

AGENDA
Board of Directors Regular In-Person Meeting
Tulsa County Conservation District
August 12, 2021 – 12:00 PM
822 E 6th St #200, Tulsa, OK 74120

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

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Discussion of Urban Conservation Area
5. Approval of Minutes from the July 14, 2021 Special Meeting
6. Approval of Financial Statements, District Budget, Reimbursement Claims and Payment of Bills for Period Ending July 31, 2021
7. Review of TACF Financials for Period Ending July 31, 2021
8. Discussion and Acceptance of District Conservationist Agency Report August 2021
9. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for July 2021
10. Discussion of the TCCD Monthly Activities and Outreach Report for July 2021
11. Discussion and Approval of Newly Elected Officers
12. Discussion and Approval of NRCS & TCCD Local Operation Agreement
13. Discussion of Plant ID Workshop Date, Time and Locations
14. Discussion and Approval of FY – 2021 Annual Report
15. Discussion of 10-Minute Guide Series: #7 – Audits
16. Discussion of the District Handbook: Chapter 5 - Sections 16 & 17 – Annual Audit, Compilation and Annual Net Worth Statements
17. New Business:
18. Adjourn:

Next regularly scheduled meeting is 12:00 PM September 9, 2021
822 E 6th St #200, Tulsa, OK 74120

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 [August 10, 2021](#) in the following location:

**822 E 6th St #200
Tulsa, OK 74120**

[August 11, 2021](#) at 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 **August 12, 2021** were approved as written by a vote in the **Special Meeting** of the Board of Directors held **October 20, 2021**



Chair, Board of Directors



Date

Attest:



Minutes
Tulsa County Conservation District
822 E 6th St #200, Tulsa, OK 74120
Regular Board Meeting

Date: August 12, 2021
Time: 12:00 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 12:16 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 August 10, 2021 in the front window of 822 E 6th St #200, Tulsa, OK 74120. Also, in the front window on August 11, 2021 at 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 and tulsaccd.org.

2. Roll Call

Tom Tolbert
Jana Black
Michael Patton
Chrissy Parker
Gabriael Parker
Christopher Best

3. Public Comments

None

4. Discussion of Urban Conservation Area

The board proceeded with a recap of where things are in the process of transferring the property to the district. There was a brief discussion of developing a management plan. In addition to a usage plan. No further action needed to be taken at this time.

5. Approval of Minutes from the July 14, 2021 Special Meeting

After a brief discussion, the board said Chrissy Parker is missing from the roll call in agenda item number two. Gabriel Parker apologized for failing to add her name to the roll call list and she would correct it before she sends the official minutes to the Commission. Michael Patton made a motion to approve the minutes from the July 14, 2021 Special Meetings with the correction to agenda item number two. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert Nays: None. The motion carries.

6. Approval of Financial Statements, District Budget, Reimbursement Claims and Payment of Bills for Period Ending July 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 July 31, 2021. Chrissy Parker 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert Nays: None. The motion carries.

7. Review of TACF Financials for Period Ending July 31, 2021

The board reviewed the financials for TACF for the period ending July 31, 2021. No further action needed to be taken at this time.

8. Discussion and Acceptance of District Conservationist Agency Report August 2021

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
August 3, 4, 5, 10,12, 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
- On Schedule contract reviews

CSP/CSP-GCI – FY 2021

- CSP-Classic – 2021 Ranking 86 applications / 24 approved for contracts \$573,000
 - 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.
- Masks are always required when in the office no exception
- Trainings for New employees
- Staff meeting
- Team 17 QAR Aug. 30 – Sept. 3

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

9. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for July 2021

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

10. Discussion of the TCCD Monthly Activities and Outreach Report for July

Gabriel Parker said she had a very busy July. In the beginning of the month, she and Cheryl Cheadle certified about six yards over the course of two days. She said it was great to get so many yards in such a short period of time. It was a lot of work. She did participate in a Rural Coalition: Calling All Farmer's Zoom Call for the CARE Project. The series of Zoom calls she participated in, is to provide information on the loan forgiveness program for historically disenfranchised farmers and ranchers. Gabriel said she did a Facebook live event with John Darling from the Ray Herral Nature Park. It was an event to highlight the Yard-by-Yard program. She thought it went extremely well considering how nervous she gets speaking in front of a lot of people. She also participated in the Crow Creek Wa-Tu-Kla Event at Zink Park. She set up a Yard-by-Yard table there as well. We spoke to about twenty people there. There was a family and friends celebration at the park, and we got to do a lot of activities with the children there. It was a good event. Overall, July was a very busy month for outreach. Please see reports for more details. No further action needed to be taken at this time.

