

AGENDA

Board of Directors Special In-Person Meeting

Tulsa County Conservation District

June 17, 2021 - 4:45 PM

485 N. Poplar Ave Broken Arrow, OK 74012

Members of the Public Only

FREECONFERENCECALL.COM TELECONFERENCE MEETING

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

To Request Meeting Packet, Email tulsaccd@conservation.ok.gov by 2:30 PM on June 17, 2021

Public Access to handout material:

Please email tulsaccd@conservation.ok.gov at least 2 hour prior to meeting to have materials emailed to you.

Administer the Loyalty Oath to Michael Patton

Administer the Oath of Office to Michael Patton

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Approval of Minutes from the March 16, 2021 and May 17, 2021 Special Meetings
5. Approval of Financial Statements, District Budget, Reimbursement Claims and Payment of Bills for Period Ending March 31, 2021, April 30, 2021 2021 and May 17, 2021.
6. Review of TACF Financials for Period Ending March 31, 2021, April 30, 2021 and May 31, 2021
7. Approval of District Employee Timesheet & Leave Records for the Month of March 2021, April 30, 2021 and May 31, 2021
8. Discussion of Cost Share Practices with Taylor Marshall
9. Cost Share Program Year 23
 1. Approval of Cooperator Agreements:
 - a. Jeremy Archer
 - b. Josh Keech
 2. Application Approvals:
 - a. Dan Bohnefeld
 - b. Jeremy Archer
 - c. Josh Keech
10. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Acceptance of District Conservationist Agency Report for April, May, and June 2021
 - B. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for March, April and May
 - C. Discussion of the TCCD Monthly Activities and Outreach Report for March, April, and May 2021
 - D. Discussion of Urban Conservation Area
 - E. Discussion and Approval of Recommendation of Reappointment for Jana Black to the Board of Directors
 - F. Discussion and Approval of Notice of Personnel Action Form
 - G. Discussion and Approval of New At-Will Employment Form
 - H. Discussion and Approval of FY – 2023 Budget Request
 - I. Discussion of FY-2022 Joint Plan of Operations
11. New Business:
12. Adjourn:

Next regularly scheduled meeting is July 8, 2021, 485 N Poplar Ave Broken Arrow, OK 74012

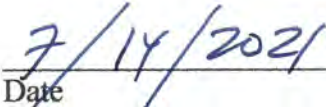


Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **June 17, 2021** were approved as written by a vote in the **Special Meeting** of the Board of Directors held **July 14, 2021**


Chair, Board of Directors


Date

Attest:



Minutes
Tulsa County Conservation District
485 N. Poplar Ave Broken Arrow, OK 74012
Special Board Meeting

Date: June 17, 2021
Time: 4:45 PM

Members Present: Tom Tolbert, Chairman
Jana Black, Vice Chairwoman/Treasure
Michael Patton, Member

Members Absent: Sherry Laskey, Member

Others Present: Gabrielael Parker, District Secretary
Taylor Marshall, Oklahoma Conservation Commission
Cost-Share Program Coordinator
Cindy Marshall, eLynx Technologies Communications
Manager
BA
Mike Workman, Member of the Public

Before the start of the meeting the board administered the Loyalty Oath and the Oath of Office to Michael Patton.

1. Meeting Called to Order:

Chairman, Tom Tolbert called the meeting to order at 4:52Pm PM. He noted this was a regular meeting and held in compliance with the Open Meeting Act. Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on June 11, 2021 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133, 485 N. Poplar Ave Broken Arrow, OK 74012 and tulsaccd.org.

2. Roll Call

Tom Tolbert, Chairman
Jana Black, Vice Chairwoman/Treasure
Michael Patton, Member
Gabriael Parker, District Secretary
Cindy Marshall
Taylor Marshall
Mike Workman, Member of the Public

3. Public Comments

Mike Workman said he appreciated the board moving public comments to the top of the meeting. He wanted to express some of his concerns with two items on the agenda. He

said he did not think the board should approve the minutes from the March 16, 2021 meeting and the May 17, 2021 meeting because he felt there were so many errors in. He said we need to fix all of them before they approve them. Tom Tolbert said he did not notice significant errors the minutes. Tom said the most notable error he noticed was a misspelling of the word cooperator agreement. It was written as copper and not cooperator. Mr. Workman's second concern was with the reappointment for Jana Black. He thought Jana Black should not be recommended for reappointment. She did not attend the 24-minimum required regularly scheduled meetings in the two-year term. He said that she cannot be reappointed because her reappointment would not follow procedure. No further action needed to be taken at this time.

4. Approval of Minutes from the March 16, 2021 and May 17, 2021 Special Meetings

After a brief discussion, Michael Patton made a motion to approve the minutes from the March 16, 2021 and May 17, 2021 Special Meetings, with the spelling correction to the cooperator agreement. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert Nays: None. The motion carries.

5. Approval of Financial Statements, District Budget, Reimbursement Claims and Payment of Bills for Period Ending March 31, 2021, April 30, 2021, and May 31, 2021.

After a brief discussion, Michael Patton made a motion to approve the financial statements, district budget, reimbursement claims and payment of bills for period ending March 31, 2021, April 30, 2021, and May 31, 2021. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert Nays: None. The motion carries.

6. Review of TACF Financials for Period Ending March 31, 2021, April 30, 2021, and May 31, 2021

The board reviewed the financials for TACF for the period ending March 31, 2021, April 30, 2021, and May 31, 2021. No further action needed to be taken at this time.

7. Approval of District Employee Timesheet & Leave Records for the Month of March 2021, April 30, 2021, and May 31, 2021

After a brief discussion, Michael Patton made a motion to approve the district employee timesheet and leave records for month of March 31, 2021, April 30, 2021 2021, and May 31, 2021. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert Nays: None. The motion carries.

8. Discussion of Urban Conservation Area (Moved to agenda item number eight from item number 10D)

Tom Tolbert said the District has an opportunity to acquire some property in a flood plain on Little Haikey Creek in Broken Arrow. The property would be land donated to the district from American Land Development. Due to the location, development in a flood plain is prohibited. It would be a great opportunity to do some stream restoration projects and outreach activities. He introduced Cindy Marshall and gave her the floor to discuss

details of the property. The board discussed some of the legal details of transferring the property to the district. Michael Patton said he has extensive experience acquiring land in Tulsa and in-turn, donating it to other entities with Land Legacy. After the legal discussions, Tom directed Gabrielae Parker to email the Commission on liability insurance and report her findings in the next meeting. Discussions on transferring the property to the district will continue in the next few meetings. No further action needed to be taken at this time.

Cindy Marshall Exited the Meeting at 5:19 PM.

9. Discussion of Cost Share Practices with Taylor Marshall

Taylor Marshall said since districts are holding in-person meetings, she wanted to come to the meeting and introduce herself in-person. The goal was to discuss changes she would like to make to the cost-share program in the future. In addition to those changes, she wanted the board to help make the program work for Tulsa County. The board suggested they might add a practice for an urban education practice related to urban conservation. The board said the high tunnels are popular in Tulsa and would like to see that added as practice. A brief discussion ensued on implementing additional urban conservation practices in Tulsa County. No further discussion needed to be taken at this time.

10. Cost Share Program Year 23

1. Approval of Cooperator Agreements:

a. Jeremy Archer

b. Josh Keech

After a brief discussion, Michael Patton made a motion to approve the cooperator agreement's for Jeremy Archer and Josh Keech. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert Nays: None. The motion carries.

2. Application Approvals:

a. Dan Bohnfeld

b. Jeremy Archer

c. Josh Keech

After a brief discussion, Michael Patton made a motion to approve the state cost share applications for Jeremy Archer and Josh Keech. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert Nays: None. The motion carries.

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

A. Discussion and Acceptance of District Conservationist Agency Report for April, May, and June 2021

Gabrieal Parker said there was not a report for May and to disregard the report for May.

Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County

Conservation District Board Meeting

April 1, 6, 7, 15, 2021

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

- Completing Pre-Obligations reviews
- Marking applications to preapprove/approve
- Pre-approve letters being mailed out
- Completing contracts
- Contract management

CSP/CSP-GCI –

FY 2021

- CSP Renewal; completed
 - o CSP-Renewal 2021 completed
 - o 2022 CSP-Renewal letters being mailed out
- CSP-Classic – 2020 Payments deadline - completed
 - o Accepting FY 21 CSP-Classic apps through April 30
 - o Working on field reviews
 - o No longer can receive payment the following year

State Cost Share

Program –

Working on plans & check outs as requested

Other –

- Updated FPAC Staffing Guidance for COVID-19 office staffing
- NRCS Employees will not participate, in person, in a public gathering in our official capacity unless previous written approval.
- Mask are always required when in the office no exceptions

Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
June 1, 2, 3, 8,10, 2021
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

- Contracts completed

- Obligated within our team
- Ineligible letters being mailed out
- Contract Management
- Waiting for New CIC program to come out?

CSP/CSP-GCI – FY 2021

- CSP-Classic – 2021 Ranking applications
 - o Working on field reviews
 - o Obligation deadline July 30
- GCI – Field reviews

State Cost Share Program –

Working on plans & check outs as requested

Other –

- Updated FPAC Staffing Guidance for COVID-19 office staffing 50%
- NRCS Employees can participate in board meetings following COVID guidelines, restrictions are required and public gatherings of 50 people or less in our official capacity with written approval.
- Mask are always required when in the office no exceptions
- Trainings for New employees
- Summer Intern Starting June 7 in the Wagoner Office
- Team 17 QAR Aug. 30 – Sept. 3

Jana Black made a motion to accept the District Conservationist Agency Reports for **April, and June 2021**. Michael Patton 2nd the motion. Nays: None. The motion carries.

B. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for March, April, and May 2021

After a brief discussion, Jana Black made a motion to approve the NRCS Farm Bill Performance Worksheets for March, April, and May. Michael Patton 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert Nays: None. The motion carries.

C. Discussion of the TCCD Monthly Activities and Outreach Report for March, April, and May 2021

Gabriel Parker said she has been busy since things return some level of normalcy. May was particularly busy. She had tables at the Enviro Expo and the Driller's game. The theme of those tables was the Yard by Yard Project. She was unsure if the increased interest is due to Covid-19, but there has been an increased interest in the project participation. March and April were less busy. She did take part in an Arkansas River cleanup with John Beasley in April. About 30 people showed up. She did not know how many bags we had or how many pounds we collected, but it was enough to bend the wheel on her cart. She said we might need to invest in a new one. No further action needed to be taken at this time. Please see reports for more details.

D. Discussion and Approval of Recommendation of Reappointment for Jana Black to the Board of Directors

After a brief discussion, Michael Patton made a motion to approve the Recommendation of Reappointment for Jana Black to the Board of Directors. Tom Tolbert 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert Nays: None. The motion carries.

E. Discussion and Approval of Notice of Personnel Action Form

After a brief discussion, Michael Patton made a motion to approve the Notice of Personnel Action Form for Gabriel Parker. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert Nays: None. The motion carries.

F. Discussion and Approval of New At-Will Employment Form

After a brief discussion, Michael Patton made a motion to approve the New At-Will Employment Form for Gabriel Parker. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert Nays: None. The motion carries

G. Discussion and Approval of FY – 2023 Budget Request

Gabriel Parker said the FY- 2023 budget request is due by July 15, 2021 and would like to submit it on time. Tom Tolbert said he would like to increase the amount we request on the roadside erosion line item. He would like to add \$3,500 to the Roadside Erosion item. Gabriel said she would increase the amount before she submits the request. The board said they did not have any other changes to make. Michael Patton made a motion to approve the FY – 2023 Budget Request with the changes to the amount for roadside erosion. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert Nays: None. The motion carries

H. Discussion of FY-2022 Joint Plan of Operations

Gabriel Parker reviewed the plan from last year and highlighted, in red, the items she thought about removing. She did mark holding a Resource Management Conference for removal. She said she marked it because we do not have any plans to host one in 2021. Tom Tolbert said now that we have more board members, we should look at planning one again. Especially with the release of the new OK R04 permit. He said we could look at holding one in late fall or early winter. Gabriel said we could put together a planning committee. The board said they did not see any additional changes to the Joint Plan of Operations. Michael Patton made a motion to approve the FY-2022 Joint Plan of Operations. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert Nays: None. The motion carries

12. New Business: New business was not supposed to be on the agenda.

13. Adjourn:

Meeting Adjourned at 6:13 PM

Next regularly scheduled meeting is July 8, 2021, Via freeconferencecall.com and Microsoft Teams

3:16 PM
04/07/21
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>
Income	
Interest Income	0.51
OCC Cost-Share Reimbursements	5,535.78
OCC General Exp Reimbursements	4,097.36
OCC Salary Reimbursements	25,115.07
Total Income	<u>34,748.72</u>
Expense	
Administrative Expense	499.24
Cost-Share Payments	5,535.78
Employee Benefits	3,118.85
Internet	435.88
Membership Fees	300.00
Office Supplies	158.50
Outreach Programs	296.59
Payroll	14,865.37
Payroll Tax	7,180.98
Postage	111.80
Professional Fees	250.00
Travel	130.19
Total Expense	<u>32,883.18</u>
Net Income	<u><u>1,865.54</u></u>

3:11 PM
04/07/21
Accrual Basis

Tulsa County Conservation District
Profit & Loss
March 2021

	<u>Mar 21</u>
Income	
Interest Income	0.05
OCC General Exp Reimbursements	287.89
OCC Salary Reimbursements	3,599.33
Total Income	<u>3,887.27</u>
Expense	
Administrative Expense	75.70
Employee Benefits	836.21
Payroll	2,006.52
Payroll Tax	1,078.59
Postage	55.00
Professional Fees	250.00
Total Expense	<u>4,302.02</u>
Net Income	<u><u>-414.75</u></u>

3:17 PM
 04/07/21
 Accrual Basis

Tulsa County Conservation District
Profit & Loss Detail
 March 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	3/31/2021		Arvest	Deposit		Arvest Checki...	0.05	0.05
Total Interest Income							0.05	0.05
OCC General Exp Reimbursements								
Deposit	3/25/2021		OCC	January Gen...		Arvest Checki...	287.89	287.89
Total OCC General Exp Reimbursements							287.89	287.89
OCC Salary Reimbursements								
Deposit	3/22/2021		OCC	March Salary...		Arvest Checki...	2,684.30	2,684.30
Deposit	3/22/2021		OCC	Deposit		Arvest Checki...	915.03	3,599.33
Total OCC Salary Reimbursements							3,599.33	3,599.33
Total Income							3,887.27	3,887.27
Expense								
Administrative Expense								
Check	3/18/2021		Tedford Insurance	Renewal of N...		Arvest Checki...	30.00	30.00
Check	3/26/2021		Secretary of States ...	Notary Com...		Arvest Checki...	20.80	50.80
Check	3/29/2021		American Assoc of ...	Purchase of ...		Arvest Checki...	24.90	75.70
Total Administrative Expense							75.70	75.70
Employee Benefits								
Check	3/9/2021		OCC	February 202...		Arvest Checki...	403.23	403.23
Check	3/29/2021	8781	OCC	March 2021 ...		Arvest Checki...	432.98	836.21
Total Employee Benefits							836.21	836.21
Payroll								
Check	3/24/2021	8755	Gabriel S Parker	October 1-15...		Arvest Checki...	1,003.26	1,003.26
Check	3/24/2021	8756	Gabriel S Parker	October 16-3...		Arvest Checki...	1,003.26	2,006.52
Total Payroll							2,006.52	2,006.52
Payroll Tax								
Check	3/16/2021		Oklahoma Tax Com...	Februray 202...		Arvest Checki...	114.00	114.00
Check	3/25/2021		IRS	941 Tax Pay...		Arvest Checki...	880.78	994.78
Check	3/25/2021		IRS	Additional Pa...		Arvest Checki...	83.81	1,078.59
Total Payroll Tax							1,078.59	1,078.59
Postage								
Check	3/12/2021		USPS	Purchase of ...		Arvest Checki...	55.00	55.00
Total Postage							55.00	55.00

3:17 PM

04/07/21

Accrual Basis

Tulsa County Conservation District
Profit & Loss Detail
March 2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
Professional Fees								
Check	3/5/2021	8777	Kristi L. Dbbins, CPA.	FY - 2020 An...		Arvest Checki...	250.00	250.00
Total Professional Fees							250.00	250.00
Total Expense							4,302.02	4,302.02
Net Income							-414.75	-414.75



P O BOX 1670
LOWELL AR 72745

Statement Ending 03/31/2021

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		\$2,561.27
Total Current Value		\$2,561.27

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
03/01/2021	Beginning Balance	\$2,976.02
	3 Credit(s) This Period	\$3,887.27
	12 Debit(s) This Period	\$4,302.02
03/31/2021	Ending Balance	\$2,561.27

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	\$0.15
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
03/22/2021	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$3,599.33
03/25/2021	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$287.89

Other Credits

Date	Description	Amount
03/31/2021	INTEREST PMT	\$0.05

Electronic Debits

Date	Description	Amount
03/12/2021	USPS PO 39834500 6110 E DDA PIN POS PUR CD5315 TULSA OK#107120115532	-\$55.00
03/16/2021	TAX PAYMENTS OK TAX PMT	-\$114.00
03/18/2021	RLI* INSURANCE POLICY DDA POS PURCHASE CD5315	-\$30.00



Customer Number:

NON-PROFIT INTEREST CHECKING

Electronic Debits (continued)

Date	Description	Amount
	309-692-1000 IL#107725100896	
03/24/2021	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$880.78
03/25/2021	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$83.81
03/26/2021	SECRETARY OF STATE DDA PIN POS PUR CD5315 OKLAHOMA CITY OK#108520200181	-\$20.80
03/29/2021	AMER ASSOC NOTARIES DDA PIN POS PUR CD5315 713-644-2299 TX#108620100742	-\$24.90

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
8755	03/24/2021	\$1,003.26	8777*	03/05/2021	\$250.00	8792*	03/30/2021	\$432.98
8756	03/24/2021	\$1,003.26	8778	03/09/2021	\$403.23			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
02/28/2021	\$2,976.02	03/18/2021	\$2,123.79	03/29/2021	\$2,994.20
03/05/2021	\$2,726.02	03/22/2021	\$5,723.12	03/30/2021	\$2,561.22
03/09/2021	\$2,322.79	03/24/2021	\$2,835.82	03/31/2021	\$2,561.27
03/12/2021	\$2,267.79	03/25/2021	\$3,039.90		
03/16/2021	\$2,153.79	03/26/2021	\$3,019.10		



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 03/31/2021

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts

-  24-HOUR ACCOUNT INFO LINE (800) 601-8655
-  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
03/01/2021	Beginning Balance	\$83.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
03/31/2021	Ending Balance	\$83.86

