

AGENDA
Board of Directors Regular In-Person Meeting
Tulsa County Conservation District
December 9, 2021 – 12:00 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.

Administer the Loyalty Oath to Julie Monnot
Administer the Oath of Office to Julie Monnot

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Update of Urban Conservation Area
5. Approval of Minutes from the November 10, 2021 Special Meeting
6. Approval of Financial Committee Report for Period Ending November 30, 2021
7. Review of TACF Financials for Period Ending November 30, 2021
8. Discussion and Acceptance of District Conservationist Agency Report December 2021
9. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for November 2021
10. Discussion of the TCCD Monthly Activities and Outreach Report for November 2021
11. Discussion of Planning a Resource Management Conference
12. Discussion and Update TCCD Leave and Other Policies
13. Discussion of 10-Minute Guide Series: Guide No. 15 - Employee leave
14. Cost Share Program Year 24
 - A. Program Year 24 Guidelines
 - B. Complete Director Checklist
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 January 12, 2022
822 E 6th St #200, Tulsa, OK 74120

OATH OF OFFICE

(Art. XV O.C. §1)

I, Julianna Monnot, do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the United States, and the Constitution of the State of Oklahoma, and that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or nonperformance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as

A Tulsa County Conservation District Board Director

to the best of my ability.

State of Oklahoma

Affiant Sign Here

County of Tulsa

Signed and sworn to (or affirmed) before me on this 9th day of December, 2021 by

Julianna Monnot

Print name of person taking the oath

(Seal if any)

Signature of the Notary

Commission Expires April 16, 2025

Title and Rank (if other than a notary)

Commission Number 13003581

Tulsa County Conservation District

Agency, Authority, Commission, Department or Institution

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

Address, City and Zip Code

Julianna Monnot

Print Name of Officer or Employee

LOYALTY OATH

(51 O.S., 36.2A)

I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am

Tulsa County Conservation District Board Director

Here put name of office, or if an employee, insert "An employee of _____" followed by the complete designation of the employing officer, agency, authority, commission, department or institution.) 51 O.S., 36.2.

State of Oklahoma

Affiant Sign Here

County of Tulsa

Signed and sworn to (or affirmed) before me on this 9th day of

December, 2021 by _____

Print name of the person taking the oath.

Signature of the Notary

(Seal, if any)

District Secretary

Title and Rank (if other than a notary)

My Commission Expires: April 16, 2025

Commission Number: 13003581

(09/2003)

LOYALTY OATH FILING

(51 O.S. §36.3)

WHERE TO FILE:

Every **state officer** shall be filed with the Secretary of State.

Every **state employee** shall be filed with the personnel officer of the state entity employing the state employee.

All **other officers** shall be filed with the office of the county clerk of the county of official residence of the officer.

All **other employees** shall be filed with the office of the county clerk of the county in which the entity employing the employee is located.

Every **notary public** shall be filed with the office of the court clerk of the county of official residence of the notary, or if a nonresident, the county of employment of the notary.

All **municipal officers or employees** shall be filed in the office of the municipal clerk of the municipality for which the officer or employee serves or by which the officer or employee is employed.

TO ENSURE PROPER FILING:

Submit only the original oath with original signatures. Photo copies are not accepted. Type or print clearly in black ink:

1. List the name and address of the entity.
2. Full and correct name of the person taking the oath
3. Name of the office, or if an employee, insert "an employee of _____" followed by the complete designation of the employing officer, agency, authority, commission, department or institution.

Person taking the oath is the "Affiant".

ATTESTATION OF LOYALTY OATH:

The Loyalty Oath must be signed and dated by a notary public or other official authorized to administer oaths or affirmations (indicate title and rank, if other than a notary public) and include the identification of the jurisdiction in which the act is performed. The notary shall include the name of the individual making the statement (or taking the oath), the notary seal, expiration date and commission number.

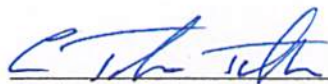
Please retain a copy for your records before submitting the oath for filing. **For additional information, please call 522-4564 or 522-4565.**



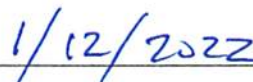
Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsaced@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **December 09, 2021** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **January 12, 2022**



Chair, Board of Directors



Date

Attest:



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

Date: December 9, 2021

Time: 12:00 PM

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

Members Absent: Chrissy Parker, Member

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

**Administer the Loyalty Oath to Julie Monnot
Administer the Oath of Office to Julie Monnot**

Gabriel Parker administered the Loyalty Oath and the Oath of Office to Julie Monnot.

