

**AGENDA**  
**Board of Directors Regular In-Person Meeting**  
**Tulsa County Conservation District**  
**November 10, 2021 —~~1:00 PM~~ 12 PM**  
**822 E 6th St #200, Tulsa, OK 74120**

Please email [tulsaccd@conservation.ok.gov](mailto: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. Update of Urban Conservation Area
5. Approval of Minutes from the October 20, 2021 Special Meeting
6. Approval of Financial Committee Report for Period Ending October 31, 2021
7. Review of TACF Financials for Period Ending October 31, 2021
8. Discussion and Acceptance of District Conservationist Agency Report November 2021
9. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for October 2021
10. Discussion of the TCCD Monthly Activities and Outreach Report for October 2021
11. Approval of Cooperator Agreement for Julie Monnot
12. Discussion and Approval of Recommendation of Reappointment for Julie Monnot to the Board of Directors
13. Discussion of Planning a Resource Management Conference
14. Discussion of the 2021 OACD Area III Meeting
15. Discussion of 10-Minute Guide Series: Guide No. 20 – Economics of Conservation
16. NRCS/TCCS Locally Led Meeting
17. New Business:
18. 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 December 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 [November 8, 2021](#) in the following location:

[\*\*822 E 6th St #200\*\*](#)  
[\*\*Tulsa, OK 74120\*\*](#)

[November 9, 2021](#) at the following locations:

[\*\*6660 S. Sheridan Rd. Suite 120\*\*](#)  
[\*\*Tulsa, OK 74133\*\*](#)

[\*\*tulsaccd.org\*\*](http://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 October, 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:

- (i) 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; and
- (ii) that certain Warranty Deed from GRANTOR in favor of GRANTEE, 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 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, as described more specifically in Exhibit A attached hereto.

(Tulsa County Parcel Nos. 98417-84-17-22400, 98417-84-17-32150, and 98417-84-17-49450.)

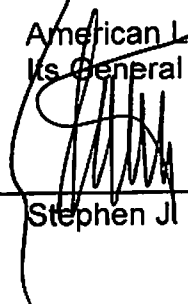
No Documentary Stamp Tax due pursuant to 68 O.S. 2011 CH. 1, Art. 12, S3202(11)

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 October, 2021.

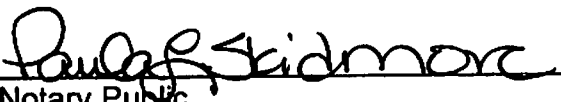
AMERICAN LAND DEVELOPMENT  
LIMITED PARTNERSHIP

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 25 day of October, 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: 07-21-2024  
Commission Number: 00012158



APPROVED AS TO FORM:

APPROVED AS TO SUBSTANCE:

By: C Th T

By: C Th T

ACCEPTED:

TULSA COUNTY CONSERVATION  
DISTRICT, STATE OF OKLAHOMA

Date: 11/03/2021

By: C Th T  
Name: C Thomas Tolbert  
Title: Board Chair

STATE OF OKLAHOMA )  
 )SS.  
COUNTY OF TULSA )

This instrument was acknowledged before me on this 3rd day of November,  
2021, by Charles Thomas Tolbert, as Chairman of  
The Tulsa County Conservation District.

Gabriel Se'Mone Parker  
Notary Public

My Commission Expires: April 16, 2025  
Commission Number: 13003581



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.

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°39'50", a radius of 555.00 feet, an arc length of 142.04 feet, a chord bearing of N 76°33'35" E and a chord length of 141.66 feet; Thence S 30°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°45'49" E along the Easterly boundary of FAIRFAX a distance of 386.37 feet; Thence N 81°53'48" E along the Easterly boundary of FAIRFAX a distance of 147.44 feet; Thence N 12°10'45" E along the Easterly boundary of FAIRFAX a distance of 189.00 feet; Thence N 52°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°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°01'09" E along the Southerly line of LANCASTER PLACE a distance of 113.10 feet; Thence N 57°36'36" E along the Southerly line of LANCASTER PLACE a distance of 125.82 feet; Thence N 35°43'56" E along the Southerly line of LANCASTER PLACE a distance of 15.01 feet; Thence N 19°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°51'58" E along the North line of the SE/4 of Section Seventeen (17) a distance of 179.55 feet; Thence S 16°41'17" W a distance of 456.19 feet; Thence N 70°52'19" W a distance of 348.74 feet; Thence S 26°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°05'20" W along the Northwesterly boundary of PECAN GROVE ESTATES, a distance of 453.39 feet; Thence S 22°01'04" W along the Northwesterly boundary of PECAN GROVE ESTATES a distance of 266.06 feet; Thence S 53°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°28'38" W along the Northwesterly line of said "Parcel" a distance of 85.00 feet; Thence S 50°34'30" E along the Southwesterly line of said "Parcel" a distance of 65.00 feet; Thence N 75°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°44'46" E along the Westerly boundary of PECAN GROVE ESTATES a distance of 52.37 feet; Thence S 43°02'08" W along the Westerly boundary of PECAN GROVE ESTATES a distance of 410.94 feet; 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.

#### 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.

Space reserved for recording purposes only

### **DEED OF DEDICATION**

KNOW ALL BY THESE PRESENTS:

This DEED OF DEDICATION ("Deed") is made this \_\_\_\_\_ day of October, 2021, by and between AMERICAN LAND 71ST STREET COMPANY, an Oklahoma corporation ("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:

- (i) that certain General Warranty Deed from Liberty Church, Inc., to GRANTOR, dated April 12, 1994, and recorded in the land records of Tulsa County, Oklahoma, on April 13, 1994, as Document #94043702 in Book 5614, at Page 2420; and
- (ii) that certain Warranty Deed from Public Service Company of Oklahoma, an Oklahoma Corporation, in favor of GRANTOR, dated June 17, 1997, and recorded in the land records of Tulsa County, Oklahoma, June 17, 1997, as Document #97054492 in Book 5925, at Page 2700.

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 N/2 N/2 SW/4 and a portion of the SW/4 NW/4 AND the W/2 SE/4 NW/4 of Section Eight (8), 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. 98408-84-08-02140 and 98408-84-08-04970.)

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 October, 2021.

AMERICAN LAND 71ST STREET COMPANY

By: \_\_\_\_\_  
Stephen J. Heyman, President

STATE OF OKLAHOMA    )  
                                      )SS.  
COUNTY OF TULSA     )

This instrument was acknowledged before me on this 25 day of October, 2021, by Stephen J. Heyman, as President of AMERICAN LAND 71ST STREET COMPANY.

Paula L. Skidmore  
Notary Public

My Commission Expires: 07-21-2024  
Commission Number: 00012158



**APPROVED AS TO FORM:**

APPROVED AS TO SUBSTANCE:

By: C. Thomas Kline

By: C. The Teller

**ACCEPTED:**

**TULSA COUNTY CONSERVATION  
DISTRICT, STATE OF OKLAHOMA**

Date: 11/03/2021

By: C. Thomas Till  
Name: C. Thomas Till  
Title: Board Chair

[illegible]

This instrument was acknowledged before me on this 3rd day of November, 2021, by Charles Thomas Gilbert, as Chairman of The Tulsa County Conservation District.

Harmonel Butte  
Notary Public

My Commission Expires: April 16, 2025  
Commission Number: 13003581

[illegible]

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**

Parcel #: 98408-84-08-02140

Land area per Assessor: 1.48 acres

Legal: BEG NEC N/2 N/2 SW TH 660.92S 855W POB NW723.72 E APRX 140 TO PT  
SE L LT1 BLK6 LANCASTER PARK II TH S84.4 SE245.1 S395.73 W TO POB SEC 8  
18 14 1.485AC

Parcel #: 98408-84-08-04970

Land area per Assessor: 6.44 acres

Legal: PRTS/2NWBEG596.97NSWCNWTHE50SE160.32E81  
.69SE35.02E105.2ONE80.78SE60.22 SE31.90S  
E30.82SE30.38SE93.13E106.79NE145SE141.5  
SE26.61S109.69E130.49S73.48APPROX500.12  
N450.54NW104.73NW263.29W218.47SW148.61  
NW118.91NW205.79NW46.90SW119.32NW83.86N  
W250W50STOPOBLESSW50SEC81814 6.440ACS



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

## STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **November 10, 2021** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **December 09, 2021**

Chair, Board of Directors

Dec 9<sup>th</sup> 2021  
Date

Attest:

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

Date: November 10, 2021

Time: 12:00 PM

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

Members Absent:

Others Present: Gabriael Parker, District Secretary  
Julie Monnot, City of Claremore Storm Water Manager

**1. Meeting Called to Order:**

Chairman, Tom Tolbert called the meeting to order at 12:19 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 November 8, 2021 in the front window of 822 E 6th St #200, Tulsa, OK 74120. Also, in the front window on November 9, 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  
Julie Monnot

**3. Public Comments**

None



**4. Discussion of Urban Conservation Area**

Gabriel Parker said the property transfer is complete. She filed the deed documents at the county clerk's office. The board talked about forming a subcommittee to help manage the properties. That committee will consist of community partners that would be interested in using the property for conservation education and restoration. This plan should consist of a management and land use plan. Michael Patton made a motion to form a conservation management committee for the district owned properties. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert. Nays: None. The motion carries.

**5. Approval of Minutes from the October 20, 2021 Regular Meeting**

After a brief discussion Michael Patton made a motion to approve the minutes from the October 20, 2021 special meeting. Jana Black 2<sup>nd</sup> 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 October 31, 2021**

Michael Patton said like the last meeting, he still believed the packet had too many items that could be reviewed by just one or two members. Most boards have specific members who review details of the organization's operations and then report abnormalities or a summary to the full board. 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. Tom Tolbert said we can have the financials reviewed by the Vice Chair and Treasurer and report back to the full board going forward. Michael Patton made a motion to approve the financial statements, district budget, reimbursement claims and payment of bills for period ending October 31, 2021. As well as forming the two-member committee to review TCCD financials for the previous month. Jana Black 2<sup>nd</sup> the motion Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert. Nays: None. The motion carries.

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

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

**Julie Monnot Exited the Meeting at 12:45 PM.**

**8. Discussion and Acceptance of District Conservationist Agency Report November 2021**

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County  
Conservation District Board Meeting  
November 2, 3, 4, 10, 2021  
District Conservationist Report**

- CTA -** Continue with CTA planning as requested / Receipt of service
- EQIP / WHIP/ CSP –** Continue to work on implementation of existing contracts, applied practices and new conservation plans. 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 Tentative date of Jan. 7, 2021
- 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
- Program –**                      **State Cost Share**
- Working on plans & check outs as requested
- Other –**
- FPAC Staffing Guidance for COVID-19 office staffing 75%
  - Vaccine mandate for Federal employees. Nov.22 deadline
  - All outreach events must be approved by State office.
  - Masks are always required when in the office no exception
  - Climate Smart Ag/Urban Ag./Racial Equity & Justice
  - Urban Planner for Tulsa
  - Dec. 7 Zone meeting

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

**Christopher Best Exited the Meeting at 12:52 PM**

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

After a brief discussion, Michael Patton made a motion to approve the NRCS Farm Bill Performance Worksheet October 2021. Jana Black 2<sup>nd</sup> 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 October 2021**

Parker Gabriela Parker said she had a mildly busy in October. She participated in the Monarch's on the Mountain wrap-up meeting. She was not able to attend the event in September and therefore, not able to add much to the conversation. She listened to what others thought worked and did not work. She said everyone had nothing but positive things to say about the somewhat scaled back version on the event.

Gabriel said she did some Yard-by-Yard certifications as well as some Blue Thumb monitoring on Fred Creek.

The one out of the ordinary event she did was at Lacy Park Community Center. She made a contact when she was organizing the director election in May. She was asked to do an environmental education activity with the kids that participated in the fall break camp. She decided to do the Project Wet Activity Incredible Journey. She thought it went okay enough. The organizer asked the kids what they learned at the end of the activity. One of the younger kids said water comes from dinosaurs. Gabriel said that was an epic failure. She told the kids that we are drinking the same water dinosaurs micturated in. The takeaway was water comes from dinosaurs. She laughed and said she had a good time.

Gabriel said the Halloween event at Zink Park went well. We had about 20 – 25 people show up for the trash for treat. Surprisingly, there was not a lot of trash in Crow Creek, but people were able to find some. It was one of the better turnouts for our Zink Park events. No further action needed to be taken at this time.

#### **11. Approval of Cooperator Agreement for Julie Monnot**

After a brief discussion, Michael Patton made a motion to approve the Cooperator Agreement for Julie Monnot. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert. Nays: None. The motion carries.

#### **12. Discussion and Approval of Recommendation of Appointment for Julie Monnot to the Board of Directors**

After a brief discussion, Chrissy Parker made a motion to approve the Recommendation of Appointment for Julie Monnot to the Board of Directors. Jana Black 2<sup>nd</sup> the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Tom Tolbert. Nays: None. The motion carries.

#### **13. Discussion of Planning a Resource Management Conference**

Gabriel Parker said she sent out a Doodle Poll to find out the best day to have an RMC planning meeting. She said the only one who responded was Michael Patton. She said she could send out a new poll. Michael Patton said he and Gabriel could work together on

some of the logistics, like locations, agenda, costs to discuss with the board. Tom Tolbert said with new stormwater permit guidelines coming out in early 2022, we could look at holding the conference in June. The board decided to tentatively plan for the 10th of June 2022. That would help narrow down a venue for the conference. Gabrielael said she would start the venue search. No further action needed to be taken at this time.

#### **14. Discussion of the 2021 OACD Area III Meeting**

Tom Tolbert said he was able to attend the Area III Meeting at Stoney Creek Conference Center. He got the impression that the Commission was going to incorporate a focus on issues in urban areas. They spoke about looking at hiring an urban planner that might be housed in Tulsa. He thought that was a great idea. The Commission's focus on issues in urban areas is the kind of support we have wanted from the Commission and NRCS. He said he was excited to what they have planned in the future.

Gabriel Parker said she attended the virtual meeting and was just as excited as Tom to hear that. She has always thought there should be a push to help in more urban or populated areas like Tulsa. It was a great meeting. No further action needed to be taken at this time.

#### **15. Discussion and Update TCCD Leave and Other Policies**

Gabriel Parker said we need to review or create a leave policy. OCC has informed all districts that the need to have the leave policy approved and sent to them by January 3rd of 2022. Gabrielael said she thought we had a leave policy in place, but she did not have the policy at home. She would have to go to the office to find it. The board asked, once she finds the current policy, to send it to them for review and discussion in the December meeting. No further action needed to be taken at this time.

#### **16. Discussion of 10-Minute Guide Series: Guide No. 20 – Economics of Conservation**

The board reviewed the 10-Minute Guide Series Guide #20 – Economics of Conservation. No further action needed to be taken at this time.

#### **17. NRCS/TCCS Locally Led Meeting**

Christopher Best said the Locally Led Meeting was a way for us to gauge what the resource concerns are in the county. He said since they are not able to hold in-person outreach events right now, he was asking the board members what they are hearing from their contacts. Chris said he has asked the other boards what they are hearing. He does have enough information to modify their program rankings for FY 2022. We can always compile resource concern responses throughout the year for 2023. No further action needed to be taken at this time.

**18. New Business:**

None

**19. Adjourn:**

Meeting Adjourned at 1:19 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 on Thursday December 9, 2021 located in the conference room at 822 E 6th St #200, Tulsa, OK 74120

10:59 AM  
11/01/21  
Accrual Basis

**Tulsa County Conservastion District**  
**Profit & Loss**  
**July through October 2021**

	<u>Jul - Oct 21</u>
<b>Income</b>	
Administrative Income	293.34
Interest Income	0.20
OCC Director Election Reimburse	526.16
OCC General Exp Reimbursements	1,637.25
OCC Salary Reimbursements	<u>14,352.70</u>
<b>Total Income</b>	<b>16,809.65</b>
<b>Expense</b>	
Administrative Expense	473.65
Advertising and Promotion	86.10
Employee Benefits	2,046.45
Membership Fees	100.00
Office Supplies	139.96
Payroll	7,005.37
Payroll Tax	5,319.47
Postage	67.58
Travel	<u>609.43</u>
<b>Total Expense</b>	<b><u>15,848.01</u></b>
<b>Net Income</b>	<b><u><u>961.64</u></u></b>

10:58 AM  
11/01/21  
Accrual Basis

**Tulsa County Conservation District**  
**Profit & Loss**  
**October 2021**

	<u>Oct 21</u>
<b>Income</b>	
Interest Income	0.06
OCC General Exp Reimbursements	120.78
OCC Salary Reimbursements	<u>2,870.54</u>
<b>Total Income</b>	<u>2,991.38</u>
<b>Expense</b>	
Employee Benefits	409.29
Office Supplies	54.99
Payroll	2,040.40
Payroll Tax	1,498.86
Postage	<u>60.00</u>
<b>Total Expense</b>	<u>4,063.54</u>
<b>Net Income</b>	<u><u>-1,072.16</u></u>

10:59 AM  
11/01/21  
Accrual Basis

**Tulsa County Conservastion District**  
**Profit & Loss Detail**  
**October 2021**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Income</b>								
Interest Income								
Deposit	10/29/2021		Arvest	Interest Pay...		Arvest Checki...	0.06	0.06
Total Interest Income							0.06	0.06
OCC General Exp Reimbursements								
Deposit	10/4/2021		OCC	September G...		Arvest Checki...	120.78	120.78
Total OCC General Exp Reimbursements							120.78	120.78
OCC Salary Reimbursements								
Deposit	10/4/2021		OCC	September S...		Arvest Checki...	2,870.54	2,870.54
Total OCC Salary Reimbursements							2,870.54	2,870.54
Total Income							2,991.38	2,991.38
<b>Expense</b>								
Employee Benefits								
Check	10/22/2021	8845	OCC	October 2021...		Arvest Checki...	409.29	409.29
Total Employee Benefits							409.29	409.29
Office Supplies								
Check	10/7/2021		Office Depot	Ink Purchase...		Arvest Checki...	54.99	54.99
Total Office Supplies							54.99	54.99
Payroll								
Check	10/12/2021	8836	Gabriel S Parker	February 1-1...		Arvest Checki...	1,015.20	1,015.20
Check	10/29/2021	8837	Gabriel S Parker	February 16-...		Arvest Checki...	1,025.20	2,040.40
Total Payroll							2,040.40	2,040.40
Payroll Tax								
Check	10/4/2021		IRS	941 Tax Pay...		Arvest Checki...	852.47	852.47
Check	10/15/2021		OK Tax Commission	September 2...		Arvest Checki...	127.00	979.47
Check	10/19/2021		IRS	Late Paymen...		Arvest Checki...	519.39	1,498.86
Total Payroll Tax							1,498.86	1,498.86
Postage								
Check	10/11/2021		USPS	Purchase of ...		Arvest Checki...	60.00	60.00
Total Postage							60.00	60.00
Total Expense							4,063.54	4,063.54
Net Income							-1,072.16	-1,072.16



PM  
4/21  
ruef Baele

**Tulsa County Conservation District**  
**General Ledger**  
**As of October 31, 2021**

Type	Date	Num	Name	Split	Amount	Balance
Arvest Checking 6407						2,755.34
Operating Acct - 6407						0.00
Total Operating Acct - 6407						0.00
Arvest Checking 6407 - Other						2,755.34
Deposit	10/4/2021		OCC	OCC Salary R...	2,870.54	5,625.88
Deposit	10/4/2021		OCC	OCC General ...	120.78	5,746.66
Check	10/4/2021		IRS	Payroll Tax	-852.47	4,894.19
Check	10/7/2021		Office Depot	Office Supplies	-54.89	4,839.20
Check	10/11/2021		USPS	Postage	-80.00	4,779.20
Check	10/12/2021	8836	Gabriel S Parker	Payroll	-1,015.20	3,764.00
Check	10/15/2021		OK Tax Commission	Payroll Tax	-127.00	3,637.00
Check	10/18/2021		IRS	Payroll Tax	-519.39	3,117.61
Check	10/22/2021	8845	OCC	Employee Ben...	-409.29	2,708.32
Check	10/28/2021	8837	Gabriel S Parker	Payroll	-1,025.20	1,683.12
Deposit	10/28/2021		Arvest	Interest Income	0.06	1,683.18
Total Arvest Checking 6407 - Other					-1,072.16	1,683.18
Total Arvest Checking 6407					-1,072.16	1,683.18
Arvest Special Projects 6410						83.88



P O BOX 1670  
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

## Statement Ending 10/31/2021

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

02

### Managing Your Accounts

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

### Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$112.43
Total Current Value		\$112.43

### BUSINESS MONEY MARKET

02

#### Account Summary

Date	Description	Amount
10/01/2021	Beginning Balance	\$127.43
	0 Credit(s) This Period	\$0.00
	1 Debit(s) This Period	\$15.00
10/31/2021	Ending Balance	\$112.43
	Service Charges	\$15.00

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.00
Interest Paid Year-to-Date	\$0.30
Interest Withheld Year-to-Date	\$0.00

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

#### Other Debits

Date	Description	Amount
10/31/2021	SERVICE CHARGE	-\$15.00

#### Daily Balances

Date	Amount	Date	Amount
09/30/2021	\$127.43	10/29/2021	\$112.43



P O BOX 1670  
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

## Statement Ending 10/31/2021

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

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### Managing Your Accounts



24-HOUR  
ACCOUNT INFO (800) 601-8655  
LINE



CUSTOMER  
SERVICE (866) 952-9523



MAILING  
ADDRESS PO BOX 799  
LOWELL AR 72745



WEBSITE [www.arvest.com](http://www.arvest.com)

### Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$50.03
Total Current Value		\$50.03

### NON-PROFIT INTEREST CHECKING

92

#### Account Summary

Date	Description	Amount
10/01/2021	Beginning Balance	\$50.03
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
10/31/2021	Ending Balance	\$50.03

#### Interest Summary

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

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

#### Daily Balances

Date	Amount
09/30/2021	\$50.03

# TCCD Monthly Outreach and Activities Report

## October 2021



### 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
10/13/2021	Team 17 Staff Meeting
10/14/2021	TCCD Board Meeting (Rescheduled)
10/19/2021	OCC District Training: Timesheets (Attended)
10/20/2021	OCC District Training: Timesheets
10/20/2021	Rescheduled TCCD Board Meeting

### Special Events:

10/12/2021	Lacy Park Community Center Fall Break Project W.E.T. Activity
10/22/2021	Yard by Yard Certification
10/29/2021	Fred Creek Blue Thumb Monitoring
10/30/2021	Crow Creek @ Zink Park Trash for Treat

### Holidays:

10/11/2021	Columbus Day/Indigenous People's Day – NRCS Office Closed
10/31/2021	Halloween

### Upcoming Meetings

11/03/2021	MCCD Board Meeting
11/04/2021	Sustainable Tulsa Meeting
11/10/2021	TCCD Board Meeting
11/16/2021	OCC District Training: New Cost Share Program Year
11/17/2021	OCC District Training: New Cost Share Program Year

### Up Coming Events:

11/05/2021	Leave No Trace Workshop
------------	-------------------------

### Upcoming District Deadlines:

None for November

### Upcoming Holidays:

11/11/2021	Veteran's Day – Office Closed
11/24 – 11/25/2021	Thanksgiving – Office Closed

### Side Notes:

### Work Duties Performed:

❖ Answer Calls	❖ Teleconference Meetings
❖ Email Correspondences	❖ MCCD Financials/RCB Bank
❖ Bill Pay/Financials	❖ Event Prep
❖ TCCD/MCCD File Organization	❖ Check/Paperwork Signatures
❖ TCCD/MCCD Office Mail	❖ Crow Creek Meeting
❖ Office Scanning	❖ MCCD & TCCD Annual Report
❖ TCCD/MCCD Meeting Minutes	❖ Blue Thumb Monitoring
❖ Cost Share Program Year 23	❖ OACD Area III Meeting Paperwork
❖ Yard by Yard Activities	❖ Property Acquisition Paperwork
❖ OACD CARE Project	
❖ TCCD Payroll/Taxes	
❖ Website Updates	
❖ Board Member Appointment Paperwork	

## APPLICATION FOR CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is a formal application to have a Conservation District Cooperator Agreement executed between the Tulsa County Conservation District and the following person(s):

Name of Applicant(s) Julianna Monnot

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_ Date \_\_\_\_\_  
**Julianna Monnot** Digitally signed by Julianna Monnot  
Date: 2021.10.26 16:39:33 -05'00' \_\_\_\_\_ Date \_\_\_\_\_

The next regular board meeting is scheduled on November 10, 2021  
and this application and Cooperator Agreement will be a part of the meeting agenda.

District Representative Gabriel Parker Date 10/26/2021



# CONSERVATION DISTRICT COOPERATOR AGREEMENT

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

**Check either Landowner or Non-landowner box:**

☒ **Landowner:**

**The Cooperator(s) Agrees to:**

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

**The District Agrees to:**

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

☐ **Individual Non-Landowner, Organization or Business:**

**The Cooperator Agrees to:**

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

**The District Agrees to:**

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

**It is mutually agreed that:**

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

Signature of Cooperator(s) Julianne Monnot Digitally signed by Julianna Monnot  
Date: 2021.10.26 16:40:00 -05'00' Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Signature of District Chair \_\_\_\_\_

Date approved by district board \_\_\_\_\_

# RECOMMENDATION FOR APPOINTMENT OR REAPPOINTMENT OF CONSERVATION DISTRICT DIRECTOR

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

took action for:

☒ **Reappointment**

☒ **Appointment due to:** ☐ Resignation ☒ Expiration of Term ☐ Death

of: Position #3 John Beasley's Position

Recommendation(s):

Name: Julie Monnot

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

☒ Copy of Cooperator Agreement or Application is Attached

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

Malumaul Pauker

District Representative

10/27/2021

Date

Board of Directors Representative

Date

OCC Use Only  
Agenda/Action Date: \_\_\_\_\_

OCC Use Only  
Director ID: \_\_\_\_\_

OCC Use Only  
District No: \_\_\_\_\_

**TO BE FILLED OUT BY APPLICANT:**

(Please print legibly, all fields required)

Name: <b>Julianna Monnot</b>	
Date of Birth:	
Mailing Address (street/city/zip):	
Primary Phone:	Cell Phone: <input checked="" type="checkbox"/>
Alternate Phone:	
Cell Phone: <input type="checkbox"/>	
E-mail Address:	
Conservation District: <b>Tulsa</b>	
Have you previously served on this or any other Conservation District Board? <b>No</b>	
If yes, list district name and dates served or date began serving if no break in service:	

Signature: <b>Julianna Monnot</b>	Digitally signed by Julianna Monnot Date: 2021.10.26 16:27:20 -05'00'	Date: _____
-----------------------------------	--	-------------

**A COPY OF YOUR COOPERATOR AGREEMENT OR APPLICATION FOR  
COOPERATOR AGREEMENT MUST BE SUBMITTED WITH THIS FORM.**



## 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](http://www.okconservation.org)  
@ConserveOK  
[facebook.com/okconservation](https://facebook.com/okconservation)

[www.conservation.ok.gov](http://www.conservation.ok.gov)  
[facebook.com/ConservationOK](https://facebook.com/ConservationOK)  
On Instagram: @Conservation\_OK  
YouTube: Oklahoma Conservation Commission

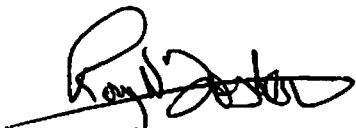
# TULSA COUNTY CONSERVATION DISTRICT

5401 S Sheridan Suite 201 Tulsa, OK 74145

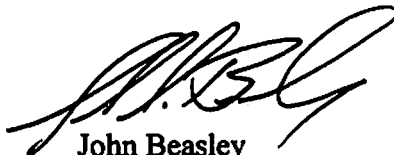
PHONE: (918)280-1595 FAX: (918)280-1594

During the regular meeting of the Tulsa County Conservation District (TCCD) held this date, directors have reviewed and hereby adopted changes to the attached *Policy Manual* to provide guidance and rules for use by TCCD board members and employees in carrying out the day-to-day business of the District. This *Manual* supersedes all policy previously adopted and will remain in effect until further action is taken. All modifications to this *Policy Manual* must be made by official action of the Board of Directors of the Tulsa County Conservation District during a regularly scheduled board meeting.

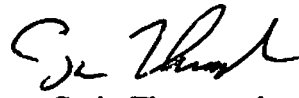
Date: June 17<sup>th</sup> 2010



Roy Foster  
Chairman



John Beasley  
Vice-Chairman



Craig Thurmond  
Secretary/Treasurer



Michael Patton  
Member



Scott VanLoo  
Member

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- 1. Work Week**
- 2. Employment**
- 3. Standard of Conduct and Ethics**
- 4. Dress Code**
- 5. Punctuality**
- 6. Supervision**
- 7. Chain of Command**
- 8. Sexual Harassment**
- 9. Financial Management**
- 10. Inclement Weather**
- 11. Daily Activity Timesheet and Leave Records**
- 12. Payroll Procedures**
- 13. Exempt/Non-Exempt Employees**
- 14. Compensatory Time**
- 15. Types and proper use of leave**
- 16. Longevity**
- 17. Office/Storage Room Policies**
- 18. Copies**
- 19. Assistance to Other Agencies**
- 20. District Board of Directors**
- 21. Board Meetings**

# Tulsa County Conservation District

## POLICY MANUAL

### 1. Workweek

Employee work schedules are determined by the TCCD Board of Directors and may include one of the following options: ten eight-hour days; eight ten-hour days; or a flex schedule consisting of eight nine-hour days, one eight-hour day, and one day off every two weeks. The Board of Directors reserves the right to alter an employee's schedule seasonally or as they deem necessary to achieve the goals of the District. Generally, these working hours must fall between 6AM and 6 PM.

The workweek for the full-time Secretary will be 8:00 am to 4:30 pm Monday through Friday, with a 15-minute break each morning and each afternoon and a half hour lunch break.

In lieu of taking the 30 minutes of breaks the employee may take a 1 hour lunch.

### 2. Employment

Full-time employment consists of 40 hours per week, 52 weeks per year. Part-time employment will be determined and specified by the Board of Directors upon hiring.

### 3. Standard of Conduct and Ethics

Employees are expected to fulfill the duties of their position and to behave at all times in a professional manner befitting the position. At all times, they must treat everyone with respect and courtesy. They must devote full-time attention and effort to the duties and responsibilities of their position during assigned hours of duty. In performing official activities, employees must pursue the common good and not only be impartial but also act so that there can be no question of impartiality. Employees must not engage in any employment, activity or enterprise that is inconsistent, incompatible or in conflict with their duties or with the duties, functions or responsibilities of the conservation district.

### 4. Dress Code

According to the Oklahoma Conservation District Handbook's section on Personnel Management page 6-13, "Employees should dress appropriately for the day's work and with respect to the position held. District directors may establish a dress code by taking official action at a board meeting and recording it in the minutes."

Employees of the Tulsa County Conservation District work with the public in a variety of tasks on a day to day basis. In order to present a good image to the public and for the safety of employees the following dress code has been established. On some occasions employees are attending business meetings, assisting customers, giving adult and/or youth presentations, or performing field work. For each of these tasks appropriate dress may be different. District t-shirts, polo shirts, and sweaters are the preferred "uniform" for many such situations. District issued shirts and sweaters are not to be altered in any way that affects their professional appearance and should be returned to the district at the end of employment.

***Dress for Business Meetings and Adult Presentations:***

Appropriate Employee dress for this type of event includes business dress such as blouse or collared shirt with slacks or skirt, business suit, appropriate business shoes, and employees should have a neat and clean appearance.

Inappropriate Employee dress for this type of event would include items such as t-shirts, jeans, shorts, worn, torn, or dirty clothing, revealing clothing such as short skirts and low cut or see through blouses, and other casual dress items.

***Dress for General Office Days***

Appropriate Employee dress for days in the office include items such as shirts or blouses, slacks, skirts, jeans, dress shorts are appropriate as long as they are not torn, dirty, or faded, and other casual dress items that are neat in appearance.

Inappropriate Employee dress for days in the office include items such as t-shirts with inappropriate logos, political statement, mid-drift shirts, tank tops, short skirts, or other revealing or inappropriate clothing.

***Dress for Youth Presentations***

Appropriate Employee dress for presentations to youth include items such as shirts or blouses, t-shirts(with appropriate logos only), slacks, skirts, jeans are appropriate as long as they are not torn, dirty, or faded, and other casual dress items that are neat in appearance.

Inappropriate Employee dress for presentations to youth include items such as t-shirts with inappropriate logos, mid-drift shirts, tank tops, short skirts, or other revealing or inappropriate clothing.

***Dress for Field Work***

Appropriate Employee dress for Field Work is dependent on the environment and weather conditions. It is suggested that employees bring sun screen, bug spray and a change of clothes during field work days in case of exposure to poison ivy, mud, or water.

Inappropriate field work dress includes items such as revealing shirts or any clothes inappropriate for the environment employee is working in (for example: wearing shorts and open toed shoes while walking in an area known to have poison ivy, snakes, ticks or other dangerous elements is not acceptable).

***Other Dress Code Items***

Professional employee appearance should be taken into consideration at all times. Any item of clothing or jewelry that contains foul language, political or obscene images or wording should not be worn.

***Violations of Dress Code***

The District Manager will determine what is or is not appropriate work attire. If need be the Tulsa County Conservation District Board of Directors will be contacted to communicate with employees if specific items of dress are not deemed appropriate, and if employees repeatedly violate dress codes District Manager and/or Directors will take appropriate action as deemed necessary. Tulsa County Conservation District Board of directors recommends employees adhere to the above dress codes for the purposes of presenting a good image to the public and for employee safety reasons. If any employee has

questions or concerns regarding this dress code the District Manager encourages the employees to communicate that to them. The District Manager and the Board will consider all employee concerns related to cultural, religious, physical, or other personal considerations regarding employee dress codes.

## **5. Punctuality**

Employees should be punctual when reporting for work, meetings, appointments, etc. If something occurs that will make an employee be late, he/she should call the District Manager to make other employees in the building aware of the situation and when the employee expects to arrive at the office. Employees who habitually arrive at work late, return from lunch late and/or leave before the designated quitting time shall be subject to discipline by the Conservation District Board, ranging from a warning to termination.

## **6. Supervision**

Employees of the Tulsa County Conservation District are under the supervision of the District Manager and the Board of Directors. The Chairman of the Board is designated as the direct supervisor for the District Manager, with the chain of command to be followed in his/her absence. The District Manager is designated as the direct supervisor for all other full- or part-time employees of the District, whether permanent or temporary.

## **7. Chain of Command**

Whenever employees of the Tulsa County Conservation District have concerns which need to be addressed before the next board meeting, they are to follow the chain of command. The designated chain of command is as follows: (1) District Manager, in the event that a situation arises that can not be resolved by the District Manager an employee may request a meeting with the District Manager and the Chairman of the Board or the whole of the District Board of Directors. (2) The District Manager is supervised directly by the Chairman of the Board. In the event that a situation arises that can not be resolved solely by the Chairman the District Manager may request a meeting with the entire Board of Directors.

## **8. Sexual Harassment**

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment is unwelcome verbal or physical conduct which is made either explicitly or implicitly. For example, a term, condition, or privilege of employment; or when submission to or rejection of such conduct is used as a basis for making an employment decision affecting an individual; or when such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Prevention is the best tool to eliminate sexual harassment in the workplace. It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop. TCCD will take necessary steps to prevent sexual harassment from occurring. Sexual harassment will not be tolerated.



Supervisors and managers should be able to resolve substantiated complaints of less severe sexual harassment perpetrated by TCCD Directors, staff or volunteers in the early stages where formal counseling requiring cessation of the misconduct is needed. However, severe sexual harassment, most severe sexual harassment, and repeated offenses of less severe sexual harassment warrant stronger disciplinary action.

The type of disciplinary action recommended or taken will be based on the severity of the misconduct, the sexual harasser's previous conduct, the presence or absence of any previous disciplinary action, the level of responsibility at which the sexual harasser is employed, and other circumstances surrounding the complaint.

By our words and actions, each of us must demonstrate a commitment to equal opportunity for all individuals. We must strive for a workplace that respects differences and embraces diversity. Our programs and services must be accessible and delivered to all of our customers fairly and with dignity. There can be no exceptions or excuses.

## **9. Financial Management**

### ***Office Purchases***

The District Manager is authorized to (or to give authorization to the District Secretary or the Conservation Program Specialist) purchase office supplies in reasonable quantities as needed on a day-to-day basis. Occasional purchases, such as supplies for educational uses or for special events, are to be discussed and decided upon at a board meeting prior to committing to purchase these items.

### ***Petty Cash Policy***

- I. Only two Petty Cash funds will be maintained at TCCD offices: TACF Board and TCCD Board funds.
- II. No more than \$25 in each fund should be kept at any given time, for a maximum of \$50 Petty Cash total in the TCCD offices at any time.
- III. Only a single fund for each Board should be maintained; there should be no subdividing of Petty Cash into sub-categories.
- IV. All Petty Cash for both Boards shall be kept in a single location – the locked safe in the District Manager's office.
- V. The safe should be locked at all times when not in use, and immediately locked after each use.
- VI. The District Manager's office door should be locked at all times when the District Manager is not present in the building.
- VII. Every Petty Cash transaction must be recorded in writing in a journal, one journal for TACF Board and another journal for TCCD Board.
- VIII. All Petty Cash transactions will be for reimbursement only, except in the rare case when cash MUST be used immediately to pay a small transaction.
- IX. Every Petty Cash withdrawal must have a sales receipt for reimbursement or written notation of purchase intent for cash advance, after which the sales receipt will be placed in the Petty Cash Journal.

- X. All such receipts will be kept with the appropriate journal.
- XI. Each journal shall record the following at the time of each Petty Cash withdrawal:
- a. Date of transaction
  - b. Name of recipient of Petty Cash
  - c. Name of person disbursing Petty Cash
  - d. Purpose of transaction
  - e. Name of establishment paid by Petty Cash or for which the purchase is being reimbursed
  - f. The balance of funds before and after every Petty Cash transaction.
- XII. Both TACF and TCCD Boards have infrequent meetings to authorize reimbursements of expenses incurred for amounts greater than what Petty Cash can reimburse. It is herein established that legitimate out-of-pocket expenses incurred by staff or Board members up to \$200 can be reimbursed from the appropriate TCCD or TACF checking account by any two authorized signatories on the accounts without pre-authorization by either Board. Reimbursable expenses greater than \$200 must be authorized by the appropriate Board.

#### ***Expense Reimbursement***

Conservation district employees and directors are entitled to reimbursement of actual expenses incurred in performing district business. Such reimbursable expenses may include any reasonable public or private transportation, registration fees, meals and lodging. Meals may be reimbursed when they are part of a meeting or when they must be purchased individually because of being out of town on district business. These claims are subject to board approval and employee reimbursement depends on how reasonable the expenses are.

The actual cost of lodging will be paid when the employee stays in the hotel/motel where he/she is attending a meeting; when the employee must stay overnight under other circumstances, lodging will be paid at the current state rate, whether in Oklahoma or out of state. All overnight trips must have prior board authorization. All reimbursements must be documented with receipts. Any expenses not eligible for reimbursement from OCC will be paid from the district's locally-earned funds.

#### ***Mileage Reimbursement***

The Tulsa County Conservation District will reimburse its employees for actual mileage incurred at the current state rate when the driving is necessitated by the employee's job and when using a personal vehicle for such purpose. Mileage reimbursement in a personal vehicle cannot exceed the mileage to and from the office. Under no circumstances is an employee to be paid mileage for driving to and from home.

### **10. Inclement Weather**

In the event of inclement weather the District Conservationist and District Manager will stay in contact. If it is believed that the office should be closed the Chairman of the Board or the Vice Chair in the absence of the Chairman will be notified. The Chairman or the Vice Chair in the absence of the Chair of the Tulsa County Conservation District will be designated as the person having the authority to authorize leave for district employees when weather



conditions warrant. Any leave approved will be taken as enforced leave or annual leave or as compensatory leave if the employee has already worked enough time that week to do so, or the employee may make up the time within the workweek.

#### **11. Daily Activity Timesheet and Leave Records**

Each district employee, whether full- or part-time, must keep a *Daily Activity Timesheet and Leave Record*, Form OCC-5B. Employees must record work activities for each day while in pay status and sign the form at the end of the payroll period.

#### **12. Payroll Procedures**

District employee payroll will be rendered twice a month. Payment is on the 15<sup>th</sup> (If the 15<sup>th</sup> falls on a weekend, payment is to be made on the Friday before the 15<sup>th</sup>) and the last working day of each month by a district check. Under no circumstances can an employee be paid in advance.

#### **13. Exempt/Non-Exempt Employees**

An *FLSA exempt* employee is one who *is not covered* by the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA or Act).

An *FLSA nonexempt* employee is one who *is covered* by the minimum wage and overtime provisions of the Act.

The positions of Secretary I is classified as non-exempt. Those of District Manager and the Conservation Program Specialist are classified as exempt.

#### **14. Compensatory Time**

Overtime and compensatory time are accrued by workweek, not by pay period. No cash payments will be made to either exempt or non-exempt employees for compensatory time worked. Accrued compensatory time must be exhausted prior to annual leave. Non-exempt employees will earn compensatory time at the rate of 1 ½ hours for every hour over 40 hours worked when necessary because of additional activities or emergencies. Exempt employees will earn compensatory time on an hour-for-hour basis for each hour worked over 40 hours because of additional activities or emergencies. The maximum compensatory time which may be accrued is 240 hours and the compensatory leave must be taken within 180 days, with the provision that this time period can be extended to an additional 180 days upon approval by the Board. Any compensatory time still on the books after 180 days and not extended by the Board will be dropped.

#### **15. Types of and proper use of leave**

Only those employees on a full-time permanent basis will be eligible to accrue, use or receive pay for sick, annual or holiday pay; temporary employees and other limited- term employees

are not eligible for this. Leave (annual, sick and holiday) or lack thereof for all employees, whether full-time or otherwise, will be specified by the Board upon the individual's hiring. Leave accrues only when an eligible employee is in pay status and cannot be taken in advance. Leave accrues on the last day of the month and may not be used until the following month. Form OCC-6C, *Individual Leave Record*, must be maintained. Leave known about in advance should be indicated on Form OCC-6D, *Approval of Leave*, and should be submitted for approval by the Board prior to taking leave.

Annual and sick leave accrual rates and accumulation limits are based on total service with the district; this includes service as a probationary and subsequently permanent employee but does not include periods of employment as a temporary or seasonal employee.

#### ***Annual leave***

Annual leave is to be used for vacations, personal business and other time off not covered by sick leave or holiday provisions. Annual leave cannot be taken in advance. Accrued annual leave may be used for sick leave if an employee has exhausted all available sick leave. Holidays falling within a period of annual leave will not be taken off the employee's leave time. Employees must work the day before or the day after a holiday to receive holiday time. Annual leave accumulated by an employee may not exceed that afforded to state employees as specified in the following table:

(1) YEARS OF SERVICE	(2) ACCRUAL RATE	(3) ACCUMULATION LIMITS	(4) MAXIMUM ACCRUAL STATUTORY LIMIT	(5) EXCESS THAT CAN BE ACCRUED
0-5	10 hr/month	30 days	240 hours	360 hours
5-10	12 hrs/month	60 days	480 hours	624 hours
10-20	13.33 hrs/month	60 days	480 hours	640 hours
Over 20 years	16.67 hrs/month	60 days	480 hours	680 hours

Employees can accumulate annual leave in excess of the statutory limit (Column 4), but all of it must be used within the 12 months following accrual. Column 5 is the absolute maximum number of hours that can be on the books at any time. Any amount over this number (Column 5) will be dropped on the last day of the month.

#### ***Sick leave***

Sick leave is to be used when employees are prevented from working because of sickness, injury, medical reasons (surgical, dental, optical examinations) or jeopardy to other people's health if present at work. Each employee earns 10 hours of sick leave per month, no matter how many years of service he/she has. There is no maximum accumulation for sick leave. Sick leave cannot be used for annual leave, and it cannot be taken in advance.

No accrual of either annual or sick leave in excess of the statutory limit will be paid if the employee leaves the district, nor can this leave be transferred or deferred if the employee is over the limit in Column 4 of the annual leave chart on Page 9.

#### ***Enforced leave***

Enforced leave may be used when absence from the job is necessary because a member of the employee's immediate family or household requires care due to illness or injury, in the case of death in the immediate family or household or in the event of personal disaster. The number of days granted will be governed by the circumstance of the case but in no event can

it exceed 10 days (80 hours) per calendar year. This must be charged against the employee's sick leave and may not be granted in excess of accumulated sick leave.

#### ***Family leave***

Family leave can be granted up to the limit of 12 weeks (480 hours) in a twelve-month period for any Family and Medical Leave Act qualifying event, which includes the birth of a child; the placement of a child for adoption or foster care; care for a child, spouse or parent who has a serious health condition; or a serious health condition of the employee. Employees can account for time off by using accrued annual or sick leave or can request leave without pay.

#### ***Leave Sharing***

When the Oklahoma Conservation Commission authorizes the granting of shared leave to another employee within the conservation family, employees of the Tulsa County Conservation District may voluntarily donate accumulated annual or sick leave to that employee by completing the appropriate forms. An employee of the conservation district meeting the requirements for requesting leave from other employees must first have official board approval, and a board member must sign the *Leave Recipient Request* form so it can be submitted to the Oklahoma Conservation Commission for its approval.

### **16. Longevity**

District employees, who have been continuously employed for a minimum of two years, working more than 1,000 hours a year, are eligible for an annual longevity payment based on the schedule set by the Legislature. A break in service of more than 30 calendar days will mark an end to continuous service. An employee reinstated or rehired after a break in service must be continuously employed for two years to become eligible and to get credit for prior service.

### **17. Office/Storage Room Policies**

Each employee is expected to keep his/her portion of the office space clean and neat. This includes dusting the desk area but does not include janitorial duties such as dusting in other portions of the office, vacuuming, etc. (unless the employee has created the mess that needs to be cleaned up). All employees will share in the responsibilities of removing recycled materials, filling of ice trays, making coffee, watering plants, removing trash and putting up supplies that have been ordered. All items are to be filed and/or stored in an efficient manner. All correspondence, financial and general information is to be maintained in the office file cabinets and filing shelves using a system that is understandable and easily accessible by employees and/or directors needing to find these items. All confidential material, such as minutes of executive sessions, bank deposit slips and checkbook, and any cash and/or checks that have not yet been deposited in the bank shall be stored in the District's locked file cabinet. Items not meant for public viewing should not be left where they are easily accessible.

The Conservation Program Specialist is expected to maintain the district storage rooms and their contents, the conference room, and volunteer room in a clean and organized manner. The District Manager and Conservation Program Specialist are expected to conduct an inventory of the items stored in the district storage rooms at least twice per year. All staff

entering the storage rooms is expected to insure that all doors are locked when they leave the building.

#### **18. Copies**

Effective March 1, 2007

Employees of the Tulsa County Conservation District may make copies of maps and other documents upon request. All Businesses and Groups will be charged \$20.00 per map site pull and \$2.00 per copy. Private landowners may receive these copies for free. If someone believes their business, group or agency should be granted an exception, a request must be submitted to and approved by the Board of Directors

If the copying job request will involve a number of pages and/or will occupy a large amount of the employee's time, charges will be accordingly, with the employee verifying the amount of the charges with the District Manager, OCC and/or Board of Directors.

#### **19. Assistance to Other Agencies**

Because of the working agreement between the Tulsa County Conservation District, Tallgrass RC&D, and the Natural Resources Conservation Service, the District Secretary is expected to provide secretarial assistance to RC&D and NRCS staff when the conservation district's workload permits. This assistance should be provided at the same high-quality level that is expected for district work. Since the District Office is maintained in an open-office setting with other USDA agencies, the conservation district employees are expected to cooperate and work closely with other employees to develop a team effort in carrying out USDA programs and activities. This includes assisting in answering phones and greeting people coming into the office, as well as referring them to the proper USDA staff person. Employees of the Tulsa County Conservation District will treat customers and coworkers with respect and courtesy and will act professionally at all times. Any problem or issue in working with USDA staff will be brought to the District Manager and/or the board's attention immediately.

#### **20. District Board of Directors**

The governing body of the Tulsa County Conservation District consists of five district directors, three of whom are elected and two of whom are appointed. These directors are public officials who are responsible for setting the priorities for conservation work within the district. The directors are legally responsible for seeing that the Conservation District Act and laws regarding expenditure of funds by a public body are followed. They are ethically obligated to do the best possible job of using public funds and resources to improve the district's renewable natural resources. At all times when directors are representing Tulsa County Conservation District, they are expected to fulfill the duties of their position and to behave in a professional manner befitting the position.

#### **21. Board Meetings**

The Tulsa County Conservation District will hold monthly board meetings, during which directors will take official action on plans, programs and functions of the district. All

meetings will be held in accordance with the Open Meeting Act and will be conducted in a business-like and professional manner following *Robert's Rules of Order* and other parliamentary procedure guides. All decisions and acts require official action of the board of directors in an open meeting if they result in the (1) expenditure of funds, (2) establishment of or change in policy, (3) representation of district opinion or approval or (4) obligation of any kind on the part of the district. In order to ensure the orderly transaction of business and to give notice to the public regarding what will transpire at the meeting, an agenda for the meeting will be developed in sufficient detail to inform the public of the business to be considered at the meeting and will be posted in accordance with the Open Meeting Act. During the monthly meeting, the Chairman will (1) request that the minutes of the previous meeting be read by a designated person or (2) signify that all directors have previously received a copy of the minutes of the previous meeting and ascertain that all have read them prior to entertaining a motion for their approval. During each meeting, directors will examine a detailed financial statement of all bank accounts, including bank statements. Other items that the directors must review for approval at each monthly meeting are the timesheets, leave and travel records for each employee, bills to be paid, and claims for reimbursement from the Oklahoma Conservation Commission. Other District business will also be carried out during the board meetings.



# *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.

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## ***Guide No. 20 - Economics of Conservation***

Legislators and others may know about the many services and programs offered by local conservation districts and the Natural Resources Conservation Service, but they probably don't realize the economic benefits of conservation activities to the economy, both local and state. Having a conservation district office in a county, combined with the conservation programs and activities carried out by the office and NRCS, can total up to millions of dollars coming into the county each year. Conservation districts can use this information to help legislators and the public understand another major benefit of conservation activities.

### **How to Determine the Economics of Conservation**

Putting a dollar value to conservation activities will gain people's attention and show them another value of having conservation districts and NRCS offices in a community.

While it might seem difficult to put a value on conservation there are many activities where actual dollars are known, such as salaries, federal and state cost share programs, etc.

The following two pages contain a form that can be used to identify and total up the amount of money that comes into a conservation district in a set period of time. Activities will vary from district to district, but many of the activities are the same for all districts. Activities or programs can be added or removed from the form to adapt it to your conservation district.

Dollar amounts can be established for one year or it might be best to add up the amounts for 3-5 years and then average it out on an annual basis. This will allow capture of activities that might bring in large amounts of money, but be a one time occurrence, such as funds for the Emergency Watershed Program, grants, etc.

NRCS can supply dollar amounts for federal programs as well as the dollars that producers put into these program practices.

### **Tips on Using the Economic Information**

After totaling up the dollars related to conservation activities, districts need to use this information effectively.

1. Use the information in newsletters, fact sheets, displays, news releases and other informational media. You don't need to include the form with all the information listed, but you do need to keep the form readily available in case you are questioned on how you came up with the figures.
2. Develop a fact sheet on the economics of conservation in your conservation district. A sample fact sheet is included with this 10-Minute Guide.

Mail the fact sheet to your legislators and other key leaders and use it at conservation events.

*Oklahoma Conservation Commission  
District Services Division  
September 2008*

## The Economic Impact of Conservation in \_\_\_\_\_ Conservation District

**Dollars**

[illegible]

Dollars

2004

2005

2006

2007

2008

te

Allocated Funds (Operating Expenses  
not include employee salaries and benefits)

Cost Share funds

t Share Funds (Producers Share)

ration and Maintenance (flood control)

abilitation of Aging Flood Control Dams

rity Watershed Projects (water quality)

**ounty & District**

riect Revenue from seeds, sprigging, etc.

ration and maintenance for flood control dams  
nservancy district and other local funds)

**ice Salaries**

h federal and conservation District employees)

ier: grants, money from county  
missioners, etc.

tal



## Garfield County Conservation District Activities Benefit Local Economy by \$1.7 Million Annually

The Garfield County Conservation District and the USDA Natural Resources Conservation Service (NRCS) provide technical assistance to land users to assist them to conserve and protect natural resources. They also administer conservation programs that provide financial assistance for the application of conservation practices.

But you may not know about another important benefit to the county that comes from this conservation partnership. That is the economic benefit to the county that conservation programs and activities generate. Over \$1.7 million comes into the local economy annually from having the conservation district and NRCS offices in Enid. This is an average annual dollar figure based upon the five-year period from 2004-2008.

It is difficult to put a total dollar figure that has come into the county due to conservation efforts since the Garfield County Conservation District came into existence in 1939, but the figure would certainly be in the millions of dollars.

Money comes into the local economy from the federal and state government and through funds earned locally by the conservation district from their sprigging operation, drill rentals and seed sales.

The \$1.7 million figure includes funds received for employee salaries, office rent and utilities, purchase of gasoline and supplies, and other related expenses. It includes federal conservation programs such as the Environmental Quality Incentives Program (EQIP), Wildlife Habitat Incentives Program (WHIP), etc., which averages over \$899,000 annually and is combined with over \$225,000 provided by landowners.

State allocations to the Garfield County Conservation District have averaged over \$80,000 annually for the past five years.



Application of new conservation practices or the maintenance and repair of existing ones such as flood control dams means income for contractors and businesses.

This includes money for salaries, benefits, and expenses for conservation district employees and the Oklahoma Conservation Cost Share Program.

Economists say that funds coming into a local economy multiply several times before leaving the community. For example, federal cost share dollars for conservation practices require landowners to provide part of the cost of applying the practices. Getting \$100,000 of federal cost share dollars in the county usually means landowners put in another \$30,000-\$40,000 to carry out the conservation work. This money goes to contractors and businesses that sell seed, fertilizer, gasoline, equipment, etc. This may allow these businesses to expand or buy more supplies and equipment that puts more money into the local economy.

Bottom line, the Garfield County Conservation District provides assistance to land users to help them protect and conserve our natural resources and as an additional benefit, conservation activities adds millions of dollars into the local and state economy.

For more information about the Garfield County Conservation District, come by our office at 1216 W. Willow Rd. Suite D in Enid.