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

Daily Balances

Date	Amount
02/28/2021	\$83.86

10:06 AM
05/04/21
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July 2020 through April 2021

	<u>Jul '20 - Apr 21</u>
Income	
Interest Income	0.54
OCC Cost-Share Reimbursements	5,535.78
OCC General Exp Reimbursements	4,097.36
OCC Salary Reimbursements	25,115.07
TACF Salary Reimbursements	3,500.00
Total Income	<u>38,248.75</u>
Expense	
Administrative Expense	788.90
Cost-Share Payments	5,535.78
Employee Benefits	3,118.85
Internet	435.88
Membership Fees	400.00
Office Supplies	158.50
Outreach Programs	296.59
Payroll	14,865.37
Payroll Tax	7,408.52
Postage	111.80
Professional Fees	1,380.00
Travel	130.19
Total Expense	<u>34,630.38</u>
Net Income	<u><u>3,618.37</u></u>

10:05 AM

05/04/21

Accrual Basis

Tulsa County Conservastion District
Profit & Loss
April 2021

	<u>Apr 21</u>
Income	
Interest Income	0.03
TACF Salary Reimbursements	3,500.00
Total Income	<u>3,500.03</u>
Expense	
Administrative Expense	289.66
Membership Fees	100.00
Payroll Tax	227.54
Professional Fees	1,130.00
Total Expense	<u>1,747.20</u>
Net Income	<u><u>1,752.83</u></u>

10:07 AM

05/04/21

Accrual Basis

Tulsa County Conservation District
Profit & Loss Detail
April 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	4/30/2021		Arvest	Interest Pay...		Arvest Checki...	0.03	0.03
Total Interest Income							0.03	0.03
TACF Salary Reimbursements								
Deposit	4/30/2021	6100	TACF	FY - 2021 TC...		Arvest Checki...	3,500.00	3,500.00
Total TACF Salary Reimbursements							3,500.00	3,500.00
Total Income							3,500.03	3,500.03
Expense								
Administrative Expense								
Check	4/28/2021		OK Secretary of State	Notary Filing ...		Arvest Checki...	10.00	10.00
Check	4/30/2021	8794	Fuzzell's Copier	4th Qrt 2020 ...		Arvest Checki...	279.66	289.66
Total Administrative Expense							289.66	289.66
Membership Fees								
Check	4/1/2021	8784	OACD	2021 Membe...		Arvest Checki...	100.00	100.00
Total Membership Fees							100.00	100.00
Payroll Tax								
Check	4/12/2021		Oklahoma Employ...	1st Quarter 2...		Arvest Checki...	89.54	89.54
Check	4/15/2021		Oklahoma Tax Com...	March 2021 ...		Arvest Checki...	24.00	113.54
Check	4/15/2021		Oklahoma Tax Com...	March 2021 ...		Arvest Checki...	114.00	227.54
Total Payroll Tax							227.54	227.54
Professional Fees								
Check	4/13/2021	8779	Kimberley Meyer C...	FY - 2020 An...		Arvest Checki...	1,130.00	1,130.00
Total Professional Fees							1,130.00	1,130.00
Total Expense							1,747.20	1,747.20
Net Income							1,752.83	1,752.83



P O BOX 1670
LOWELL AR 72745

Statement Ending 04/30/2021

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		\$4,314.10
Total Current Value		\$4,314.10

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
04/01/2021	Beginning Balance	\$2,561.27
	2 Credit(s) This Period	\$3,500.03
	7 Debit(s) This Period	\$1,747.20
04/30/2021	Ending Balance	\$4,314.10

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.03
Interest Paid Year-to-Date	\$0.18
Interest Withheld Year-to-Date	\$0.00

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

Deposits

Date	Description	Amount
04/30/2021	DDA VIRTUAL DEPOSIT	\$3,500.00

Other Credits

Date	Description	Amount
04/30/2021	INTEREST PMT	\$0.03

Electronic Debits

Date	Description	Amount
04/12/2021	EMPL SEC COMM EMPL SEC 2101407679	-\$89.54
04/15/2021	TAX PAYMENTS OK TAX PMT	-\$24.00
04/15/2021	TAX PAYMENTS OK TAX PMT	-\$114.00
04/28/2021	SECRETARY STATE BRS REF#4917382	-\$10.00



Statement Ending 04/30/2021

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>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>
8779	04/13/2021	\$1,130.00	8784*	04/01/2021	\$100.00	8794*	04/30/2021	\$279.66

* Indicates skipped check number

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
03/31/2021	\$2,561.27	04/13/2021	\$1,241.73	04/30/2021	\$4,314.10
04/01/2021	\$2,461.27	04/15/2021	\$1,103.73		
04/12/2021	\$2,371.73	04/28/2021	\$1,093.73		



P O BOX 1670
LOWELL AR 72745

Statement Ending 04/30/2021

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 LINE (800) 601-8655
-  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
04/01/2021	Beginning Balance	\$83.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
04/30/2021	Ending Balance	\$83.86

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

Daily Balances

Date	Amount
03/31/2021	\$83.86

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
					\$8,953.55	\$8,953.55
REPORT TOTAL					\$8,953.55	\$8,953.55

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	OK
74133	- 1768

Confirmation No.: **8C1DD53287**

5. TOTAL WAGES PAID.....	\$8,953.55
6. TAXABLE WAGES PAID.....	\$8,953.55
7. Contribution Rate for This Quarter.....	1%
8. Contributions Due.....	\$89.54
9. Interest Due.....	\$0.00
10. 10% Penalty Due + \$100.00 Penalty Due.....	\$0.00
11. Debit.....	\$0.00
12. AMOUNT DUE.....	\$89.54
13. Amount Paid.....	

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

Contact Name:
 Title:
 Contact Phone:
 Date:

ACCOUNT ID:
FILING FREQUENCY: Quarterly

FILING PERIOD: March 31, 2021
DUE DATE: April 20, 2021
RECEIVED DATE: April 16, 2021

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

Amended Return

Number of Employees	1
Wages Paid	\$8,983.30
Tax Withheld	\$366.00
Interest	\$0.00
Penalty	\$0.00
Total Due	\$366.00
Total Monthly and Semi-Monthly Prepayments Received	\$366.00
Total Balance Due	\$0.00

1st Quarter 2021 Report
January, February, March

**FOR YOUR RECORDS ONLY
DO NOT MAIL**

12:48 PM
06/01/21
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July 2020 through May 2021

	<u>Jul '20 - May 21</u>
Income	
Interest Income	0.65
OCC Cost-Share Reimbursements	10,942.45
OCC General Exp Reimbursements	4,121.33
OCC Salary Reimbursements	27,799.37
TACF Salary Reimbursements	3,500.00
Total Income	<u>46,363.80</u>
Expense	
Administrative Expense	788.90
Advertising and Promotion	76.26
Cost-Share Payments	5,535.78
Employee Benefits	3,522.08
Internet	435.88
Membership Fees	400.00
Office Supplies	210.48
Outreach Programs	296.59
Payroll	18,785.20
Payroll Tax	8,588.39
Postage	111.80
Professional Fees	1,380.00
Travel	166.70
Total Expense	<u>40,298.06</u>
Net Income	<u><u>6,065.74</u></u>

12:47 PM
06/01/21
Accrual Basis

Tulsa County Conservation District
Profit & Loss
May 2021

	<u>May 21</u>
Income	
Interest Income	0.11
OCC Cost-Share Reimbursements	5,406.67
OCC General Exp Reimbursements	23.97
OCC Salary Reimbursements	<u>2,684.30</u>
Total Income	8,115.05
Expense	
Advertising and Promotion	76.26
Employee Benefits	403.23
Office Supplies	51.98
Payroll	3,919.83
Payroll Tax	1,179.87
Travel	<u>36.51</u>
Total Expense	5,667.68
Net Income	<u><u>2,447.37</u></u>

12:49 PM
 06/01/21
 Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
 May 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	5/28/2021		Arvest	Interest Pay...		Arvest Checki...	0.11	0.11
Total Interest Income							0.11	0.11
OCC Cost-Share Reimbursements								
Deposit	5/6/2021		OCC	Cost-Share Y...		Arvest Checki...	5,406.67	5,406.67
Total OCC Cost-Share Reimbursements							5,406.67	5,406.67
OCC General Exp Reimbursements								
Deposit	5/6/2021		OCC	February Ge...		Arvest Checki...	23.97	23.97
Total OCC General Exp Reimbursements							23.97	23.97
OCC Salary Reimbursements								
Deposit	5/6/2021		OCC	April Salary ...		Arvest Checki...	2,684.30	2,684.30
Total OCC Salary Reimbursements							2,684.30	2,684.30
Total Income							8,115.05	8,115.05
Expense								
Advertising and Promotion								
Check	5/19/2021	8800	Tulsa World	Publish Notic...		Arvest Checki...	76.26	76.26
Total Advertising and Promotion							76.26	76.26
Employee Benefits								
Check	5/4/2021	8785	OCC	April 2021 Pr...		Arvest Checki...	403.23	403.23
Total Employee Benefits							403.23	403.23
Office Supplies								
Check	5/11/2021		Office Depot	Purchase of I...		Arvest Checki...	51.98	51.98
Total Office Supplies							51.98	51.98
Payroll								
Check	5/3/2021	8763	Gabriel S Parker	November 1-...		Arvest Checki...	1,003.26	1,003.26
Check	5/3/2021	8764	Gabriel S Parker	November 16...		Arvest Checki...	1,003.26	2,006.52
Check	5/3/2021	8768	Gabriel S Parker	December 1-...		Arvest Checki...	1,003.26	3,009.78
Check	5/17/2021	8770	Gabriel S Parker	June 1-15th ...		Arvest Checki...	910.05	3,919.83
Total Payroll							3,919.83	3,919.83
Payroll Tax								
Check	5/7/2021		IRS	941 Tax Pay...		Arvest Checki...	880.79	880.79
Check	5/11/2021		IRS	Additional Pa...		Arvest Checki...	185.08	1,065.87
Check	5/20/2021		OK Tax Commission	April 2021 Pa...		Arvest Checki...	114.00	1,179.87
Total Payroll Tax							1,179.87	1,179.87

