

AGENDA
Board of Directors Regular In-Person Meeting
Tulsa County Conservation District
January 12, 2022 – 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.

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Update of Urban Conservation Area
5. Approval of Minutes from the December 9, 2021 Regular Meeting
6. Approval of Financial Committee Report for Period Ending December 31, 2021
 - a. Discussion of Payroll and Tax Issues of the District
7. Review of TACF Financials for Period Ending December 31, 2021
8. Discussion and Acceptance of District Conservationist Agency Report January 2022
9. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for December 2021
10. Discussion of the TCCD Monthly Activities and Outreach Report for December 2021
11. Discussion and Approval of 2022 OACD Dues
12. Discussion of Planning a Resource Management Conference
13. Discussion and Update TCCD Leave and Other Policies
14. Cost Share Program Year 24
 - A. Program Year 24 Ranking Update
 - B. Set a New Application Period
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 1:00 PM on February 9, 2022
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 [January 10, 2022](#) in the following location:

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

[January 11, 2022](#) at the following locations:

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

tulsaccd.org



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

STATEMENT OF APPROVAL OF MINUTES

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

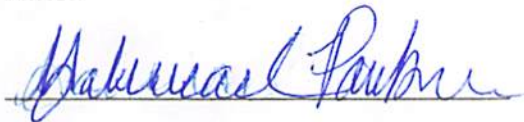


Chair, Board of Directors



Date

Attest:



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

Date: January 12, 2022

Time: 12:00 PM

Members Present: Tom Tolbert, Chairman
Jana Black, Vice Chairwoman at 1:04 PM
Michael Patton, Treasure
Julie Monnot, Member at 12:50 PM

Members Absent: None

Others Present: Gabriael Parker, District Secretary
Matt Ward, NRCS Team 17 Acting District Conservationist
at 12:38 PM

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 January 10, 2022 in the front window of 822 E 6th St #200, Tulsa, OK 74120. Also, in the front window on January 11, 2022 at 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 and tulsaccd.org.

2. Roll Call

Tom Tolbert
Michael Patton
Gabriael Parker

3. Public Comments

None

4. Discussion of Urban Conservation Area

None

5. Approval of Minutes from the December 9, 2021 Regular Meeting

After a brief discussion Michael Patton made a motion to approve the minutes from the December 9, 2021 Regular Meeting. Chrissy Parker 2nd the motion. Ayes: Michael Patton, Chrissy Parker, Tom Tolbert. Nays: None. The motion carries.

6. Approval of Financial Committee Report for Period Ending December 31, 2021

A. Discussion of Payroll and Tax Issues of the District

Gabriel Parker said the auditor had emailed her about our payroll issues. She explained to the auditor why we are having issues because of the locally earned funds (LEF). Up until a few years ago, we did not know that there are taxes associated with raises given by LEF. Unfortunately, over the past twenty or so years, when TCCD requested funding for staff support, the board never requested the additional amount to cover taxes. That meant those payroll taxes were being covered by TCCD operating funds. Slowly over time, it ate into what we had to spend on other things. She did a breakdown of all taxes paid by the employee, OCC, and Locally Earned Funds. She also provided the difference in what we have requested and what should have been requested. She sent the same breakdown to the auditor as well.

Tom Tolbert suggested we separate the LEF checks from OCC reimbursable funds to keep track of each source and the taxes to be paid with each. Gabriel suggested we suspend the \$3.00 from LEF until we can get back on track again. She does not know how long that will take, but we need to make sure this does not happen going forward. The late paychecks are approximately equal to the amounts accumulated from the LEF and the associated taxes over several years. For example, one year we were not able to request funding from the foundation and that year we needed to request \$7730. That was \$7730 that came out of the districts operating budget that was not reimbursed by anyone. Gabriel said going forward, we need to work on ways to get money coming into the foundation to pay her LEF. She said she was okay with suspending the LEF until we can get back on track.

The board said they did not like this very much, but realize we need to correct this situation. Michael Patton made a motion to approve separating the OCC reimbursable funds and the locally earned funds from Gabriel Parker's paychecks, suspending the \$3.00 from her monthly pay. As well as the financial committee's report for period ending December 31, 2021. Chrissy Parker 2nd the motion. . Chrissy Parker 2nd the motion. Michael Patton, Chrissy Parker, Tom Tolbert. Nays: None. The motion carries.

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

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

Matt Ward Entered the Meeting at 12:38 PM

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

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
January 2022
District Conservationist Report**

CTA - Continue with CTA planning as requested / Receipt of service – letter of intent is being implemented in the Team and zone as needed

EQIP- Bulletin released giving deadlines for EQIP funding pools

- January 7th – application deadline
- March 11th ranking and screening deadline
- March 18th Preapproved deadline
- April 22nd Obligation deadline

There will be a one-week pre-deadline for Team 17 for Screenings and obligations

CSP/CSP-GCI – FY 2022

March 31, 2022 Tentative application deadline for FY22

GCI applications in the Team were completed before the 12/30 deadline

- Mayes – 1 Contract @\$1,260
- Muskogee – 7 Contracts @ \$25,625
- Wagoner – 2 Contracts @ \$13,830
- CSP renewals obligated:
- Muskogee – 5 Contracts @ \$117,318
- Okmulgee – 1 Contract @ \$ 7,508
- Wagoner – 8 Contracts @ \$533,381

State Cost

Share Program – Working on plans & check outs as requested

Staffing - We currently have three GS-11 or higher planners across the six counties in Team 17 – adjustments being made

- Nate Williams in Okmulgee resigned
- Rishell Bowler still on detail
- Chris on detail for no less than 60 days to SO

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

Matt Ward said he wanted to come and introduce himself to the board. He told the board that he is the Acting Team 17 District Conservationist while Christopher Best is on detail

in Stillwater. Chris should be back from detail in early March. He discussed some of the changes that are going to happen in the coming weeks. His focus is communication between NRCS staff, partnering agencies and producers. He went on discuss programs and program details. The board talked to Matt about having NRCS come out to the property the district just acquired from American Land to do an ecological assessment. Matt said it was possible to have that done. He said they were busy now with EQIP and CSP, but he could get the assessment by March 1st. Tom said that would be great. Michael Patton made a motion to accept the District Conservationist Agency Reports for January 2022. Chrissy Patton 2nd the motion. Ayes: Michael Patton, Chrissy Parker, Tom Tolbert. Nays: None. The motion carries.

Matt Ward Exited the Meeting at 12:46 PM

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

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

Julie Monnot Entered the Meeting at 12:50 PM

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

Gabriel Parker said she had a busy month. She had several Yard-by-Yard certifications with Cheryl. She finally able to present the Yard-by-Yard program to the Oklahoma Native Plant Society. There was about 25-30 people in the basement of the Tulsa Garden Center. She was very nervous about speaking in front on people, but she thought she had done a great job. She was asked to do a 30-minute presentation and did not think she would be able to talk that long, but that too worked out perfectly. Even better she got about five new yards to certify. She was very happy about that.

She had a very productive meeting with Cheryl and Christa Askins, Tulsa chapter of the Sierra Club, about doing a pilot pollinator program within the Yard-by-Yard project. The idea is providing mini grants to people who are interested in establishing a pollinator garden, but either don't know how to start or lack money to start. We also talked about starting a seed swap program. We are in the initial stages of the programs, but continue to work on getting them up and running.

She attended the Soil Health Field Day in Afton, OK for the OACD CARE Grant. Gabriel said this was the second time she has been to this property in Afton. This was an outreach event for the CARE Champions. She will have one for the Tulsa Champion when he completes his practice. It was a very nice event.

Gabriel said she was unable to a bug collection with Candice in August due to creek levels being very low. However, she was able to do some QA with her in Owasso. She will do a bug collection in February if there is some moisture between now and then.

Gabriel said she was in tax form mode right now, so that is what she has been focusing on for the month of January. No further action needed to be taken at this time.

Jana Black Entered the Meeting at 1:04 PM

11. Discussion and Approval of 2022 OACD Dues

After a brief discussion, Julie Monnot made a motion to approve paying the 2022 OACD Dues. Jana Black 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Julie Monnot, Tom Tolbert. Nays: None. The motion carries.

12. Discussion of Planning a Resource Management Conference

Gabriel Parker said we had the initial RMC planning Meeting on the 6th. She only sent the request to meet to Tom Tolbert, Julie Monnot and Michael Patton to get a direction and things to work on. Gabriel said it was a good first meeting. We have a direction and possible dates. We decided on either September 14th or September 15th, depending on if the HBA is available. Gabriel said she has it on her list to email the HBA about the dates and event space. Julie said she and Gabriel can put together a task list to get some things going. Gabriel said she has information on past RMC's that she can email everyone. She also said she will set up another RMC meeting with everyone in the invite. No further action needed to be taken at this time.

13. Discussion and Update TCCD Leave and Other Policies

Gabriel Parker said the leave policy the board approved last month and sent to OCC was not specific enough. She rewrote the policy with the template OCC provided. The board reviewed the updated version. Chrissy Parker made a motion to approve the leave policy as presented. Michael Patton 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Julie Monnot, Tom Tolbert. Nays: None. The motion carries.

14. Cost Share Program Year 24

A. Program Year 24 Ranking Update

Gabriel Parker said when we reviewed and approved program year 24 rankings system she failed to add the Seasonal High Tunnel practice the ranking. She updated it and presented it in the packet. The board said it looked good. No further action needed to be taken at this time.

B. Set a New Application Period

After a brief discussion, Machel Patton made a motion to set a new application period from January 10, 2022 to February 7, 2022. Julie Monnot 2nd the motion. Ayes: Jana Black, Michael Patton, Chrissy Parker, Julie Monnot, Tom Tolbert. Nays: None. The motion carries.

15. New Business

None

16. Adjourn:

Meeting Adjourned at 1:47 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 1:00 PM on Wednesday February 9, 2022 located in the conference room at 822 E 6th St #200, Tulsa, OK 74120

10:44 AM
01/06/22
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
July through December 2021

	<u>Jul - Dec 21</u>
Income	
Administrative Income	293.34
Interest Income	0.31
OCC Director Election Reimburse	526.16
OCC General Exp Reimbursements	2,517.47
OCC Salary Reimbursements	<u>22,964.32</u>
Total Income	26,301.60
Expense	
Administrative Expense	670.88
Advertising and Promotion	86.10
Employee Benefits	2,455.74
Membership Fees	100.00
Office Supplies	196.93
Payroll	9,721.99
Payroll Tax	7,278.44
Postage	67.58
Registration Fees	70.00
Travel	<u>809.43</u>
Total Expense	<u>21,257.09</u>
Net Income	<u><u>5,044.51</u></u>

10:42 AM
01/06/22
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
December 2021

	<u>Dec 21</u>
Income	
Interest Income	0.06
OCC General Exp Reimbursements	272.27
OCC Salary Reimbursements	<u>2,870.54</u>
Total Income	3,142.87
Expense	
Employee Benefits	409.29
Office Supplies	56.97
Payroll Tax	<u>979.49</u>
Total Expense	<u>1,445.75</u>
Net Income	<u><u>1,697.12</u></u>

12:40 PM
 01/06/22
 Accrual Basis

Tulsa County Conservastion District
General Ledger
As of December 31, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Arvest Checking 6407							4,068.93	
Operating Acct - 6407							0.00	
Total Operating Acct - 6407							0.00	
Arvest Checking 6407 - Other							4,068.93	
Check	12/9/2021	8851	OCC	November 2021 Precl...	Employee Benefits	-409.29	3,659.64	
Check	12/10/2021		IRS	941 Tax Payment for ...	Payroll Tax	-852.49	2,807.15	
Check	12/15/2021		OK Tax Comm...	November 2021 Pay...	Payroll Tax	-127.00	2,680.15	
Check	12/21/2021		Office Depot	Calendar Purchased I...	Office Supplies	-56.97	2,623.18	
Deposit	12/29/2021		OCC	November Salary Rel...	OCC Salary Reim...	2,870.54	5,493.72	
Deposit	12/29/2021		OCC	November & Decemb...	OCC General Exp...	272.27	5,765.99	
Deposit	12/31/2021		Arvest	Interest Payment	Interest Income	0.06	5,766.05	
Total Arvest Checking 6407 - Other							1,697.12	5,766.05
Total Arvest Checking 6407							1,697.12	5,766.05
Arvest Special Projects 6410								83.86

2021 Federal Payroll Taxes

Gabriel Parker

	Employee	Employer
Social Security (FICA)@ 6.2%	\$142.48	\$142.48
Medicare @ 1.45%	\$33.32	\$33.32
Federal Withholding	\$350.00	
Total Each Month	\$525.80	\$175.80
Total Federal Tax Payment	\$701.60	\$175.80

The Commission reimburses gross salary, excess benefit allowance and the FICA and Medicare on the excess benefit allowance and reimbursable salary.

Reimbursable (Line 20 of Payroll Worksheet)

	Jan-Apr 2021	May-Dec 2021
Gross Salary	\$2,508.50	\$2,681.50
Excess Benefit	\$0.00	\$0.00
Employer FICA	\$33.32	\$35.83
Employer Medicare	\$142.48	\$153.21
	\$2,684.30	\$2,870.54

What the District Pays each month	Per Hour	Per Month	Tax Per Year	Amount Requested	Difference
				April 2021	
Locally Earned Funds	\$3.00	\$519.00	\$6,228.00		
Employer FICA	\$0.19	\$32.18	\$386.16		
Employer Medicare	\$0.04	\$7.53	\$90.36		
Employer Share of Retirement @ 16.5%	\$0.50	\$85.64	\$1,027.68		
	\$3.73	\$644.35	\$7,732.20	\$3,500.00	-\$4,232.20
173 = Number of hours worked in a month	2073 = Number of hours work in a year	\$519.00*12= \$6228	\$6228+1513.29= 7732.2		

For every \$1.00 we give to staff out of locally earned funds, it cost the district about \$1.23. So in the past, when we asked for locally earned funds, we did not ask for the ~.23 to help cover the costs of federal taxes. We determined for \$3.00, it costs the district .73 per hour. Over a 12 month period, that comes to \$1513.00 per year.

Suggested Total
Locally Earned
Funds Requested
\$7732

2020 Federal Payroll Taxes

Gabriel Parker

	Employee	Employer
Social Security (FICA)@ 6.2%	\$126.61	\$126.61
Medicare @ 1.45%	\$29.61	\$29.61
Federal Withholding	\$350.00	
Total Each Month	\$506.22	\$156.22
Total Federal Tax Payment	\$662.44	\$156.22

The Commission reimburses gross salary, excess benefit allowance and the FICA and Medicare on the excess benefit allowance and reimbursable salary.

Reimbursable (Line 20 of Payroll Worksheet)

	Jan-June 2020	Jul-Dec 2020
Gross Salary	\$2,162.50	\$2,508.50
Excess Benefit	\$0.00	\$0.00
Employer FICA	\$29.61	\$34.63
Employer Medicare	\$126.61	\$148.06
	<u>\$2,318.72</u>	<u>\$2,691.19</u>

What the District Pays each month

	Per Hour	Per Month	Tax Per Year	Amount Requested	Difference
Locally Earned Funds	\$3.00	\$519.00	\$6,228.00		
Employer FICA	\$0.19	\$32.18	\$386.16		
Employer Medicare	\$0.04	\$7.53	\$90.36		
Employer Share of Retirement @ 16.5%	\$0.50	\$85.64	\$1,027.68		
	<u>\$3.73</u>	<u>\$644.35</u>	<u>\$7,732.20</u>	<u>\$0.00</u>	<u>-\$7,732.20</u>

173 = Number of hours worked in a month 2073 = Number of hours work in a year

For every \$1.00 we give to staff out of locally earned funds, it cost the district about \$1.23. So **Suggested Total** in the past, when we asked for locally earned funds, we did not ask for the ~.23 to help cover **Locally Earned** the costs of federal taxes. We determined for \$3.00, it costs the district .73 per hour. Over a 12 **Funds Requested** month period, that comes to \$1513.00 per year. **\$7732**

2019 Federal Payroll Taxes

Gabriel Parker

	Employee	Employer
Social Security (FICA)@ 6.2%	\$120.35	\$120.35
Medicare @ 1.45%	\$28.15	\$28.15
Federal Withholding	\$375.00	
Total Each Month	\$523.50	\$148.50
Total Federal Tax Payment	\$672.00	\$148.50

The Commission reimburses gross salary, excess benefit allowance and the FICA and Medicare on the excess benefit allowance and reimbursable salary.

Reimbursable (Line 20 of Payroll Worksheet)

	Jan-June 2019	Jul-Dec 2019
Gross Salary	\$1,989.50	\$1,989.50
Excess Benefit	\$0.00	\$0.00
Employer FICA	\$28.15	\$0.00
Employer Medicare	\$120.35	\$0.00
	\$2,138.00	\$1,989.50

What the District Pays each month	Per Hour	Per Month	Tax Per Year	Amount Requested June 2020	Difference
Locally Earned Funds	\$3.00	\$519.00	\$6,228.00		
Employer FICA	\$0.19	\$32.18	\$386.16		
Employer Medicare	\$0.04	\$7.53	\$90.36		
Employer Share of Retirement @ 16.5%	\$0.50	\$85.64	\$1,027.68		
	\$3.73	\$644.35	\$7,732.20	\$7,730.00	-\$2.20

173 = Number of hours worked in a month 2073 = Number of hours work in a year

For every \$1.00 we give to staff out of locally earned funds, it cost the district about \$1.23. So in the past, when we asked for locally earned funds, we did not ask for the ~.23 to help cover the costs of federal taxes. We determined for \$3.00, it costs the district .73 per hour. Over a 12 month period, that comes to \$1513.00 per year.

Suggested Total
Locally Earned
Funds Requested
\$7732

2018 Federal Payroll Taxes

Gabriel Parker

	Employee	Employer
Social Security (FICA) @ 6.2%	\$122.22	\$122.22
Medicare @ 1.45%	\$28.59	\$28.59
Federal Withholding	\$340.00	
Total Each Month	\$490.81	\$150.81
Total Federal Tax Payment	\$641.62	\$150.81

The Commission reimburses gross salary, excess benefit allowance and the FICA and Medicare on the excess benefit allowance and reimbursable salary.

Reimbursable (Line 20 of Payroll Worksheet)

	Jan - June 2018	Jul - Dec 2018
Gross Salary	\$1,816.50	\$1,989.50
Excess Benefit	\$0.00	\$0.00
Employer FICA	\$111.52	\$122.24
Employer Medicare	\$26.08	\$28.59
	<u>\$1,954.10</u>	<u>\$2,140.33</u>

What the District Pays each month	Per Hour	Per Month	Tax Per Year	Amount Requested	Difference
Locally Earned Funds	\$3.00	\$519.00	\$6,228.00	December & February	
Employer FICA	\$0.19	\$32.18	\$386.16		
Employer Medicare	\$0.04	\$7.53	\$90.36		
Employer Share of Retirement @ 16.5%	\$0.50	\$85.64	\$1,027.68		
	<u>\$3.73</u>	<u>\$644.35</u>	<u>\$7,732.20</u>	\$3,950.00	-\$3,782.20

173 = Number of hours worked in a month
 2073 = Number of hours work in a year

For every \$1.00 we give to staff out of locally earned funds, it cost the district about \$1.23. So in the past, when we asked for locally earned funds, we did not ask for the ~.23 to help cover the costs of federal taxes. We determined for \$3.00, it costs the district .73 per hour. Over a 12 month period, that comes to \$1513.00 per year.

Suggested Total
Locally Earned
Funds Requested
\$7732

2017 Federal Payroll Taxes

Gabriel Parker

	Employee	Employer
Social Security (FICA)@ 6.2%	\$122.22	\$122.22
Medicare @ 1.45%	\$28.59	\$28.59
Federal Withholding	\$340.00	
Total Each Month	\$490.81	\$150.81
Total Federal Tax Payment	\$641.62	\$150.81

The Commission reimburses gross salary, excess benefit allowance and the FICA and Medicare on the excess benefit allowance and reimbursable salary.

Reimbursable (Line 20 of Payroll Worksheet)

	Jan - June 2018	Jul - Dec 2018
Gross Salary	\$1,816.50	\$1,989.50
Excess Benefit	\$0.00	\$0.00
Employer FICA	\$111.52	\$122.24
Employer Medicare	\$26.08	\$28.59
	<u>\$1,954.10</u>	<u>\$2,140.33</u>

What the District Pays each month

	Jan-Jun Per Hour	Per Month	Per 6 Months w/Tax	Jul-Dec Per Hour	Per Month	Per 6 Months	Tax Per Year
Locally Earned Funds	\$2.50	\$432.50	\$2,595.00	\$3.00	\$519.00	\$3,114.00	
Employer FICA	\$0.16	\$26.80	\$160.80	\$0.19	\$32.18	\$193.08	\$353.88
Employer Medicare	\$0.04	\$6.27	\$37.62	\$0.04	\$7.53	\$45.18	\$82.80
Employer Share of Retirement @ 16.5%	\$0.41	\$70.93	\$425.58	\$0.50	\$85.64	\$513.84	\$939.42
	<u>\$3.11</u>	<u>\$536.50</u>	<u>\$3,219.00</u>	<u>\$3.73</u>	<u>\$644.35</u>	<u>\$3,866.10</u>	<u>\$1,376.10</u>

173 = Number of hours worked in a month
2073 = Number of hours work in a year

Should Have Requested	Amount Requested July	Difference
\$7,085.10	\$5,200.08	-\$1,885.02

For every \$1.00 we give to staff out of locally earned funds, it cost the district about \$1.23. So in the past, when we asked for locally earned funds, we did not ask for the ~.23 to help cover the costs of federal taxes. We determined for \$3.00, it costs the district .73 per hour. Over a 12 month period, that comes to \$1513.00 per year.

Suggested Total
Locally Earned
Funds Requested
\$7085.10



P O BOX 1670
LOWELL AR 72745

Statement Ending 12/31/2021

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

ADDRESS SERVICE REQUESTED

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

Managing Your Accounts

-  24-HOUR ACCOUNT INFO (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		\$50.03
Total Current Value		\$50.03

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
12/01/2021	Beginning Balance	\$50.03
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
12/31/2021	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
11/30/2021	\$50.03



P O BOX 1670
LOWELL AR 72745

Statement Ending 12/31/2021

TULSA AREA CONSERVATION





Page 1 of 2

Customer Number: .

ADDRESS SERVICE REQUESTED

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

Managing Your Accounts

-  24-HOUR ACCOUNT INFO (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		\$5,097.62
Total Current Value		\$5,097.62

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
12/01/2021	Beginning Balance	\$5,097.49
	1 Credit(s) This Period	\$0.13
	0 Debit(s) This Period	\$0.00
12/31/2021	Ending Balance	\$5,097.62

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.13
Interest Paid Year-to-Date	\$0.49
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
12/31/2021	INTEREST PMT	\$0.13

Daily Balances

Date	Amount	Date	Amount
11/30/2021	\$5,097.49	12/31/2021	\$5,097.62

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
January 2022
District Conservationist Report**

CTA - Continue with CTA planning as requested / Receipt of service – letter of intent is being implemented in the Team and zone as needed

EQIP Bulletin released giving deadlines for EQIP funding pools

- January 7th – application deadline
- March 11th ranking and screening deadline
- March 18th Preapproved deadline
- April 22nd Obligation deadline

There will be a one-week pre-deadline for Team 17 for Screenings and obligations

CSP/CSP-GCI – FY 2022

March 31, 2022 Tentative application deadline for FY22

GCI applications in the Team were completed before the 12/30 deadline

- Mayes – 1 Contract @\$1,260
- Muskogee – 7 Contracts @ \$25,625
- Wagoner – 2 Contracts @ \$13,830

CSP renewals obligated:

- Muskogee – 5 Contracts @ \$117,318
- Okmulgee – 1 Contract @ \$ 7,508
- Wagoner – 8 Contracts @ \$533,381

**State Cost Share
Program –**

Working on plans & check outs as requested

Staffing

We currently have three GS-11 or higher planners across the six counties in Team 17 – adjustments being made

- Nate Williams in Okmulgee resigned
- Rishell Bowler still on detail
- Chris on detail for no less than 60 days to SO

Other –

- FPAC Staffing Guidance for COVID-19 office staffing 75%
- All outreach events must be approved by State office.
- Mask are always required when in the office no exception
- WRE – Jan. 7 application deadline for FY22 funding

Tulsa County

Conservation District:

December-21

Month & Year

Day of Month

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Conservation Planning	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Customer service toolkit data entry																							C	C							
Conservation plan maintenance																							H	H							
Assemble plan components																							R	R							N
Conducts on-site inspections																							I	I							E
Provide practice check out services																							S	S							W
Development of plan and soil maps																							T	T							
Other:																							M	M							
Outreach for Farm Bill Programs																															
News Article Development																							A	A							Y
Outreach Activities		X	X			X	X					X											S	S							E
Assist with monthly outreach report		X	X			X	X					X																			A
Public presentations						X																	H	H							R
Success stories																							O	O							S
Earth Team volunteer program																							L	L							
Assist with statewide media																							U	U							E
Other: BT, Website, YbY,		X	X				X						X	X	X							X	X	X	I	I		X	X	V	
Other Cont: CARE Activities,		X	X				X						X	X	X								D	D							E
Other Cont:																							A	A							
Administrative Assistance for Farm Bill Programs																															
Filing	X	X	X			X	X	X	X	X			X	X	X	X	X					X	X	X	Y	Y			X	X	X
Updating General Manual and FOTG																															
Receptionist/Teleworking	X	X	X			X	X	X	X	X			X	X	X	X	X					X	X	X	O	O			X	X	X
General office correspondence	X	X	X			X	X	X	X	X			X	X	X	X	X					X	X	X	F	F			X	X	X
Record of meeting minutes	X								X														F	F	F						F
Maintain office schedules	X	X	X			X	X	X	X	X			X	X	X	X	X					X	X	X	I	I			X	X	X
Maintain ledgers	X	X	X			X	X	X	X	X			X	X	X	X	X					X	X	X	C	C			X	X	X
Other: M/T Bd mtg/Prep/min. Tax&Fin. ●CC Trng	X	X	X			X	X	X	X	X			X	X	X	X	X					X	X	X	E	E			X	X	X
Other Cont: Mail, M/T Fin, Cks, Shred, Min. CARE	X	X	X			X	X	X	X	X			X	X	X	X	X					X	X	X					X	X	X
Other Cont: MCCD Audit, Poultry Lic, YE Taxes									X				X									X	X						X	X	
Farm Bill Contracting																															
Explain and promote farm bill programs																															
Local work group coordination		X	X			X	X					X		X								X	X	C	C						C
Complete program applications														X	X								L	L							L
Program application rankings																							O	O							O
Compile and file applications																							S	S							S
Prepare and mail form letters																							E	E							E
Plan and contract development																							D	D							D
Provide technical assistance																															
Update and maintain LTP-003																															
Other Farm Bill Activities:																															
State Cost Share Program Year 23 M/TCCD															X	X					X	X	X					X	X	X	
Team Mtgs. M/TCCD CSPY 24						X							X	X								X						X			

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: **40 hours**

I certify that the above items as marked have been accomplished according to the terms of this agreement and meet with my full satisfaction:

C. J. Smith 1/12/2022
 Conservation District Board Representative (Signature & Date)

Matt Ward 2/11/22
 NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

December 2021



Meetings:

12/01/2021 MCCD Board Meeting
 12/02/2021 Sustainable Tulsa Meeting (Did not Attend)
 12/07/2021 Zone Meeting (Did not Attend)
 12/09/2021 TCCD Board Meeting
 12/15/2021 OCC District Training: End-of-the-Year Tax Prep (Attended)
 12/16/2021 OCC District Training: End-of-the-Year Tax Prep
 12/27/2021 Yard by Yard Meeting w/ Cheryl & Christa Askins

Special Events:

12/06/2021 Yard by Yard Presentation @ the Garden Center w/ OK Native Plant Society
 12/07/2021 CARE Project Soil Health Field Day in Afton, OK
 12/14/2021 Blue Thumb QA w/ Candice

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

Upcoming Meetings:

01/03/2022 Team 17 Staff Meeting
 01/05/2022 MCCD Board Meeting
 01/06/2022 RMC Planning Meeting
 01/12/2022 TCCD Board Meeting
 01/10/2022 Team 17 Staff Meeting
 01/24/2022 Team 17 Staff Meeting
 01/31/2022 Team 17 Staff Meeting
 01/25 & 1/27/2022 OCC District Training: Poultry Litter Transfer Program

Up Coming Events:

01/07/2022 Yard by Yard Certifications approx. five
 12/07/2021 OACD Care Soil Health Field Day in Ottawa County

Upcoming Deadlines:

01/07/2022 EQIP Sign-up Deadline for Applications

Upcoming Holidays:

01/17/2022 Martin Luther King Jr. Day – Office Closed

Side Notes:

Work Duties Performed:

- | | |
|-----------------------------------|----------------------------------|
| ❖ Answer Calls | ❖ OCC District Trainings |
| ❖ Email Correspondences | ❖ Teleworking |
| ❖ Bill Pay/Financials | ❖ Teleconference Meetings |
| ❖ TCCD/MCCD File Organization | ❖ MCCD Financials/RCB Bank |
| ❖ TCCD/MCCD Office Mail | ❖ Check/Paperwork Signatures |
| ❖ Office Scanning | ❖ End of the Year Tax Prep |
| ❖ TCCD/MCCD Meeting Minutes | ❖ M/TCCD Cost Share Program 24 |
| ❖ MCCD Cost Share Program Year 23 | ❖ OACD CARE Project |
| ❖ Yard by Yard Activities | ❖ EQIP Application Paperwork |
| ❖ TCCD Payroll/Taxes | ❖ Yard by Yard Presentation Prep |
| ❖ CARE Project Activates | ❖ Poultry Litter License PPWK |
| ❖ Website Updates | |

LOCAL
LEADERSHIP
GLOBAL
IMPACT



Dues Invoice

TO: ALL CONSERVATION DISTRICTS

DATE: 01/05/22

Total Due:

\$400.00

Issue Date:

January 5, 2022

DESCRIPTION	PRICE		AMOUNT
2022 Annual Membership Dues	\$400.00	1	\$400.00

You may also pay your dues on a quarterly basis of \$100/per quarter

GRAND TOTAL

\$400.00

Tulsa County Conservation District

Time & Leave Policy

January 2022

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 **text, phone, email, etc.**, no less than six hours in advance.

Notification of at least one of the following: Supervisor/Chair/Vice-chair

If it is not possible to meet the six notification, an employee is **REQUIRED** to notify **Chair and or Vice Chair** 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, POC 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 supervisor/Chair/Vice-chair 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 supervisor/Chair/Vice-chair 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 / 1.5hr
ie. District Manager	X			X			X			X	X	
ie. Equip. Manager	X				X	X			X			X
ie. District Secretary	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 supervisor/Chair/Vice-chair on any work week adjustments that are needed.

Working overtime without prior approval shall necessitate supervisor/Chair/Vice-chair’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 supervisor/Chair/Vice-chair 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 supervisor/Chair/Vice-chair should be notified as soon as possible.

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

The supervisor/Chair/Vice-chair 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. Including State Holidays.

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:

Chair: Tom Tolbert (918) 439-6716

Vice-Chair: Jana Black (918) 906-8636

[Can list the name and contact information for anyone else the Board wants notified here]

Signatures.

Time & Leave policy was reviewed and discussed on January 12, 2022

District Chair

District Vice-Chair

Employee

Tulsa County Conservation District

Cost Share Program Year 24 Ranking

Participant Name: _____

Application Date: _____

Application Number: _____

Total Score: _____

Priority Level & Practice Name

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

High Priority: (315) Herbaceous Weed Control, (327) Conservation Cover, (393) Filter Strip, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (561) Heavy Use Area Protection, (550) Range Planting, (590) Nutrient Management, (614) Watering Facility, (642) Water Well, (325) High Tunnel

Medium Priority:

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

Low Priority:

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

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

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

Inadequate Water Source

Water Wells, Ponds, and Water Facility, Filter Strip

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

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

Plant Productivity and Health

1. Will producer be willing to install a season high tunnel on an existing garden to extend the growing season and reduce the potential for wind, frost, and pest damage?
- A. Yes 20 Points B. No 0 Points

Degraded Plant Condition

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

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