipment, fertilizer, seeds and seedlings and such other materials or equipment as will assist such landowners and occupiers to carry on operations upon their lands for the conservation of renewable natural resources." (Title 27A, O.S., Section 3-3-105 (A) (6)). Under this authority, many districts operate services to earn money.

District locally earned funds are public monies and must be expended in keeping with the same laws and rules that apply to state funds. A general rule of thumb to use when determining whether an expenditure of locally earned funds is appropriate is "does the expenditure promote conservation and conservation programs of the district?" If the answer is "yes" then the expenditure can be justified.

Complete and accurate records and receipts must be kept of the expenditure of district funds since they are subject to audit by the State Auditor and Inspector.

The district's locally earned funds can be put to important use in promoting conservation. Many items that may not be reimbursed by the Commission, either because of legal or budgetary limits, can be legally paid for by the district. Some examples are:

- The cost of conducting contests that promote conservation.
- Scholarships or fees for students to attend special conservation events or programs such as the Boy Scouts Conservation Camp and a Forestry Camp.
- Actual cost for district directors, employees and other official representatives of the district to attend conservation meetings such as National Association of Conservation Districts or Oklahoma Association of Conservation Districts.
- Additional monthly or hourly pay to district employees (but not bonuses).

Petty Cash

The district may have a "petty cash" fund. However, if the funds originally come from district earned funds, a record of expenditures and receipts must be maintained and the funds cannot be used except in accordance with laws governing expenditure of state funds.

Some district directors make a regular personal contribution to maintain a petty cash fund which can then be used as the directors see fit for food, flowers, awards, or gifts.

Authority to Obtain Grants and Loans

Districts do not have the authority to borrow money from banks, savings and loan associations, credit unions, or similar institutions.

However, districts are authorized to obtain a loan or grant of any funds, property, equipment, or services which any state or federal agency or local governmental unit may be authorized to lend or grant for any of the purposes of the Conservation District Act. Districts may enter into such contract, loan agreement or other administrative arrangement as may be lawfully required in connection with any such loan or grant. In connection with such loan or grant, districts may pledge, encumber, or obligate any property or income of the district.

Several districts have borrowed money from the local industrial development authority or municipal trust authority as a way of obtaining funds to finance the purchase or construction of a new building. This type of financing is permissible.

Receipts and Expenditures Ledgers and Documentation

The secretary should set up and maintain a journal of receipts and expenditures for the fiscal year, showing district and state funds separately. Every receipt and expenditure should be listed in the ledger and should also be documented through invoices and receipts maintained in district files.

Operating Capital and Checking Account

Since the district's allocation is paid by reimbursement, the district must first pay expenses and then claim reimbursement. The district must maintain some operating funds in the district checking account to allow for conducting daily business while awaiting reimbursement. Districts should consider using interest bearing accounts which pay interest on a daily basis.

The district secretary will be responsible for maintaining accurate financial records for all accounts, including checking and savings accounts.

The board must also officially assign a board member to assist and oversee the secretary and to sign checks with the secretary. This may be the Secretary-Treasurer or the Chair of the board. Those authorized individuals must be bonded.

Reconciliation of the Bank Statement

The district secretary must keep the district check book current at all times and reconcile the check book with the bank statement each month. The reconciled bank balance, check book balance and monthly financial statement balance presented at the district board meeting should be in agreement. Form OCC-5A, *Reconciliation of Bank Statement*, may be used for reconciling the bank statement.

Investments and Interest Earned

Districts may invest locally earned funds in government insured programs such as certificates of deposit. Financial institutions are required by law to report all interest paid out. By statute the district is exempt from paying taxes on interest earned. The financial institution will request the district to provide a "tax exempt number." This number is the employer identification number which is used by the district in reporting employer taxes.

Penalty for Misuse of Public Funds

District personnel responsible for misuse of public funds will be prosecuted to the full extent of the law.

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