12:49 PM
06/01/21
Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
May 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Travel Check	5/3/2021	8762	Gabriael S Parker	October 2020...		Arvest Checki...	36.51	36.51
Total Travel							36.51	36.51
Total Expense							5,667.68	5,667.68
Net Income							2,447.37	2,447.37



P O BOX 1670
LOWELL AR 72745

Statement Ending 05/31/2021

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 LINE (800) 601-8655
-  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		\$6,764.47
Total Current Value		\$6,764.47

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
05/01/2021	Beginning Balance	\$4,314.10
	4 Credit(s) This Period	\$8,118.05
	11 Debit(s) This Period	\$5,667.68
05/31/2021	Ending Balance	\$6,764.47

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.11
Interest Paid Year-to-Date	\$0.29
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
05/04/2021	Transfer from Checking - Online Banking Confirmation: 604253954721	\$3.00
05/06/2021	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$5,430.64
05/06/2021	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,684.30

Other Credits

Date	Description	Amount
05/31/2021	INTEREST PMT	\$0.11

Electronic Debits

Date	Description	Amount
05/07/2021	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$880.79
05/11/2021	OFFICE DEPOT ONLINE PMT TULSA CO CONSERVATION	-\$51.98
05/11/2021	IRS USATAXPYMT	-\$185.08



Customer Number:

NON-PROFIT INTEREST CHECKING

Electronic Debits (continued)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	TULSA COUNTY CONSERVAT	
05/26/2021	OKLAHOMATAXPMTS OK TAX PMT	-\$114.00

Checks Cleared

<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>
8762	05/03/2021	\$36.51	8768*	05/03/2021	\$1,003.26	8800*	05/19/2021	\$76.26
8763	05/03/2021	\$1,003.26	8770*	05/17/2021	\$910.05			
8764	05/03/2021	\$1,003.26	8785*	05/04/2021	\$403.23			

* Indicates skipped check number

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
04/30/2021	\$4,314.10	05/07/2021	\$8,101.73	05/26/2021	\$6,764.36
05/03/2021	\$1,267.81	05/11/2021	\$7,864.67	05/28/2021	\$6,764.47
05/04/2021	\$867.58	05/17/2021	\$6,954.62		
05/06/2021	\$8,982.52	05/19/2021	\$6,878.36		



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 05/31/2021

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number: .

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$80.86
Total Current Value		\$80.86

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
05/01/2021	Beginning Balance	\$83.86
	0 Credit(s) This Period	\$0.00
	1 Debit(s) This Period	\$3.00
05/31/2021	Ending Balance	\$80.86

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

Electronic Debits

Date	Description	Amount
05/04/2021	Transfer to Checking - Online Banking Confirmation: 604253954721	-\$3.00

Daily Balances

Date	Amount	Date	Amount
04/30/2021	\$83.86	05/04/2021	\$80.86

1:18 PM
06/01/21
Accrual Basis

Tulsa Area Conservation Foundation
Profit & Loss
July 2020 through March 2021

	<u>Jul '20 - Mar 21</u>
Income	
Interest Income	<u>1.62</u>
Total Income	<u>1.62</u>
Gross Profit	1.62
Expense	
Website Hosting	<u>254.08</u>
Total Expense	<u>254.08</u>
Net Income	<u><u>-252.46</u></u>

3:32 PM
04/09/21
Accrual Basis

Tulsa Area Conservation Foundation
Profit & Loss
March 2021

	<u>Mar 21</u>
Income	
Interest income	<u>0.09</u>
Total Income	<u>0.09</u>
Gross Profit	0.09
Expense	<u>0.00</u>
Net Income	<u><u>0.09</u></u>



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 03/31/2021

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$773.61
Total Current Value		\$773.61

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
03/01/2021	Beginning Balance	\$773.60
	1 Credit(s) This Period	\$0.01
	0 Debit(s) This Period	\$0.00
03/31/2021	Ending Balance	\$773.61

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.01
Interest Paid Year-to-Date	\$0.05
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
03/31/2021	INTEREST PMT	\$0.01

Daily Balances

Date	Amount	Date	Amount
02/28/2021	\$773.60	03/31/2021	\$773.61



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 03/31/2021

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts

-  24-HOUR ACCOUNT INFO LINE (800) 601-8655
-  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		\$2,993.76
Total Current Value		\$2,993.76

BUSINESS MONEY MARKET

Account Summary			Interest Summary	
Date	Description	Amount	Description	Amount
03/01/2021	Beginning Balance	\$2,993.68	Annual Percentage Yield Earned	0.00%
	1 Credit(s) This Period	\$0.08	Interest Days	0
	0 Debit(s) This Period	\$0.00	Interest Earned	\$0.00
03/31/2021	Ending Balance	\$2,993.76	Interest Paid This Period	\$0.08
			Interest Paid Year-to-Date	\$0.24
			Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
03/31/2021	INTEREST PMT	\$0.08

Daily Balances

Date	Amount	Date	Amount
02/28/2021	\$2,993.68	03/31/2021	\$2,993.76

1:17 PM
06/01/21
Accrual Basis

Tulsa Area Conservation Foundation
Profit & Loss
July 2020 through April 2021

	<u>Jul '20 - Apr 21</u>
Income	
Interest Income	1.65
Total Income	<u>1.65</u>
Gross Profit	1.65
Expense	
Administrative Expense	3,500.00
Website Hosting	254.08
Total Expense	<u>3,754.08</u>
Net Income	<u><u>-3,752.43</u></u>

1:16 PM
06/01/21
Accrual Basis

Tulsa Area Conservation Foundation
Profit & Loss
April 2021

	<u>Apr 21</u>
Income	
Interest Income	0.03
Total Income	<u>0.03</u>
Gross Profit	0.03
Expense	
Administrative Expense	3,500.00
Total Expense	<u>3,500.00</u>
Net Income	<u><u>-3,499.97</u></u>



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 04/30/2021

TULSA AREA 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		\$50.03
Total Current Value		\$50.03

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
04/01/2021	Beginning Balance	\$773.61
	2 Credit(s) This Period	\$2,776.42
	1 Debit(s) This Period	\$3,500.00
04/30/2021	Ending Balance	\$50.03

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.03
Interest Paid Year-to-Date	\$0.08
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
04/20/2021	Transfer from Money Mkt - Online Banking Confirmation: 852949617231	\$2,776.39

Other Credits

Date	Description	Amount
04/30/2021	INTEREST PMT	\$0.03

Checks Cleared

Check Nbr	Date	Amount
6100	04/30/2021	\$3,500.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
03/31/2021	\$773.61	04/20/2021	\$3,550.00
		04/30/2021	\$50.03



P O BOX 1670
LOWELL AR 72745

Statement Ending 04/30/2021

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		\$202.42
Total Current Value		\$202.42

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
04/01/2021	Beginning Balance	\$2,993.76
	1 Credit(s) This Period	\$0.05
	2 Debit(s) This Period	\$2,791.39
04/30/2021	Ending Balance	\$202.42
	Service Charges	\$15.00

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	\$0.29
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
04/30/2021	INTEREST PMT	\$0.05

Electronic Debits

Date	Description	Amount
04/20/2021	Transfer to Checking * - Online Banking Confirmation: 852949617231	-\$2,776.39

Other Debits

Date	Description	Amount
04/30/2021	SERVICE CHARGE	-\$15.00

Daily Balances

Date	Amount	Date	Amount
03/31/2021	\$2,993.76	04/20/2021	\$217.37
		04/30/2021	\$202.42

1:14 PM
06/01/21
Accrual Basis

Tulsa Area Conservation Foundation
Profit & Loss
July 2020 through May 2021

	<u>Jul '20 - May 21</u>
Income	
Interest Income	1.65
Total Income	<u>1.65</u>
Gross Profit	1.65
Expense	
Administrative Expense	3,500.00
Website Hosting	254.08
Total Expense	<u>3,754.08</u>
Net Income	<u><u>-3,752.43</u></u>

1:04 PM
06/01/21
Accrual Basis

Tulsa Area Conservation Foundation
Profit & Loss
May 2021

	<u>May 21</u>
Net Income	<u>0.00</u>



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 05/31/2021

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts

-  24-HOUR ACCOUNT INFO LINE (800) 601-8655
-  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		\$50.03
Total Current Value		\$50.03

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
05/01/2021	Beginning Balance	\$50.03
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
05/31/2021	Ending Balance	\$50.03

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	\$0.08
Interest Withheld Year-to-Date	\$0.00

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

Daily Balances

Date	Amount
04/30/2021	\$50.03



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 05/31/2021

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts

-  24-HOUR ACCOUNT INFO LINE (800) 601-8655
-  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		\$187.43
Total Current Value		\$187.43

BUSINESS MONEY MARKET

Account Summary			Interest Summary	
Date	Description	Amount	Description	Amount
05/01/2021	Beginning Balance	\$202.42	Annual Percentage Yield Earned	0.00%
	1 Credit(s) This Period	\$0.01	Interest Days	0
	1 Debit(s) This Period	\$15.00	Interest Earned	\$0.00
05/31/2021	Ending Balance	\$187.43	Interest Paid This Period	\$0.01
	Service Charges	\$15.00	Interest Paid Year-to-Date	\$0.30
			Interest Withheld Year-to-Date	\$0.00

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

Other Credits		
Date	Description	Amount
05/31/2021	INTEREST PMT	\$0.01

Other Debits		
Date	Description	Amount
05/31/2021	SERVICE CHARGE	-\$15.00

Daily Balances

Date	Amount	Date	Amount
04/30/2021	\$202.42	05/28/2021	\$187.43

CONSERVATION DISTRICT COOPERATOR AGREEMENT

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

Landowner:

The Cooperator(s) Agrees to:

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

The District Agrees to:

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

Individual Non-Landowner, Organization or Business:

The Cooperator Agrees to:

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

The District Agrees to:

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

It is mutually agreed that:

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

Signature of Cooperator(s)

Jeremy Archer
Felicia Archer

Date 3-29-21

Date 3-29-21

Signature of District Chair _____

Date approved by district board _____

CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County Conservation District, hereinafter referred to as District and Joshua Keetch, hereinafter referred to as Cooperator(s).

