

AGENDA
Board of Directors Special In-Person Meeting
Tulsa County Conservation District
October 20, 2021 – 1:00 PM
822 E 6th St #200, Tulsa, OK 74120

Please email tulsaccd@conservation.ok.gov at least 2 hours 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 August 12, 2021 Regular Meeting
6. Approval of Financial Statements, District Budget, Reimbursement Claims and Payment of Bills for Period Ending August 31, 2021 and September 30, 2021
7. Review of TACF Financials for Period Ending August 31, 2021 and September 30, 2021
8. Discussion and Acceptance of District Conservationist Agency Report September 2021 and October 2021
9. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for August and September 2021
10. Discussion of the TCCD Monthly Activities and Outreach Report for August and September 2021
11. Discussion and Approval of Board & Staff Attending the OACD Area III Meeting
12. Discussion and Approval of 2022 Notice of Regularly Scheduled Meetings
13. Discussion of 10-Minute Guide Series: #6 – District Policies
14. NRCS/TCCS Locally Led Meeting
15. New Business:
16. Adjourn:

All items on this agenda, including but not limited to any agenda item concerning the adoption or approval of any resolution, contract, agreement, or any other item of business, are subject to revision or amendment, including additions and/or deletions, without exception. Any revision or amendments will be limited and rationally related to the topic of the agenda item. The Board may defer, strike, continue, table, and/or refer any agenda item to its chief administrative officer, staff, attorney, and/or refer back or appoint a committee for the purpose of gathering more information the Board may need to take action on any agenda item at a subsequent special or regular meeting of the Board.

Next regularly scheduled meeting is November 11, 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 [October 18, 2021](#) in the following location:

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

[October 18, 2021](#) at the following locations:

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

tulsaccd.org

Space reserved for recording purposes only

DEED OF DEDICATION

KNOW ALL BY THESE PRESENTS:

This DEED OF DEDICATION ("Deed") is made this _____ day of _____, 2021, by and between AMERICAN LAND DEVELOPMENT LIMITED PARTNERSHIP, an Oklahoma limited partnership ("GRANTOR"), and TULSA COUNTY CONSERVATION DISTRICT, an Oklahoma conservation district ("GRANTEE").

WHEREAS, GRANTOR is the sole owner of all interest, legal and equitable, in certain real property, including improvements thereon and appurtenances thereto, located in Tulsa County, Oklahoma, by virtue of, and as more particularly described in, that certain General Warranty Deed from Bank of Oklahoma, National Association, to GRANTOR, dated September 25, 1991, and recorded in the land records of Tulsa County, Oklahoma, on September 26, 1991, at Book 5351, Page 1695.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which for all purposes is hereby acknowledged, GRANTOR does hereby grant, convey and dedicate to GRANTEE for use and enjoyment as greenbelt lands, all of the following described real property and premises, situate in Tulsa County, State of Oklahoma, hereinafter called the "Property":

A portion of the Northeast Quarter (NE/4) of Section Seventeen (17), Township Eighteen (18) North, Range Fourteen (14) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, and

A portion of the Northwest Quarter of the Southeast Quarter (NQ/4 SE/4) of Section (17), Township Eighteen (18) North, Range Fourteen (14) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof,

as described more specifically in Exhibit A attached hereto.

(Tulsa County Parcel Nos. 98417-84-17-22400 and 98417-84-17-32150.)

No Documentary Stamp Tax due pursuant to 68 O.S. 2011 CH. 1, Art. 12, S3202(11)

TO HAVE AND TO HOLD said described premises unto Grantee for the purposes set forth herein, forever, together with all necessary and convenient appurtenances thereto; and to use and maintain the same, and affording GRANTEE, its officers, agents,

employees, and all persons under contract with GRANTEE, the right to enter upon said Property for the purpose of maintaining such in its native, undeveloped state for aesthetic appeal and recreational use as greenbelt land.

SIGNED and DELIVERED this _____ day of September, 2021.

AMERICAN LAND DEVELOPMENT
LIMITED PARTNERSHIP

By: American Land Development Company
Its General Partner

By: _____
Stephen J. Heyman, President

STATE OF OKLAHOMA)
)SS.
COUNTY OF TULSA)

This instrument was acknowledged before me on this _____ day of _____, 2021, by Stephen J. Heyman, President, American Land Development Company, as General Partner of AMERICAN LAND DEVELOPMENT LIMITED PARTNERSHIP, a partnership.

Notary Public

My Commission Expires: _____

Commission Number: _____

APPROVED AS TO FORM:

APPROVED AS TO SUBSTANCE:

By: _____

By: _____

ACCEPTED:

TULSA COUNTY CONSERVATION DISTRICT, STATE OF OKLAHOMA

Date: _____

By: _____

Name: _____

Title: _____

STATE OF OKLAHOMA)
)SS.
COUNTY OF TULSA)

This instrument was acknowledged before me on this _____ day of _____, 2021, by _____, as _____ of _____.

Notary Public

My Commission Expires: _____
Commission Number: _____

STATE OF OKLAHOMA)
)SS.
COUNTY OF TULSA)

This instrument was acknowledged before me on this _____ day of _____, 2021, by _____, as _____ of _____.

Notary Public

My Commission Expires: _____
Commission Number: _____

Exhibit A

LEGAL DESCRIPTION

Part of the Northeast Quarter (NE/4) of Section Seventeen (17), Township Eighteen (18) North, Range Fourteen (14) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, being more particularly described as follows:

Commencing the Northeast corner of said Section Seventeen (17); Thence N 90°00'00" W a distance of 1489.35 feet; Thence S 00°00'00" W a distance of 60.00 feet; Thence N 90°00'00" W a distance of 323.22 feet to the Point of Beginning; Thence S 24°0'00" E a distance of 219.81 feet; Thence N 60°30'00" E a distance of 124.82 feet; Thence S 24°00'00" E a distance of 119.20 feet; Thence S 10°30'00" W a distance of 256.12 feet; Thence S 65°30'00" E a distance of 414.37 feet; Thence S 00°00'00" W a distance of 359.38 feet; Thence S 83°30'00" E a distance of 376.66 feet; Thence S 47°00'00" E a distance of 270.94 feet; Thence S 89°59'23" E along the South line of the E/2 NE/4 NE/4 to the Northwest corner of KNIGHT ACRES, an Addition to the City of Broken Arrow; Thence South along the West line of said KNIGHT ACRES a distance of 1318.60 to a point on the South line of said Northeast Quarter (NE/4) being also the Southwest corner of said KNIGHT ACRES; Thence West along the South line of the Northeast Quarter (NE/4) to a point of the East line of LANCASTER PLACE, an Addition to the City of Broken Arrow; Thence N 16°06'12" W to the Northeast corner of Lot 51, Block 2, LANCASTER PLACE; Thence N 56°13'00" W a distance of 93.87 feet; Thence N 25°15'08" W a distance of 117.22 feet; Thence N 11°46'12" E a distance of 413.71 feet; Thence N 09°53'23" W a distance of 281.38 feet; Thence N 45°02'40" W a distance of 406.38 feet; Thence N 37°10'40" E a distance of 62.62 feet; Thence N 02°18'38" E a distance of 183.06 feet; Thence N 71°54'01" W a distance of 187.91 feet; Thence S 61°27'07" W a distance of 68.23 feet; Thence N 19°23'09" W a distance of 265.37 feet; Thence N 32°36'48" W a distance of 369.54 feet; Thence N 26°13'23" W a distance of 20.00 feet; Thence N 19°51'24" W a distance of 219.38 feet; Thence N 40°21'05" W a distance of 187.59 feet; Thence S 62°42'37" W a distance of 292.90 feet; Thence S 83°44'31" W along the North line of Lot 1, Block 2, LANCASTER PLACE to a point 18.42 feet from the Northwest corner of said Lot; Thence N 00°09'27" W a distance of 95.78 feet; Thence N 11°50'33" E a distance of 72.15 feet; Thence N 00°09'27" W a distance of 72.00 feet; Thence due East parallel to and 60 feet South of the North line of said Section 17 to the Point of Beginning.