1. Meeting Called to Order:

Chairman, Tom Tolbert called the meeting to order at 12:05 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 December 7, 2021 in the front window of 822 E 6th St #200, Tulsa, OK 74120. Also, in the front window on December 8, 2021 at 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 and tulsaccd.org.

2. Roll Call

Tom Tolbert
Jana Black
Michael Patton
Gabriel Parker
Julie Monnot

3. Public Comments

None

4. Discussion of Urban Conservation Area

The board discussed activities we can start to implement on the district owned property as well as creating a list of partners we would like to help develop educational programs. Gabriel said she would email everyone to start putting a list together. With the help of our partners, we can plan some creek cleanups. Michael Patton brought up registering with Keep Oklahoma's (KOB) annual Great American Cleanup in March. That is always a great event. If we register with KOB's Great American Cleanup, they will send us cleanup supplies like trash bags and gloves. We could even ask for volunteers from different organizations. Tom Tolbert talked wanted to ask NRCS to help with technical assistance in creating a conservation plan. He also wanted to see if they would help with an ecological assessment on the creek. Once we have the assessment we can move forward with educational activities. No further action needed to be taken at this time.

5. Approval of Minutes from the November 10, 2021 Regular Meeting

After a brief discussion Michael Patton made a motion to approve the minutes from the November 10, 2021 Regular Meeting. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Julie Monnot, Tom Tolbert. Nays: None. The motion carries.

6. Approval of Financial Committee Report for Period Ending November 30, 2021

Michael Patton and Jana Black said Gabriel Parker sent them the financial documents last week. They did not see anything that needed to further review. Michael Patton made a motion to approve the Financial Committee Report for Period Ending November 30, 2021. Jana Black 2nd the motion Ayes: Jana Black, Michael Patton, Julie Monnot, Tom Tolbert. Nays: None. The motion carries.

7. Review of TACF Financials for Period Ending November 30, 2021

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

Christopher Best Entered the Meeting at 12:35 PM

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

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
December 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. 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
- Sign up deadline for Applications Jan.7
- December 31, 2021 EQIP CIC will be announced

CSP/CSP-GCI –

FY 2022

- Working on CSP Classic & GCI payments for FY 21
- GCI –FY 22 Obligation deadline Dec. 10, 2021
- CSP Renewals – Dec. 22 obligation deadline for reviews
- March 31, 2022 Tentative application deadline for FY22

State Cost Share Program –

- Working on plans & check outs as request

Other –

- FPAC Staffing Guidance for COVID-19 office staffing 75%
- All outreach events must be approved by State office.
- Masks are always required when in the office no exception
- WRE – Jan. 7 application deadline for FY22 funding
- 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 December 2021. Michael Patton 2nd the motion. Ayes: Jana Black, Michael Patton, Julie Monnot, Tom Tolbert. Nays: None. The motion carries.

Julie Monnot Exited the Meeting at 12:43 PM

Christopher Best Exited the Meeting at 12:50 PM

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

After a brief discussion, Michael Patton made a motion to approve the NRCS Farm Bill Performance Worksheet November 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 October 2021

Gabraiel Parker said she did not have a lot of outreach events in November. She attended OCC's virtual training on the new Cost Share program year 24. She said we can discuss that in item number fourteen.

She also certified the 20th yard for the Yard-by-Yard program. Other than that, November was a quiet month. December should be a little busier. No further action needed to be taken at this time.

11. Discussion of Planning a Resource Management Conference

The board briefly talked about structure of the conference and possible locations. The Garden Center, Home Builders Association as well as Stoney Creek Hotel and Conference Center. Gabrielael said she would contact the Stoney Creek Hotel to see how much they would cost. We also talked about how to make the conference a regional event. Gabrielael said she would send out a new poll to set up the meeting in the early part of January 2022. No further action needed to be taken at this time.

12. Discussion and Update TCCD Leave and Other Policies

Gabriael Parker said she was able to find a leave policy on file. It looks like it is the one provided by the state. After a brief discussion, the board decided the policy on file was sufficient. Michael Patton made a motion to approve the leave policy the district on file. Jana Black Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert. Nays: None. The motion carries.

13. Discussion of 10-Minute Guide Series: Guide No. 15 – Employee Leave

The board reviewed the 10-Minute Guide Series Guide #15 – Employee Leave. No further action needed to be taken at this time.

14. Cost Share Program Year 24

A. Program Year 24 Guidelines

Gabriael Parker said we received the new program year funding and guidelines. Gabrielael said OCC added the seasonal high tunnel to the approved practice list. We received \$30,300 for this program year. Gabrielael said it was nice. We have never had that amount allocated before. She said OCC gave all districts the same amount of money. I am not sure what prompted the change, but she was not going to complain. Those were the major changes to this year's guidelines. No further action needed to be taken at this time.

B. Complete Director Checklist New Business:

The board completed checklist items one through seven.

1. CONSERVATION DISTRICT PARTICIPATION - Is your district participating in the current program year?

The board approved TCCD participation on 12/09/2021.

2. BOARD MEMBER PARTICIPATION - Are district board members allowed to make application in the local program? Complete the Director Participation form and email it to OCC. At this point any board member making application must immediately remove themselves from board discussions and votes on program items.

The board did not approve of director participation on 12/09/2021.

3. CHOOSE DISTRICT REPRESENTATIVE - Designate the authorized district representative. This person must be a district board member. Any board member making application in the local program is not eligible to serve as the district representative.

The board approved all directors would be authorized representatives on 12/09/2021.

4. CHOOSE PRACTICES - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.

The board approved all available cost share practices.

5. CHOOSE COST SHARE RATE & MAXIMUM PAYMENT - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed 85% and the maximum cost-share payment amount can't exceed \$7,500 per participant.

The board approved a max rate of 85% and max payment of \$7,500 on 12/09/2021.

6. DEVELOP APPLICATION RANKING SYSTEM - Establish your district's local program priorities and application ranking system. Submit your ranking system to OCC for review and approval prior to starting the application process.

The board approved the ranking system currently on file.

7. SET APPLICATION PERIOD & ADVERTISING - Establish your district's application period and advertise locally.

Program applications will be accepted from December 10, 2021 through COB January 10, 2022.

Jana Black made a motion to approve the Director Checklist for program year 24. Michael Patton 2nd the motion. Ayes: Jana Black, Michael Patton, Tom Tolbert. Nays: None. The motion carries.

15. New Business

16. Adjourn:

Meeting Adjourned at 12:59 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 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 Wednesday January 12, 2022 located in the conference room at 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 [December 7, 2021](#) in the following location:

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

[December 8, 2021](#) at the following locations:

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

tulsaccd.org

12:13 PM
12/03/21
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July through November 2021

	<u>Jul - Nov 21</u>
Income	
Administrative Income	293.34
Interest Income	0.25
OCC Director Election Reimburse	526.16
OCC General Exp Reimbursements	2,245.20
OCC Salary Reimbursements	20,093.78
	<hr/>
Total Income	23,158.73
Expense	
Administrative Expense	670.88
Advertising and Promotion	86.10
Employee Benefits	2,046.45
Membership Fees	100.00
Office Supplies	139.96
Payroll	9,721.99
Payroll Tax	6,298.95
Postage	67.58
Registration Fees	70.00
Travel	609.43
	<hr/>
Total Expense	19,811.34
	<hr/>
Net Income	<u><u>3,347.39</u></u>

12:12 PM
12/03/21
Accrual Basis

Tulsa County Conservation District
Profit & Loss
November 2021

	<u>Nov 21</u>
Income	
Interest Income	0.05
OCC General Exp Reimbursements	607.95
OCC Salary Reimbursements	<u>5,741.08</u>
Total Income	6,349.08
Expense	
Administrative Expense	197.23
Payroll	2,726.62
Payroll Tax	979.48
Registration Fees	<u>70.00</u>
Total Expense	<u>3,973.33</u>
Net Income	<u><u>2,375.75</u></u>

12:09 PM
 12/03/21
 Accrual Basis

Tulsa County Conservastion District
General Ledger
As of November 30, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Arvest Checking 6407							1,693.18	
Operating Acct - 6407							0.00	
Total Operating Acct - 6407							0.00	
Arvest Checking 6407 - Other							1,693.18	
Check	11/9/2021		Tulsa County Clerk	Deed Filing Fees	Administrativ...	-57.40	1,635.78	
Check	11/16/2021		OK Tax Commission	October 2021 Payment	Payroll Tax	-127.00	1,508.78	
Deposit	11/16/2021		OCC	October Salary Reimbursement	OCC Salary ...	2,870.54	4,379.32	
Check	11/16/2021	8854	OACD	Area III 2021 Meeting Registrati...	Registration ...	-70.00	4,309.32	
Deposit	11/18/2021		OCC	Aug, Spet, Oct General Reimbu...	OCC Genera...	607.95	4,917.27	
Deposit	11/18/2021		OCC	November Salary Reimburse...	OCC Salary ...	2,870.54	7,787.81	
Check	11/19/2021	8850	Fuzzell's Copier	3rd Quarter Copier Rental	Administrativ...	-139.83	7,647.98	
Check	11/19/2021		IRS	941 Tax Payment for June 2021	Payroll Tax	-852.48	6,795.50	
Check	11/22/2021	8838	Gabriel S Parker	March 1-15th 2021 Pay Period	Payroll	-1,015.20	5,780.30	
Check	11/22/2021	8839	Gabriel S Parker	March 16-31st 2021 Pay Period	Payroll	-1,015.20	4,765.10	
Check	11/22/2021	8840	Gabriel S Parker	8-Year Longevity Payment	Payroll	-898.22	4,068.88	
Deposit	11/30/2021		Arvest	Interest Payment	Interest Inco...	0.05	4,068.93	
Total Arvest Checking 6407 - Other							2,375.75	4,068.93
Total Arvest Checking 6407							2,375.75	4,068.93
Arvest Money Market 6423							0.00	
Total Arvest Money Market 6423							0.00	
Arvest Special Projects 6410							83.88	
Total Arvest Special Projects 6410							83.88	
Payroll Liabilities							0.00	
Total Payroll Liabilities							0.00	
Opening Balance Equity							-10,307.75	
Total Opening Balance Equity							-10,307.75	
Retained Earnings							9,502.35	
Total Retained Earnings							9,502.35	
Administrative Income							-293.34	
Total Administrative Income							-293.34	
Aerials and Maps							0.00	
Total Aerials and Maps							0.00	
Arvest Bank							0.00	
Total Arvest Bank							0.00	
Director Election							0.00	
Total Director Election							0.00	



P O BOX 1670
LOWELL AR 72745

Statement Ending 11/30/2021

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number: XXXXXXXX7192

ADDRESS SERVICE REQUESTED

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

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING	XXXXXXXX7192	\$50.03
Total Current Value		\$50.03

NON-PROFIT INTEREST CHECKING - XXXXXXXX7192

Account Summary			Interest Summary		
Date	Description	Amount	Description	Amount	
11/01/2021	Beginning Balance	\$50.03	Annual Percentage Yield Earned	0.00%	
	0 Credit(s) This Period	\$0.00	Interest Days	0	
	0 Debit(s) This Period	\$0.00	Interest Earned	\$0.00	
11/30/2021	Ending Balance	\$50.03	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
10/31/2021	\$50.03



P O BOX 1670
LOWELL AR 72745

Statement Ending 11/30/2021

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number: XXXXXXXX7202

ADDRESS SERVICE REQUESTED

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

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET	XXXXXXXX7202	\$5,097.49
Total Current Value		\$5,097.49

BUSINESS MONEY MARKET - XXXXXXXX7202

Account Summary

Date	Description	Amount
11/01/2021	Beginning Balance	\$112.43
	2 Credit(s) This Period	\$5,000.06
	1 Debit(s) This Period	\$15.00
11/30/2021	Ending Balance	\$5,097.49
	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	\$0.06
Interest Paid Year-to-Date	\$0.36
Interest Withheld Year-to-Date	\$0.00

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

Deposits

Date	Description	Amount
11/16/2021	DDA VIRTUAL DEPOSIT	\$5,000.00

Other Credits

Date	Description	Amount
11/30/2021	INTEREST PMT	\$0.06

Other Debits

Date	Description	Amount
11/30/2021	SERVICE CHARGE	-\$15.00

Daily Balances

Date	Amount	Date	Amount
10/31/2021	\$112.43	11/16/2021	\$5,112.43
		11/30/2021	\$5,097.49

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
December 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. 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
- Sign up deadline for Applications Jan. 7
- December 31, 2021 EQIP CIC will be announced

CSP/CSP-GCI – **FY 2022**

- Working on CSP Classic & GCI payments for FY 21
- GCI –FY 22 Obligation deadline Dec. 10, 2021
- CSP Renewals – Dec. 22 obligation deadline for reviews
- March 31, 2022 Tentative application deadline for FY22

WRE - Jan 7th
State Cost Share Program – Working on plans & check outs as requested

Other –

- FPAC Staffing Guidance for COVID-19 office staffing 75%
- All outreach events have to be approved by State office.
- Mask are always required when in the office no exception
- WRE – Jan. 7 application deadline for FY22 funding
- Climate Smart Ag/Urban Ag./Racial Equity & Justice
- Urban Planner for Tulsa
- Dec. 7 Zone meeting

TCCD Monthly Outreach and Activities Report November 2021



Meetings:

11/03/2021 MCCD Board Meeting
11/09/2021 OACD Area III 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
11/19/2021 Yard by Yard Interview with Caleb Freeman of Oklahoma Today

Special Events:

11/05/2021 Yard by Yard Certification

Holidays:

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

Upcoming Meetings:

12/01/2021 MCCD Board Meeting
12/02/2021 Sustainable Tulsa Meeting
12/07/2021 Zone Meeting
12/09/2021 TCCD Board Meeting
12/15/2021 OCC District Training: End-of-the-Year Tax Prep
12/16/2021 OCC District Training: End-of-the-Year Tax Prep

Up Coming Events:

12/06/2021 Yard by Yard Presentation @ Tulsa Garden Center
12/07/2021 OACD Care Soil Health Field Day in Ottawa County

Upcoming Deadlines:

12/10/2021 **GCI –FY 22 Obligation Deadline**
12/22/2021 **CSP Renewals –Obligation Deadline for Reviews**
01/07/2022 **EQIP Sign-up Deadline for Applications**

Upcoming Holidays:

12/23/2021 **Christmas Eve-Eve -TCCD Office Closed**
12/24/2021 **Christmas Eve - TCCD & NRCS Office Closed**
12/31/2021 **New Year's Eve/Day Per the State – TCCD Office Closed**

Side Notes:

- ❖ Answer Calls
- ❖ Email Correspondences
- ❖ Bill Pay/Financials
- ❖ TCCD/MCCD File Organization
- ❖ TCCD/MCCD Office Mail
- ❖ Office Scanning
- ❖ TCCD/MCCD Meeting Minutes
- ❖ Cost Share Program Year 23
- ❖ Yard by Yard Activities
- ❖ OACD CARE Project
- ❖ TCCD Payroll/Taxes
- ❖ Website Updates

Work Duties Performed:

- ❖ Board Member Appointment
- ❖ Paperwork
- ❖ OCC District Trainings
- ❖ Teleworking
- ❖ Teleconference Meetings
- ❖ MCCD Financials/RCB Bank
- ❖ Event Prep
- ❖ Check/Paperwork Signatures
- ❖ Crow Creek Meeting
- ❖ Blue Thumb Monitoring
- ❖ OACD Area III Meeting Paperwork
- ❖ Property Acquisition Paperwork

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.

[_____] Conservation District
Time & Leave Policy
[date]

The District follows all Conservation Commission, state, and federal guidelines and policies on leave with the following additions, specifications, and clarifications. Please refer to the Oklahoma Conservation District Handbook for more information on types of leave, workweek schedules, and other employee matters. It is the District's intent to review and update this policy annually.

Requesting Leave.

Where possible, employees should submit to the Board's point of contact ("POC") and/or employee's supervisor a written leave request no less than [twelve (12) hours] in advance.

Notification of Supervisor (Point of Contact "POC").

If it is not possible to meet the [12-hour] notification, an employee is REQUIRED to notify _____ by [text, phone, email, etc...] prior to the start of the workday. Failure to appropriately notify is subject to discipline by the Board.

Annual Leave.

Annual leave should be requested in advance and used only when approved by employee's POC / supervisor.

Sick Leave.

Sick leave should be submitted in advance for prescheduled medical appointments.

When illness strikes without warning, employees must notify their supervisor [add any other persons that need to be notified here, if any] when unable to work due to sickness and must do so prior to the start of the workday. The employees must complete a leave request form stating the reason for the absence as soon as they return to work. **Employees must notify their supervisor each day that they are unable to work unless a mutual understanding is reached concerning when the next call will be made (as in the case of extended illness or conditions).** Any employee absence from work which exceeds 3 consecutive days may be required to provide a physician's statement.

Tardiness.

Any late arrivals greater than 15 minutes should be reported to the office manager and/or supervisor and made up accordingly during the day, if possible. If the time is not made up during the day or within the scheduled work week, the missed time should be recorded as leave on the timesheet. Continuous problems with tardiness can result in disciplinary action by the Board.

Minimum Leave Balance.

Before asking for leave an employee should obtain and maintain a minimum of 40 hours of combined annual and sick leave to ensure adequate leave coverage in case of illness or an emergency.

New employees and those that fall under the 40 hours of combined leave will not be granted approval for leave until they have obtained the 40 hour minimum, except in limited circumstances. Please work with the POC / supervisor to sustain healthy leave balances.

District Employee Work Status, Approved Schedules, Work Week Adjust, and Compensatory Time

The Board in the table below shows the approved work schedule for each district employee as per the options available in the Oklahoma Conservation District Handbook *Chapter 6 Personnel Management*.

Position	Full-time	Part-time	Shared	Exempt	Non-Exempt	40 ww adjust	80 ww adjust	5/8	4/10	9/80	Comp granted 1hr / 1hr	Comp granted 1.5 hr / 1.hr
ie. District Manager	X			X			X			X	X	
ie. Equip. Manager	X				X	X			X			X

ww means work week ; 5/8 means working 8 hours/day, five days a week; 4/10 means working 10 hours/day for 4 days per week with Fridays off; 9/80 means working 9 hours/day over a 2 week/80 hour time period with every other Friday off

As a general rule, employees are responsible for scheduling and maintaining any work week adjustments, and working with their POC / supervisors on any work week adjustments that are needed.

Working overtime without prior approval shall necessitate supervisor / POC’s review/approval and may be cause for disciplinary action if found unwarranted.

Inclement Weather

The POC may authorize a reduction in services of nonessential personnel due to hazardous weather or unsafe working conditions. The POC / supervisor shall make a reasonable attempt to ensure timely notice to employees of any decision relating to the granting of administrative leave due to hazardous weather. The notification can come in the form of media notification, email, text, or telephone call.

Telework may be authorized in lieu of administrative leave. If an employee is unable to telework, the POC/supervisor should be notified as soon as possible.

The POC / supervisor retain the right to recall employees to return to their normal duties or respond to the demands of the situation as necessary.

Employees that have scheduled annual, sick or other forms of leave prior to an inclement weather event that causes temporary closure of the district office shall not receive paid administrative leave in lieu of the previously scheduled leave. Employees may not accrue compensatory time or additional leave during a reduction of services.

See the Oklahoma Conservation District Handbook to see when and what employees can or cannot receive paid administrative leave as well as the appropriate justifications that the district board can use to authorize a reduction in services.

Policy Summation.

It is the duty of all employees to stay apprised of their leave balances and ensure adequate time is available to cover all requests. If an employee is absent from work without proper authorization, the employee may not receive pay for the period the employee is absent. If a justifiable situation arises for which an employee will exhaust sick and annual leave balances, qualified employees may request shared leave to cover the period. If an employee does not timely contact and receive permission from their supervisor to take leave and does not return to duty that employee is subject to discipline and may be terminated. The board shall take appropriate action if the fraudulent use of leave or unauthorized comp time accrual is detected. Employees who violate this policy are subject to discipline, up to and including termination.

Point of Contact (POC).

Board’s Point of Contact: [name] [contact (phone number or email address or both)]
[Can list the name and contact information for anyone else the Board wants notified here]

Signatures.

Time & Leave policy was reviewed and discussed on [Date _____].

District Director

Employee



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. 15 - Understanding Types of Leave for Conservation District Employees

One of the benefits afforded a conservation district employee is the accrual of annual and sick leave. There are different types of leave and rules for using leave. In order for district directors to effectively manage district employee's time, they need to be familiar with the types of leave earned by employees and how that leave may be used. District boards should closely review the use and accrual of leave on the employee's monthly timesheet prior to approval.

Eligibility & Accrual of Leave

Permanent employees are eligible to accrue, use, and receive pay for sick, annual, and holiday time. Annual and sick leave accrual rates and accumulation limits are based on total service with the district.