Check either Landowner or Non-landowner box:

Landowner:

The Cooperator(s) Agrees to:

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

The District Agrees to:

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

Individual Non-Landowner, Organization or Business:

The Cooperator Agrees to:

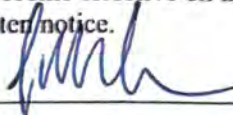
1. Work with representatives of the District to carry out planned projects, assist with district activities and participate in district events.
2. Become knowledgeable about the District. Suggested ways to do this are attend board meetings, volunteer to help with District activities, read District materials,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

The District Agrees to:

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

It is mutually agreed that:

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

Signature of Cooperator(s)  Date 4/20/21
 _____ Date _____

Signature of District Chair _____

Date approved by district board _____

STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District	Tulsa County
-----------------------	--------------

Name Jeremy Archer			
Address	City	State	Zip
Phone Number	Email:		
Do you have an approved conservation plan? <input type="checkbox"/> Yes * <input checked="" type="checkbox"/> No <i>Let Roy Arnold is currently putting a conservation plan together now.</i>			
Do you have a district cooperater agreement? <input type="checkbox"/> Yes * <input checked="" type="checkbox"/> No <i>Filled out with this application</i>			
For which conservation practice(s) are you applying? Building pond/water conservation			
County where practice(s) will be installed. Tulsa		Legal Description _____ ¼ _____ ¼ Section 17N Township 14E Range	
Do you own or rent this land? <input checked="" type="checkbox"/> Own <input type="checkbox"/> Rent			
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.			

<ul style="list-style-type: none"> I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States Completing this form does not guarantee cost-share assistance. If approved for cost-share assistance, I understand that a cash or in-kind match is required. Each application will be evaluated and ranked by the conservation district based on established criteria. Construction/installation/implementation of this practice prior to application approval will result in ineligibility of cost-share assistance. If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement before construction may begin. I am not an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned. <p style="margin-top: 20px;">To the best of my knowledge, the information on this application is correct.</p> <p style="margin-top: 20px;">Applicant Signature _____ <i>Jeremy Archer</i> _____</p> <p style="margin-top: 5px;">Date 03/29/2021 _____</p>

Conservation District Approval or Disapproval (to be completed by conservation district board)

We have reviewed the cost-share application and make the following recommendations based on the program guidelines and the conservation district's application ranking system.

- Approve application for cost-share assistance.
- Disapprove the application for cost-share assistance.

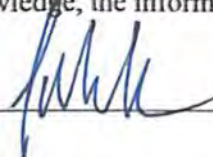
Authorized District Representative _____

Date: _____

**STATE OF OKLAHOMA
CONSERVATION COST-SHARE PROGRAM
APPLICATION**

Conservation District	Tulsa County
-----------------------	--------------

Name Joshua Keech			
Address	City	State	Zip
Phone Number	Email		
Do you have an approved conservation plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Do you have a district cooperater agreement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
For which conservation practice(s) are you applying? Water - pond construction for cattle			
County where practice(s) will be installed. Tulsa		Legal Description _____ Section _____ Township _____ Range	
Do you own or rent this land? <input checked="" type="checkbox"/> Own <input type="checkbox"/> Rent			
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.			

<ul style="list-style-type: none"> • I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States • Completing this form does not guarantee cost-share assistance. • If approved for cost-share assistance, I understand that a cash or in-kind match is required. • Each application will be evaluated and ranked by the conservation district based on established criteria. • Construction/installation/implementation of this practice prior to application approval will result in ineligibility of cost-share assistance. • If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement before construction may begin. • I am not an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned. 	
To the best of my knowledge, the information on this application is correct.	
Applicant Signature 	
Date <u>4/20/21</u>	

Conservation District Approval or Disapproval (to be completed by conservation district board)

We have reviewed the cost-share application and make the following recommendations based on the program guidelines and the conservation district's application ranking system.

- Approve application for cost-share assistance.
- Disapprove the application for cost-share assistance.

Authorized District Representative _____

Date: _____

STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District	Tulsa County
-----------------------	--------------

Name <u>Dan Bohweid</u>			
Address	City	State <u>OK</u>	Zip
Phone Number	Email		
Do you have an approved conservation plan?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a district cooperators agreement?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
For which conservation practice(s) are you applying? <u>Herbicide</u>			
County where practice(s) will be installed. <u>Tulsa</u>		Legal Description <u>Farm *</u>	
		<u>1/4</u> <u>1/4</u> Section	Township _____ Range _____
Do you own or rent this land?		<input type="checkbox"/> Own	<input checked="" type="checkbox"/> Rent
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.			

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **does not** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked by the conservation district based on established criteria.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.

To the best of my knowledge, the information on this application is correct.

Applicant Signature Dan Bohweid

Date 5-10-21

Conservation District Approval or Disapproval (to be completed by conservation district board)

We have reviewed the cost-share application and make the following recommendations based on the program guidelines and the conservation district's application ranking system.

- Approve application for cost-share assistance.
- Disapprove the application for cost-share assistance.

Authorized District Representative _____

Date: _____

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
April 1, 6, 7, 15, 2021
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**

- Completing Pre Obligations reviews
- Marking applications to preapprove/approve
- Pre-approve letters being mailed out
- Completing contracts
- Contract management

CSP/CSP-GCI – **FY 2021**

- CSP Renewal; completed
 - o CSP-Renewal 2021 completed
 - o 2022 CSP-Renewal letters being mailed out
- CSP-Classic – 2020 Payments deadline - completed
 - o Accepting FY 21 CSP-Classic apps through April 30
 - o Working on field reviews
 - o No longer can receive payment the following year

State Cost Share Program – Working on plans & check outs as requested

Other –

- Updated FPAC Staffing Guidance for COVID-19 office staffing
- NRCS Employees will not participate, in person, in a public gathering in our official capacity unless previous written approval.
- Mask are always required when in the office no exceptions

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
June 1, 2, 3, 8,10, 2021
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**

- Contracts completed
- Obligated within our team
- Ineligible letters being mailed out
- Contract Management
- Waiting for New CIC program to come out?

CSP/CSP-GCI – **FY 2021**

- CSP-Classic – 2021 Ranking applications
 - o Working on field reviews
 - o Obligation deadline July 30
- GCI – Field reviews

**State Cost Share
Program –**

Working on plans & check outs as requested

Other –

- Updated FPAC Staffing Guidance for COVID-19 office staffing 50%
- NRCS Employees can participate in board meetings following COVID guidelines, restrictions are required and public gatherings of 50 people or less in our official capacity with written approval.
- Mask are always required when in the office no exceptions
- Trainings for New employees
- Summer Intern Starting June 7 in the Wagoner Office
- Team 17 QAR Aug. 30 – Sept. 3

Tulsa County

Conservation District:

March-21

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
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Conservation Planning																												
Customer service toolkit data entry																												
Conservation plan maintenance																												
Assemble plan components																												
Conducts on-site inspections																												
Provide practice check out services																												
Development of plan and soil maps																												
Other:																												
Outreach for Farm Bill Programs																												
News Article Development																												
Outreach Activities		X													X	X					X	X						
Assist with monthly outreach report		X			X		X								X	X					X	X						
Public presentations																												
Success stories																												
Earth Team volunteer program																												
Assist with statewide media																												
Other: CARES Project, Website, BT Collections									X																X			
Other Cont: CARES Mtg, Dist Trng, YbyY		X													X	X								X	X			
Administrative Assistance for Farm Bill Programs																												
Filing	X	X	X	X	X			X	X	X	X	X			X	X	X	X				X	X	X	X	X		
Updating General Manual and FOTG																												
Receptionist/Teleworking	X	X	X	X	X			X	X	X	X	X			X	X	X	X				X	X	X	X	X		
General office correspondence	X	X	X	X	X			X	X	X	X	X			X	X	X	X				X	X	X	X	X		
Record of meeting minutes			X																									
Maintain office schedules	X		X		X				X		X				X		X					X			X			
Maintain ledgers			X													X						X						
Other: M/T Bd mtg/Prep/min, TACF Tax&Fin,	X	X	X	X				X	X	X	X	X			X	X	X	X				X	X	X	X	X		
Other Cont: Mail, M/T Fin, Cks, Shredding, Min			X	X				X	X	X	X	X			X	X	X					X		X	X			
Other Cont: Budget, JPOO, Notary, Election			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		X				X	X					
Complete program applications																												
Program application rankings																												
Compile and file applications																												
Prepare and mail form letters																												
Plan and contract development																												
Provide technical assistance																												
Update and maintain LTP-003																												
Other Farm Bill Activities:																												
State Cost Share Prgram Year 22 M/TCCD					X				X		X				X			X					X					
Staff Meeting, Team Mtgs, OACD St Mtg	X	X																										
MCCD Equip.			X					X	X						X		X					X	X					