11. Discussion and Approval of Newly Elected Officers

Gabriel Parker said we needed to reshuffle the board positions. We were supposed to do this in July after the new terms started. The current organization of the board has Tom Tolbert as the Chairman, Jana Black as both the Vice Chairwoman and the Treasurer. Jana said she did not want to be the treasure anymore and suggested Michael Patton for treasurer. She did not have a problem continuing as the Vice Chair. Gabriel said, usually, newly elected, or appointed members must wait a year before they can serve in one of those three positions. However, Michael Patton has served on the board before and is familiar with how the district works. Michael said he did not feel an overwhelming desire to serve as treasurer, but would do it if he is the only one who can. Michael Patton made a motion to Tom Tolbert as Chairman, Jana Black as Vice-Chairwoman and Michael Patton as Treasurer. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert Nays: None. The motion carries.

12. Discussion and Approval of NRCS & TCCD Local Operation Agreement

Gabriel Parker said she sometimes forgets to do these agreements every year, but we need to review the agreement and approve it for FY-2022. She provided the previous agreement for reference. Gabriel said we do not usually remove any items. She said she did not believe anything needed to be removed or added. After a review of the agreement presented, the board did not see anything that needed to be modified. Michael Patton made a motion to approve the NRCS & TCCD Local Operation Agreement for FY-2022 as presented. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert Nays: None. The motion carries.

13. Discussion of Plant ID Workshop Date, Time, and Locations

Gabriel Parker said she needed to confirm a date and time for Tulsa's Plant ID Workshop. The one in Mayes is planned for September 20th from 9 AM to noon. She said she has one location in mind, but needed a second one. After a brief discussion the board decided to plan for the workshop on September 25th. Gabriel said she would talk to OCC to see if that day will work for them. No further action needed to be taken at this time.

14. Discussion and Approval of FY – 2021 Annual Report

Gabriel Parker said it was time to approve the Annual Report for FY – 2021. She said outreach for 2020 and 2021 was limited, but she managed to do a few events in the last quarter of the year. She did not change the format from last year, but next year it will look different. The board said it looked very good. They liked how she organized the report. Michael Patton made a motion to approve the FY – 2021 Annual Report. Chrissy Parker 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert Nays: None. The motion carries.

15. Discussion of 10-Minute Guide Series: #7 – Audits

The board reviewed the 10-Minute Guide Series: No. 7 Audits. No further action needed to be taken at this time.

16. Discussion of the District Handbook: Chapter 5 - Sections 16 & 17 – Annual Audit, Compilation and Annual Net Worth Statements

The board reviewed the District Handbook: Chapter 5 - Sections 16 & 17 – Annual Audit, Compilation and Annual Net Worth Statements. No further action needed to be taken at this time.

17. New Business:

Gabriel Parker said she wanted to let the board know about the new mileage process OCC implemented this year. Since she travels to Mayes County, the mileage she uses will not come out of Tulsa's operating expenses anymore. That mileage has a different code than her regular mileage. The board said that is good news. No further action needed to be taken at this time.

18. Adjourn:

Meeting Adjourned at 1:17 PM

Next regularly scheduled meeting is 12:00 PM September 9, 2021, 822 E 6th St #200,
Tulsa, OK 74120

3:16 PM

08/02/21

Accrual Basis

Tulsa County Conservation District
Profit & Loss
July 2021

	<u>Jul 21</u>
Income	
Administrative Income	293.34
Interest Income	0.03
OCC General Exp Reimbursements	1,017.15
OCC Salary Reimbursements	5,741.08
Total Income	<u>7,051.60</u>
Expense	
Administrative Expense	139.83
Advertising and Promotion	86.10
Employee Benefits	409.29
Office Supplies	29.98
Payroll Tax	1,773.71
Travel	109.08
Total Expense	<u>2,547.99</u>
Net Income	<u>4,503.61</u>

3:18 PM
 08/02/21
 Accrual Basis

Tulsa County Conservastion District Profit & Loss Detail July 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Administrative Income								
Deposit	7/26/2021	2421...	COX Communicatio...	Account Refu...		Arvest Checki...	293.34	293.34
Total Administrative Income							293.34	293.34
Interest Income								
Deposit	7/30/2021		Arvest	Interest Pay...		Arvest Checki...	0.03	0.03
Total Interest Income							0.03	0.03
OCC General Exp Reimbursements								
Deposit	7/21/2021		OCC	April General...		Arvest Checki...	239.64	239.64
Deposit	7/21/2021		OCC	May General ...		Arvest Checki...	349.44	589.08
Deposit	7/21/2021		OCC	March Gener...		Arvest Checki...	428.07	1,017.15
Total OCC General Exp Reimbursements							1,017.15	1,017.15
OCC Salary Reimbursements								
Deposit	7/23/2021		OCC	June Salary ...		Arvest Checki...	2,870.54	2,870.54
Deposit	7/28/2021		OCC	June Salary ...		Arvest Checki...	2,870.54	5,741.08
Total OCC Salary Reimbursements							5,741.08	5,741.08
Total Income							7,051.60	7,051.60
Expense								
Administrative Expense								
Check	7/27/2021	8813	Fuzzell's Copier	2nd 2021 Qrt...		Arvest Checki...	139.83	139.83
Total Administrative Expense							139.83	139.83
Advertising and Promotion								
Check	7/27/2021	8802	Tulsa World	Publish Notic...		Arvest Checki...	86.10	86.10
Total Advertising and Promotion							86.10	86.10
Employee Benefits								
Check	7/6/2021	8801	OCC	June 2021 Pr...		Arvest Checki...	409.29	409.29
Total Employee Benefits							409.29	409.29
Office Supplies								
Check	7/12/2021		Office Depot	Election Sup...		Arvest Checki...	29.98	29.98
Total Office Supplies							29.98	29.98
Payroll Tax								
Check	7/15/2021		OK Tax Commission	June 2021 P...		Arvest Checki...	127.00	127.00
Check	7/28/2021		Oklahoma Employ...	2nd Quarter ...		Arvest Checki...	84.67	211.67
Check	7/28/2021		IRS	941 Tax Pay...		Arvest Checki...	781.02	992.69
Check	7/29/2021		IRS	942 Tax Pay...		Arvest Checki...	781.02	1,773.71
Total Payroll Tax							1,773.71	1,773.71

3:18 PM

08/02/21

Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
July 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Travel								
Check	7/27/2021	8788	Gabriael S Parker	November 20...		Arvest Checki...	62.85	62.85
Check	7/27/2021	8789	Gabriael S Parker	December 20...		Arvest Checki...	22.60	85.45
Check	7/27/2021	8790	Gabriael S Parker	January 2020...		Arvest Checki...	23.63	109.08
Total Travel							109.08	109.08
Total Expense							2,547.99	2,547.99
Net Income							4,503.61	4,503.61

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
					\$8,467.20	\$8,467.20
REPORT TOTAL					\$8,467.20	\$8,467.20

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.: **4783A20430**

5. TOTAL WAGES PAID.....	\$8,467.20
6. TAXABLE WAGES PAID.....	\$8,467.20
7. Contribution Rate for This Quarter.....	1%
8. Contributions Due.....	\$84.67
9. Interest Due.....	\$0.00
10. 10% Penalty Due + \$100.00 Penalty Due.....	\$0.00
11. Debit.....	\$0.00
12. AMOUNT DUE.....	\$84.67
13. Amount Paid.....	

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

Contact Name:	Gabraiel Parker
Title:	District Secretary
Contact Phone:	918-877-9559
Date:	7/21/2021

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
August 3, 4, 5, 10,12, 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
- On Schedule contract reviews

CSP/CSP-GCI – **FY 2021**
- CSP-Classic – 2021 Ranking 86 applications / 24 approved for
contracts \$573,000
o Obligation deadline July 30 *Team 17 Deadline, Actual Deadline
Aug 13*
- GCI – Field reviews
Letters mailed out ~ 800-1000

**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
- Trainings for New employees
- Staff meeting
- Team 17 QAR Aug. 30 – Sept. 3
Inter Aug 30

Tulsa County

Conservation District:

July-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																																												
Customer service toolkit data entry																																												
Conservation plan maintenance					I																																							
Assemble plan components					N																																							
Conducts on-site inspections					D																																							
Provide practice check out services					E																																							
Development of plan and soil maps					P																																							
Other:					F																																							
Outreach for Farm Bill Programs																																												
News Article Development					N																																							
Outreach Activities					D	X			X				X				X																											
Assist with monthly outreach report					X	X			X				X				X																											
Public presentations					N	X			X				X				X																											
Success stories					C	X			X																																			
Earth Team volunteer program					F																																							
Assist with statewide media													X				X																											
Other: CARES Project, Website, MOM, YbY							X		X			X	X	X	X		X																											
Other Cont: CARES Mtg, Dist Trng, Crw Crk												X		X	X		X																											
Administrative Assistance for Farm Bill Programs																																												
Filing	X	X			D	X	X	X	X			X	X	X	X	X			X	X	X	X	X																					
Updating General Manual and FOTG					X																																							
Receptionist/Teleworking	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																					
Record of meeting minutes					O		X						X																															
Maintain office schedules	X	X			F	X	X	X					X	X	X	X			X	X	X	X	X																					
Maintain ledgers	X	X			F	X	X					X	X	X	X			X	X	X	X	X																						
Other: M/T Bd mtg/Prep/min, TACF Tax&Fin,	X	X			F	X	X					X	X	X				X	X	X	X	X																						
Other Cont: Mail, M/T Fin, Cks, Shredding, Min	X	X			C	X	X					X	X	X				X	X	X	X	X																						
Other Cont: JPOO, Comp Prp, M/T Ann Rep	X				F	X	X					X	X					X	X	X	X	X																						
Farm Bill Contracting																																												
Explain and promote farm bill programs					C	X						X	X				X																											
Local work group coordination					F																																							
Complete program applications					O																																							
Program application rankings					S																																							
Compile and file applications					E																																							
Prepare and mail form letters					D																																							
Plan and contract development																																												
Provide technical assistance																																												
Update and maintain LTP-003																																												
Other Farm Bill Activities:																																												
State Cost Share Program Year 22-23 M/TCCD		X										X	X			X			X			X																						
Staff Meeting, Team Mtgs,							X																																					
MCCD Equip.		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:

 8/12/2021
 Conservation District Board Representative (Signature & Date)

 8/12/2021
 NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

July 2021



Meetings:

07/01/2021 Sustainable Tulsa Meeting (Did not Attend)
07/06/2021 Team 17 Staff Meeting
07/06/2021 Yard by Yard Checkouts
07/07/2021 MCCD Board Meeting
07/08/2021 TCCD Board Meeting (Rescheduled)
07/08/2021 Rural Coalition - Calling All Farmer's Zoom Call
07/09/2021 Yard by Yard Checkouts
07/14/2021 OCC Statewide District Fiscal Year Allocation Training
07/14/2021 Rescheduled TCCD Board Meeting
07/15/2021 OCC Statewide District Fiscal Year Allocation Training

Special Events:

07/13/2021 Yard by Yard Facebook Live Event with John Darling
07/17/2021 Crow Creek Wa-Tu-Kla Event
07/23/2021 Tulsa Housing Authority's Block Party (Rescheduled)

Holidays:

04/04/2021 Independence Day Observed on July 5, 2021

Upcoming Meetings

08/04/2021 MCCD Board Meeting
08/05/2021 Sustainable Tulsa Meeting
08/06/2021 Crow Creek Meadow Meeting
08/12/2021 TCCD Board Meeting
08/18/2021 OCC District Training Not Required
08/24/2021 OCC District Training Not Required

Up Coming Events:

08/16/2021 Blue Thumb Fish Collections on Fred Creek
08/18/2021 Tulsa Driller's Game

Upcoming NRCS Deadlines:

08/30-09/03/2021 Team 17 QAR Aug. 30 – Sept. 3

Upcoming Holidays:

None

Side Notes:

None

Work Duties Performed:

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

Notice of Newly Elected Officers

In a regular scheduled meeting of the Tulsa County

Conservation District held on August 12, 2021

the following officers were elected:

Chair

Name _____

Phone _____

Email _____

Vice Chair

Name _____

Phone _____

Email _____

Treasurer

Name _____

Phone _____

Email _____

Member

Name _____

Phone _____

Email _____

Member

Name _____

Phone _____

Email _____

Exhibit 1: Operational Agreement

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

Conservation District: Tulsa County

NRCS Field Office: Tulsa

Items noted as “Possible Work Task” are items that can be completed for reimbursement to be completed in accordance with this agreement. These tasks shall be discussed between the NRCS District Conservationist and the local Conservation District Board to determine which tasks will be completed. It is expected that the tasks will be identified during a discussion with the DC and the District Board and will be documented on this form. If additional work tasks are identified, that are not on the available list included in Exhibit 1, they can be added as additional tasks. The agreed to tasks will be documented at the field office and District level utilizing this Exhibit Operational Agreement. A signed copy of Exhibit 1 will be retained at the local office with a copy provided to the OCC. OCC will retain a record copy of Exhibit 1 for each participating District which will be available to the NRCS state office upon request. The work tasks identified in Exhibit 1 will also be identified on the Performance Worksheet (Exhibit 2) and sent to OCC each month for documentation. If no work tasks are identified that can be completed by the District, then this information needs to be documented and sent to OCC so an adjustment in allocation of operating funds can be made.

1) CONSERVATION PLANNING

a) Possible Work Tasks:

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

2) **OUTREACH AND MARKETING**

a) Possible Work Tasks:

- Development of farm bill related news articles for local news outlets. This includes article development, including downloading NRCS prepared articles, delivery of article to local media sources, and distribution of articles to ASTC (FO)
- Plan and assist in the development, implementation and documentation of outreach, informational and locally led meetings (preparation of minutes, sign-in sheets, agendas and photographs)
- Assist with the preparation of the report on the above activities to the ASTC (FO) on a monthly basis
- Making presentation to local farm groups and other interested organizations on conservation of natural resources and farm bill programs
- Developing success stories on local clients who have achieved noteworthy accomplishments through conservation activities for the local media
- Assist with the administration of the Earth Team Volunteer Program
- OCC will also assist with statewide media when agreed upon by OCC and NRCS

ADMINISTRATIVE DUTIES

b) Possible Work Tasks:

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

3) **FARM BILL CONTRACTING**

a) Possible Work Tasks:

- Explain and promote farm bill programs
- Assist with local work group coordination.
- Assist customers to complete program applications
- Assist with program application rankings by gathering preliminary customer information
- Compile applications in order of rankings, and file completed applications according to NRCS policy
- Prepare and mail form letters and other correspondence to program applicants
- Assist in assembling supporting documentation needed for contract payments and or modifications
- Delivery of direct technical assistance to support contract practice application and complete status review

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

Chairperson

Date

District Conservationist

Date

Exhibit 1: Operational Agreement

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

Conservation District: Tulsa County

NRCS Field Office: Tulsa

Items noted as "Possible Work Task" are items that can be completed for reimbursement to be completed in accordance with this agreement. These tasks shall be discussed between the NRCS District Conservationist and the local Conservation District Board to determine which tasks will be completed. It is expected that the tasks will be identified during a discussion with the DC and the District Board and will be documented on this form. If additional work tasks are identified, that are not on the available list included in Exhibit 1, they can be added as additional tasks. The agreed to tasks will be documented at the field office and District level utilizing this Exhibit Operational Agreement. A signed copy of Exhibit 1 will be retained at the local office with a copy provided to the OCC. OCC will retain a record copy of Exhibit 1 for each participating District which will be available to the NRCS state office upon request. The work tasks identified in Exhibit 1 will also be identified on the Performance Worksheet (Exhibit 2) and sent to OCC each month for documentation. If no work tasks are identified that can be completed by the District, then this information needs to be documented and sent to OCC so an adjustment in allocation of operating funds can be made.

1) CONSERVATION PLANNINGa) Possible Work Tasks:


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

3) FARM BILL CONTRACTING

a) Possible Work Tasks:

- Explain and promote farm bill programs
- Assist with local work group coordination.
- Assist customers to complete program applications
- Assist with program application rankings by gathering preliminary customer information
- Compile applications in order of rankings, and file completed applications according to NRCS policy
- Prepare and mail form letters and other correspondence to program applicants
- Assist in assembling supporting documentation needed for contract payments and or modifications
- Delivery of direct technical assistance to support contract practice application and complete status review

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



Chairperson

9-14-17
Date



District Conservationist

9-14-17
Date

Tulsa County
Conservation District

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

(918) 877-9566

Tulsa County Conservation District

Annual Report July 1, 2020 – June 30, 2021

The Tulsa County Conservation District is a local subdivision of state government. The district formed April 12, 1938 to ensure local people are involved in conservation activities.

The main goal of the district is to provide services to land users in protecting and conserving natural resources and to provide a link to state and federal conservation agencies and programs.

A board of five conservation district directors (three elected and two appointed) governs the conservation district.

Our district has cooperator agreements with over 1175 producers in the county. These agreements cover more than 245,000 acres.

The board of directors submits this annual report to inform the public of this past year's conservation accomplishments.

We invite all citizens to become familiar with the activities of the Tulsa County Conservation District and to visit our office and get acquainted with our staff.

We also invite people to attend our monthly board meeting held on the second Thursday of each month at 4:00PM unless otherwise stated.

Our Mission: To provide leadership through community partnerships to help people conserve, protect, restore, and enhance Tulsa County's natural resources and environment for its residents and visitors.

Our Charge: Conservation districts are the only local unit of government charged with the responsibility of conserving our natural resources.

Our Purpose: To conserve, protect, restore, and improve Tulsa County's natural resources for the citizens of Tulsa County

Tulsa County Conservation District Board of Directors

- Tom Tolbert – Chairman
- Jana Black – Vice-Chair
- Jana Black – Treasurer
- Sherry Laskey – Member
- Vacant – Member

The Conservation District shares office space with the Natural Resources Conservation Service (NRCS), a federal agency in the U. S. Department of Agriculture. The NRCS provides technical and planning assistance to the conservation district and district cooperators, while also administering several USDA technical and cost share programs.

Due to Covid-19 our office is not open to the public, but other office hours are Monday- Friday from 8:00 a.m. to 4:30 p.m.

TULSA
COUNTY
CONSERVATION
DISTRICT

Oklahoma Conservation Cost Share Program

The conservation district administers the Oklahoma Conservation Cost Share Program for Tulsa County. This past year the district received \$20,000 for CSPY. The Board approved a total of six applications for the cost share program years 22 and 23. TCCD also completed CSPY 20, with one project completed, and 72% of \$10,000 allocated. The remaining funds did not roll over to CSPY 22.

The Oklahoma Legislature established the program in 1998. It is an annual program requiring funding from the legislature. The conservation district board obtains input from citizens to determine which conservation practices will be included in the program each year. In CSPY 22 and 23, the District approved all possible conservation practices included, but not limited to: Brush management, herbaceous weed control, critical area planting, diversions, ponds, fencing, grade stabilization structures, grassed waterways, heavy use area protection, pasture and hay planting, pipeline, pumping plant, range planting, nutrient management, pest management, terrace, watering facility, and water wells.

Emergency Watershed Program

Through the Emergency Watershed Protection (EWP) Program, NRCS is not currently involved in any projects in Tulsa County.

Providing Education Materials and Services to Producers in the District

The Tulsa County Conservation District currently does not have any equipment available to producers in Tulsa County. However, producers do have the ability to rent equipment from surrounding counties. Our district focuses on outreach education, while also working alongside NRCS to provide financial and technical assistance to local landowners through the State Cost Share Program. We do have some classroom materials that are available to check out with a deposit. Supplies include books, soil discovery kits, hand lenses, tree books, sample dishes, bug boxes, rocks, macroinvertebrate samples and others.



Pond construction has been one of the conservation practices included in the Conservation Cost Share Program.



Workers collect debris at a previous NRCS' EWP site in another part of the region. NRCS did not have any EWP's in Tulsa County



Livestock watering facility built with Conservation Cost Share Program.

Outreach and Education

The district carries out a variety of conservation education activities during the year. Between July 2020 and June 2021, the district was only able to hold or participate in conservation education activities a few times due to the Covid-19 Pandemic. These included:

- ❖ Assist with planting a pollinator garden at Monarch's on the Mountain limited participation event
- ❖ Set up a table at an Arkansas River Cleanup at the Yard Bar for Earth Day
- ❖ Set up a table at the Broken Arrow Farmer's Market for the Yard by Yard Project
- ❖ Set up a table for the Yard by Yard Project at the M.e.t's Enviro Expo
- ❖ Set up a Yard by Yard Project table at a Tulsa Driller's baseball game
- ❖ Coordinate Cost Share Programs Year 21, 22 and 23.
- ❖ 50 hours of volunteer hours were contributed by the Tulsa County Earth Team, with about 18 individuals volunteering during the fiscal year.



Tulsa County Conservation District assists River Parks and Monarch's on the Mountain plant a pollinator garden next to our Yard by Yard sign.



Arkansas River Cleanup at the Yard Bar April 2021



Tulsa County Conservation District at the M.e.t's Enviro Expo in May 2021. Such a beautiful day to celebrate Earth Day, albeit a month late.

0	preschool
0	kindergarten
0	1st Grade
0	2nd Grade
0	3rd Grade
0	4th Grade
0	5th Grade
0	6th Grade
0	7th Grade
0	8th Grade
2	9th Grade
2	10th Grade
3	11th Grade
2	12th Grade
0	College
2	Teachers
7	Adults
0	Higher Ed Instructor
18	Grand Total

Tulsa County Conservation District Outreach Events Continued:

- Tulsa Home & Garden Show – Did not Participate
- Tulsa Farm Show - Did not participate
- Monarch's on the Mountain - limited
- Crow Creek Community
- Soil, Water and Ways Workshop
- Blue Thumb Volunteer
- Blue Thumb Stream Macroinvertebrate Collections
- Yard by Yard Community Resiliency Project
- Broken Arrow Farmer's Market
- OneOK Field – Tulsa Driller's Baseball Game

- City of Broken Arrow
- City of Tulsa
- Crow Creek Community
- Metropolitan Environmental Trust
- Monarch Initiative of Tulsa
- Natural Resources Conservation Service
- Oklahoma Association of Conservation Districts
- Oklahoma Blue Thumb
- Oklahoma Conservation Commission
- Oxley Nature Center
- River Parks Authority
- Sustainable Tulsa
- Tulsa Audubon Society
- Tulsa Urban Wilderness Coalition
- Tulsa Young Professionals
- Tulsa Zoo
- Up With Trees
- Wild Birds Unlimited
- A New Leaf
- Grogg's Green Barn



Tulsa County Conservation District and the City of Tulsa Recycling and Refuse at the Tulsa Driller's Game
May 2021



Monarch's on the Mountain
Migration Sign at Turkey Mountain
September 2020

Tulsa County Conservation District Yard by Yard Community Resiliency Project

On August 1, 2020 the Tulsa County Conservation District launched the Yard by Yard Community Resiliency Project in Oklahoma Association of Conservation Districts.

The goal of the Yard by Yard Project is to highlight the excellent work that urban residents are already doing. We all want to encourage others to try out projects that help build resiliency within our community.

Since August 2020, the district has certified about fourteen yards with a few yards pending. We have certified several in the City of Tulsa, one in Sperry and two in Broken Arrow.

With the efforts of the District, Cheryl Cheadle with Oklahoma Blue Thumb, and the Oklahoma Association of Conservation Districts, we will be able improve many communities across Oklahoma. One yard at a time.



Tom Clark and dogter Marley July 2021



**Tulsa County's 1st Certified Yard - Barbara Vanhanken
August 2020**



**Ali from the M.e.t and her Daughter
May 2021**



Mark Miller and his Wife July 2021

Annual Report

USDA Conservation Programs

The Conservation District works closely with the NRCS in carrying out conservation work in the county. The NRCS staff provides technical assistance to the Conservation District and to county land users. The NRCS also administers several federal cost share programs.

Listed below are accomplishments through federal conservation programs in 2020 - 2021:

- ❖ 1 Environmental Quality Incentives Program (EQIP) contract was developed
- ❖ Approximately \$10,000 Spent in 2020
- ❖ Practices included Herbaceous Weed Control, Prescribed Grazing and Ponds
- ❖ 0 Conservation Stewardship Program (CSP) renewal administered.

Additional NRCS efforts included:

- ❖ Utilizing Earth Team Volunteers for 50 hours of support for Outreach and Education efforts in Tulsa County and across Oklahoma.

NRCS regularly provides planning and technical support for land users to plant Bermuda sprigs, soil erosion, cover crop planting, soil and water erosion and livestock watering facilities through OCC's State Cost Share Program during each year.

NRCS also provides technical assistance for local authorities' and municipalities and other agencies and local municipalities.



Oklahoma Conservation Commission

District Directors' Responsibilities: A 10-Minute Guide Series

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

Guide No. 7 - Audits

Conservation districts are required by state statute to have their financial records audited every three years. A review must be conducted in the years when an audit is not conducted. The Oklahoma Conservation Commission will notify each district whether they are to have an audit or review.

Reasons for Having an Audit

Audits are necessary because (1) they are required by state statute and (2) because the district board acts as trustees of district and state funds and are responsible for safeguarding, auditing and appraising the district's financial resources. An audit is a fundamental part of this financial responsibility.

Audits are necessary to :

1. Prevent deliberate misstatement of fact.
2. Ensure that all district funds are managed according to state law.
3. To assure records are dependable.
4. To ensure generally accepted accounting practices have been consistently followed.
5. To assure that the disclosure is complete. In many cases what is not reported is often more important than what is reported.

An audit does not shift the responsibility for the financial statements of the district on to the auditor. The district board retains the responsibility for financial management and records. District board members have to be involved in the district's financial records and ensure that funds are expended properly and that good records are maintained.

Audits consist of:

1. A review of the balance sheet, income statement, and statement of cash flow.
2. A review of underlying documents supporting the information given in these financial statements.
3. Verification of accounts receivable and payable balances with customers.
4. A review of inventory quality, quantity, valuation records and procedures.
5. Verifying the existence of recorded securities.

6. Reviewing justification for judgement decisions and estimates.

7. *Sampling* accounting records.

8. Reviewing minutes of the board of directors meetings for policy changes and instructions to employees.

Who May Perform the Annual Audit or Review?

Each year the Oklahoma Accountancy Board publishes the list of "Registrants Performing Governmental Audits in Accordance with Government Auditing Standards." The district must select an auditor from this list to conduct the district audit or review.

Ask auditors if their audits include them coming to a meeting.....OCC strongly recommends that district boards insist the auditor come make a presentation to the board to present their findings and answer questions.

There is a wide range in the amount charged for audits, so check with other conservation districts, visit with auditors about the time it will take to complete an audit, and take bids.

Districts should develop a working relationship with the auditor, so that questions can be asked throughout the year.

The law forbids district directors, employees, or those connected with the district's operations and their relatives from performing the audit.

*This 10-Minute Guide was prepared by the Oklahoma Conservation Commission - District Services Division
June 2007*

Time frame for Completing the Audit / Review:

July & August

- ◆ OCC notifies districts required to secure an audit for the past fiscal year and supplies the list of auditors authorized to perform government audits.
- ◆ Districts solicit bids for audit or review from authorized auditors.
- ◆ Staff prepares documents necessary for audit.
- ◆ District board reviews bids, select an auditor and sign letter of engagement.
- ◆ Deliver materials to auditor no later than August 15.

September 3

Notify OCC by completing the included form as to who the district selected as auditor and the date materials were delivered.

November 1

- ◆ File audit with county clerk
- ◆ Submit copy of audit / review to State Auditor and Inspector's Office and OCC
- ◆ Submit executed Form OCC-5J, Filing of Annual Audit to OCC
- ◆ Submit executed Form OCC-5K, Annual Net Worth Statement to OCC

_____ Conservation District

Selected _____ to conduct the district's Audit or Review
Name of Auditor

Auditor's phone number: _____

Audit materials were delivered on _____
Date

Chairman – Board of Directors Signature

Date

This form must be submitted to OCC on or before September 3 in order for reimbursement claims to continue to be processed.

Send or fax form to: Lisa Knauf

District Services Director
Oklahoma Conservation Commission
2800 N Lincoln Blvd. Ste 160
Oklahoma City, OK 73105
FAX: (405) 521-6686

Annual Audit or Compilation

The district's financial records must be audited every three years. A compilation must be conducted in the years when an audit is not conducted. The Commission has the authority to call for an audit instead of a compilation in "non audit" years. Every year the Conservation Commission will notify each district whether they are to have an audit or compilation.

Who May Perform the Annual Audit or Compilation

Audits and compilations must be performed by a licensed accountant. All licensed Public Accountants and Certified Public Accountants are registered with the State Accountancy Board. For a list of those in your area contact the State Accountancy Board.

The law forbids district directors, employees, or those connected with the district's operations and their relatives from performing the audit.

5-16 Financial Management

Procedure for Filing the Annual Audit or Compilation

The district audit or compilation must first be filed with the County Clerk. After the County Clerk has received and stamped the audit or compilation, a copy of the audit or compilation must be submitted to the Conservation Commission office by November 1 along with Form OCC-5J, *Filing of Annual Audit*. At least one copy should be maintained in the district files. As with all district records, the audit or compilation is open for public inspection during regular business hours.

Annual Net Worth Statement

Information needed to complete the *Annual Net Worth Statement*, Form OCC-5K, is secured from the district's annual audit or compilation and district records. The *Annual Net Worth Statement* for the fiscal year must be completed and submitted to the Commission office by November 1.