For purposes of leave rules, total service means total service as a permanent employee. Total service does not include periods of employment as a temporary or seasonal employee.

Temporary employees and other limited term employees are not eligible to accrue, use, or receive pay for sick, annual, or holiday time.

Leave accrues only when an 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.

Establishing Leave Policy

The Conservation Commission recommends that boards establish a policy on minimum leave balance requirements. An example policy that a board could adopt would be that an employee must maintain a combined total of 40 hours of sick and annual leave before any annual leave shall be granted.

Types of Leave

Annual Leave

This type of leave is to be used for vacations, personal business and other time taken off not covered by sick leave or holiday provisions. Accrued annual leave may be used for sick leave if an employee has exhausted all available sick leave.

The district should establish a policy on how annual leave will be requested. Annual leave should be requested in advance to taking the leave.

Upon resignation or termination of an employee, the employee must be paid for accumulated annual leave up to the maximum annual leave accumulation limits.

Sick Leave

Sick leave is to be used when an employee is prevented from working because of sickness, injury, medical reasons (surgical, dental, optical examinations) or jeopardy to other's health if present at work.

Sick leave cannot be used for annual leave. If an absence because of illness or injury extends beyond the sick leave accrued, such additional time may be charged to accrued annual leave.

The board may require that the employee furnish medical statements of illness and treatment from the attending physician in order to qualify for sick pay. (continued on next page)

(Sick Leave Continued)

Upon resignation or termination of an employee, the employee is not paid for accumulated sick leave. If an employee leaves service from the district but is rehired by a conservation district within two years of his/her last working day the sick leave amount may be reinstated.

Enforced Leave

A permanent employee may be granted time off from regular duties, with compensation, for absence necessary when some member of the immediate family or household requires the employee's care because of illness or injury. Other instances when enforced leave may be used is in the case of death in the immediate family or if there is a personal disaster.

This leave must be charged against the employee's sick leave and may not be granted in excess of accumulated sick leave. 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.

Family Leave

An eligible employee may be granted up to 12 weeks (480 hours) of family leave in a 12-month period for any Family and Medical Leave Act (FMLA) qualifying event. Those events include 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 and/or sick leave, or can request leave without pay. Employees shall provide the board advanced notice whenever family leave is needed. All family leave requests must be presented to the board in writing for approval.

Holiday Leave

Holidays may be granted in accordance with state law and the Governor's Proclamations as they are observed by the individual districts in accordance with workload and policies.

The Oklahoma Conservation Commission will notify districts of holidays for each year.

Some offices are also federal offices. Federal holidays differ from those of state offices; therefore, it is at the board's discretion as to which holidays to observe.

Under no circumstances shall the number of paid holidays exceed the number designated by the state.

Holiday leave is calculated as an 8 hour day. If employees work a compressed work schedule (9 hour days) it will be necessary for an employee to take an hour of leave for that holiday.

Leave without pay

The district board may approve a request from a permanent employee for leave without pay. The request must be in writing and must include the reasons for the leave.

Leave without pay cannot be approved for more than 12 months. However, an employee may request an extension before the end of the approved leave period. This request must also be in writing to the board.

An employee may return to work before the specified date of return if the board approves a written request from the employee to return earlier. If the employee fails to report for work on the specified date of return, the board may terminate the employee. The board may cancel leave without pay at any time and require the employee to return to work before the specified date of return.

If an employee is absent from work without proper authorization, the employee may not receive pay for such absence and may be subject to termination.

Other types of Leave

Consult the district handbook for discussions on military leave of absence, maternity leave and leave for court and jury service.

Prepared by Oklahoma Conservation
Commission - District Services Division
March 2008

CHECKLIST OF BOARD ACTION REQUIRED

All Cost Share Program actions taken must be recorded in the board meeting minutes. This completed form can be used as an attachment to your board meeting minutes.