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: **40 hours**

I certify that the above items as marked have been accomplished according to the terms of this agreement and meet with my full satisfaction:

Conservation District Board Representative (*Signature & Date*)

NRCS District Conservationist (*Signature & Date*)

Tulsa County

Conservation District:

April-21

Month & Year

Day of Month

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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Conservation Planning	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Customer service toolkit data entry																														
Conservation plan maintenance																														
Assemble plan components																														
Conducts on-site inspections																														
Provide practice check out services																														
Development of plan and soil maps																														
Other:																														
Outreach for Farm Bill Programs																														
News Article Development																														
Outreach Activities																				X		X		X						
Assist with monthly outreach report	X												X						X		X									
Public presentations																														
Success stories																														
Earth Team volunteer program																														
Assist with statewide media																														
Other: CARES Project, Website, MOM						X	X												X		X									
Other Cont: CARES Mtg, Dist Trng, Rver Cleanup													X								X			X						
Administrative Assistance for Farm Bill Programs																														
Filing	X						X	X	X	X		X	X	X	X	X				X	X	X	X			X	X	X	X	X
Updating General Manual and FOTG																														
Receptionist/Teleworking	X						X	X	X	X		X	X	X	X	X				X	X	X	X			X	X	X	X	X
General office correspondence	X						X	X	X	X		X	X	X	X	X				X	X	X	X			X	X	X	X	X
Record of meeting minutes							X																							
Maintain office schedules	X						X		X			X	X	X	X	X				X		X	X	X			X		X	X
Maintain ledgers	X						X	X	X	X		X	X	X	X	X				X	X	X	X	X			X	X	X	X
Other: M/T Bd mtg/Prep/min, TACF Tax&Fin,	X						X	X	X	X		X	X	X	X	X				X	X		X	X			X	X	X	X
Other Cont: Mail, M/T Fin, Cks, Shredding, Min	X						X	X	X	X		X	X	X	X	X				X	X	X				X	X	X	X	X
Other Cont: Budget, JPOO, Notary, Election	X						X	X	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						X	X	X						
Complete program applications																														
Program application rankings																														
Compile and file applications																														
Prepare and mail form letters																														
Plan and contract development																														
Provide technical assistance																														
Update and maintain LTP-003																														
Other Farm Bill Activities:																														
State Cost Share Prgram Year 22-23 M/TCCD												X								X		X	X				X	X		
Staff Meeting, Team Mtgs,								X																						
MCCD Equip.						X	X							X																

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: **45 hours**

I certify that the above items as marked have been accomplished according to the terms of this agreement and meet with my full satisfaction:

Conservation District Board Representative (Signature & Date)

NRCS District Conservationist (Signature & Date)

Tulsa County

Conservation District:

May-21

Month & Year

Day of Month

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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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	30	31
Customer service toolkit data entry																															
Conservation plan maintenance																															
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Provide practice check out services																															
Development of plan and soil maps																															
Other:																															
Outreach for Farm Bill Programs																															
News Article Development																															
Outreach Activities				X						X	X					X															
Assist with monthly outreach report										X	X																				
Public presentations																															
Success stories																															
Earth Team volunteer program																															
Assist with statewide media											X																				
Other: CARES, MOM, Event Prp, CrCk, BT Bug Pk				X	X	X				X	X	X		X		X		X							X	X					
Other Cont: Dist Trng, Driller's Game, Enviro Ex					X						X	X																			
Administrative Assistance for Farm Bill Programs																															
Filing			X	X		X	X			X	X	X	X	X		X		X	X	X	X		X		X	X	X	X			
Updating General Manual and FOTG																															
Receptionist/Teleworking			X	X		X	X			X	X	X	X	X		X		X	X	X	X		X		X	X	X	X			
General office correspondence			X	X		X	X			X	X	X	X	X		X		X	X	X	X		X		X	X	X	X			
Record of meeting minutes					X											X															
Maintain office schedules			X	X		X	X			X	X		X	X				X		X		X		X	X		X	X			
Maintain ledgers			X	X		X	X			X	X		X	X		X		X	X	X	X		X		X	X	X	X			
Other: M/T Bd mtg/Prep/min, TACF Tax&Fin,			X	X	X	X	X			X	X		X	X		X		X	X				X	X	X	X	X				
Other: Mail, M/T Fin, Cks, Shredding, Min			X	X	X	X	X			X	X		X	X				X	X				X	X	X	X	X				
Other: Budget, JPOO, Election Prp, QB, Wbste			X	X	X	X	X			X	X		X	X		X		X	X	X	X		X		X	X	X	X			X
Farm Bill Contracting																															
Explain and promote farm bill programs					X						X																				
Local work group coordination			X	X						X	X					X									X	X					
Complete program applications																															
Program application rankings																															
Compile and file applications																															
Prepare and mail form letters					X														X	X							X	X			
Plan and contract development																															
Provide technical assistance																															
Update and maintain LTP-003																															
Other Farm Bill Activities:																															
State Cost Share Prgram Year 22-23 M/TCCD										X	X					X		X		X				X	X	X	X	X			
Staff Meeting, Team Mtgs,			X	X						X																					
MCCD Equip. YbyY, Ckn Ltr Trng			X							X			X			X	X	X		X											

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: **55 hours**

I certify that the above items as marked have been accomplished according to the terms of this agreement and meet with my full satisfaction:

Conservation District Board Representative (Signature & Date)

NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

March 2021



Meetings:

03/01-03/02-2021	83 rd Annual OACD State Meeting
03/03/2021	MCCD Board Meeting
03/04/2021	Sustainable Tulsa Meeting (Did not Attend)
03/11/2021	TCCD Board Meeting (Cancelled)
03/15/2021	Meeting Volunteer to Provide Creek Clean-up Supplies (Did not Happen)
03/16/2021	Rescheduled TCCD Board Meeting
03/17 & 03/18/2021	OCC Statewide District Director Elections Training – Only One Day Required
03/23/2021	CARE Project Zoom Training – Native American Producer Experience
03/31/2021	TCCD Special Meeting

Special Events:

03/17/2021	Yard by Yard Earth Day Video w/ Cheryl Cheadle
03/22/2021	Yard by Yard Earth Day Redo Video w/ Cheryl Cheadle

Holidays:

03/17/2021 St Patrick's Day – Wear Green

Upcoming Meetings

04/05/2021	Monarch's on the Mountain Meeting (Did not Attend)
04/07/2021	MCCD Board Meeting
04/08/2021	Sustainable Tulsa Meeting
04/08/2021	Team 17 Staff Meeting
04/08/2021	TCCD Board Meeting (Cancelled)
04/13 & 04/14/2021	OCC Statewide District Cost Share Program Training – Only One Day Required
04/15/2021	Rescheduled TCCD Board Meeting

Up Coming Events:

None

Upcoming NRCS Deadlines:

04/30/2021	CSP Classic Sign-Up Deadline
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Upcoming Holidays:

04/04/2021 Easter Sunday

Side Notes:

None

Work Duties Performed:

❖ Answer Calls	❖ OACD CARE Project
❖ Email Correspondences	❖ TCCD Payroll/Taxes
❖ Bill Pay/Financials	❖ Website Updates
❖ TCCD/MCCD File Organization	❖ Teleworking
❖ TCCD/MCCD Office Mail	❖ Teleconference Meetings
❖ Office Scanning	❖ MCCD Equipment Rentals
❖ TCCD/MCCD Meeting Minutes	❖ TACF Financials and Tax Prep
❖ TCCD/MCCD State Cost Share	❖ MCCD Financials/RCB Bank
❖ Cost Share Program Year 22 & 23	
❖ Yard by Yard Activities	

TCCD Monthly Outreach and Activities Report

April 2021



Meetings:

04/05/2021	Monarch's on the Mountain Meeting (Did not Attend)
04/07/2021	MCCD Board Meeting
04/08/2021	Sustainable Tulsa Meeting (Did not Attend)
04/08/2021	Team 17 Staff Meeting
04/08/2021	TCCD Board Meeting (Cancelled)
04/13 & 04/14/2021	OCC Statewide District Cost Share Program Training – Only One Day Required
04/15/2021	Rescheduled TCCD Board Meeting (Cancelled)
04/19/2021	Monarch's on the Mountain Meeting
04/22/2021	Calling All Farmer's Webinar
04/27/2021	CARE – North Tulsa Possible Collaboration Meeting

Special Events:

04/24/2021	Arkansas River Cleanup @ The Yard Bar w/ John Beasley
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Holidays:

04/04/2021	Easter Sunday
04/22/2021	Earth Day

Upcoming Meetings

05/04/2021	Monarch's on the Mountain Meeting
05/05/2021	MCCD Board Meeting
05/06/2021	Sustainable Tulsa Meeting – Okies for Monarch's
05/13/2021	TCCD Board Meeting
05/17/2021	Monarch's on the Mountain Meeting
05/13/2021	OCC Statewide District Cost Share Program Training
05/18/2021	Chicken Litter License Training in Pryor, OK

Up Coming Events:

05/04/2021	Backyard Chickens Workshop-Claremore, OK
05/06/2021	Driller's Game – Setting up a Table
05/12/2021	Enviro Expo
05/13/2021	NRCS Conservation Information Webinar

Upcoming NRCS Deadlines:

Upcoming Holidays:

05/05/2021	Cinco de Mayo
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Side Notes:

None

Work Duties Performed:

❖ Answer Calls	❖ TCCD Payroll/Taxes
❖ Email Correspondences	❖ Website Updates
❖ Bill Pay/Financials	❖ Teleworking
❖ TCCD/MCCD File Organization	❖ Teleconference Meetings
❖ TCCD/MCCD Office Mail	❖ MCCD Equipment Rentals
❖ Office Scanning	❖ TACF Financials and Tax Prep
❖ TCCD/MCCD Meeting Minutes	❖ MCCD Financials/RCB Bank
❖ TCCD/MCCD State Cost Share	❖ Event Prep
❖ Cost Share Program Year 22 & 23	❖ Monarch's on the Mountain Meetings
❖ Yard by Yard Activities	❖ FY – 2023 Budget Requests

TCCD Monthly Outreach and Activities Report

June 2021

Meetings:

05/04/2021	Monarch's on the Mountain Meeting
05/05/2021	MCCD Board Meeting
05/06/2021	Sustainable Tulsa Meeting – Okies for Monarch's
05/10/2021	Team 17 Staff Meeting
05/13/2021	OCC Statewide District Cost Share Program Training
05/13/2021	TCCD Board Meeting (Rescheduled)
05/14/2021	Yard by Yard Certification w/Cheryl
05/14/2021	Crow Creek Meadow Meeting
05/17/2021	Monarch's on the Mountain Meeting
05/17/2021	Rescheduled TCCD Board Meeting
05/18/2021	Chicken Litter License Training in Pryor, OK
05/27/2021	OACD – CARE Zoom Meeting
05/27/2021	Calling All Farmer's Zoom Call

Special Events:

05/04/2021	Backyard Chickens Workshop-Claremore, OK (Did not Attend)
05/06/2021	Driller's Game – Setting up a Table
05/12/2021	Enviro Expo
05/13/2021	NRCS Conservation Information Webinar
05/26/2021	Bug Picking @ Central Park Community Center BA, OK

Holidays:

05/05/2021	Cinco de Mayo
05/31/2021	Memorial Day – Office Closed

Upcoming Meetings

06/02/2021	MCCD Board Meeting
06/10/2021	Sustainable Tulsa Meeting
06/10/2021	TCCD Board Meeting
06/22 – 06/23/2021	OCC Statewide District Cost Share Program Training
06/29/2021	Monarch's on the Mountain Meeting

Up Coming Events:

06/01/2021	TCCD Board Position Election
06/19/2021	Broken Arrow Farmer's Market

Upcoming NRCS Deadlines:

Side Notes:

None

Work Duties Performed:

❖ Answer Calls	❖ Social Media Updates
❖ Email Correspondences	❖ Election Prep
❖ Bill Pay/Financials	❖ Teleworking
❖ TCCD/MCCD File Organization	❖ Teleconference Meetings
❖ TCCD/MCCD Office Mail	❖ MCCD Equipment Rentals
❖ Office Scanning	❖ TACF Financials and Tax Prep
❖ TCCD/MCCD Meeting Minutes	❖ MCCD Financials/RCB Bank
❖ TCCD/MCCD State Cost Share	❖ Event Prep
❖ Cost Share Program Year 22 & 23	❖ Monarch's on the Mountain Meetings
❖ Yard by Yard Activities	❖ Poultry Was License Trainings
❖ OACD CARE Project	❖ Check/Paperwork Signatures
❖ TCCD Payroll/Taxes	❖ Crow Creek Meeting
❖ Website Updates	❖ M/TCCD Joint Plan of Operations
❖ OCC Mandatory Trainings	

Land Question:

From: Janet Stewart <Janet.Stewart@Conservation.ok.gov>

Sent: Wednesday, April 28, 2021 10:34 AM

To: Lisa Knauf <Lisa.Knauf@Conservation.ok.gov>

Subject: RE: Land Question

The answer is easy if it is being donated to the district. They would be exempt from property and sales taxes. As to the foundation, it is more complicated, and I would advise the foundation to speak to a tax attorney.

Title 68. Revenue and Taxation

§68-2887. Exempt property.

(Also See State Constitution Article 10 Section 6)

The following property shall be exempt from ad valorem taxation (property):

2. All property of this state, and of the counties, school districts, and municipalities of this state, including property acquired for the use of such entities pursuant to the terms of a

lease-purchase agreement which provides for the passage of title or the release of security interest, if applicable, upon payment of all rental payments and an additional nominal amount;

8. All property of any charitable institution organized or chartered under the laws of this state as a nonprofit or charitable institution, provided the net income from such property is used exclusively within this state for charitable purposes and no part of such income inures to the benefit of any private stockholder, including property which is not leased or rented to any person other than a governmental body, a charitable institution or a member of the general public who is authorized to be a tenant in property owned by a charitable institution under Section 501(c)(3) of the Internal Revenue Code and which includes but is not limited to an institution that either:

a. additionally satisfies the income standards set forth in Internal Revenue Service Revenue Procedure 96-32, which may be audited by the county assessor of the applicable county, in addition to other requirements of this subparagraph, as a condition of obtaining and maintaining the exemption, if:

(1) the property provides residential rental accommodations regardless of whether services or meals are provided, and

(2) the property:

(a) is occupied as of the applicable January 1 assessment date if the structure is a single-family dwelling, or

(b) has an average seventy-five percent (75%) occupancy rate, based upon the total number of units suitable for occupancy, during the calendar year preceding the applicable January 1 assessment date if the property contains multiple structures suitable for multi-family housing.

The owner of any property subject to the occupancy requirements prescribed herein shall submit a report to the county assessor of the county in which the property is located no later than December 15 each year regarding the occupancy rate for the preceding eleven (11) months. If the report indicates that the average occupancy rate was less than seventy-five percent (75%), the county assessor shall determine the taxable value of the property for the succeeding assessment year and the property shall not be exempt for any subsequent assessment year unless the average occupancy rate is at least seventy-five percent (75%) during the succeeding eleven-month period. Except as provided in Section 178.6 of Title 60 of the Oklahoma Statutes, no asset consisting of a single-family or multi-family dwelling unit owned by an entity the

property of which would otherwise be exempt pursuant to subparagraph a of this paragraph shall be exempt from ad valorem taxation if any such dwelling unit was improved with or acquired with any portion of proceeds from the sale of obligations issued by any entity organized pursuant to Section 176 of Title 60 of the Oklahoma Statutes if the interest income derived from such obligations is exempt from federal income tax, or

b.(1)for a facility constructed prior to January 1, 2006, is a continuum of care retirement community providing housing for the aged, licensed under Oklahoma law, owned by a nonprofit entity recognized by the Internal Revenue Service as a Section 501(c)(3) tax-exempt entity and located in a county with a population of more than five hundred thousand (500,000) according to the latest Federal Decennial Census, and

(2)(a)for a facility in which construction was completed on or after January 1, 2006, is:

i.a continuum of care retirement community providing housing for the aged, licensed under Oklahoma law,

ii.owned by a nonprofit entity recognized by the Internal Revenue Service as a Section 501(c)(3) tax-exempt entity, and

iii.located in any county of the state regardless of population, or

(b)for a facility other than a facility described by division (1) of subparagraph b of this paragraph and which is partially or fully constructed prior to January 1, 2006, is:

i.owned and occupied on or after January 1, 2006, by an entity that operates a continuum of care retirement community providing housing for the aged, licensed under Oklahoma law,

ii.owned by a nonprofit entity recognized by the Internal Revenue Service as a Section 501(c)(3) tax-exempt entity, and

iii.is located in any county of the state regardless of population;

9. All property used exclusively and directly for charitable purposes within this state, provided the charity using said property does not pay any rent or remuneration to the owner thereof unless the owner is a charitable institution described in Section 501(c)(3) of the Internal Revenue Code, 26 U.S.C., Section 501(c)(3), or a veterans' organization described in Section 501(c)(19) of the Internal Revenue Code, 26 U.S.C., Section 501(c)(19);

Sales Tax-exempt customers

Some customers are exempt from paying sales tax under Oklahoma law. Examples include government agencies, some nonprofit organizations, and merchants purchasing goods for resale.

RECOMMENDATION FOR APPOINTMENT OR REAPPOINTMENT OF CONSERVATION DISTRICT DIRECTOR

During a board meeting held on June 10, 2021, Directors of the
Tulsa County Conservation District

took action for:

Reappointment

Appointment due to: Resignation Expiration of Term Death

of: Jana Black

Recommendation(s):

Name: Jana Black

Address: _____

Name: Roy Foster

Address: _____

For reappointment, the incumbent director attended 10 of 24 regular scheduled meetings during the immediate past term.

*If director did not attend 75% of regular scheduled meetings during the immediate past term, please attach a letter from the board outlining why the recommendation is being made.

Copy of Cooperator Agreement or Application is Attached

I have verified with the Tulsa County Election Board that the recommended person(s) is a registered voter within the boundaries of said conservation district.

GABRIEL PARKER (Affiliate) Digitally signed by GABRIEL PARKER (Affiliate)
Date: 2021.06.08 09:03:34 -05'00'

District Representative Date

Board of Directors Representative Date

OCC Use Only
Agenda/Action Date: _____

OCC Use Only
Director ID: _____

OCC Use Only
District No: _____



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

June 10, 2021

Oklahoma Conservation Commission
2800 N. Lincoln Blvd., Suite 160
Oklahoma City, OK 73105-4210

RE: Recommendation for Appointment

Dear Commission:

The Tulsa County Conservation District board wishes to submit Jana Black to be considered for reappointment as a Conservation District Director.

The board would like to recommend Jana Black for reappointment to her current position. Jana has served on the Tulsa County Conservation District board since July 1, 2015 and has been a real asset to the district. Throughout her 2-year term, Jana has attended 10 regularly scheduled board meetings. We did not have meetings in March or December 2020. We also did not have meetings in January or April 2021. Of the eleven meetings held on regularly scheduled days, Jana attended all eleven meetings. Of the nine special meetings, Jana attended all nine. Unfortunately, the district has had only had three board members since July 2019 and it has made it difficult to keep our regularly scheduled meetings. Also, 2020 was a difficult year for board meetings due to Covid-19. We had to adjust to virtual meetings, but even then, having only three members, made it more difficult to keep the regularly scheduled meetings in 2020 and the first part of 2021.

All current and past board members, staff and volunteers view Jana's experience and participation in district activities as invaluable and irreplaceable. For those reason, we would like to recommend her for reappointment to the district board for another two-year term.

If there are any questions or concerns, you may call district office at (918) 877-9559.

Sincerely,

Tom Tolbert
Chairman

Tom Tolbert
Chairman

Jana Black
Vice Chairman

Jana Black
Treasurer

Sherry Laskey
Member

Vacant
Member

**Conservation District Budget Request
Fiscal Year 2023**

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
Gabraiel 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	\$ 15.00	2073	\$ 31,095.00
District Manager	\$ 17.00	2073	\$ 35,241.00
			\$ -
			\$ -
Total Request for New Positions			\$ 66,336.00

New Funding Request for Programs & Operations

<u>Program Requests</u>	<u>Amount</u>	<u>Operations Requests</u>	<u>Amount</u>
Locally Led Cost Share	\$ 30,000.00	Director Mtg. Expense	\$ 1,500.00
Watershed O&M		Audit	\$ 700.00
Watershed Rehabilitation		Bonds	
Roadside Erosion	35,000	Dues	\$ 500.00
Water Quality Programs	\$ 3,500.00	Insurance	1,000.00
Education Programs	\$ 3,500.00	Office Supplies	\$ 800.00
Vehicle		Phone / Internet	\$ -
Equipment (list below)		Postage	\$ 500.00 400.00
		Travel / Mileage	\$ 3,000.00 2,700.00
		Vehicle Expense / Fuel	
		Meetings Expense / Registration	\$ 1,000.00
		Other (list below)	
		Election Fees	\$ 500.00
Other (list below)			
Total Programs	\$ 37,000.00	Total Operations	\$ 8,100.00
Total New Funding Request for Programs & Operations		\$ 45,100.00	
Total FY 2023 Budget Request		\$ 112,990.75	

Approved by board of directors on _____
Date

Signature - Chair

Estimated Local Funds Expended Fiscal Year 2021

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 2021 (July 1, 2020 - June 30, 2021)

Salaries (i.e. local salary, retirement, taxes; one-time pay increases)	\$ 9,000.00
District Operations (i.e. meeting expenses, dues, mileage, insurance)	\$ 2,608.89
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)	\$ 600.00
Total Estimated Local Funds Expended in FY 2021	\$ 12,708.89

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)

**Conservation District Budget Request
Fiscal Year 2022**

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
Gabraiel 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	\$ 3,500.00	Insurance	
Education Programs	\$ 3,500.00	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)			
Total Programs	\$ 32,000.00	Total Operations	\$ 7,500.00
Total New Funding Request for Programs & Operations		\$ 39,500.00	
Total FY 2022 Budget Request			\$ 99,098.75

[Handwritten Signature]

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)



**Joint Business Plan/
Plan of Operations**

Tulsa County Conservation District #2

&

**Natural Resources Conservation Service
Tulsa Field Office**

July 1, 2021 – September 30, 2022

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
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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 Requested	
2. Participating in Blue Thumb Stream Monitoring	12	DS	Monthly	
3. Participate in Blue Thumb Bug Picking	2	DS	Twice a Year	
4. Participate in 5-Year Fish Collection	1	DS	August 2021	
5. Assist Local Organizations Plan and Hold Creek Cleanups	As requested	Blue Thumb staff/DS/DC	Throughout year	
6. Ensure district inventory of Blue Thumb chemicals and supplies is adequate to address the need for monitoring water quality.	As needed	DS	As needed	
7. Attempt to utilize Earth Team Volunteer to assist with the local conservation program	As available	DC/DS	As needed	
8. 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	As Available	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	

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	March – April as needed after that	
4. Evaluate current ranking criteria and make necessary changes for State Cost-share Program	When available	DM/DS/DC/BD	Each CSP Year begins	

State Cost-share Program				
5. Complete conservation plans on accepted State Cost-share Program applications	When Available	DM/DC/SC	After Item 4	One app left to review
6. Evaluate current ranking criteria and make necessary changes for EQIP implementation	When available	DM/DS/DC/BD	October	
7. Provide administrative and technical support to fulfill program obligations	As needed	All staff/ Directors/DC	When available	
8. 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	DC	Time Sensitive	
4. Schedule Resource Specialist to complete conservation planning review	1	DC	Yearly	
5. Cooperate with Tulsa Volunteer Organization for Volunteer recruitment	Multiple	Directors/DS	Ongoing	
6. Encourage cooperation and provide assistance to Units of Government	Multiple	DS/All staff	As needed	
7. Work with agencies to emphasize and coordinate conservation activities	When requested	DS/All staff	As needed	
8. Assist with U.S. Fish & Wildlife Service with "Partners for Wildlife Program"	When requested	DS/DC/ Directors	As needed	
9. Assist Tulsa County	When	DS/DC/Directors	As needed	

Commissioners and Staff with Emergency Watershed Protection	requested			
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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/Compilation to ensure integrity and conform to state requirements	1	DM/DS	July-November	
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 or become vacant	As needed	DS	Ongoing	
3. Update district Board of Directors recruitment brochure:	As needed	DS	Ongoing	
4. From the recruitment brochure, maintain a list of eligible and	As vacancies open	DS	Ongoing	

interested potential directors from related organizations				
5. Contact the eligible and interest individuals once a year to get a status update on interest and eligibility	1 per year	DS/Board of Directors	January	
6. Actively recruit associate board members from brochure and list to pull from when a director vacancy occurs	2 members	DS/Board of Directors	Ongoing	

Funding Source: District

Estimated Funding: To be determined

Objective #4: Incorporate Staff and District Ongoing Education Opportunities

Action Items:	Number	Who	When	Progress
1. Include one of the District Directors' Responsibilities: A 10-Minute Guide Series per board meetings	12	All staff	Each Board Meeting	
2. Include information for review from chapters 1,2,3,4,5,6,7 and 8 of the District Handbook	As many as time will allow	DS/Board of Directors	Each Board Meeting	
3. Have at least one Board Member attend the Annual Area III Meeting	1	DS	Annually	
4. If Board of Directors do not attend Area III Meeting, have at least 2 members review presentation slides/videos from the meeting	2 per year	DS/Board of Directors	December - January	
5. Have at least one Board Member attend the Annual State Meeting and two information breakout sessions (If funding is available)	1 member	Board of Directors	February	
6. Encourage Board Members attend OCC Monthly Trainings	2 Per Year	DS/Board of Directors	As Available	

Funding Source: District

Estimated Funding: To be determined by meeting registration fees

Goal #5: Tulsa County Special Project FY – 2021 Update Yard by Yard Program

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>
Launch Yard by Yard Project	August 1, 2020	TCCD Staff /Board/ Cheryl Cheadle	Complete
Purchase Pollinator Seed Mix	August 15, 2020	TCCD Staff	Complete
Identify 5 Potential Participants	September 1, 2020	TCCD Staff /Board/ Cheryl Cheadle	Complete - identified 8 by August 24, 2020
Certify a Minimum of 5 Yards	October 1, 2020	TCCD Staff /Board/ Cheryl Cheadle	Complete 6 Certified by September 30, 2020 9 Certified as of May 31, 2021
Create a Yard by Yard Newsletter	December 31, 2020	TCCD Staff /Board/ Cheryl Cheadle	Not Completed

Proposed total budget for the initiative: \$350.00

Estimated FY 2021 budgetary needs: \$350.00

Project Timeframe: December 2020

Goal #6: Tulsa County Special Project #1 FY – 22 Yard by Yard 2nd Year

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>
Purchase Additional Yard by Yard Signs	September 1, 2021	TCCD Staff	
Purchase Additional Pollinator Seed Mix	September 1, 2021	TCCD Staff	
Identify 10 Potential Participants	October 31, 2021	TCCD Staff /Board/ Cheryl Cheadle	
Certify a Minimum of 10 Yards	May 31, 2021	TCCD Staff /Board/ Cheryl Cheadle	
Create a Yard by Yard Newsletter	December 2021	TCCD Staff /Board/ Cheryl Cheadle	

Proposed total budget for the initiative: \$400.00

Estimated FY 2022 budgetary needs: \$400.00

Project Timeframe: