

AGENDA
Board of Directors Regular In-Person Meeting
Tulsa County Conservation District
August 10, 2022 – 1:00 PM
822 E 6th St #200, Tulsa, OK 74120

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

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Discussion of Urban Conservation Area
5. Approval of Minutes from the July 13, 2022, Regular Meeting
6. Approval of Financial Committee Report for Period Ending July 13th, 2022
7. Review of TACF Financials for Period Ending July 31st, 2022
8. Discussion and Acceptance of District Conservationist Agency Report August 2022
9. Discussion and Approval of the NRCS Farm Bill Performance Worksheet for July 2022
10. Discussion of the TCCD Monthly Activities and Outreach Report for July 2022
11. Discussion and Approval of Rescheduling September 14th, 2022 Board Meeting
12. Discussion of and Approval of FY – 2022 Annual Report
13. Discussion and Approval of Local Operational Agreement
14. Discussion and Approval of Adding Julie Monnot, Chrissy Parker, and Michael Patton Signatories to the Arvest Bank Accounts
15. Discussion of TACF Board of Directors
16. Discussion Resource Management Conference
17. Guide No 5 – Sexual Harassment
18. New Business:
19. 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 To Be Determined at 1:00 PM
822 E 6th St #200, Tulsa, OK 74120

This Meeting is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the County Clerk's Office. The agenda for this meeting was posted on [August 9, 2022](#) in the following location:

822 E 6th St #200

Tulsa, OK 74120

6660 S. Sheridan Rd. Suite 120

Tulsa, OK 74133

and

tulsaccd.org



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

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **August 10, 2022** were approved as written by a vote in the **Special Meeting** of the Board of Directors held **September 27, 2022**



Chair, Board of Directors



Date

Attest:



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

Date: August 10th, 2022
Time: 1:00 PM

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

Members Absent: Tom Tolbert, Chairman
Chrissy Parker, Member

Others Present: Gabriael Parker, District Secretary

1. Meeting Called to Order:

Vice Chairwoman, Julie Monnot called the meeting to order at 1:12 PM. He noted this was a regular meeting and held in compliance with the Open Meeting Act. Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on August 9th, 2022, in the front window of 822 E 6th St #200, Tulsa, OK 74120. August 9th, in the front window of 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 and tulsaccd.org.

2. Roll Call

Jana Black
Michael Patton
Julie Monnot
Gabriael Parker

3. Public Comments

None

4. Discussion of Urban Conservation Area

The board did not have any updates. No further action needed to be taken at this time.

5. Approval of Minutes from the July 13, 2022, Regular Meeting

After a brief discussion, and finding no changes, Michael Patton made a motion to approve the minutes from the July 13th, 2022, Regular Meeting. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.

6. Approval of Financial Committee Report for Period Ending July 31st, 2022

Gabriel Parker said she emailed the July financials to the whole board on August 5th. The board said they could not find the email and decided to table the financials until the next meeting. No further action needed to be taken at this time.

7. Review of TACF Financials for Period Ending July 31st, 2022

The board reviewed the financials for TACF for the period ending July 31st, 2022. No further action needed to be taken at this time.

8. Discussion and Acceptance of District Conservationist Agency Report August 2022

Gabriel Parker said she asked Cleon Bradford, who is the Acting DC right now, if he was going to be able to make it to the meeting today. He told her he may or may not be able to attend. She said she tried to call him on her way here, but he did not answer. Gabriel said that he messaged her via Teams and told her he was not going to be able to make it.

Michael Patton asked if we could send them something in writing regarding NRCS reports being on the agenda, but they have not been at our meetings for several months. He said he would like to have someone here, whether it be Zoom or phone, to give more details on their reports and to answer questions. Should they have any. Gabriel said she can draft a letter to NRCS on behalf of the board. Gabriel said she would draft a letter and would send it to them for review and approval before she sent it to the NRCS state office.

The board decided to table the District Conservationist Report for August until next month until an NRCS representative will be available to discuss it. No further action needed to be taken at this time.

9. Discussion and Approval of the NRCS Farm Bill Performance Worksheet for July 2022

After a brief discussion, Jana Black made a motion to approve the NRCS Farm Bill Performance Worksheet July 2022. Michael Patton 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.

10. Discussion of the TCCD Monthly Activities and Outreach Report for August 2022

August Meetings:

08/01/2022	RMC Planning Meeting
08/03/2022	MCCD Board Meeting
08/08/2022	Monarch's on the Mountain Meeting (Cannot Attend)
08/08/2022	RMC Planning Meeting
08/10/2022	TCCD Board Meeting
08/15/2022	Yard by Yard Meeting with Jack Titchener
08/22/2022	Monarch's on the Mountain Meeting (Cannot Attend)
08/25/2022	Crow Creek Committee Meeting
08/31/2022	Fred Creek Monitoring

Special Events:

09/13/2022	Wagoner OACD Champion Field Day
09/17/2022	Fred Creek Bug Collections w/ Candice
09/20/2022	Tulsa OACD Champion Field Day

Holidays:

None

September Meetings:

09/06/2022	MCCD Board Meeting
09/05/2022	Monarch's on the Mountain Meeting
09/14/2022	TCCD Board Meeting (Need to Reschedule)
09/12/2022	Monarch's on the Mountain Meeting
09/19/2022	Prescribed Burn Workshop in Tahlequah, OK

September Events:

09/14/2022	RMC @ HBA
09/17/2022	Monarch's on the Mountain
09/19/2022	Prescribed Burn Workshop

Gabriel Parker went over the outreach events and meetings for August as of this meeting. She said, the RMC planning meetings are on Mondays she cannot attend the Monarch's on the Mountain meetings because they are at the same time. She requested the agendas and other related material from the planning meetings.

Gabriel said she wanted to mention the OACD CARE Champion Field Day in Wagoner on Saturday the 13th. Tulsa will have their OACD CARE Champion Field Day on the 20th. If some of the board members could make it, we would love to have the TCCD Board make an appearance. No further action needed to be taken at this time.

11. Discussion and Approval of Rescheduling September 14th, 2022 Board Meeting

Gabriel Parker said we need to reschedule the September 14th, 2022 board meeting because of the Resource Management Conference. The board said they did not have a problem pushing it back to Wednesday September 21st at 1:00PM. Jana Black made a motion to approve rescheduling the September 14th, 2022 Board Meeting to September 21, 2022 at 1:00 PM. Michael Patton 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.

12. Discussion of and Approval of FY – 2022 Annual Report

Michael Patton said he would like us to have the annual report be put on display boards for use throughout the year. He said we should be showcasing what we do throughout the year. He suggested the page with our partners be made bigger. Gabriel Parker said she would explore costs and time frame. Michael said he really liked the annual report.. It looks very well put together. Michael Patton made a motion to approve the FY – 2022 Annual Report. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.

13. Discussion and Approval of Local Operational Agreement

After a brief discussion, Michael Patton made a motion to approve the Local Operational Agreement for FY - 2023. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.

14. Discussion and Approval of Adding Julie Monnot, Chrissy Parker, and Michael Patton Signatories to the Arvest Bank Accounts

After a brief discussion, Michael Patton made a motion to approve adding Julie Monnot, Chrissy Parker, and Michael Patton signatories to the Arvest Bank Accounts. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.

15. Discussion of TACF Board of Directors

Gabriel Parker said she and Tom Tolbert have discussed ways to get more participation from the Foundations. The lack of participation and willingness to communicate and participate in Foundation activities by some members is becoming problematic. Gabriel said Vernon Seaman submitted a resignation letter about a week ago, with the explanation that he is retiring from INCOG and trying to lighten his responsibility. She said the remaining members are Scott VanLoo, John Beasley, Zach Kilburn, and Dana Hamersley. The board is supposed to have seven members. Tom would like to see active and more participation from the Foundation Board. Michael Patton told the board that since the Foundation's sole purpose is to support TCCD, the IRS would prefer TCCD to have minimal influence on their board. He said it was not illegal, but it was ill-advised. The IRS recommends separate members, separate accounts, and separate agendas.

Gabriel said she had tried to contact Dana, but she had not been successful. Julie Monnot said she too has tried to message her on Facebook, with no success. Jana Black said she contacted Katie Plohocky to see if she would be interested and she indicated she would be interested. Gabriel said she has not found any rules against having people from a different county on the Foundation board, unlike the TCCD board.

Michael said, the IRS assumes this is a group that understands what they are doing. They are the financial arm for tax purposes, accepting donations and doing events for the sole purpose of funding education for us. The question becomes, who can do that the best.

The board should not be limited to people we think are nice conservation people. It needs to include people who can help raise money, be at the table, planning the RMC with us. We need to think outside the box. If we are not in charge, how can we make them a functioning board on their own? We need to talk to the chair of the board about adding new members. We cannot simply take over their board. Jana said she had a couple of suggestions for their board, and she could reach out to them again.

Gabriel said she and Tom had discussed how to start that conversation. She suggested that we reach out to the current members and ask if they would like to continue to serve on the board. Julie Monnot said we should draft an official letter asking for their response.

Michael suggested we tell them we really want to have a partner. At this point, the foundation has not been meeting. They are not doing anything. We look at your financials every month, and we want to know how we can help you? We need to ask Dana if she is interested in being chair and if not, can we help find a replacement? Can we help find replacements for other vacancies? Tell us how many you want. Give us an idea of what you want, and we can help fix it. It needs to come from the chair. We cannot come in and tell them we think they are broken, and we are taking over. That is the absolute wrong approach.

The letter should say, we want a good partner, and we want to help you become a better partner. How can we help? We need to have some names for them right off the bat. At this point, we have had little to no communication. So, let's speak. Michael said we need to think outside the box. If we have a bunch of people like us that is not going to help. They need to have some other people like a banker, an accountant, or a lawyer. A corporate marketing person would be great.

Julie said before we start recommending people for their board, we need to figure out who those recommendations are going to be. Michael suggested we come up with a list of people to give to the Foundation board. Each one of us comes up with a few names and present it to their chair. Michael said we are all doing this from the let's protect the water and protect the fish perspective. However, I have found people who like conservation the

most are the people that want to kill the ducks. They want as many ducks as possible, so they can continue to hunt them. Julie gave the example of how the National Parks System was created. It was created by Theodore Roosevelt who was an avid outdoorsman. With that being said, Roosevelt was an outdoorsman killing things.

Julie said now that we have a good plan on how to move forward with the conversation, send Gabrielael the list of names to talk to the foundation about.

No further action needed to be taken at this time

16. Discussion Resource Management Conference

The committee updated the board on registration status and marketing strategies. We have the HBA helping get the information to their members as well as reaching out to nonmembers. The agenda and speakers are being finalized. They decided on Billy Sims for lunch. The committee was working on getting sponsors and vendors. Overall, we are on track to have a good conference. No further action needed to be taken at this time.

17. Guide No 5 – Sexual Harassment

The board reviewed Guide No 5 – Sexual Harassment. No further action needed to be taken at this time.

18. New Business

Jana Black said she spoke to Gabrielael Parker on the phone about the office arrangement. Jana wanted to give the board an update on office arrangements.

Gabriael said NRCS has hired several new employees and they are all going to be housed in the Tulsa office. She was told we were going to have an office flow and staff needs meeting last Thursday with Brandon Bishop. Brandon, she thought, oversees Zone three, which includes Team 17. She was told she needed to be there since she was part of this office.

Several things went wrong with this meeting. Brandon said he was going to be there at 1:30 PM. He did not show up until 3:30 PM. When he finally showed up, it took about 15 minutes for them to go into the conference room. As soon as NRCS staff went into the conference room, somebody came into the office to ask a question related to soil types. Gabrielael said they held that meeting without her. So, she was not able to participate in the discussion.

Julie said you were willing to be in this meeting with NRCS and wanted to be involved. Gabrielael said she was told she needed to be there since she was part of the office. Julie then pointed out that we want them to come to our meetings and they refuse to be present. The meeting was supposed to be about who was going to be where, how things were going to work, like security measures. Gabrielael said they discussed changes related to not

letting people just come in and go wherever they like. Michael asked her if she had talked to them about what they had decided. She said the main thing was making sure they put something up to keep people from freely walking around. He asked if she could review the notes they took. Gabriel said they do not take notes like that. Michael suggested she talk to Cleon about the discussion.

Gabriel gave an overview of the office layout. Michael said he hoped she was happy with the office arrangement but did not think the board had any choice over office space. He said we are just tenants. We cannot complain about space because we are getting it for free.

The board suggested we work with NRCS to get these issues resolved because we are and always have been partners. We need to have a presence in the office. It sounds like there are three or four ways it the relationship is broken, but we need to fix the relationship with NRCS. Gabriel said it starts by establishing a constant line of communication. Jana suggested we hold a staff meeting with all the staff in the Tulsa office. Julie suggested we move our meetings back to the office.

Michael suggested we move our meetings back to the office. Gabriel said we can vote to do that now, but we do have to take a vote. Gabriel said because we must follow the Open Meetings Act, we cannot simply say we changed the location.

Michael Patton made a motion to move the remainder of 2022 regular meeting locations to 6660 S. Sheridan Rd. Suite 120 Tulsa, OK 74133. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries

19. Adjourn:

Michael Patton made a motion to move adjourn the meeting. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries
Adjourned at 2:40 PM

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Next regularly scheduled meeting is 1:00 PM on Wednesday July 13, 2022, located in the conference room at 822 E 6th St #200, Tulsa, OK 74120

11:46 AM
 08/08/22
 Accrual Basis

Tulsa County Conservation District
General Ledger
 As of July 31, 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance
Arvest Checking 6407							5,131.68
Operating Acct - 6407							0.00
Total Operating Acct - 6407							0.00
Arvest Checking 6407 - Other							5,131.68
Check	7/7/2022	8895	OCC	June 2022 Preclaim	Employee Ben...	-354.01	4,777.67
Check	7/11/2022		IRS	941 Tax Payment f...	Payroll Tax	-758.04	4,019.63
Check	7/13/2022		Oklahoma Empl...	2nd Quarter 2022 P...	Payroll Tax	-75.05	3,944.58
Check	7/15/2022		Oklahoma Tax C...	June 2022 Payment	Payroll Tax	-100.00	3,844.58
Check	7/18/2022		Go Daddy Web ...	Domain Renewal	Administrative...	-63.51	3,781.07
Check	7/18/2022	8873	Gabriel S Parker	January 2022 2022 ...	Travel	-111.85	3,669.22
Check	7/18/2022	8874	Gabriel S Parker	January 2022 Maye...	Travel	-70.67	3,598.55
Check	7/18/2022	8891	Gabriel S Parker	March 2022 Mayes ...	Travel	-55.11	3,543.44
Check	7/18/2022	8904	Gabriel S Parker	June 1-15th 2022 P...	Payroll	-920.74	2,622.70
Check	7/18/2022	8905	Gabriel S Parker	June 16-30th 2022 ...	Payroll	-920.74	1,701.96
Deposit	7/20/2022		OCC	Cost-Share Year 2...	OCC Cost-Sh...	6,500.00	8,201.96
Check	7/22/2022	8909	Tulsa Dream Ce...	Event Space Depos...	Outreach Prog...	-100.00	8,101.96
Deposit	7/31/2022		Arvest	Interest Payment	Interest Income	0.10	8,102.06
Total Arvest Checking 6407 - Other							2,970.38
Total Arvest Checking 6407							2,970.38
Arvest Special Projects 6410							88.86
Total Arvest Special Projects 6410							88.86



P O BOX 1670
LOWELL AR 72745

Statement Ending 06/30/2022

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		\$52.03
Total Current Value		\$52.03

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
06/01/2022	Beginning Balance	\$52.03
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
06/30/2022	Ending Balance	\$52.03

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

Daily Balances

Date	Amount
05/31/2022	\$52.03

Team 17 District Conservationist Report

August 3, 2022

Conservation Stewardship Program (CSP) FY22

- Obligation Deadline 8/1/2022
- Total Applications- 136
- Approved Contracts- 11
- Additional Applications Preapproved- 3

Grassland Conservation Reserve Program CRP FY22

Tracts Accepted

- Muskogee- 1
- Okmulgee- 17
- Wagoner- 7

Conservation plans must be developed by September 9, 2022

Environmental Quality Incentive Program (EQIP)

September 1, 2022- On-schedule contracts status reviews to be completed

Local Emphasis Areas (LEA) will not be offered FY23 Program Year.

State Cost Share Program

Staff is actively assisting participants with implementation of conservation practices to meet established District deadlines.

Team 17 New Staff

- Currently in the process of hiring Soil Conservationist Muskogee FO

Outreach Meeting/Other

- CARE Project meeting scheduled for Wagoner County August 13, 2022
- CARE Project meeting scheduled for Tulsa County August 20, 2022.

Local Work Groups- It's time start encouraging our District Partners to schedule Local Work Group meetings.

Watershed Inspections- Need to be completed by December 31, 2022.

TCCD Monthly Outreach and Activities Report August 2022



August Meetings:

08/01/2022	RMC Planning Meeting
08/03/2022	MCCD Board Meeting
08/08/2022	Monarch's on the Mountain Meeting (Cannot Attend)
08/08/2022	RMC Planning Meeting
08/10/2022	TCCD Board Meeting
08/15/2022	Yard by Yard Meeting with Jack Titchener
08/22/2022	Monarch's on the Mountain Meeting (Cannot Attend)
08/25/2022	Crow Creek Committee Meeting
08/31/2022	Fred Creek Monitoring

Special Events:

09/13/2022	Wagoner OACD Champion Field Day
09/17/2022	Fred Creek Bug Collections w/ Candice
09/20/2022	Tulsa OACD Champion Field Day

Holidays:

None

September Meetings:

09/06/2022	MCCD Board Meeting
09/05/2022	Monarch's on the Mountain Meeting
09/14/2022	TCCD Board Meeting (Need to Reschedule)
09/12/2022	Monarch's on the Mountain Meeting
09/19/2022	Prescribed Burn Workshop in Tahlequah, OK

September Events:

09/14/2022	RMC @ HBA
09/17/2022	Monarch's on the Mountain
09/19/2022	Prescribed Burn Workshop

Deadlines:

08/1/2022	CSP Classic Obligation Deadline
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Work Duties Performed:

❖ Answer Calls	❖ CARE Champion Event Planning
❖ Email Correspondences	❖ Teleconference Meetings
❖ Bill Pay/Financials	❖ MCCD Financials/RCB Bank
❖ TCCD/MCCD File Organization	❖ Check/Paperwork Signatures
❖ TCCD/MCCD Office Mail	❖ M/TCCD Cost Share Program 23&24
❖ Office Scanning	❖ RMC Planning Activities
❖ Office Shredding	❖ Earth Month Outreach Planning
❖ TCCD/MCCD Meeting Minutes	❖ Litter Rental Activities
❖ TCCD Payroll/Taxes	❖ OCC Monthly Training
❖ CARE Project Activities	❖ Blue Thumb Monitoring Activities
❖ Website Updates	

Tulsa County
Conservation District

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

(918) 877-9566

Tulsa County Conservation District

Annual Report July 1, 2021 – June 30, 2022

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

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

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

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

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

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

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

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

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

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

Tulsa County Conservation District Board of Directors

- Tom Tolbert – Chairman
- Jana Black – Vice-Chair
- Michael Patton – Treasurer
- Chrissy Parker – Member
- Julie Monnot – Member

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

Our office is open to the public between 8:00 a.m. to 4:30 p.m. Monday- Friday.

TULSA
COUNTY
CONSERVATION
DISTRICT

Oklahoma Conservation Cost Share Program

The conservation district administers the Oklahoma Conservation Cost Share Program for Tulsa County. This past year the district received \$40,300 for CSPY 23 and 24. The Board approved a total of eight applications for the cost share program years 23 and 24. TCCD also completed CSPY 22, with two projects completed, and 73% of \$15,000 allocated. The remaining funds did not roll over to CSPY 23.

The Oklahoma Legislature established the program in 1998. It is an annual program requiring funding from the legislature. The conservation district board obtains input from citizens to determine which conservation practices will be included in the program each year. In CSPY 23 and 24, the District approved all possible conservation practices included, but not limited to: Brush management, herbaceous weed control, critical area planting, diversions, ponds, fencing, grade stabilization structures, grassed waterways, heavy use area protection, pasture and hay planting, pipeline, pumping plant, range planting, nutrient management, pest management, terrace, watering facility, and water wells.

Emergency Watershed Program

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

Providing Education Materials and Services to Producers in the District

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



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



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



Livestock watering facility built with Conservation Cost Share Program.

Outreach and Education

The district carries out a variety of conservation education activities during the year. Between July 2021 and June 2022, the district was only able to hold or participate in conservation education activities a few times due to the Covid-19 Pandemic. These included:

- ❖ Assist with planting a pollinator garden for Monarch's on the Mountain limited participation event
- ❖ Provided supplies for an Arkansas River Cleanup at the Yard Bar for Earth Day
- ❖ Certified multiple yards for the Yard by Yard Project
- ❖ Set up a table for the Yard by Yard Project at the M.e.t's Enviro Expo
- ❖ Threw the first pitch at a Tulsa Driller's baseball game
- ❖ Coordinate Cost Share Programs Year 23 and 24.
- ❖ 100 hours of volunteer hours were contributed by the Tulsa County Earth Team, with 40 individuals volunteering during the fiscal year.
- ❖ Set-up a coffee filter butterfly activity at Chandler Park's Earth Day event for area elementary schools

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



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



Gabriel Parker helping kids complete their coffee filter butterflies at Chandler Park Earth Day event



Tulsa County Conservation District at the M.e.t's Enviro Expo in April 2022. It was a little wet but a beautiful day to celebrate Earth Day!



Tulsa County Conservation District Yard-by-Yard Participants Emily and Ania with their awesome sign!



Monarch's on the Mountain Migration Sign at Turkey Mountain

Tulsa County Conservation District Outreach Events Continued:

- Tulsa Home & Garden Show
 - Tulsa Farm Show - Did not participate
 - Monarch's on the Mountain - limited
 - Crow Creek Community
 - Soil, Water and Ways Workshop
 - Blue Thumb Volunteer
 - Blue Thumb Stream Macroinvertebrate Collections
 - Blue Thumb Macroinvertebrate Counting
 - Yard by Yard Community Resiliency Project
 - OACD Care Champion Field Days
 - OneOK Field – Tulsa Driller's Baseball Game
-
- City of Broken Arrow
 - City of Tulsa
 - Crow Creek Community
 - Metropolitan Environmental Trust
 - Monarch Initiative of Tulsa
 - Natural Resources Conservation Service
 - Oklahoma Association of Conservation Districts
 - Oklahoma Blue Thumb
 - Oklahoma Conservation Commission
 - Oxley Nature Center
 - River Parks Authority
 - Sustainable Tulsa
 - Tulsa Audubon Society
 - Tulsa Urban Wilderness Coalition
 - Tulsa Zoo
 - Up With Trees
 - Wild Birds Unlimited
 - A New Leaf
 - Keep Oklahoma Beautiful
 - Keep Broken Arrow Beautiful

Tulsa County Conservation District Yard by Yard Community Resiliency Project

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

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

Since August 2020, the district has certified about over 35 yards with a few yards pending. We have certified several in the City of Tulsa, Sperry, Collinsville, Broken Arrow, Jenks and Bixby.

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



Tom Clark and dogter Marley July 2021



Emily Skitek and Ania Wiatr November 2021



Cheryl and Bethany Depue January 2022



Mark Miller and his Wife July 2021

Exhibit 1: Operational Agreement

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

Conservation District: Tulsa County

NRCS Field Office: Tulsa

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

1) CONSERVATION PLANNINGa) Possible Work Tasks:

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

2) OUTREACH AND MARKETING

a) Possible Work Tasks:

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

ADMINISTRATIVE DUTIES

b) Possible Work Tasks:

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

3) FARM BILL CONTRACTING

a) Possible Work Tasks:

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

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

Chairperson

Date

District Conservationist

Date



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 10 minute discussion on them at a meeting.

Guide No. 5 Sexual Harassment

Conservation district boards can not allow sexual harassment or any other misconduct to occur in the district office. All board members and employees should have a good understanding of what constitutes sexual harassment and know how to deal with such situations.

What is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- ◆ The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- ◆ The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- ◆ The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- ◆ The harasser's conduct must be unwelcome.

It is helpful for the victim to directly inform the harasser that the conduct is unwelcome and must stop.

What District Boards Need to Do to Ensure Sexual Harassment Does Not Occur:

1. Discuss in a board meeting what constitutes sexual harassment. Consider having someone knowledgeable of the subject at a future meeting if needed to answer questions.
2. Establish a zero-tolerance policy on sexual harassment and ensure board members, employees, and other agency personnel are aware of the policy.
3. Ensure employees know how to deal with and report incidents of sexual harassment.
3. Consider training on the subject for employees and board members.

If Allegations of Sexual Harassment Are Made:

1. Intervene in a timely and effective manner and monitor the situation.
2. Get professional assistance.
3. Maintain confidentiality to the extent permitted by law.
4. Never retaliate.

(Cont. on back of page)

Examples of Sexual Harassment

While it is not possible to list all the circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness.

- ◆ Unwelcome sexual advances - whether they involve physical touching or not.
- ◆ Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments on an individual's body, or comments about an individual's sexual activity.
- ◆ Displaying sexually suggestive objects, pictures, or cartoons.
- ◆ Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.
- ◆ Inquiring into one's sexual experiences.

Sample Sexual Harassment Policy:

The _____ Conservation District believes that employees have the right to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship.

No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Anyone engaging in harassing conduct will be subject to discipline, ranging from a warning to termination.