1	CONSERVATION DISTRICT PARTICIPATION - Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.	
	Date:	Action:
2	BOARD MEMBER PARTICIPATION - Are district board members allowed to make application in the local program? Complete the <i>Director Participation</i> form and email it to OCC. At this point any board member making application must immediately remove themselves from board discussions and votes on program items.	
	Date:	Action:
3	CHOOSE DISTRICT REPRESENTATIVE - Designate the authorized district representative. This person must be a district board member. Any board member making application in the local program is not eligible to serve as the district representative.	
	Date:	Action:
4	CHOOSE PRACTICES - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.	
	Date:	Action:
5	CHOOSE COST SHARE RATE & MAXIMUM PAYMENT - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed 85% and the maximum cost-share payment amount can't exceed \$7,500 per participant.	
	Date:	Action:
6	DEVELOP APPLICATION RANKING SYSTEM - Establish your district's local program priorities and application ranking system. Submit your ranking system to OCC for review and approval prior to starting the application process.	
	Date:	Action:
7	SET APPLICATION PERIOD & ADVERTISING - Establish your district's application period and advertise locally.	
	Date:	Action:
STOP STOP Submit your ranking system to OCC for review and approval. STOP STOP		

8	<p><u>RANK & APPROVE APPLICATIONS</u> - Review and rank all applications using your district's OCC approved application ranking system.</p> <p>Board meeting minutes <u>must</u> include the following for <u>each</u> approved <u>and</u> funded participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount. <u>Alternate participants</u> approved on the condition that funding is available, must be listed separately and include the following: agreement number, participant name, practice(s), cost-share rate, and maximum amount.</p>	
	Date:	Action:
9	<p><u>NOTIFY APPLICANT & EXECUTE AGREEMENT</u> - For <u>each</u> approved application (including alternates), prepare a <i>Performance and Maintenance Agreement</i> including - agreement number, completion date, practice life span, cost share rate, and maximum cost share payment not to exceed the amount approved in item 5 above. Notify applicant and secure signatures of both parties.</p>	
	Date:	Action:

CHECKLIST OF BOARD ACTION REQUIRED

<p>All Cost Share Program actions taken <u>must</u> be recorded in the board meeting minutes. This completed form can be used as an attachment to your board meeting minutes.</p>		
1	<p>CONSERVATION DISTRICT PARTICIPATION - Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.</p>	
	Date: 5/17/2021	Action: The board approved TCCD participation
2	<p>BOARD MEMBER PARTICIPATION - Are district board members allowed to make application in the local program? Complete the <i>Director Participation</i> form and email it to OCC. At this point any board member making application must immediately remove themselves from board discussions and votes on program items.</p>	
	Date: 5/17/2021	Action: The board did not approve of director participation
3	<p>CHOOSE DISTRICT REPRESENTATIVE - Designate the authorized district representative. This person must be a district board member. Any board member making application in the local program is not eligible to serve as the district representative.</p>	
	Date: 5/17/2021	Action: The board approved all director's would be authorized representatives
4	<p>CHOOSE PRACTICES - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.</p>	
	Date: 5/17/2021	Action: The Board approved all cost share practices will be available
5	<p>CHOOSE COST SHARE RATE & MAXIMUM PAYMENT - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed 85% and the maximum cost-share payment amount can't exceed \$7,500 per participant.</p>	
	Date: 5/17/2021	Action: The board approved a max rate of 85% and max payment of \$7,500
6	<p>DEVELOP APPLICATION RANKING SYSTEM - Establish your district's local program priorities and application ranking system. Submit your ranking system to OCC for review and approval prior to starting the application process.</p>	
	Date: 5/17/2021	Action: The board approved the ranking system created in 2020
7	<p>SET APPLICATION PERIOD & ADVERTISING - Establish your district's application period and advertise locally.</p>	
	Date: 5/17/2021	Action: The application period was set for COB on June 9, 2021
<p>STOP STOP Submit your ranking system to OCC for review and approval. STOP STOP</p>		

8	<p><u>RANK & APPROVE APPLICATIONS</u> - Review and rank all applications using your district's OCC approved application ranking system.</p> <p>Board meeting minutes <u>must</u> include the following for <u>each approved and funded</u> participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount. <u>Alternate participants</u> approved on the condition that funding is available, must be listed separately and include the following: agreement number, participant name, practice(s), cost-share rate, and maximum amount.</p>	
	Date:	Action:
9	<p><u>NOTIFY APPLICANT & EXECUTE AGREEMENT</u> - For <u>each</u> approved application (including alternates), prepare a <i>Performance and Maintenance Agreement</i> including - agreement number, completion date, practice life span, cost share rate, and maximum cost share payment not to exceed the amount approved in item 5 above. Notify applicant and secure signatures of both parties.</p>	
	Date:	Action: