

AGENDA

Board of Directors Special In-Person Meeting

Tulsa County Conservation District

July 14, 2021 – 5:15 PM

6660 S. Sheridan Rd. Suite 120 Tulsa, OK 74133

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 3:15 PM on July 14, 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 Jana Black and Chrissy Parker
Administer the Oath of Office to Jana Black and Chrissy Parker

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Approval of Minutes from the June 17, 2021 Special Meeting
5. Approval of Financial Statements, District Budget, Reimbursement Claims and Payment of Bills for Period Ending June 30, 2021
6. Review of TACF Financials for Period Ending June 30, 2021
7. Approval of District Employee Timesheet & Leave Records for the Month of June 30, 2021
8. Cost Share Program Year 23
 1. Discussion of Ranking for the following Applications:
 - a. Jeremy Archer
 - b. Josh Keech
 - c. Dan Bohnefeld
 2. Discussion of Funding Allocation for the following Applications:
 - a. Jeremy Archer
 - b. Josh Keech
 - c. Dan Bohnefeld
9. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Acceptance of District Conservationist Agency Report July 2021
 - B. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for June
 - C. Discussion of the TCCD Monthly Activities and Outreach Report for June
 - D. Discussion and Approval of New 2021 Board Meeting Schedule
 - E. Discussion of Holding a Resource Management Conference
 - F. Discussion of FY - 22 Funding Allocation and FY – 22 Adopted Policies
 - G. Discussion and Approval of FY – 2021 Compilation Engagement Letter
 - H. Discussion of Special Project in FY-2022 Joint Plan of Operations
 - I. Discussion of 10-Minute Guide series: #2 Executive Sessions
 - J. Discussion of the District Handbook: Chapter 4 Board Meetings, Section 5 Executive Sessions
10. Adjourn:

Next regularly scheduled meeting is August 12, 2021 Location to be Determined



CERTIFICATE OF APPOINTMENT

To Whom These Presents Shall Come: Greetings

THAT, having special faith and confidence in the ability of the individual named herein, and acting under and by virtue of the provisions of the Conservation District Act (27A O.S. § 3-1-101 et. seq.), be it known that the Oklahoma Conservation Commission, in a regular meeting held on the 1st day of July, 2021 has appointed and does hereby commission

Jana Black

as a Director of the

Tulsa County Conservation District

TO HAVE AND TO HOLD the said Office of Director, together with all powers, privileges and emoluments provided by law, for a term to expire June 30, 2023.

Approved this 1st day of July, 2021 in Oklahoma City, Oklahoma.



OKLAHOMA CONSERVATION COMMISSION

BY:

Chairman

ATTEST:

Executive Director

J. KEVIN STITT
GOVERNOR

MATT PINNELL
LIEUTENANT GOVERNOR



TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

Our Land • Our Heritage • Our Future

July 2, 2021

Board of Directors
Tulsa County Conservation District
6660 S. Sheridan, Ste 120
Tulsa, OK 74133-1768

Dear Directors:

During their board meeting on July 1, 2021, Conservation Commission members approved the appointment of Jana Black to your Board of Directors. A Certificate of Appointment is enclosed for presentation at your board meeting. The new term of office will expire on June 30, 2023.

The Oath of Office and Loyalty Oath must be administered to Ms. Black prior to the beginning of the new term. The oaths can be found on the Commission's website with other conservation district forms and must be filed with your County Clerk's office. Please also provide a copy of the *Conservation District Director Position Description* for signature and attestation at that time as well.

If you need further information, or have any questions, please contact us.

Sincerely,

A handwritten signature in black ink that reads "Trey Lam".

Trey Lam
Executive Director

TL:cg
Enclosure

KEVIN STITT
GOVERNOR

MATT PINNELL
LIEUTENANT GOVERNOR



TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

July 2, 2021

Jana Black

Ms. Black,

During their meeting on July 1, 2021, members of the Oklahoma Conservation Commission approved your reappointment to the Tulsa County Conservation District Board of Directors with the term expiring on June 30, 2023. A Certificate of Appointment is being sent to the district office to be presented to you at the next board meeting when you will also be administered an Oath of Office and Loyalty Oath. The district will provide you with a copy of the *Conservation District Director Position Description* for review and signature. This document summarizes your responsibilities as a district director.

As a district director you are required to attend your monthly district board meetings. Attendance at these meetings is vital and will enable you to participate in the planning for the protection, development and proper utilization of the soil, water and other renewable natural resources within your district.

Your district office has a Conservation District Handbook which I urge you to review. It provides in-depth information regarding responsibilities, board meetings, and financial and personnel management.

Conservation district directors are eligible to participate in the State's health insurance program, at their own expense. As a reappointed director you are eligible to enroll during the open enrollment option period which occurs in October each year.

We look forward to working with you. Should you have questions, or need further information, please contact me.

Sincerely,

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

Trey Lam
Executive Director

TL:cg
Copy: Tulsa County Conservation District



CERTIFICATE OF ELECTION

To Whom These Presents Shall Come: Greetings

PURSUANT to the provisions of the Conservation District Act (27A O.S. § 3-1-101 et. seq.)

Christauna Parker

is hereby issued ~~this~~ Certificate of Election to Position Two on the

Tulsa County Conservation District Board of Directors

TO HAVE AND TO HOLD the said Office of Director, together with all powers, privileges and emoluments provided by law, for a period of three (3) years from the 1st day of July, 2021.

Approved this 1st day of July, 2021 in Oklahoma City, Oklahoma.



OKLAHOMA CONSERVATION COMMISSION

BY:

Chairman

ATTEST:

Executive Director

J. KEVIN STITT
GOVERNOR

MATT PINNELL
LIEUTENANT GOVERNOR



TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

July 2, 2021

Board of Directors
Tulsa County Conservation District
6660 S. Sheridan, Ste 120
Tulsa, OK 74133-1768

Dear Directors:

Enclosed is the Certificate of Election to be presented to Christauna Parker at your next board meeting.

If you have questions, or need further information, please let us know.

Sincerely,

A handwritten signature in black ink that reads "Trey Lam". The signature is written in a cursive style with a large initial "T" and "L".

Trey Lam
Executive Director

TL:cg
enclosure

This Meeting is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the County Clerk's Office. The agenda for this meeting was posted on [July/10/2021](#) in the following locations:

**6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133**

tulsaccd.org



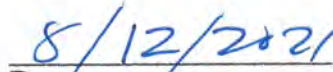
Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **July 14, 2021** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **August 12, 2021**



Chair, Board of Directors



Date

Attest:



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

Date: July 14, 2021
Time: 5:15 PM

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

Members Absent: None

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

Before the start of the meeting the board administered the Loyalty Oath and the Oath of Office to Jana Black and Chrissy Parker.

1. Meeting Called to Order:

Chairman, Tom Tolbert called the meeting to order at 5:21PM. 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 July 12, 2021 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 and tulsaccd.org.

2. Roll Call

Tom Tolbert, Chairman
Jana Black, Vice Chairwoman/Treasure
Michael Patton, Member
Gabriael Parker, District Secretary
Christopher Best
Chrissy Best

3. Public Comments:

None

4. Approval of Minutes from the June 17, 2021 Special Meeting

After a brief discussion, Michael Patton made a motion to approve the minutes from the June 17, 2021 Special Meetings. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert Nays: None. The motion carries.

5. Approval of Financial Statements, District Budget, Reimbursement Claims and Payment of Bills for Period Ending June 30, 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 June 30, 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 June 30, 2021

The board reviewed the financials for TACF for the period ending June 30, 2021. No further action needed to be taken at this time.

7. Approval of District Employee Timesheet & Leave Records for the Month of June 30, 2021

Michael Patton suggested we remove approval of employee time-sheet & leave records from the agenda due to the sensitive nature of the documents. Gabrielae Parker said these forms must be approved by the board and sent to the Commission after approval. Michael said we could appoint a board member to review the time-sheet and leave records and approve them. If there are issues with the documents, the designated board member can bring the forms to the board to address the issues with staff. Gabrielae said she had never been comfortable putting them in the board packet for members of the public can see. The board said they agreed with Michael's suggestion. The board designated the Vice-Chair as the person who reviews and approves the staff time-sheet and leave records. Jana Black made a motion to approve the District Employee Timesheet & Leave Records for the Month of June 30, 2021 and designating the Vice Chair to review and approve staff timesheets and leave forms in leu of the whole board. Michael Patton 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert Nays: None. The motion carries.

8. Cost Share Program Year 23

A. Discussion of Ranking for the following Applications:

a. Jeremy Archer

b. Josh Keech

c. Dan Bohnefeld

Gabriel Parker said both Jeremy Archer and Josh Keech ranked the same. They are requesting ponds and those ponds are in the high priority group. Dan Bohnefeld's application ranked significantly lower due to him participating before and his brush management and herbaceous weed control being in the mid to low priority group.

B. Discussion of Funding Allocation for the following Applications:

a. Jeremy Archer

b. Josh Keech

c. Dan Bohnefeld

Gabriel said we only have \$5,000 to use and given the ranking results, she suggested we give all of it to one applicant and approve Dan Bohnefeld as an alternate. The board said

they would like to spread the money out as much as we can. They suggested we split the \$5,000 between Jeremy and Josh evenly and submit a request for additional funding for Dan Bohnefeld. Michael Patton made a motion to approve \$2,500 in cost share funding to each Jeremy Archer and Josh Keech, approve Dan Bohnefeld as an alternate should more funding be made available. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert Nays: None. The motion carries.

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

A. Discussion and Acceptance of District Conservationist Agency Report July 2021

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
July 1, 6, 7, 8,13, 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
- Continue Contract Management
- Off Schedule contract reviews
- On Schedule contract reviews

CSP/CSP-GCI – FY 2021
- CSP-Classic – 2021 Ranking 86 applications / 60 eligible
- Completing field reviews
- Obligation deadline July 30
- GCI – Field reviews

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

Other –

- 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 exception unless vaccinated
- Trainings for New employees
- Staff meeting July 6 & Summer Intern Starting July 6 in the Tulsa Office - Ashton Roberts for the State of South Carolina
- Team 17 QAR Aug. 30 – Sept. 3
- News Release – USDA Urban Agri, Innovative production & New Partnership to Safeguard, Restore Wetland Ecosystems

Jana Black made a motion to accept the District Conservationist Agency Reports for July 2021. Michael Patton 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert Nays: None. The motion carries.

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

After a brief discussion, Jana Black made a motion to approve the NRCS Farm Bill Performance Worksheets July 2021. Michael Patton 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert Nays: None. The motion carries.

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

Gabriel Parker said June outreach was not as busy as May. She had a few Monarch's on the Mountain meetings. She and Cheryl Cheadle set up a Yard by Yard table at the Broken Arrow Farmer's Market. She said it was a good day. Cheryl estimated we spoke to about fifty to seventy people. Gabriel said she did not attend the Soil, Water Ways Workshop @ Tulsa Garden Center, but she did supply Cheryl with some areal maps of the area for the workshop. She said the beginning of July was busier as far as outreach was concerned. That is all she had as far as outreach activities. No further action needed to be taken at this time. Please see reports for more details.

D. Discussion and Approval of New 2021 Board Meeting Schedule

Gabriel Parker said she decided to see if we need to reschedule the board meetings for a different day or time. We need to ensure our regularly scheduled meetings happen when they are supposed to happen. She said the last regular meeting was in November 2020. All the meetings since January 2021 have all been special meetings. We need to get back on track with having meetings on time. She said she understood we have not had a full board in a few years, but it is becoming very problematic. She is finding it very difficult to make crucial deadlines. The board said they did not have a problem with possibly modifying the meeting schedule. After a brief discussion, the board agreed to keep the regular meetings on the 2nd Thursday of the month but move the time from 4 PM to 12 PM. The board also agreed to move the meetings from the TCCD office to Michael Patton's office at 822 E 6th St #200, Tulsa, OK 74120. Jana Black made a motion to keep the remainder of the 2021 board meeting schedule on the 2nd Thursday of the month, change the time from 4:00PM to 12:00PM and move the location from 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 to Michael Patton's office at 822 E 6th St #200, Tulsa, OK 74120. Michael Patton 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert Nays: None. The motion carries.

E. Discussion of Holding a Resource Management Conference

After a brief discussion, the board decided to start the planning process for a February 2022 Resource Management Conference.

F. Discussion of FY - 22 Funding Allocation and FY – 22 Adopted Policies

Gabriel Parker said we received our FY-2022 funding allocation and the new FY-2022 adopted policies. She said this was an FYI. She did say our allocations are based on the

district's ability to complete certain OCC deadlines throughout the year. She did say our ability to complete many of these deadlines have been hindered in the last six months. She said she does not want a repeat this upcoming year. No further action needed to be taken at this time.

G. Discussion and Approval of FY – 2021 Compilation Engagement Letter

After a brief discussion, Chrissy Parker made a motion to approve the FY – 2021 Compilation Engagement Letter from Kimberlye R. Mayer, CPA, P.C. Michael Patton 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert Nays: None. The motion carries.

H. Discussion of Special Project in FY-2022 Joint Plan of Operations

Gabriel Parker said she submitted our FY – 2022 Joint Plan of Operations to OCC, but it was not approved. She received a list of things we needed to correct before they accept the plan. Mainly the FY - 22 Special Project. She wanted to do more with the Yard by Yard project, but OCC said we needed something different. She suggested we do a Plant Identification Workshop like the one she is working on in Mayes County. She loves the idea and thought it would be a great project in Tulsa as well. The board said they would love to do a plant id workshop. Gabriel said she would talk to OCC's Soil Health group to see if they would be willing to do one in Tulsa as well. She said she would keep the board updated with the workshops progress. No further action needed to be taken at this time.

I. Discussion of 10-Minute Guide series: #2 Executive Sessions

The board had brief discussion on the 10-Minute Guide Series: Guide No. 2 Executive Sessions. No further action needed to be taking at this time.

J. Discussion of the District Handbook: Chapter 4 Board Meetings, Section 5 Executive Sessions

The board had brief discussion on Chapter 4 Board Meetings, Section 5 Executive Sessions of the District Handbook. No further action needed to be taking at this time.

Michael Patton just wanted to let us know that Land Legacy completed the 30-acre parcel of land off 71st and HWY 169 to the City of Tulsa. The City cannot make more than 10% in profit off the property. The remainder of the property needs to have community improvements such as a park or community recreational purposes.

10. Adjourn:

Meeting Adjourned at 6:30 PM

Next regularly scheduled meeting is August 12, 2021, Via [freeconferencecall.com](https://www.freeconferencecall.com) and Microsoft Teams

1:48 PM
07/01/21
Accrual Basis

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

	<u>Jul '20 - Jun 21</u>
Income	
Interest Income	0.68
OCC Cost-Share Reimbursements	5,535.78
OCC General Exp Reimbursements	4,121.33
OCC Salary Reimbursements	27,799.37
TACF Salary Reimbursements	3,500.00
Total Income	<u>40,957.16</u>
Expense	
Administrative Expense	788.90
Advertising and Promotion	76.26
Cost-Share Payments	5,535.78
Employee Benefits	3,931.37
Internet	435.88
Membership Fees	500.00
Office Supplies	210.48
Outreach Programs	296.59
Payroll	18,785.20
Payroll Tax	8,715.39
Postage	111.80
Professional Fees	1,380.00
Travel	166.70
Total Expense	<u>40,934.35</u>
Net Income	<u><u>22.81</u></u>

1:45 PM

07/01/21

Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
 June 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	6/30/2021		Arvest	Interest Pay...		Arvest Checki...	0.03	0.03
Total Interest Income							0.03	0.03
OCC Cost-Share Reimbursements								
Check	6/8/2021	8795	Rebecca Davis	Cost-Share Y...		Arvest Checki...	-5,406.67	-5,406.67
Total OCC Cost-Share Reimbursements							-5,406.67	-5,406.67
Total Income							-5,406.64	-5,406.64
Expense								
Employee Benefits								
Check	6/3/2021	8798	OCC	May 2021 Pr...		Arvest Checki...	409.29	409.29
Total Employee Benefits							409.29	409.29
Membership Fees								
Check	6/3/2021	8799	OACD	2nd Installati...		Arvest Checki...	100.00	100.00
Total Membership Fees							100.00	100.00
Payroll Tax								
Check	6/15/2021		OK Tax Commission	May 2021 Pa...		Arvest Checki...	127.00	127.00
Total Payroll Tax							127.00	127.00
Total Expense							636.29	636.29
Net Income							-6,042.93	-6,042.93

1:46 PM
07/01/21
Accrual Basis

Tulsa County Conservation District
Profit & Loss
June 2021

	<u>Jun 21</u>
Income	
Interest Income	0.03
OCC Cost-Share Reimbursements	-5,406.67
Total Income	<u>-5,406.64</u>
Expense	
Employee Benefits	409.29
Membership Fees	100.00
Payroll Tax	127.00
Total Expense	<u>636.29</u>
Net Income	<u><u>-6,042.93</u></u>



P O BOX 1670
LOWELL AR 72745

Statement Ending 06/30/2021

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 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		\$721.54
Total Current Value		\$721.54

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
06/01/2021	Beginning Balance	\$6,764.47
	1 Credit(s) This Period	\$0.03
	4 Debit(s) This Period	\$6,042.96
06/30/2021	Ending Balance	\$721.54

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	\$0.32
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
06/30/2021	INTEREST PMT	\$0.03

Electronic Debits

Date	Description	Amount
06/15/2021	OKLAHOMATAXPMTS OK TAX PMT	-\$127.00

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
8798	06/03/2021	\$409.29	8798	06/03/2021	\$100.00	8803*	06/08/2021	\$5,406.67

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
05/31/2021	\$6,764.47	06/08/2021	\$848.51	06/30/2021	\$721.54
06/03/2021	\$6,255.18	06/15/2021	\$721.51		



P O BOX 1670
LOWELL AR 72745

Statement Ending 06/30/2021

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		\$80.86
Total Current Value		\$80.86

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
06/01/2021	Beginning Balance	\$80.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
06/30/2021	Ending Balance	\$80.86

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

Daily Balances

Date	Amount
05/31/2021	\$80.86



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 06/30/2021

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
06/01/2021	Beginning Balance	\$50.03
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
06/30/2021	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	\$0.00
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
05/31/2021	\$50.03



P O BOX 1670
LOWELL AR 72745

Statement Ending 06/30/2021

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 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		\$172.43
Total Current Value		\$172.43

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
06/01/2021	Beginning Balance	\$187.43
	0 Credit(s) This Period	\$0.00
	1 Debit(s) This Period	\$15.00
06/30/2021	Ending Balance	\$172.43
	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	\$0.00
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 Debits

Date	Description	Amount
06/30/2021	SERVICE CHARGE	-\$15.00

Daily Balances

Date	Amount	Date	Amount
05/31/2021	\$187.43	06/30/2021	\$172.43

Tulsa County Conservation District

Cost Share Program Year 23 Ranking

Participant Name: Jeremy Archer

Application Date: 03-29-2021

Application Number: 02-023-01

Total Score: 105

Priority Level & Practice Name

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

High Priority: (315) Herbaceous Weed Control, (327) Conservation Cover, (378) Pond, (393) Filter Strip, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (561) Heavy Use Area Protection, (550) Range Planting, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

Medium Priority:

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

Low Priority:

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

1. Has the applicant has received state cost share funds within the last three years?
 - A. Yes 0 Points
 - B. No 20 Points

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

Inadequate Water Source

Water Wells, Ponds, and Water Facility, Filter Strip

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

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

Degraded Plant Condition

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

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

Tulsa County Conservation District

Cost Share Program Year 23 Ranking

Participant Name: Josh Keech

Application Date: 04-20-2021

Application Number: 02-023-02

Total Score: 105

Priority Level & Practice Name

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

High Priority: (315) Herbaceous Weed Control, (327) Conservation Cover, (378) Pond, (393) Filter Strip, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (561) Heavy Use Area Protection, (550) Range Planting, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

Medium Priority:

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

Low Priority:

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

1. Has the applicant has received state cost share funds within the last three years?
 - A. Yes 0 Points
 - B. No 20 Points

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

Inadequate Water Source

Water Wells, Ponds, and Water Facility, Filter Strip

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

2. Current water supply: No _____
 - A. Municipal or well water only 5 Points
 - B. Pond present but unreliable 10 Points

3. Will this be the primary or secondary water source?
 - A. Primary 10 Points
 - B. Secondary 5 Points
 - C. Tertiary 0 Points

4. Purpose of pond: No livestock _____ (all that apply)
 - A. livestock 15 points
 - B. Irrigation 10 points
 - C. Erosion control 5 points

5. Will new pond improve grazing distribution due to cross fencing currently in place?
 - A. Yes 10 Points
 - B. No 0 Points

Degraded Plant Condition

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

1. Does it maintain or increase soil health and organic matter content?
 - A. Yes 10 Points
 - B. No 0 Points

2. Does it improve soil moisture use efficiency?
 - A. Yes 10 Points
 - B. No 0 Points

3. Does it minimize soil compaction?
 - A. Yes 10 Points
 - B. No 0 Points

4. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?
 - A. Yes 10 Points
 - B. No 0 Points

5. Does it improve or maintain livestock nutrition and/or health?
 - A. Yes 10 Points
 - B. No 0 Points

Tulsa County Conservation District

Cost Share Program Year 23 Ranking

Participant Name: Charles Dan Bohnefeld

Application Date: 05-10-2021

Application Number: 02-023-03

Total Score: 60

Priority Level & Practice Name

High Priority	+20 Points	20 (herbaceous)
Medium Priority	+10 Points	10 (Brush)
Low Priority	+5 Points	

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

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

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

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

Inadequate Water Source

Water Wells, Ponds, and Water Facility, Filter Strip

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

2. Current water supply: _____
 - A. Municipal or well water only 5 Points
 - B. Pond present but unreliable 10 Points

3. Will this be the primary or secondary water source?
 - A. Primary 10 Points B. Secondary 5 Points
 - C. Tertiary 0 Points

4. Purpose of pond: _____ (all that apply)
 - A. livestock 15 points
 - B. Irrigation 10 points
 - C. Erosion control 5 points

5. Will new pond improve grazing distribution due to cross fencing currently in place?
 - A. Yes 10 Points B. No 0 Points

Degraded Plant Condition

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

1. Does it maintain or increase soil health and organic matter content?
 - A. Yes 10 Points B. No 0 Points

2. Does it improve soil moisture use efficiency?
 - A. Yes 10 Points B. No 0 Points

3. Does it minimize soil compaction?
 - A. Yes 10 Points B. No 0 Points

4. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?
 - A. Yes 10 Points B. No 0 Points

5. Does it improve or maintain livestock nutrition and/or health?
 - A. Yes 10 Points B. No 0 Points

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
July 1, 6, 7, 8,13, 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**

- Continue Contract Management
- Off Schedule contract reviews
- On Schedule contract reviews

CSP/CSP-GCI – **FY 2021**

- CSP-Classic – 2021 Ranking 86 applications / 60 eligible *3 for tulsa*
 - o Completing field reviews
 - o Obligation deadline July 30
- GCI – Field reviews

State Cost Share Program –

Working on plans & check outs as requested

Other –

- 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 exception unless vaccinated
- Trainings for New employees
- Staff meeting July 6 & Summer Intern Starting July 6 in the Tulsa Office - Ashton Roberts for the State of South Carolina
- Team 17 QAR Aug. 30 – Sept. 3 *Tulsa's 36th*
- News Release – USDA Urban Agri, Innovative production & New Partnership to Safeguard, Restore Wetland Ecosystems

Tulsa County

Conservation District:

June-21

Month & Year

Day of Month

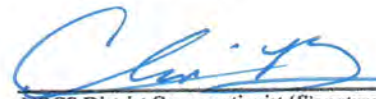
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

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
Customer service toolkit data entry																		J										
Conservation plan maintenance																		U										
Assemble plan components																		N										
Conducts on-site inspections																		E										
Provide practice check out services																		T										
Development of plan and soil maps																		E										
Other:																		E										
Outreach for Farm Bill Programs																												
News Article Development																		N										
Outreach Activities	X																	T	X									
Assist with monthly outreach report	X	X	X					X	X									H	X						X			
Public presentations																												
Success stories																		H										
Earth Team volunteer program																		O										
Assist with statewide media																		L										
Other: CARES Project, Website, MOM.YbY	X	X						X	X									I					X	X	X			X
Other Cont:CARES Mtg, Dist Trng,Rver Cleanup																		D					X					
Administrative Assistance for Farm Bill Programs																												
Filing	X	X	X	X				X	X								X	A				X	X					X
Updating General Manual and FOTG																		Y										
Receptionist/Teleworking	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	N				X	X	X	X			X
Record of meeting minutes		X																X	R									
Maintain office schedules		X	X	X			X	X	X	X								X	C									
Maintain ledgers	X	X	X	X			X	X	X	X							X	S				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
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, Election	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									C	X						X	X		
Complete program applications																		L										
Program application rankings																		O										
Compile and file applications																		S										
Prepare and mail form letters																		E										
Plan and contract development																		D										
Provide technical assistance																												
Update and maintain LTP-003																												
Other Farm Bill Activities:																												
State Cost Share Prgram Year 22-23 M/TCCD			X						X																			X
Staff Meeting, Team Mtgs, Election Prep	X																											
MCCD Equip.									X														X					

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: **25 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:

 7/14/2021
 Conservation District Board Representative (Signature & Date)


 NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

June 2021



Meetings:

06/02/2021 MCCD Board Meeting
06/10/2021 Sustainable Tulsa Meeting
06/10/2021 TCCD Board Meeting (Rescheduled)
06/15/2021 Monarch's on the Mountain Meeting (Did not Attend)
06/17/2021 Rescheduled Special Board Meeting
06/22 – 06/23/2021 OCC Statewide District Cost Share Program Training
06/29/2021 Monarch's on the Mountain Meeting

Special Events:

06/01/2021 TCCD Board Position Election
06/19/2021 Broken Arrow Farmer's Market
06/26/2021 Soil, Water Ways Workshop @ Tulsa Garden Center

Holidays:

06/19/2021 **Juneteenth - Federal Holiday - NRCS Only**

Upcoming Meetings

07/01/2021 Sustainable Tulsa Meeting (Did not Attend)
07/06/2021 Team 17 Staff Meeting
07/07/2021 MCCD Board Meeting
07/08/2021 TCCD Board Meeting
07/08/2021 Rural Coalition - Calling All Farmer's Zoom Call
07/14 – 07/15/2021 OCC Statewide District Cost Share Program Training

Up Coming Events:

07/09/2021 Yard by Yard Certifications
07/13/2021 Yard by Yard Interview w/ John Darling in BA
07/17/2021 Crow Creek "Summer Sunset" Watershed Wa-Too-Kla
07/23/2021 Tulsa Housing Authority's Block Bock Part @ Towne Square

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	❖ Check/Paperwork Signatures
❖ OACD CARE Project	❖ Crow Creek Meeting
❖ TCCD Payroll/Taxes	❖ M/TCCD Joint Plan of Operations
❖ Website Updates	
❖ OCC Mandatory Trainings	

J. KEVIN STITT
GOVERNOR

MATT PINNELL
LIEUTENANT GOVERNOR



Our Land • Our Heritage • Our Future

TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

TO: All Conservation Districts and District Board Chairs

FROM: Trey Lam, Executive Director *TL*

DATE: July 1, 2021

SUBJECT: District Allocation for Fiscal Year 2022
Director Meeting Expenses
Retirement Contributions
Employee Confirmation of Benefits
Deadline for Claims Paid From Fiscal Year 2021 Funds
Claims Procedures
Temporary Employees
Sales Tax
District Audit / Compilation
NRCS Contributions Agreement
OCC Adopted Policies for Fiscal Year 2022

District Allocations For Fiscal Year 2022

Enclosed is a printout of your district's personnel and operating expenses allocation for fiscal year 2022. Included in your personnel allocation is the gross allocation (hourly rate x number of allocated hours), longevity and FICA. Adjustments to your personnel allocation for any excess benefit allowance that is not used for benefits and is added to your monthly payroll will be made during the last quarter of FY-2022. The employee costs that are not included in the allocation are paid directly by the Commission.

Also enclosed is an explanation of your operating expense allocation. Again, this year, district operating expense allocations are based upon each district's submission of required reports and documents in FY21. The allocation is based solely on whether the deliverable was completed with all required elements and submitted on time -- not on the specific content of the deliverable.

Director Meeting Expenses

The Commission has set the reimbursement rate for director meeting expense not to exceed \$25 per meeting per board member. There is not a separate allocation for Director Meeting Expense this year. If a district chooses to be reimbursed for Director Meeting Expense, it will go against the balance of operating expense funds.

Retirement Contributions

The employee's contribution rate for all salary and longevity is 3.5 percent and the employer's contribution rate is 16.5 percent. Any additional salary paid through local funds is subject to the same contributions rates. It is the district's responsibility to report and pay the employer's share of retirement on all local salary.

Employee Confirmation of Benefits

The state legislature has increased the employee benefit allowance during the 2021 legislative session. The adjustments will be made during calendar year 2022. New employee Confirmation of Benefits for Plan Year 2022 will be sent to the district by early January 2021 after the option period selections have been made. The current confirmation of benefits will continue to be used through the December 2021 payroll.

Deadline for Submitting Claims From Fiscal Year 2021

All claims for reimbursement of fiscal year 2021 expenses must be received in the Commission office no later than **Friday, August 6, 2021**. All claims submitted after this date will be returned unpaid and must be paid from locally earned funds.

Claims Procedures

All monthly expenditures claimed for reimbursement should be submitted on one claim form with the exception of the following items: District Election Expenses, Watershed Operation & Maintenance, Watershed Rehabilitation, Water Quality, Cost Share payments, or Special Projects that use code 99.

All claims for reimbursement must be supported by appropriate backup documentation. Examples of appropriate backup documentation would include the employee payroll worksheet (OCC 4-D with original signatures), employee time sheet (OCC 4-B with original signatures), invoices, and a photocopy of the EFTPS payment confirmation of federal payroll taxes. All invoices that you provide as backup documents must include the required notations and, if necessary, additional documentation as outlined on the Claim Reimbursement Checklist that is available on the OCC website. All claims received without the appropriate backup documentation will be returned to the district unprocessed. If you have any questions about this procedure, please contact Clancy Green.

To assure the timely processing of all claims, it is necessary that all claims be filed immediately following approval by the district board of directors. This will enable the Commission to maintain and make available the most current information related to district funding.

Part-Time / Temporary Employees

For Conservation Districts with unallocated personnel funds, the maximum number of eligible work hours during a twelve-month period is 999. If a part-time / temporary employee works more than 999 hours, the district will be responsible for the employer's share of retirement contributions. The 12-month period begins from the employee's date of hire. A part-time / temporary employee cannot work more than the allowable hours within this 12-month time frame. The district will be responsible for tracking the number of hours worked to make sure that each employee does not exceed the work hour limit. Hourly salary and the employer's share

of FICA/Medicare can be reimbursed from the funds provided in your allocation for temporary employees.

Sales Tax

Just a reminder that sales made by conservation districts are subject to sales tax, unless specifically exempt by Statute. Districts that offer goods (grass seed, trees, irrigation supplies, etc.) for sale are required to obtain a sales tax permit. All sales must be reported to the Oklahoma Tax Commission whether or not sales tax is collected. For additional information go to the Oklahoma Tax Commission website: www.oktax.state.ok.us

District Audit / Compilation

Districts whose name begins with the letter A through H will be required to secure an audit of their FY21 financial records. All others will be required to secure a compilation. A listing of auditors that are authorized to perform government audits can be obtained at http://www.ok.gov/oab_web. Select "Registrants Performing Audits of Oklahoma Governmental Entities" located on the right side of the page under announcements. If the district is required to have an audit this fiscal year, the auditor must be on this list. If the district is required to have a compilation, the auditor is not required to be on this list.

The form "Timeframe for Completing District Audit/ Compilation" must be submitted to the Commission no later than September 3, 2021. It must include the auditor's and board member's signatures. The form is available on the Commission's website.

NRCS Contributions Agreement

The Commission and NRCS continued the contributions agreement again this year. Funds from the contribution agreement are used to help pay the cost of employee benefits and district operating expenses. As in the past, each district and local NRCS field office should review the current local operational agreement and have a conversation in a board meeting that outlines the agreed upon tasks the district will assist with in the delivery of federal conservation programs. The local operational agreement and performance worksheet has been made available on the Commission website and should be placed on your upcoming August agenda for approval. The signed agreement should be emailed to Clancy Green no later than September 15, 2021. Should you have any questions regarding the agreement, please contact Clancy Green or Lisa Knauf Owen.

The NRCS Performance Worksheet, also available on the OCC website, should be completed monthly and emailed to Clancy Green.

OCC Adopted Policies for Fiscal Year 2022

Included with this email are the policies adopted by the Commission in Fiscal Year 2022 related to district operations, personnel and financial management.

FISCAL YEAR 22 - ADOPTED DISTRICT POLICIES

Approved by the Oklahoma Conservation Commission – 7/1/2021

1. All employee positions (District and Commission) that become vacant will be reviewed and will require justification before approval to fill the position. Future employee allocations will be dependent on the level of legislative appropriations.
2. The maximum number of hours for a non-benefitted part-time / temporary district employee will be 999 hours. If hours exceed 999 hours, the district will be responsible for the employer's share of retirement contributions.
3. District operating expense allocations will be based upon each district's submission of required reports and documents. The allocation is based solely on whether the deliverable was completed with all required elements and submitted on time – not on the specific content of the deliverable.
4. Failure to perform audits and/or submit preclaim payments (for retirement and insurance) within the established timeframe will result in OCC withholding payment of district claims until compliance is accomplished.
5. In order for a district to be eligible to continue receiving a personnel allocation from OCC; the districts must perform annual performance evaluations on all staff.

Kimberlye R. Mayer, CPA, P.C.

723 West Doolin

Blackwell, OK 74631

(580) 363-1453
Fax (580) 363-0068

June 25, 2021

Tulsa County Conservation District
6660 S Sheridan Rd, Ste. 120
Tulsa, OK 74133

We were pleased to be able to perform the audit for the Tulsa County Conservation District for the year ended June 30, 2020 and we hope you will consider us for the current year's engagement.

The fee for a compilation will be \$655 for the year ending June 30, 2021.

Enclosed is an engagement letter. If the board approves the compilation bid, please sign the letter and return it to us.

If you have any questions, please call.

Sincerely,

Kimberlye R. Mayer

Kimberlye R. Mayer, CPA, P.C.

Kimberlye R. Mayer, CPA, P.C.

723 West Doolin

Blackwell, OK 74631

(580) 363-1453

Fax (580) 363-0068

June 25, 2021

Tulsa County Conservation District
6660 S Sheridan Rd, Ste 120
Tulsa, OK 74133

You have requested that we prepare the cash basis financial statements of Tulsa County Conservation District, which comprise the statement of assets, liabilities and net position, the related statements of revenues, expenses and changes in net position and of cash flows of the Tulsa County Conservation District for the year ended June 30, 2021 and the related notes to the financial statements, and to perform a compilation engagement with respect to those financial statements. We are pleased to confirm our acceptance and our understanding of this compilation engagement by means of this letter.

Our Responsibilities

The objective of our engagement is to prepare financial statements in accordance with the cash basis of accounting based on information provided by you and to apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with the cash basis of accounting.

We will conduct our engagement in accordance with Statements of Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards including the AICPA's Code of Professional Conduct and its ethical principles of integrity, objectivity, professional competence and due care, when preparing the financial statements and performing the compilation engagement.

We are not required to and will not verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion, nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws or regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is the preparation of financial statements in accordance with the cash basis of accounting and to assist you in the presentation of the financial statements in accordance with the cash basis of accounting. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARSs: the selection of the cash basis of accounting as the financial reporting framework to be applied in the preparation of financial statements; the preparation and fair presentation of financial statements in accordance with the cash basis of accounting and the inclusion of all informative

disclosures that are appropriate for the cash basis of accounting; the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error; the prevention and detection of fraud; to ensure that the organization complies with laws and regulations applicable to its activities; the accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement; to provide us with access to all information of which you are aware is relevant to the preparation and presentation of the financial statements, such as documentation and other matters; to provide us with additional information that may be requested for the purpose of the compilation engagement; to provide unrestricted access to persons within the organization to whom we determine necessary to make inquiries.

You are also responsible for all management decisions and responsibilities, and for designating an individual with suitable skill, knowledge, and experience to oversee our preparation of your financial statements. You are responsible for evaluating the adequacy and results of services performed and accepting responsibility for such services.

Our Report

As part of the engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them.

We are not independent with respect to the Tulsa County Conservation District and will disclose that we are not independent in our compilation report.

You agree to include our accountant's compilation report in any document containing financial statements that indicates we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to ask our permission to do so.

Our fees for these services for the year ended June 30, 2021 will be \$655. The fee will be billed at the completion of the compilation. You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein and to perform a compilation engagement with respect to those same financial statements, and our respective responsibilities.

Sincerely,

Kimberlye R. Mayer

Kimberlye R. Mayer, CPA, P.C.

Acknowledged and agreed on behalf of the TULSA COUNTY CONSERVATION DISTRICT by:

Signed: _____

Title: _____

Date: _____



Oklahoma Conservation Commission

District Directors' Responsibilities:

A 10-Minute Guide Series

This is one in a continuing series of informational/discussion topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. It is suggested that board members review these guides before a board meeting and then have a 10 minute discussion on them at the meeting.

Guide No. 2 - Executive Sessions

The Open Meeting Act allows public bodies such as conservation district boards to conduct executive sessions under limited circumstances. An executive session generally denotes a proceeding that is properly closed to the public. Such executive sessions may be attended only by board members and individuals who are invited by the board because their presence is necessary to the business at hand. Following are some of the major rules in conducting an executive session.

When can a district board hold an executive session?

Section 307 (A) of the Open Meeting Act states that public bodies can only hold executive sessions for the reasons stated in this section of the Act. Listed below are those reasons that most fit conservation district boards. If there is a question, boards should contact the Oklahoma Conservation Commission before proposing an executive session.

1. Discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.

2. Discussing the purchase or appraisal of real property.

3. Confidential communications between the board and its attorney concerning a pending investigation, claim, or action (but only) if the board, with the advice of its attorney, determines that disclosure will seriously impair the ability of the board to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.

4. Discussing matters where disclosure of information would violate confidentiality requirements of state or federal law.

An example of this would be the discussion and review of contracts developed by NRCS for programs like the Environmental Quality Incentives Program (EQIP). It is important that district directors participate in these Farm Bill programs and keep informed of what is in the contracts. But because of privacy requirements the information in the contracts can not be revealed in open session.

The agenda item for the executive session for this purpose will include name of program (EQIP, etc.) and the name of the person who has the contract.

Prepared by OCC District Services Division
January 2007

Minutes

Minutes are taken to document the time the board enters the executive session, who attends the session, a brief description of items discussed and the time the board goes back to the open session. Minutes are sealed in an envelope and are not available to anyone other than the board members without a court order. Write on the outside of the envelope, executive session of the (name) Conservation District and the date. The minutes should be kept in a secure place, such as a locked filing cabinet. A board member or someone else designated by the board can take minutes.

Requirements before an executive session can be held:

There must be an item on the agenda of a regular or special board meeting for a proposed executive session. An executive session can only be held when a motion is made, seconded and passed by a majority of board members.

The proposed agenda item must state specifically the provision of Section 307. The following is an example of suggested language or executive session agenda item: Vote in open session on whether to enter executive session as authorized by Title 25 Section 307(B)(1) of the Open Meeting Act to discuss performance duties of the district secretary and district manager.

If the executive session is approved by a motion and majority vote of board members, a person is designated in the open session to keep minutes during the executive session and the board designates who will attend the executive session.

During and following the executive session:

The session is only for discussion of items and no votes can be taken while in the executive session. After the board goes back into the open session, motions can be made and voted on regarding the issue(s) if there is an item on the agenda that calls for possible action.

Only items specified in the agenda item for the proposed executive session can be discussed in an executive session. For example, if the agenda lists discussion of the performance of the district secretary only, then no discussion can be held on performance of other district employees.

It doesn't take a vote to end the executive session and go back into the open session. It simply requires reestablishment of a quorum once back in open session, noting who is present.

Matters discussed in the executive session are confidential and are not to be discussed with employees or others.

Other Resources on Executive Sessions:

Chapter Four of the Conservation District Handbook.

Attorney General's website: www.oag.state.ok.us
Click on publications and you can find a publication on the Open Meeting Act.

Each year the Attorney General's office holds open meeting/records acts workshops. Districts will be notified when these are scheduled.

The Oklahoma Press Association has a book on the Open Meetings/Record Act available for \$15. The Oklahoma Conservation Commission has provided a copy of this book to all districts.

Questions can be emailed to Lisa Knauf, District Services Division, Oklahoma Conservation Commission at Lisa.Knauf@conservation.ok.gov

This guide lists some of the major points of Executive Sessions, but certainly doesn't cover all the rules and requirements. Boards should maintain a copy of the Open Meeting Act in the district office to review if there are questions on meeting requirements.

Executive Session

The district board may go into Executive Session during a board meeting for the purpose of discussing personnel; purchase or appraisal of real property; or confidential communications between the district and its attorney concerning a pending investigation, claim or action. The Executive Session and the topic of the Executive Session must be specifically listed on the agenda and posted 24 hours before the meeting. When the Executive Session comes up on the agenda, the directors must vote to go into Executive Session.

Should you have any questions about the Executive Session please contact the Commission office for assistance.

Language for Agenda

If a district proposes to go into an executive session, the executive session must be listed on the agenda. The agenda language must be specific including the specific provision of the Open Meeting Act which authorizes the executive session. The Open Meeting Act is located at Title 25 O.S. Sections 301 and following as amended. Following are specific subsections which authorize a public body to hold an executive session:

- Personnel reasons, such as discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, is authorized by Title 25 O.S. §307(B) (1).
- Discussing negotiations concerning employees and representatives of employee groups is authorized by Title 25 O.S. §307 (B) (2).
- Discussing the purchase or appraisal of real property is authorized by Title 25 O.S. §307 (B) (3).
- Discussing confidential matters with an attorney as to pending investigations, claims or actions is authorized by Title 25 O.S. §307 (B) (4).
- Discussing any matter where disclosure of information would violate confidentiality requirements of state or federal law is authorized by Title 25 O.S. §307 (B) (7).