A tract of land in the **Northwest Quarter of the Southeast Quarter (NW/4 SE/4) of Section Seventeen (17), Township Eighteen (18) North, Range Fourteen (14) East** of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, being more particularly described as follows:

BEGINNING at a point on the East line of the Northwest Quarter of the Southeast Quarter (NW/4 SE/4) 946.31 feet South of the Northeast corner thereof; Thence N $52^{\circ}44'54''$ W to the North common corner of Lots Fifteen (15) and Sixteen (16), Block One (1), FAIRFAX, an Addition to the City of Broken Arrow; Thence N $46^{\circ}29'51''$ W a distance of 274.04 feet; Thence N $36^{\circ}01'39''$ E a distance of 215.00 feet; Thence N $07^{\circ}23'28''$ E a distance of 140.56 feet; Thence N $15^{\circ}21'19''$ W a distance of 163.94 feet; Thence N $54^{\circ}35'04''$ W a distance of 133.89 feet; Thence S $62^{\circ}05'40''$ E a distance of 127.20 feet; Thence N $87^{\circ}01'09''$ E to a point on the East line of said Northwest Quarter of the Southeast Quarter (NW/4 SE/4); Thence South along said East line to the POINT OF BEGINNING.

Space reserved for recording purposes only

DEED OF DEDICATION

KNOW ALL BY THESE PRESENTS:

This DEED OF DEDICATION ("Deed") is made this _____ day of _____, 2021, by and between AMERICAN LAND DEVELOPMENT LIMITED PARTNERSHIP, an Oklahoma limited partnership ("GRANTOR"), and TULSA COUNTY CONSERVATION DISTRICT, an Oklahoma conservation district ("GRANTEE").

WHEREAS, GRANTOR is the sole owner of all interest, legal and equitable, in certain real property, including improvements thereon and appurtenances thereto, located in Tulsa County, Oklahoma, by virtue of, and as more particularly described in, that certain Warranty Deed from GRANTOR in favor of GRANTOR, dated November 13, 2012, and recorded in the land records of Tulsa County, Oklahoma, on December 17, 2012, as Document Number 2012123461.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which for all purposes is hereby acknowledged, GRANTOR does hereby grant, convey and dedicate to GRANTEE for use and enjoyment as greenbelt lands, all of the following described real property and premises, situate in Tulsa County, State of Oklahoma, hereinafter called the "Property":

A portion of the Southeast Quarter (SE/4) of Section (17), Township Eighteen (18) North, Range Fourteen (14) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, as described more specifically in Exhibit A attached hereto.

(Tulsa County Parcel No. 98417-84-17-49450.)

No Documentary Stamp Tax due pursuant to 68 O.S. 2011 CH. 1, Art. 12, S3202(11)

TO HAVE AND TO HOLD said described premises unto Grantee for the purposes set forth herein, forever, together with all necessary and convenient appurtenances thereto; and to use and maintain the same, and affording GRANTEE, its officers, agents, employees, and all persons under contract with GRANTEE, the right to enter upon said Property for the purpose of maintaining such in its native, undeveloped state for aesthetic appeal and recreational use as greenbelt land.

SIGNED and DELIVERED this _____ day of September, 2021.

AMERICAN LAND DEVELOPMENT
LIMITED PARTNERSHIP

By: American Land Development Company
Its General Partner

By: _____
Stephen J. Heyman, President

STATE OF OKLAHOMA)
)SS.
COUNTY OF TULSA)

This instrument was acknowledged before me on this _____ day of _____, 2021, by Stephen J. Heyman, President, American Land Development Company, as General Partner of AMERICAN LAND DEVELOPMENT LIMITED PARTNERSHIP, a partnership.

Notary Public

My Commission Expires: _____
Commission Number: _____

APPROVED AS TO FORM:

APPROVED AS TO SUBSTANCE:

By: _____

By: _____

ACCEPTED:

TULSA COUNTY CONSERVATION
DISTRICT, STATE OF OKLAHOMA

Date: _____

By: _____

Name: _____

Title: _____

STATE OF OKLAHOMA)
)SS.
COUNTY OF TULSA)

This instrument was acknowledged before me on this _____ day of _____,
2021, by _____, as _____ of
_____.

Notary Public

My Commission Expires: _____
Commission Number: _____

STATE OF OKLAHOMA)
)SS.
COUNTY OF TULSA)

This instrument was acknowledged before me on this _____ day of _____,
2021, by _____, as _____ of
_____.

Notary Public

My Commission Expires: _____
Commission Number: _____

Exhibit A

LEGAL DESCRIPTION

A tract of land located in the **Southeast Quarter (SE/4) of Section Seventeen (17), Township Eighteen (18) North, Range Fourteen (14) East** of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, being more particularly described as follows:

BEGINNING at the Southwest corner of Lot Twenty-six (26), Block One (1), PECAN GROVE ESTATES, a Subdivision in the City of Broken Arrow, Tulsa County, State of Oklahoma, according to the official recorded plat thereof, Plat No. 5012, as filed in the records of the Tulsa County Clerk's Office; Thence S 89°53'04" W along the North line of a DEED OF DEDICATION as described in Book 6291, Page 1855, as filed in the records of the Tulsa County Clerk's Office, a distance of 170.12 feet; Thence N 00°06'56" W along said DEED OF DEDICATION a distance of 20.00 feet; Thence S 89°53'04" W along said DEED OF DEDICATION a distance of 300.00 feet; Thence S 73°11'15" W along said DEED OF DEDICATION a distance of 34.81 feet; Thence S 89°53'04" W along said DEED OF DEDICATION a distance of 299.51 feet to a non-tangent curve to the left, being the Easterly Right of Way for Willow Avenue, also being the Easterly boundary of FAIRFAX, a Subdivision in the City of Broken Arrow, Tulsa County, State of Oklahoma, according to the official recorded Plat thereof, Plat No. 3995, as filed in the records of the Tulsa County Clerk's Office; Thence along a non-tangent curve to the left and the Easterly boundary of FAIRFAX with a central angle of 13°55'49", a radius of 125.00 feet, an arc length of 30.39 feet, a chord bearing of N 09°17'43" W and a chord length of 30.32 feet to a tangent reverse curve to the right; Thence along a tangent reverse curve to the right and the Easterly boundary of FAIRFAX with a central angle of 16°15'37", a radius of 125.00 feet, an arc length of 35.47 feet, a chord bearing of N 08°07'49" W and a chord length of 35.36 feet; Thence N 00°00'00" W along the Easterly boundary of FAIRFAX and tangent to the previous curve a distance of 37.46 feet to a tangent curve to the right; Thence along a tangent curve to the right and the Easterly boundary of FAIRFAX with a central angle of 30°29'33", a radius of 545.00 feet, an arc length of 290.05 feet, a chord bearing of N 15°14'47" E and a chord length of 286.64 feet; Thence N 30°29'33" E along the Easterly boundary of FAIRFAX and tangent to the previous curve a distance of 387.05 feet to a tangent curve to the left; Thence along a tangent curve to the left and the Easterly boundary of FAIRFAX with a central angle of 31°12'40", a radius of 880.00 feet, an arc length of 479.37 feet, a chord bearing of N 14°53'13" E and a chord length of 473.46 feet; Thence N 89°16'52" E along the Easterly boundary of FAIRFAX and not tangent to the previous curve a distance of 117.00 feet; Thence N 07°56'40" W along the Easterly boundary of FAIRFAX a distance of 233.75 feet; Thence N 20°23'25" W along the Easterly boundary of FAIRFAX a distance of 216.95 feet; Thence N 65°34'53" W along the Easterly boundary of FAIRFAX a distance of 21.14 feet; Thence S 69°13'40" W along the Easterly boundary of FAIRFAX a distance of 95.00 feet; Thence N 20°46'20" W along the Easterly boundary of FAIRFAX a distance of 162.00 feet; Thence N 69°13'40" E along the Easterly boundary of FAIRFAX a distance of 15.37 feet to a tangent curve to the right;

Continued...

Thence along a tangent curve to the right and the Easterly boundary of FAIRFAX with a central angle of $14^{\circ}39'50''$, a radius of 555.00 feet, an arc length of 142.04 feet, a chord bearing of $N 76^{\circ}33'35'' E$ and a chord length of 141.66 feet; Thence $S 30^{\circ}28'53'' E$ along the East boundary of FAIRFAX and not tangent to the previous curve a distance of 212.63 feet; Thence $S 49^{\circ}45'49'' E$ along the Easterly boundary of FAIRFAX a distance of 386.37 feet; Thence $N 81^{\circ}53'48'' E$ along the Easterly boundary of FAIRFAX a distance of 147.44 feet; Thence $N 12^{\circ}10'45'' E$ along the Easterly boundary of FAIRFAX a distance of 189.00 feet; Thence $N 52^{\circ}44'54'' W$ along the Easterly boundary of FAIRFAX a distance of 129.50 feet to the West line of the E/2 of the SE/4 of Section Seventeen (17); Thence $N 00^{\circ}01'31'' W$ along the West line of the E/2 of the SE/4 of Section Seventeen (17) a distance of 685.41 feet to the Southerly line of LANCASTER PLACE, a Subdivision in the City of Broken Arrow, Tulsa County, State of Oklahoma, according to the official recorded Plat thereof, Plat No. 4912, as filed in the records of the Tulsa County Clerk's office; Thence $N 87^{\circ}01'09'' E$ along the Southerly line of LANCASTER PLACE a distance of 113.10 feet; Thence $N 57^{\circ}36'36'' E$ along the Southerly line of LANCASTER PLACE a distance of 125.82 feet; Thence $N 35^{\circ}43'56'' E$ along the Southerly line of LANCASTER PLACE a distance of 15.01 feet; Thence $N 19^{\circ}05'51'' E$ along the Southerly line of LANCASTER PLACE a distance of 186.37 feet to the North line of the SE/4 of Section Seventeen (17); Thence $N 89^{\circ}51'58'' E$ along the North line of the SE/4 of Section Seventeen (17) a distance of 179.55 feet; Thence $S 16^{\circ}41'17'' W$ a distance of 456.19 feet; Thence $N 70^{\circ}52'19'' W$ a distance of 348.74 feet; Thence $S 26^{\circ}39'28'' E$ a distance of 1137.80 feet to the Northwesterly boundary of PECAN GROVE ESTATES, a Subdivision in the City of Broken Arrow, Tulsa County, State of Oklahoma, according to the official recorded Plat thereof, Plat No. 5012, as filed in the records of the Tulsa County Clerk's office; Thence $S 60^{\circ}05'20'' W$ along the Northwesterly boundary of PECAN GROVE ESTATES, a distance of 453.39 feet; Thence $S 22^{\circ}01'04'' W$ along the Northwesterly boundary of PECAN GROVE ESTATES a distance of 266.06 feet; Thence $S 53^{\circ}44'46'' E$ along the Westerly boundary of PECAN GROVE ESTATES a distance of 52.21 feet to the most Northerly corner of a parcel of land as described in Book 6184, Page 2177, as filed in the records of the Tulsa County Clerk's office; Thence $S 38^{\circ}28'38'' W$ along the Northwesterly line of said "Parcel" a distance of 85.00 feet; Thence $S 50^{\circ}34'30'' E$ along the Southwesterly line of said "Parcel" a distance of 65.00 feet; Thence $N 75^{\circ}54'54'' E$ along the Southerly line of said "Parcel" a distance of 115.00 feet to the Westerly boundary of PECAN GROVE ESTATES; Thence $S 53^{\circ}44'46'' E$ along the Westerly boundary of PECAN GROVE ESTATES a distance of 52.37 feet; Thence $S 43^{\circ}02'08'' W$ along the Westerly boundary of PECAN GROVE ESTATES a distance of 410.94 feet; Thence $S 00^{\circ}00'00'' E$ along the Westerly boundary of PECAN GROVE ESTATES a distance of 323.78 feet to the POINT OF BEGINNING.

LESS AND EXCEPT:

A tract of land located in the SE/4 of Section Seventeen (17), Township Eighteen (18) North, Range Fourteen (14) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, being more particularly described as follows:

Continued...

BEGINNING at the Southwest corner of Lot Twenty-six (26), Block One (1), PECAN GROVE ESTATES, a Subdivision in the City of Broken Arrow, Tulsa County, State of Oklahoma, according to the official recorded Plat thereof, Plat No. 5012, as filed in the records of the Tulsa County Clerk's office; Thence S 89°53'04" W along the North line of a DEED OF DEDICATION as described in Book 6291, Page 1855, as filed in the records of the Tulsa County Clerk's office a distance of 170.12 feet; Thence N 00°06'56" W along the said DEED OF DEDICATION a distance of 20.00 feet; Thence S 89°53'04" W along the said DEED OF DEDICATION a distance of 29.84 feet; Thence N 00°00'00" W a distance of 303.78 feet; Thence N 89°53'04" E a distance of 200.00 feet to a bend on the Westerly boundary of PECAN GROVE ESTATES; Thence S 00°00'00" E along the Westerly boundary of PECAN GROVE ESTATES a distance of 323.78 feet to the POINT OF BEGINNING.



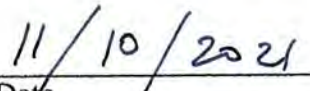
Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **October 20, 2021** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **November 10, 2021**



Chair, Board of Directors



Date

Attest:



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

Date: October 20, 2021

Time: 1:00 PM

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

Members Absent: Chrissy Parker, Member

Others Present: Gabriael Parker, District Secretary
Christopher Best, NRCS Team 17 District Conservationist
Julie Monnot, City of Claremore Storm Water Manager
Cindy Marshall, eLynx Technologies Communications
Manager

1. Meeting Called to Order:

Chairman, Tom Tolbert called the meeting to order at 1:05 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 October 18, 2021 in the front window of 822 E 6th St #200, Tulsa, OK 74120. Also, in the front window on October 19, 2021 at 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 and tulsaccd.org.

2. Roll Call

Tom Tolbert
Jana Black
Michael Patton
Gabriael Parker
Christopher Best

3. Public Comments

None

4. Discussion of Urban Conservation Area

Cindy Marshall said all property documents have been finalized and completed on American Land's side. All the documents need are the signatures from the District and filed with the county. She said she can set up a day and time to meet and hand over the documents. Tom Tolbert said he can meet sometime next week to pick them up. No further action needed to be taken at this time.

Cindy Marshall exited the meeting at 1:23 PM

5. Approval of Minutes from the August 12, 2021 Regular Meeting

After a brief discussion, Jana Black said she saw two incorrect items in the minutes. The first on number four. She spelled board as boar. She was missing a "d". The second was on number eleven. She has her listed as the treasure and not the Vice-Chair. Gabrielael Parker said she will correct the spelling of the board in item number four. She would also correct item number eleven to show Jana as being the Vice-Chairwoman instead of Treasurer. Jana Black made a motion to approve the minutes from the August 12, 2021 regular meeting with the corrections mentioned above. Michael Patton 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert. Nays: None. The motion carries.

6. Approval of Financial Statements, District Budget, Reimbursement Claims and Payment of Bills for Period Ending August 31, 2021 and September 30, 2021

Michael Patton said he still believed the packet had too many items that could be reviewed by just one or two members. He suggested the Treasurer and the Vice-Chair review the monthly billing statements and payments that would usually be in the packet. If there are any issues that arise from that review, the committee would bring it to the attention of the board in the monthly meetings. The board said they did not see a problem with that. Michael Patton made a motion to approve the financial statements, district budget, reimbursement claims and payment of bills for period ending August 31, 2021. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert. Nays: None. The motion carries.

7. Review of TACF Financials for Period Ending August 31, 2021 and September 30, 2021

The board reviewed the financials for TACF for the period ending August 31st and September 30, 2021. The board briefly discussed forming an RMC planning committee. Gabrielael Parker said she would send out a doodle poll to get the best day and time. No further action needed to be taken at this time.

8. Discussion and Acceptance of District Conservationist Agency Report September 2021 and October 2021

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
October 5, 6, 7, 12, 14, 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. Starting in Oct.1, 2021 all NRCS program participants will be required to have a determined CCC-902 before contract obligations and payments.
- EQIP** **FY 2022**
- New Fiscal Year 2022
 - Continue Contract Management Payments for FY 21
 - Still accepting applications for FY 22 no sign-up deadline yet
- CSP/CSP-GCI –** **FY 2022**
- CSP Classic payments for FY 21 will be after Oct. 8
 - Reminder CSP letters will be mailed out Oct. 4, 2021
 - GCI – Field reviews completed / Payments for FY 21 will be after Oct. 8
 - GCI – Letters mailed out / sign up deadline Oct. 15, 2021 for FY22 applications / FY 22 Obligation deadline Dec. 10, 2021
 - CSP Renewals – Dec. 31 obligation deadline
- State Cost Share Program –**
- Working on plans & check outs as requested
- Other –**
- FPAC Staffing Guidance for COVID-19 office staffing 50%
 - Vaccine mandate for Federal employees.
 - All outreach events have to be approved by State office.
 - Mask are always required when in the office no exception
 - Locally Work Group
 - Staff meeting
 - OACD Area Meeting Nov. 9

Gabriel Parker told the board Christopher Best was not able to make the board meeting today. She included his report, but she did not have much to add. She said we could table this until Chris can join us. The board agreed. No further action needed to be taken at this time.

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

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

10. Discussion of the TCCD Monthly Activities and Outreach Report for August and September 2021

Parker Gabrielae Parker said she had a mild August and a busy September. She participated in a few Monarch's on the Mountain meetings. There was nothing out of the ordinary in those meetings. She did take part in a Blue Thumb fish collection on Fred Creek. It was interesting. She did find out there was a part of the creek that was rather deep. Deep enough you could swim in. She did not know that. She also got to throw the first pitch at one of the Driller's games. She thought it was fun.

September was busier. She was not able to attend the Monarch's on the Mountain event this year. Cheryl Cheadle held the fort for us, and she could not be more appreciative of her. Cheryl said they had about 700 people attend. It was scaled back version with Covid-19 and socially distancing being a reason. She was able to attend the Monarch's on the Mountain Crow Creek Planting event. She said it was extremely hot that day. Graham Brannin and I ended up cutting the day short because it was too hot. We had about four groups who helped. The last woman and her daughter were a great help.

Cheryl and I did about four- or five-yard certifications for the Yard-by-Yard program. They all had fantastic yards.

OCC held two training sessions in August, but they were not mandatory. She did attend one of the training sessions in September. Please see reports for more details. No further action needed to be taken at this time.

11. Discussion and Approval of Board & Staff Attending the OACD Area III Meeting

After a brief discussion, Michael Patton made a motion to approve staff and board members to attend the Area III meeting on the 9th of November 2021. Provided the member can attend. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert. Nays: None. The motion carries.

12. Discussion and Approval of 2022 Notice of Regularly Scheduled Meetings

Gabriel Parker said we need to approve the 2022 meeting schedule. She kept the same day, but was unsure of the time. After a brief discussion, the board suggested we move the meetings to the 2nd Wednesday of the month at 12:00 PM in Michael Patton's office at 822 E 6th St #200, Tulsa, OK 74120. The change would work better for most members. Tom Tolbert asked Gabriel if that change would work for Chrissy Parker. Gabriel said she had spoken to Chrissy and she said she should be able to make that day and time. She said she can take a planning period during the day to make it. Michael

Patton made a motion to approve the 2022 Notice of Regularly Scheduled Meetings with the changes discussed. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert. Nays: None. The motion carries.

13. Discussion of 10-Minute Guide Series: #6 – District Policies

Gabriel Parker said she put number six in the packet is because we need to develop a leave policy for Tulsa County by the 3rd of January 2022. Gabriel said she had not been by the office to find the TCCD handbook, but she would go by and look. She also said we need to develop a few more policies and will work with Janet Stewart to develop those eventually. No further action needed to be taken at this time.

14. NRCS/TCCS Locally Led Meeting

Christopher Best wanted to ask the board what they think the resource concerns in the county are. Since he cannot hold in-person outreach meetings to hold hand out surveys, the board is the next best thing. Gabriel Parker said he was not able to make the meeting today, but she would ask for him.

After some discussion, the board said they would like to table this until they can do some more research. They wanted to see about sending out surveys to our community partners via email and Facebook, to get a better idea of county needs. No further action needed to be taken at this time.

15. New Business:

Michael Patton said he wanted to bring up and issue with the Arkansas River building a new dam. He said the voters voted to pay for this new dam and the plan was approved by the Corps of Engineers, including a plan to operate the damn. Unfortunately, the City of Tulsa has chosen to ignore the operating plan. He said there is a meeting with City Council tonight and wanted to let everyone know. So, they could come and voice their opinions. There is a group called the Friends of the Arkansas River who are going to try to get the city to stick to the plan. The plan includes building the dam with balloons to allow fish migrations, but they have chosen to ignore the agreed upon plan. So, many people are going to get the city to do the right thing. Michael said anyone who can come, please come to show your support.

18. Adjourn:

Meeting Adjourned at 2:21 PM

All items on this agenda, including but not limited to any agenda item concerning the adoption or approval of any resolution, contract, agreement, or any other item of business, are subject to revision or amendment, including additions and/or deletions, without exception. Any revision or amendments will be limited and rationally related to the topic of the agenda item. The Board may defer, strike, continue, table, and/or refer any agenda item to its chief administrative officer, staff, attorney, and/or refer back or appoint a committee for the purpose of gathering more information the Board may need to take action on any agenda item at a subsequent special or regular meeting of the Board.

Next regularly scheduled meeting is 12:00 PM November 10, 2021, 822 E 6th St #200,
Tulsa, OK 74120

10:40 AM
09/08/21
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
July through August 2021

	<u>Jul - Aug 21</u>
Income	
Administrative Income	293.34
Interest Income	0.09
OCC Director Election Reimburse	526.16
OCC General Exp Reimbursements	1,516.47
OCC Salary Reimbursements	<u>11,482.16</u>
Total Income	13,818.22
Expense	
Administrative Expense	473.65
Advertising and Promotion	86.10
Employee Benefits	1,227.87
Office Supplies	84.97
Payroll	4,964.97
Payroll Tax	3,627.82
Travel	<u>490.35</u>
Total Expense	<u>10,955.73</u>
Net Income	<u><u>2,862.49</u></u>

10:39 AM
09/08/21
Accrual Basis

Tulsa County Conservation District
Profit & Loss
August 2021

	<u>Aug 21</u>
Income	
Interest Income	0.06
OCC Director Election Reimburse	526.16
OCC General Exp Reimbursements	499.32
OCC Salary Reimbursements	5,741.08
Total Income	<u>6,766.62</u>
Expense	
Administrative Expense	333.82
Employee Benefits	818.58
Office Supplies	54.99
Payroll	4,964.97
Payroll Tax	1,854.11
Travel	381.27
Total Expense	<u>8,407.74</u>
Net Income	<u><u>-1,641.12</u></u>

10:41 AM
 09/08/21
 Accrual Basis

Tulsa County Conservation District
Profit & Loss Detail
 August 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	8/31/2021		Arvest	Interest Pay...		Arvest Checki...	0.06	0.06
Total Interest Income							0.06	0.06
OCC Director Election Reimburse								
Deposit	8/19/2021		OCC	June 2021 Je...		Arvest Checki...	131.02	131.02
Deposit	8/19/2021		OCC	June 2021 Er...		Arvest Checki...	101.68	232.70
Deposit	8/19/2021		OCC	June 2021 St...		Arvest Checki...	101.12	333.82
Deposit	8/19/2021		OCC	May 2021 Dir...		Arvest Checki...	86.10	419.92
Deposit	8/19/2021		OCC	June 2021 Di...		Arvest Checki...	29.98	449.90
Deposit	8/19/2021		OCC	April 2021 Dir...		Arvest Checki...	76.26	526.16
Total OCC Director Election Reimburse							526.16	526.16
OCC General Exp Reimbursements								
Deposit	8/19/2021		OCC	June General...		Arvest Checki...	257.48	257.48
Deposit	8/30/2021		OCC	July General ...		Arvest Checki...	141.84	399.32
Deposit	8/30/2021		OCC	August Gene...		Arvest Checki...	100.00	499.32
Total OCC General Exp Reimbursements							499.32	499.32
OCC Salary Reimbursements								
Deposit	8/13/2021		OCC	July Salary R...		Arvest Checki...	2,870.54	2,870.54
Deposit	8/30/2021		OCC	August Salar...		Arvest Checki...	2,870.54	5,741.08
Total OCC Salary Reimbursements							5,741.08	5,741.08
Total Income							6,766.62	6,766.62
Expense								
Administrative Expense								
Check	8/1/2021	8814	Jerry Fidler	06-2021 Elec...		Arvest Checki...	131.02	131.02
Check	8/6/2021	8816	Stephanie Johnson	06-2021 Elec...		Arvest Checki...	101.12	232.14
Check	8/6/2021	8815	Ernstine Broome	06-2021 Elec...		Arvest Checki...	101.68	333.82
Total Administrative Expense							333.82	333.82
Employee Benefits								
Check	8/4/2021	8811	OCC	July 2021 Pr...		Arvest Checki...	409.29	409.29
Check	8/30/2021	8825	OCC	August 2021 ...		Arvest Checki...	409.29	818.58
Total Employee Benefits							818.58	818.58
Office Supplies								
Check	8/10/2021		Office Depot	Ink Purchase...		Arvest Checki...	54.99	54.99
Total Office Supplies							54.99	54.99

10:41 AM
 09/08/21
 Accrual Basis

Tulsa County Conservation District
Profit & Loss Detail
August 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Payroll								
Check	8/2/2021	8791	Gabriel S Parker	July 16-30th ...		Arvest Checki...	1,021.26	1,021.26
Check	8/2/2021	8804	Gabriel S Parker	June 16-31st ...		Arvest Checki...	910.05	1,931.31
Check	8/16/2021	8807	Gabriel S Parker	December 16...		Arvest Checki...	1,003.26	2,934.57
Check	8/23/2021	8808	Gabriel S Parker	January 1-15...		Arvest Checki...	1,015.20	3,949.77
Check	8/26/2021	8809	Gabriel S Parker	January 16-3...		Arvest Checki...	1,015.20	4,964.97
Total Payroll							4,964.97	4,964.97
Payroll Tax								
Check	8/17/2021		OK Tax Commission	July 2021 Pa...		Arvest Checki...	127.00	127.00
Check	8/23/2021		IRS	941 Tax Pay...		Arvest Checki...	946.09	1,073.09
Check	8/31/2021		IRS	941 Tax Pay...		Arvest Checki...	781.02	1,854.11
Total Payroll Tax							1,854.11	1,854.11
Travel								
Check	8/15/2021	8806	Gabriel S Parker	September 2...		Arvest Checki...	78.03	78.03
Check	8/16/2021	8818	Gabriel S Parker	February 202...		Arvest Checki...	23.97	102.00
Check	8/16/2021	8826	Gabriel S Parker	March 2021 ...		Arvest Checki...	41.71	143.71
Check	8/16/2021	8827	Gabriel S Parker	April 2021 Mil...		Arvest Checki...	40.10	183.81
Check	8/16/2021	8828	Gabriel S Parker	May 2021 Mil...		Arvest Checki...	197.46	381.27
Total Travel							381.27	381.27
Total Expense							8,407.74	8,407.74
Net Income							-1,641.12	-1,641.12

11:24 AM
10/04/21
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
July through September 2021

	<u>Jul - Sep 21</u>
Income	
Administrative Income	293.34
Interest Income	0.14
OCC Director Election Reimburse	526.16
OCC General Exp Reimbursements	1,516.47
OCC Salary Reimbursements	11,482.16
	<hr/>
Total Income	13,818.27
Expense	
Administrative Expense	473.65
Advertising and Promotion	86.10
Employee Benefits	1,637.16
Membership Fees	100.00
Office Supplies	84.97
Payroll	4,964.97
Payroll Tax	3,820.61
Postage	7.58
Travel	609.43
	<hr/>
Total Expense	11,784.47
	<hr/>
Net Income	2,033.80

11:22 AM
10/04/21
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
September 2021

	<u>Sep 21</u>
Income	
Interest Income	0.05
Total Income	<u>0.05</u>
Expense	
Employee Benefits	409.29
Membership Fees	100.00
Payroll Tax	192.79
Postage	7.58
Travel	119.08
Total Expense	<u>828.74</u>
Net Income	<u><u>-828.69</u></u>

11:25 AM
 10/04/21
 Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
 September 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	9/30/2021		Arvest	Interest Pay...		Arvest Checki...	0.05	0.05
Total Interest Income							0.05	0.05
Total Income							0.05	0.05
Expense								
Employee Benefits								
Check	9/30/2021	8833	OCC	September 2...		Arvest Checki...	409.29	409.29
Total Employee Benefits							409.29	409.29
Membership Fees								
Check	9/16/2021	8817	OACD	3rd Installatio...		Arvest Checki...	100.00	100.00
Total Membership Fees							100.00	100.00
Payroll Tax								
Check	9/15/2021		Oklahoma Tax Com...	August 2021 ...		Arvest Checki...	127.00	127.00
Check	9/21/2021		Oklahoma Employ...	3rd Quarter 2...		Arvest Checki...	65.79	192.79
Total Payroll Tax							192.79	192.79
Postage								
Check	9/9/2021		USPS	Postage for F...		Arvest Checki...	7.58	7.58
Total Postage							7.58	7.58
Travel								
Check	9/9/2021	8805	Gabraiel S Parker	August 2020 ...		Arvest Checki...	119.08	119.08
Total Travel							119.08	119.08
Total Expense							828.74	828.74
Net Income							-828.69	-828.69

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
September 1, 2, 7, 9, 14, 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**
- GCI – Field reviews
- GCI – Letters mailed out / sign up deadline Oct. 15, 2021

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

Other –

- FPAC Staffing Guidance for COVID-19 office staffing 50%
- District/Contractors will have to send me a vaccination attestation form for COVID protocol and guidelines.
- All outreach events have to be approved by State office.
- Mask are always required when in the office no exception
- New employee start in Okmulgee Sept. 13
- Staff meeting
- Team 17 QAR Aug. 30 – Sept. 3

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
October 5, 6, 7, 12, 14, 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. Starting in Oct.1, 2021 all NRCS program participants will be required to have a determined CCC-902 before contract obligations and payments.

EQIP **FY 2022**
- New Fiscal Year 2022
- Continue Contract Management Payments for FY 21
- Still accepting applications for FY 22 no sign-up deadline yet

CSP/CSP-GCI – **FY 2022**
- CSP Classic payments for FY 21 will be after Oct. 8
- Reminder CSP letters will be mailed out Oct. 4, 2021
- GCI – Field reviews completed / Payments for FY 21 will be after Oct. 8
- GCI – Letters mailed out / sign up deadline Oct. 15, 2021 for FY22 applications / FY 22 Obligation deadline Dec. 10, 2021
- CSP Renewals – Dec. 31 obligation deadline

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

Other –
- FPAC Staffing Guidance for COVID-19 office staffing 50%
- Vaccine mandate for Federal employees.
- All outreach events have to be approved by State office.
- Mask are always required when in the office no exception
- Locally Work Group
- Staff meeting
- OACD Area Meeting Nov. 9

Tulsa County

Conservation District:

August-21

Month & Year

Day of Month

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
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Conservation Planning	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																												
Conservation plan maintenance																												
Assemble plan components																												
Conducts on-site inspections																												
Provide practice check out services																												
Development of plan and soil maps																												
Other:																												
Outreach for Farm Bill Programs																												
News Article Development																												
Outreach Activities																	X	X	X									
Assist with monthly outreach report				X	X											X	X	X										
Public presentations																												
Success stories																												
Earth Team volunteer program																												
Assist with statewide media																												
Other: BT, Website, MOM, YbY, Driller's Game				X	X											X	X							X	X	X	X	
Other Cont: CARES Mtg, Plant ID Wksp, Crw Crk							X										X	X	X									X
Administrative Assistance for Farm Bill Programs																												
Filing		X	X	X	X	X			X	X	X	X	X				X	X					X	X	X	X	X	X
Updating General Manual and FOTG																												
Receptionist/Teleworking		X	X	X	X	X			X	X	X	X	X				X	X	X				X	X	X	X	X	X
General office correspondence		X	X	X	X	X			X	X	X	X	X				X	X	X				X	X	X	X	X	X
Record of meeting minutes				X							X																	
Maintain office schedules		X		X						X	X							X						X		X	X	
Maintain ledgers		X	X	X	X	X			X	X	X	X	X				X	X					X	X	X	X	X	X
Other: M/T Bd mtg/Prep/min, Tax&Fin.		X	X	X	X	X			X	X	X	X	X				X	X					X	X	X	X	X	X
Other Cont: Mail, M/T Fin, Cks, Shredding, Min		X	X	X	X	X			X	X	X	X	X				X	X					X	X	X	X	X	X
Other Cont: Comp Prp, M/T Ann Rep		X			X	X				X		X					X	X					X	X	X	X	X	X
Farm Bill Contracting																												
Explain and promote farm bill programs																												
Local work group coordination		X		X		X				X						X	X	X					X	X		X		
Complete program applications																												
Program application rankings																												
Compile and file applications																												
Prepare and mail form letters																											X	
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											
Team Mtgs, NRCS/TCCD Local Ops				X					X	X																		
MCCD Equip, Chicken Waste Report																							X					X

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: **30 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:

 10/27/2021
 Conservation District Board Representative (Signature & Date)


 NRCS District Conservationist (Signature & Date)

Tulsa County

Conservation District

September-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																												
Conservation plan maintenance						L																						
Assemble plan components						A																						
Conducts on-site inspections						B																						
Provide practice check out services						O																						
Development of plan and soil maps						R																						
Other:																												
Outreach for Farm Bill Programs																												
News Article Development																												
Outreach Activities																												
Assist with monthly outreach report																												
Public presentations						D																						
Success stories						A																						
Earth Team volunteer program						Y																						
Assist with statewide media																												
Other: BT, Website, MOM, YbY, Pub Hnadout							X	X		X			X	X	X				X	X	X						X	X
Other Cont: CARES Mtg, Plant ID Wksp, Crw Crk	X	X					X	X					X	X	X				X									X
Administrative Assistance for Farm Bill Programs																												
Filing	X						X	X	X	X			X	X	X	X	X			X	X			X			X	X
Updating General Manual and FOTG																												
Receptionist/Teleworking	X	X	X			O	X	X	X	X			X	X	X	X	X			X	X		X	X			X	X
General office correspondence		X	X			F	X	X	X	X			X	X	X	X	X			X	X		X	X				
Record of meeting minutes	X					F																						
Maintain office schedules						I		X	X				X		X	X				X								
Maintain ledgers		X	X			C	X	X					X		X	X				X			X					
Other: M/T Bd mtg/Prep/min, Tax&Fin,	X		X			E	X	X	X	X				X		X	X										X	X
Other Cont: Mail, M/T Fin, Cks, Shredding, Min		X	X				X	X	X	X			X	X	X	X	X			X	X		X				X	X
Other Cont: Comp Prp.	X		X				X	X	X	X			X	X	X	X	X			X	X		X	X			X	X
Farm Bill Contracting																												
Explain and promote farm bill programs																												
Local work group coordination								X					X						X									X
Complete program applications						C																						
Program application rankings						L																						
Compile and file applications						O																						
Prepare and mail form letters						S																						
Plan and contract development						F																						
Provide technical assistance						D																						
Update and maintain I, IP-003																												
Other Farm Bill Activities:																												
State Cost Share Prgram Year 22-23 M/TCCD								X							X													
Team Mtgs.																												

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:

 10/20/2021
 Conservation District Board Representative (Signature & Date)


 NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

August 2021



Meetings:

08/04/2021	MCCD Board Meeting
08/05/2021	Sustainable Tulsa Meeting (Did not Attend)
08/06/2021	Crow Creek Meadow Meeting
08-10-2021	Team 17 Staff Meeting
08/12/2021	TCCD Board Meeting
08/16/2021	Monarch's on the Mountain Zoom Meeting
08/17/2021	CARE Champion Meeting
08/18/2021	OCC District Training Not Required
08/24/2021	OCC District Training Not Required
08/30/2021	Monarch's on the Mountain Zoom Meeting

Special Events:

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

Holidays:

None

Upcoming Meetings

09/1/2021	MCCD Board Meeting
09/02/2021	Sustainable Tulsa Meeting
09/08/2021	Crow Creek Meadow Meeting
09/08/2021	Monarch's on the Mountain Zoom Meeting
09/09/2021	TCCD Board Meeting
09/13/2021	Monarch's on the Mountain Zoom Meeting
08/18/2021	OCC District Training: OCC New Website
08/24/2021	OCC District Training: OCC New Website

Up Coming Events:

09/13/2021	MCC Plant ID Workshop
09/17/2021	International Coastal Cleanup Day @Towne Square

Upcoming NRCS Deadlines:

Upcoming Holidays:

09/06/2021 Labor Day – Office Closed

Side Notes:

None

Work Duties Performed:

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

TCCD Monthly Outreach and Activities Report September 2021



Meetings:

09/01/2021 MCCD Board Meeting
09/01/2021 OCC District Training: OCC New Website (Did not attend)
09/02/2021 OCC District Training: OCC New Website
09/02/2021 Sustainable Tulsa Meeting (Did not Attend)
09/08/2021 Crow Creek Meadow Meeting (Did not Attend)
09/08/2021 Monarch's on the Mountain Zoom Meeting
09/09/2021 TCCD Board Meeting (Cancelled)
09/13/2021 Monarch's on the Mountain Zoom Meeting
09/27/2021 Meeting Solomon Torluecke – Drop on Printed Materials
09/28/2021 Crow Creek Planning Meeting

Special Events:

09/13/2021 MCC Plant ID Workshop
09/14/2021 Yard by Yard Certification
09/18/2021 Monarch's on the Mountain (Did not Attend)
09/19/2021 Monarch's on the Mountain Crow Creek Planting Day
09/17/2021 International Coastal Cleanup Day @Towne Square (Cancelled)
09/20/2021 Yard by Yard Certification
09/30/2021 Fred Creek Blue Thumb Monitoring

Holidays:

09/06/2021 Labor Day – Office Closed

Upcoming Meetings

10/04/2021 Monarch's on the Mountain Wrap-up Zoom Meeting
10/06/2021 MCCD Board Meeting
10/07/2021 Sustainable Tulsa Meeting
10/14/2021 TCCD Board Meeting
10/19/2021 OCC District Training:
10/20/2021 OCC District Training:

Up Coming Events:

None at the Moment

Upcoming NRCS Deadlines:

Upcoming Holidays:

10/11/2021 Columbus Day/Indigenous People's Day – NRCS Office Closed

Side Notes:

Work Duties Performed:

❖ Answer Calls	❖ Social Media Updates
❖ Email Correspondences	❖ Teleworking
❖ Bill Pay/Financials	❖ Teleconference Meetings
❖ TCCD/MCCD File Organization	❖ MCCD Equipment Rentals
❖ TCCD/MCCD Office Mail	❖ MCCD Financials/RCB Bank
❖ Office Scanning	❖ Event Prep
❖ TCCD/MCCD Meeting Minutes	❖ Check/Paperwork Signatures
❖ Cost Share Program Year 22 & 23	❖ Crow Creek Meeting
❖ Yard by Yard Activities	❖ MCCD & TCCD Annual Report
❖ OACD CARE Project	❖ MCCD/TCCD FY Compilation Prep
❖ TCCD Payroll/Taxes	❖ Poultry Waste Applicator Annual
❖ Website Updates	

August 31, 2021

RE: OACD Area III Meeting – Tuesday, November 9, 2021

Dear Area III Conservation District Directors, Conservation District Employees, NRCS Employees, and Partners,

On behalf of the Oklahoma Association of Conservation Districts Board of Directors, I'd like to invite you to attend the OACD Area III meeting on Tuesday, November 9, 2021 in Broken Arrow, OK at the Stoney Creek Hotel & Conference Center. In light of the COVID-19 pandemic and continuing rising cases of the Delta variant, we are also offering a virtual attendance option via Zoom.

For those of you able to attend in-person, we are looking forward to seeing you for the first time in well over a year. For those attending virtually, we are working hard to create a meeting experience that is interactive for you. The OACD Area Meetings are one of the two times per year where we can gather to share opportunities and challenges with each other.

Our agenda this year includes guest speakers from partners such as the Nature Conservancy and American Farmers and Ranchers. We'll also hear from districts on projects and building leadership pipelines. As always, there will be important programmatic updates from our USDA partners at NRCS and our state partners at the Oklahoma Conservation Commission. We have included an agenda in your registration packet.

We do want to encourage you to invite your locally elected officials to attend. It is always a good idea to extend an invitation to them for the area meeting. It is one way that we can strengthen our relationship with our legislators and local officials.

The Area III meeting will be hosted by the Wagoner County Conservation District at the Stoney Creek Hotel and Conference Center located at 200 W. Albany St., Broken Arrow, OK. The meeting will also be held virtually via Zoom for those unable to attend in person. A zoom link will be sent to you when you register, the day before the meeting, and the morning of the meeting. If you're registering for the virtual option, please provide YOUR individual email address – not the district email address – on your registration form. The in-person registration will open at 8:00 a.m., the Zoom room will open at 8:45 a.m. The meeting will begin at 9:00 a.m. and end by 3:00 p.m.

Registration: The registration fee for in-person is \$40. This includes breakfast, lunch, and printed materials. The registration fee for virtual is \$30. NRCS employees will register through the state office. NRCS will be directly billed for attendees. Guests, spouses, youth contest winner attendees wishing to attend the lunch must pay \$15.00. We must know in advance how many will be attending the luncheon. Cancellation or moving from in-person to virtual is available until October 20, 2021. After October 20, 2021, no refunds will be made.

Youth Contests: The Youth Contests will be coordinated by the Employees Association. Send all posters, essays, along with entry forms for the speech contest to your OACDE Area Director, Jennifer Bailey, by October 13th. Do not send these entries to OACD or OCC. If you have questions concerning the youth contest, please contact Jennifer from Okmulgee County Conservation District at 918-756-8111 ext. 5 or 918-441-0909 or Patty Underhill at the Caney Valley Conservation District at 918-214-4165. **Please register each child attending the youth contest luncheon on your form. Your registration form is how we know what children are attending. We do not announce every winner only the ones that are attending in person. If you do not communicate that a youth contest winner will be present, their name will not be called at the awards ceremony. If you have late**



registrations for youth contest winners, text or email the first and last name and award to Sarah at 517-763-8609 or sarahblaney@okconservation.org

Conservation Award Nominations are due two weeks prior to your area meeting. All submissions for outstanding director and cooperators must be completed using the online forms at www.okconservation.org do NOT send these to your OACD Area Representative. The Outstanding Conservation District award winners are decided using the annual report that you submit to OCC on September 1, 2021. No extra application is required for Outstanding District. The prizes for the State Level winners for the cooperators and directors contest are \$1,000/each. The prize for the Outstanding Conservation District is \$2,500.

Please contact Sarah Blaney at sarahblaney@okconservation.org or 517-763-8609 with any area meeting questions.

Sincerely,

Bill Jordan

Bill Jordan
President

OACD AREA 2021 AREA MEETING

- 8:00 AM - Registration
- 9:00 AM - Welcome
- 9:10 AM - A Yard by Yard Approach to Conservation in our Cities and Towns
- 9:40 AM - OACD Update
- 10:00 AM - Farm Stress Management
- 10:35 AM - Producing Partnerships: Creating Collaboration between Conservation Districts
- 10:55 AM - Local Examples of Partnership
- 11:15 AM - Building Great Projects Small & Large
- 11:40 AM - The Conservation Agriculture Mentoring Program
- 11:50 AM - OACD Leadership Class 2022-2023
- 12:00 PM - Lunch & Awards Program
- 1:00 PM - Special Projects
- 1:20 PM - NRCS Program Update
- 1:45 PM - How to Talk about Climate Change in Oklahoma
- 2:15 PM - Building Bridges to Success
- 2:30 PM - Establishing a Leadership Pipeline in your District
- 3:00 PM - Business Meetings

OACD BOARD MEMBERS

- President - Bill Jordan, Garvin Conservation District
- Vice President - Joe Caughlin, Kay County Conservation District
- Vice President - Ed Casey, Nowata County Conservation District
- Vice President - Lyle Blakely, Rogers County Conservation District
- Immediate Past President - Larry Wright, Deer Creek Conservation District
- Area I Rep. - Katie Blunk, Woods County Conservation District
- Area II Rep. - Keith McFerran, Seminole County Conservation District
- Area III Rep. - Grant Victor, Ottawa County Conservation District
- Area IV Rep. - Matt Braun, Kiowa County Conservation District
- Area V Rep. - Tom Goode, Okfuskee County Conservation District

RESOURCES

www.okconservation.org
@ConserveOK
facebook.com/okconservation

www.conservation.ok.gov
facebook.com/ConservationOK
On Instagram: @Conservation_OK
YouTube: Oklahoma Conservation Commission



REGISTRATION FORM

AREA III Meeting

Tuesday, November 9, 2021

Stoney Creek Hotel & Conference Center

200 W. Albany St.

Broken Arrow, OK 74012

List name, title and amount due for each person attending from your district. The registration fee of \$40.00 for in person OR \$30.00 for virtual attendance is to be paid for each District Director and District Employee. NRCS registration fees will be billed directly to NRCS; mark "Direct Bill" in the amount column for NRCS employees. All speech contestants, guests and spouses should be prepared to pay the \$15.00 luncheon fee. Speech judges and legislators will be guests of OACD and will not be required to pay. Please write "Legislator" or "Judge" in the amount column. **Please send to Wagoner County Conservation District by November 1, 2021.**

NAME	TITLE	AMOUNT
1. Click or tap here to enter text.		
2. Click or tap here to enter text.		
3. Click or tap here to enter text.		
4. Click or tap here to enter text.		
5. Click or tap here to enter text.		
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8. Click or tap here to enter text.		
9. Click or tap here to enter text.		
10. Click or tap here to enter text.		

PLEASE TYPE OR PRINT LEGIBLE

Total number of lunches being reserved [Click or tap here to enter text.](#) Total Amount \$[Click or tap here to enter text.](#)

Checks should be payable to: Oklahoma Association of Conservation Districts

Mail registration form(s) and payment to:

Wagoner County Conservation District

Attn: Rhonda Bowman

26114 State Highway 51

Wagoner, OK 74467

Please contact Sarah Blaney at sarahblaney@okconservation.org or 517.763.8609 if you have questions.

**NOTICE OF SCHEDULE OF REGULAR MEETINGS
FOR CALENDAR YEAR 2022**

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

MEETING DATE	TIME	PLACE
January 13, 2022		
February 10, 2022		
March 17, 2022		
April 14, 2022		
May 12, 2022		
June 9, 2022		
July 14, 2022		
August 11, 2022		
September 8, 2022		
October 13, 2022		
November 10, 2022		
December 8, 2022		

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

Signature _____

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 ten minute discussion on them at a meeting.

Guide No. 6 Setting District Policies

Conservation district policies provide guidance and rules for district board members and employees in carrying out the day-to-day district business. Unfortunately, districts often establish a policy in a board meeting and the minutes are the only place that the policy is recorded. That means past meeting minutes have to be researched whenever there is a question about a policy, which is often very time consuming.

Why Establish District Policies?

District employees and board members need to know what the policies are for a variety of district operations. For example: a district equipment manager needs to know how much money they can spend on equipment repair without board approval.

District employees are required to work with limited supervision and guidance and good policies can make their job easier and result in less problems. Employees need to know the policy for taking time off, earning and use of compensatory time, attending meetings, and travel including reimbursement of expenses.

Keeping up with set policies can make district directors better supervisors and be more aware of their responsibilities.

Once policies are established by the board and made accessible to board members and employees, it will be easier to keep them current.

A Few Suggested Areas Where District Policies Might be Needed:

1. District office hours.
2. Financial management (Example: who is authorized to spend district funds and any limits on spending).
3. Office policies (who has keys, who is responsible for locking building at night, etc.)
4. Equipment policies (Example: equipment can not be used by employees or board members for personal use).

Policies establishing charges for equipment rental and how to handle late payment for the use of equipment, etc. This can help assure all customers are treated the same.

5. Assistance to NRCS. Policy on the kinds of work district employees are expected to carry out in assisting NRCS personnel and what portion of their time should be devoted to this assistance.

6. Other areas where policies are needed to help carry out the day-to-day district activities.

How to Organize District Policies:

Districts might consider establishing a policy binder with categories such as those above to make it easy to maintain and access the policies.

Whenever a policy is established in a board meeting, it should be recorded in the minutes and also placed in the binder with a reference of the board meeting action, date, etc.

Policy Review

Policies should be reviewed annually to ensure staff and directors are aware and in compliance with established policies and to see if any changes need to be made.

Consider placing an item on a board meeting agenda to discuss and establish district policies. If it turns out several policies are needed, consider appointing a committee of board members and employees to draft policies for consideration at a future board meeting. This will reduce the time taken for development of policies during board meetings.