

AGENDA
Board of Directors Regular In-Person Meeting
Tulsa County Conservation District
January 12, 2023 – 5:30 PM
6660 S. Sheridan Rd. Suite 120, 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
 - a. Discuss Urban Conservation Area Maintenance Plan
5. Approval of Financial Committee Report for Period Ending November 30th and December 31st, 2022
6. Review of TACF Financials for Period Ending November 30th and December 31st, 2022
7. Discussion and Approval of FY – 2022 Annual Compilation
8. Discussion and Approval of FY – 2022 Annual Net Worth Statement
9. Discussion and Approval of Filing Audit with County Clerk
10. Discussion and Acceptance of District Conservationist Agency Report January 2023
11. Discussion of the TCCD Monthly Activities and Outreach Report for November, December 2022, and January 2023
12. Discussion of Scheduling TACF/Joint Meeting in January
13. Discussion of Planning 2023 RMC
14. Guide No. 8 – Guide No. 9 – Equal Opportunity
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 February 9, 2023 at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

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 11, 2023](#) in the following location:

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: 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 **January 12, 2023** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **June 8, 2023**



Chair, Board of Directors

6/8/2023
Date

Attest:



Minutes
Tulsa County Conservation District
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
Regular Board Meeting

Date: January 12, 2023
Time: 5:30 PM

Members Present: Tom Tolbert, Chairman
Julie Monnot, Vice-Chairwoman
Michael Patton, Treasure
Chrissy Parker, Member

Members Absent: Jana Black, Member

Others Present: Gabrielael Parker, District Manager
Chris Clemens, District Conservationist, NRCS

1. Meeting Called to Order:

Chairman, Tom Tolbert called the meeting to order at 5:39 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 11, 2023, in the front window of 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 and tulsaccd.org.

2. Roll Call

Tom Tolbert
Julie Monnot
Michael Patton
Chrissy Parker
Gabriael Parker
Chris Clemens

3. Public Comments

None

4. Discussion of Urban Conservation Area

Tom Tolbert said he had been speaking to Lenna John. She is a schoolteacher in Texas, and her mother lives at a house in Broken Arrow that backs up to the creek on our property. Lenna said an older tree is behind her mother's house, and she is afraid the limbs will fall while her mother is in the backyard. She would like us to remove the tree limbs. Julie Monnot said she had spoken to Kerry Rowland with PSO before the holidays

but had not contacted her since. They decided to talk after the holidays but had forgotten about it until now.

Julie asked if there were power lines behind her house, and Tom said not. Julie said that might be a problem. Tom said PSO might not want to help cut some of the limbs down if they do not pose a risk to overhead power lines, and they might if they're going to sponsor that area as a conservation area. Michael Patton asked if we considered getting a private contractor to do some work. Tom said we had talked a little about it. Tom said that even if we get some volunteers, PSO, or a contractor to do the job, it is still a conservation area. We also discussed cleanup on the creek behind the houses along the fence line.

Tom said residents contact him constantly and inquire about mowing. Tom repeatedly advises them that this is a conservation area on state land. Michael asked if we had a budget to maintain these properties. Tom said we could go that route as soon as the foundation is organized. Michael asked if we have reached out to the H.O.W Foundation to ask for a quote or talked to the parks department to help with maintenance. Tom said we have been looking into getting three quotes for cleanup projects. We are planning on staying moderate on this. He wants a straightforward cleanup. Michael said the H.O.W Foundation could come in quickly to clear debris for \$500.00 or \$1000.00. Tom noted that the H.O.W. Foundation is one of the most expensive organizations we deal with. He said we would find someone to help with the cleanup. Gabrielael Parker said she considered contacting those landscape companies you see on random signs for tree service. Tom said many landscape companies need work around Tulsa. We will be able to find someone.

Tom said we do not have any deadlines, but he would like to do it this winter. That way, we do it when there are no critters or noxious plants. Gabrielael asked if we created a maintenance plan could we start submitting for grants to help with creek restoration? Michael said it was possible. Some of those grants, like ones awarded by Keep Oklahoma Beautiful, are easy to get. Tom said that as far as mowing, it is not ours; it is the city's right-of-way. He said he pulled all the plans on the section to confirm the city easements. Tom has had at least one disagreement every month with the city. He has repeatedly told the individual that the city has a sixty-foot easement on that long that road, and there is a water line behind the side they want to be mowed. That is their land and their right-of-way.

Michael said we must schedule a cleanup before other maintenance can be done. Tom said we would schedule a cleanup to pick up the trash in the creek. Michael asked if we could make a deadline to complete this. He suggested the end of February. Tom said it could be done down the road. He visited the site, and everything was fine there. We have The Trash Bash at the end of April and should have that site on the designated cleanup sites.

As for the city code enforcement department, they have learned to leave me alone on this one. So, we are good on that front. Tom said the property American Land is trying to give us in the Reserves; they have all been fenced off by the private owners. There are still rights-of-way and easements for utilities on there. Michael asked if they would donate backyards to us now and, if so, why do we want to accept them. Tom said I do not know if we want them or not. Tom asked Gabriel to send him the information on those parcels from American Land. He said he would then send everybody that information.

Michael said the fences put up by the landowner are very problematic to enforce it. Accepting these parcels from American Land is quite a risk. Tom said it is the city's easement, and a storm sewer line is running off to the creek the homeowner occupied. Michael asked if that is the case, why are we involved? Tom said that other than they were reserved areas through American land reserves, these easements for the city and the owners built fences across it. Michael asked how wide the easements were.

Tom said the easements for the storm sewer lines were about 25 feet. Michael said we are getting the whole backyard from American Land. Tom said no, we would be getting the 25-foot easement. American Land put these areas in reserve so the city could access them if they ever had a problem with that storm sewer line. If that line breaks and we determine that there is an issue, we will tear down the fence and move the fence. Michael said that changes things a bit. He said he would rather be proactive and have those fences removed before we accept these easements. American Land knew they were going to donate this land months and months ago, and they needed to learn about the fences. Tom said these fences had been up for a long time, making him reluctant to move forward. He said he was not going to approve it tomorrow.

Michael said he would like to look at the easements, but all it takes is just one person to challenge this. The judge will see that the language and fences have been there for years, which will be a challenging legal battle for us. The city has the power to go in there and do things, and the conservation district will suddenly have to fight in court and testify. We do not have the resources for that kind of ownership. Tom said it is for those reasons that we have not taken these properties. Michael said if American Land wants to donate \$10,000, he might lower his standards because we need the money, but there is a considerable risk. We need to look at the risk vs. reward at this point. There is a minimal reward for us; besides, we get involved in someone's backyard, but very high risk.

Tom said he wanted to avoid owning easements. It is now my job. Chris Clemens asked where most of these areas are. Tom said they are primarily on the side of houses, over storm sewer pipes that drain into the creek. It was done to protect that land and to allow the city access. It happens all the time. Tom said it happened to one of our wetlands behind Lowe's. We had homeowners on the backside of the wetlands come in and drained one of our wetland ponds.

Michael said those are newer sewer lines, so their expectations on those lines are not having issues. They think there is no need to fix their lines of 30 years. Tom said things happen, and they have been there for a while now. There is a good possibility that erosion occurs around the pipe, and suddenly there is a sinkhole. He said he was very reluctant to accept these specific properties. Michael said if we decided to say this is a good deal, we would like to do this for a donation of \$15,000 to do some education programs. It will be in the minutes, and they can make a tax-deductible donation of that land. Gabriel said they had given us \$7500 so far for the land already donated. She said she had three deeds but was unsure how many parcels were in them. Julie asked if there were any easements on the properties we do own. Tom said there is a sanitary easement across the middle of one of them, but it will not be a problem. Michael said he could draw some restrictions on what we will and will not allow.

Gabriel said she had no documentation of that easement and asked if she could get a copy for our records. Tom said he would talk to the city about it. Tom said there is another parcel that a different church owns and not paying school taxes on. It is another church that backs up to the creek behind Buford Park that we might look at. That is a large portion of land that ties all our properties together; we will look at that later. Michael asked why the parks department wanted to avoid taking over that property. Tom said the streets and stormwater department want to avoid owning channels. They do not want to the responsibility. Gabriel noted that that might be a red flag to us. Tom said it is because they do not want the added work.

Michael said we could donate it to Land Legacy, and Land Legacy could then donate to the city or another association with restrictions. He said he did not mind having the creek for a time to find the right plan. He had just donated land to the Tulsa Parks Department with a few restrictions. Tom said he would look at this first year. Michael said it might not be the church that owns the land. The church may have an LLC used for church operations for tax purposes, but a bank or some other third party owns it. Tom said we have a proposition in our bond that allows us to work on private property if we deem it beneficial to the city.

For example, Horse Creek Patio Homes have lands along this creek, and they have hollered and screamed since the day they were built because it's Haikey Creek. Haikey Creek rises, and they have some erosion issues going on, which they need help understanding. Michael asked who owned the creek now. Tom said the church does. The church has not done much with it, but if we owned it, we would not do anything with it either. Tom said it is a way off, but he would love to do a restoration project on the creek. Michael said it would be a great project. Tom said it was an excellent project to do. We briefly discussed getting signage and sponsors for those signs. No further action needs to be taken at this time.

5. Approval of Financial Committee Report for Period Ending November 30th and December 31st, 2022

After a brief discussion, Michael Patton made a motion to approve the financial committee report for period ending November 30th and December 31st, 2022. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Michael Patton. Nays: None. The motion carries.

6. Review of TACF Financials for Period Ending November 30th and December 31st, 2022

The board reviewed the financials for TACF for the period ending November 30th and December 31st, 2022. No further action needed to be taken at this time.

7. Discussion and Approval of FY – 2022 Annual Compilation

Michael Patton suggested we try to find a new CPA because sometimes long-time CPAs can become complacent with finding mistakes and may do the same process and miss things. The rest of the board did not object to that suggestion. Michael Patton made a motion to approve the FY – 2022 Annual Compilation. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Michael Patton. Nays: None. The motion carries.

8. Discussion and Approval of FY – 2022 Annual Net Worth Statement

After a brief discussion, Michael Patton made a motion to approve the FY – 2022 Annual Net Worth Statement. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Michael Patton. Nays: None. The motion carries.

9. Discussion and Approval of Filing Audit with County Clerk

After a brief discussion, Michael Patton made a motion to approve Filing FY – 2022 Compilation with the County Clerk. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Michael Patton. Nays: None. The motion carries.

10. Discussion and Acceptance of District Conservationist Agency Report September and October 2022

TULSA COUNTY CONSERVATION DISTRICT BOARD MEETING 1/12/2023

Lots of CSP payments right now keeping the field staff busy.

Field visits for EQIP occurring and waiting on producers to return eligibility forms.

NRCS State Office requested by OCC to attend February board meeting. Chris Clemens said Brandon Bishop was asked by OCC to attend the February board meeting.

Muscogee Creek Nation/NRCS/OCC/OSU outreach event today in Tulsa on Urban Agriculture Workshop.

- EQIP (Classic and CIC)
 - o January 23, 2023- Mail Ineligible Letter for EQIP

- o February 17, 2023- Assessment/Ranking Deadline
- o February 24, 2023- Tentative Application Deadline for FY 2023 CIC
- o April 7, 2023- Approved applications submitted to FNM inbox for obligation review
- o September 1, 2023- On-Schedule Status Reviews
- CSP (Classic and GCI)
 - o February 24, 2023- All 2022 CSP payments should be approved
 - o March 3, 2023- Tentative Application Deadline for FY 2023 Classic
 - o September 1, 2023- On-Schedule Status Reviews

Chris Clemens explained to the board what the EQIP, CSP Classic, CSP GCI programs were and how they help producers. Julie Monnot made a motion to Acceptance of District Conservationist Agency Report January 2023. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Michael Patton. Nays: None. The motion carries.

11. Discussion of the TCCD Monthly Activities and Outreach Report November, December 2022, and January 2023

November Meetings:

- 11/02/2022 MCCD Board Meeting
- 11/09/2022 TCCD Board Meeting
- 11/10/2022 Crow Creek Committee Meeting
- 11/18/2022 OACD Area III Meeting in Bartlesville, OK

In Mayes Office

- 11/03/2022 11/04/2022
- 11/10/2022

Special Events:

- 11/10/2022 Iris Club of BA - Yard-by-Yard Prestation
- 11/12/2022 Crow Creek Workday
- 11/18/2022 Keep Oklahoma Beautiful Awards in OKC

Holidays:

- 11/11/2022 Veteran’s Day – Office Closed
- 11/24/2022 Thanksgiving Day – Office Closed
- 11/25/2022 TCCD Office Closed

December Meetings:

- 12/02/2022 TCCD Special Board Meeting
- 12/07/2022 MCCD Board Meeting
- 12/08/2022 Fred Creek Meeting @ORU
- 12/12/2022 Home & Garden Show Meeting with Cheryl Cheadle
- 12/14/2022 TCCD Board Meeting
- 12/21/2022 MCCD Special Board Meeting

In Mayes Office

- 12/07/2022 12/15/2022

12/21/2022

Special Events:

12/01/2022 OACD Growing Conservation Outreach Workshop
12/12/2022 Blue Thumb Monitoring QA @Chandler Parker

Holidays:

12/26/2022 **Observed Christmas Holiday – Office Closed**
12/27/2022 **Observed Christmas Holiday - TCCD Office Closed**

January Meetings:

01/05/2023 MCCD Board Meeting
01/10/2023 MCCD Special Board Meeting
01/12/2023 TCCD Board Meeting
01/19/2023 Home & Garden Show Meeting with Cheryl Cheadle

In Mayes Office

01/10/2023

Special Events:

None

Holidays:

01/02/2023 **Observed New Year’s Day Holiday – Office Closed**
01/16/2023 **Observed Martin Luther King Jr. Holiday - Office Closed**
Tom Tolbert asked everyone for suggestions on a project that we could submit for the Keep Oklahoma Beautiful Awards in November, and to discuss it in the February meeting. No further action needed to be taken at this time.

12. Discussion of Scheduling TACF/Joint Meeting in January

After some discussion, the board suggested we set up a Meet and Greet for potential foundation members at the Press Club on Monday, February 6th, at 5:30 PM. Gabriel suggested we keep this meeting between the district and just the foundation, and we do not need to have it in one of our regular board meetings. The board agreed. No further action needs to be taken at this time.

13. Discussion of Planning 2023 RMC

Tom Tolbert said we are planning to make the RMC about the OKR05 permit, and we need to just on this early. We had a great turnout in September. He said we need to go through the Oklahoma municipal league list. We need to make this a regional or even a statewide conference. Julie Monnot said we would need to have ODEQ involved in it again. Tom said they would invite them to speak and maybe even plan. He said he also has a bigger venue for it. He would like to book Stoney Creek. Gabriel said we must book a space early to host it at Stoney Creek. They fill up quickly. Michael Patton said he would like to see media covering the event. Julie said this permit encompasses all industries, not just developers. Tom said this is why contacting the Municipal League is a great way to get whom we need to invite. Julie said they would have a map of everyone with the OKR05 permit. These entities are the ones who have all money to sponsor. They

want to be able to say they are doing a lot of environmental stuff. This permit could be a more significant fundraiser for the foundation.

Tom said that when he contacted the OML members, they had the OML conference and other events in September. Only Carrie Evenson attended from OML. To said he thought this could be the one that could be regional if not a statewide event. Gabriel asked if we had decided on a date, and Tom said we had not but would meet as a planning group. Michael said that if we wanted to make this a big event, we must get on quickly. Tom said he would talk to the people involved in the planning on the last one to get them thinking about planning the next one. No further action needs to be taken at this time.

14. Guide No. 9 – Equal Opportunity The board reviewed Guide No. 9 – Equal Opportunity. No further action needed to be taken at this time.

15. New Business:

After a brief discussion, Michael Patton made a motion to move our regular scheduled board meetings to the second Tuesday of the month at 5:30PM. Crissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Michael Patton. Nays: None. The motion carries.

16. Adjourn:

Meeting Adjourned at 7:24 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 meetings of the Board.

**The next regularly scheduled meeting is Thursday February 9, 2023, at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

:56 PM

2/13/22

accrual Basis

Tulsa County Conservasion District
Profit & Loss
July through November 2022

	<u>Jul - Nov 22</u>
Income	
Administrative Income	200.00
Interest Income	0.37
OCC Cost-Share Reimbursements	6,500.00
OCC General Exp Reimbursements	2,453.43
OCC Salary Reimbursements	17,269.65
	<hr/>
Total Income	26,423.45
Expense	
Administrative Expense	1,810.16
Cost-Share Payments	6,500.00
Employee Benefits	1,822.13
Office Supplies	43.58
Outreach Programs	290.43
Payroll	8,276.30
Payroll Tax	2,348.75
Postage	6.79
Travel	592.08
	<hr/>
Total Expense	21,690.22
	<hr/>
Net Income	<u>4,733.23</u>

:54 PM
2/13/22
ccrual Basis

Tulsa County Conservastion District
Profit & Loss
November 2022

	<u>Nov 22</u>
Income	
Interest Income	0.13
OCC General Exp Reimbursements	1,571.54
OCC Salary Reimbursements	10,361.79
Total Income	<u>11,933.46</u>
Expense	
Employee Benefits	367.03
Payroll	2,144.94
Total Expense	<u>2,511.97</u>
Net Income	<u><u>9,421.49</u></u>

1:54 PM

12/13/22

Accrual Basis

**Tulsa County Conservation District
General Ledger
As of November 30, 2022**

Type	Date	Num	Name	Memo	Split	Amount
Arvest Checking 6407						
Operating Acct - 6407						
Total Operating Acct - 6407						
Arvest Checking 6407 - Other						
Check	11/3/2022	8923	OCC	October 2022...	Employee Ben...	-367.03
Deposit	11/18/2022		OCC	July & August...	OCC General ...	177.63
Deposit	11/23/2022		OCC	September S...	OCC Salary R...	3,453.93
Deposit	11/23/2022		OCC	October Sala...	OCC Salary R...	3,453.93
Deposit	11/23/2022		OCC	November S...	OCC Salary R...	3,453.91
Deposit	11/23/2022			July, August, ...	OCC General ...	1,393.91
Check	11/28/2022	8924	Gabriel S Parker	September 1-...	Payroll	-2,144.94
Deposit	11/30/2022		Arvest	Interest Pay...	Interest Income	0.13
Total Arvest Checking 6407 - Other						9,421.49
Total Arvest Checking 6407						9,421.49

2:12 PM

11/09/23

Accrual Basis

Tulsa County Conservation District
Profit & Loss
July through December 2022

	<u>Jul - Dec 22</u>
Income	
Administrative Income	200.00
Interest Income	0.69
OCC Cost-Share Reimbursements	6,500.00
OCC General Exp Reimbursements	2,453.43
OCC Salary Reimbursements	17,269.65
Total Income	<u>26,423.77</u>
Expense	
Administrative Expense	2,089.82
Cost-Share Payments	6,500.00
Employee Benefits	2,189.16
Office Supplies	43.58
Outreach Programs	290.43
Payroll	10,421.24
Payroll Tax	3,407.71
Postage	6.79
Travel	733.30
Total Expense	<u>25,682.03</u>
Net Income	<u><u>741.74</u></u>

2:10 PM

11/09/23

Accrual Basis

Tulsa County Conservation District
Profit & Loss
December 2022

	<u>Dec 22</u>
Income	
Interest Income	0.32
Total Income	<u>0.32</u>
Expense	
Administrative Expense	279.66
Employee Benefits	367.03
Payroll	2,144.94
Payroll Tax	1,058.96
Travel	141.22
Total Expense	<u>3,991.81</u>
Net Income	<u>-3,991.49</u>

12:06 PM

01/09/23

Accrual Basis

Tulsa County Conservastion District
General Ledger
As of December 31, 2022

Type	Date	Num	Name	Memo	Split	Amount
Arvest Checking 6407						
Operating Acct - 6407						
Total Operating Acct - 6407						
Arvest Checking 6407 - Other						
Check	12/5/2022	8928	OCC	November 20...	Employee Ben...	-387.03
Check	12/12/2022	8911	Gabriel S Parker	June 2022 M...	Travel	-57.68
Check	12/12/2022	8912	Gabriel S Parker	June 2022 T...	Travel	-83.54
Check	12/12/2022		IRS	941 Tax Pay...	Payroll Tax	-824.96
Check	12/14/2022	8925	Gabriel S Parker	October 1-31...	Payroll	-2,144.94
Check	12/15/2022		OK Tax Commission	November 20...	Payroll Tax	-117.00
Check	12/18/2022		OK Tax Commission	December 20...	Payroll Tax	-117.00
Check	12/27/2022	8928	Fuzzell's Copier	September Q...	Administrative...	-139.83
Check	12/27/2022	8930	Fuzzell's Copier	December Q...	Administrative...	-139.83
Deposit	12/30/2022		Arvest	Interest Pay...	Interest Income	0.32
Total Arvest Checking 6407 - Other						-3,991.49
Total Arvest Checking 6407						-3,991.49



P O BOX 1670
LOWELL AR 72745

Statement Ending 11/30/2022

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

92

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		\$7,172.40
Total Current Value		\$7,172.40

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
11/01/2022	Beginning Balance	\$7,172.11
	1 Credit(s) This Period	\$0.29
	0 Debit(s) This Period	\$0.00
11/30/2022	Ending Balance	\$7,172.40

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.29
Interest Paid Year-to-Date	\$0.65
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
11/30/2022	INTEREST PMT	\$0.29

Daily Balances

Date	Amount	Date	Amount
10/31/2022	\$7,172.11	11/30/2022	\$7,172.40



P O BOX 1670
LOWELL AR 72745

Statement Ending 11/30/2022

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

02

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		\$7,402.26
Total Current Value		\$7,402.26

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
11/01/2022	Beginning Balance	\$7,399.50
	1 Credit(s) This Period	\$2.76
	0 Debit(s) This Period	\$0.00
11/30/2022	Ending Balance	\$7,402.26

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$2.76
Interest Paid Year-to-Date	\$6.64
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
11/30/2022	INTEREST PMT	\$2.76

Daily Balances

Date	Amount	Date	Amount
10/31/2022	\$7,399.50	11/30/2022	\$7,402.26



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 12/31/2022

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

92

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		\$7,172.70
Total Current Value		\$7,172.70

NON-PROFIT INTEREST CHECKING

Account Summary			Interest Summary	
Date	Description	Amount	Description	Amount
12/01/2022	Beginning Balance	\$7,172.40	Annual Percentage Yield Earned	0.00%
	1 Credit(s) This Period	\$0.30	Interest Days	0
	0 Debit(s) This Period	\$0.00	Interest Earned	\$0.00
12/31/2022	Ending Balance	\$7,172.70	Interest Paid This Period	\$0.30
			Interest Paid Year-to-Date	\$0.95
			Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
12/31/2022	INTEREST PMT	\$0.30

Daily Balances

Date	Amount	Date	Amount
11/30/2022	\$7,172.40	12/30/2022	\$7,172.70



P O BOX 1670
LOWELL AR 72745

Statement Ending 12/31/2022

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

02

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		\$7,405.40
Total Current Value		\$7,405.40

BUSINESS MONEY MARKET

Account Summary			Interest Summary	
Date	Description	Amount	Description	Amount
12/01/2022	Beginning Balance	\$7,402.26	Annual Percentage Yield Earned	0.00%
	1 Credit(s) This Period	\$3.14	Interest Days	0
	0 Debit(s) This Period	\$0.00	Interest Earned	\$0.00
12/31/2022	Ending Balance	\$7,405.40	Interest Paid This Period	\$3.14
			Interest Paid Year-to-Date	\$9.78
			Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
12/31/2022	INTEREST PMT	\$3.14

Daily Balances

Date	Amount	Date	Amount
11/30/2022	\$7,402.26	12/30/2022	\$7,405.40

TULSA COUNTY CONSERVATION DISTRICT
ANNUAL FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2022

Kimberlye R. Mayer, CPA, P.C.
Certified Public Accountant

723 W Doolin
Blackwell, OK 74631
(580) 363-1453

TULSA COUNTY CONSERVATION DISTRICT
TABLE OF CONTENTS
YEAR ENDED JUNE 30, 2022

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Kimberlye R. Mayer, CPA, P.C.

723 West Doolin

Blackwell, OK 74631

(580) 363-1453
Fax (580) 363-0068

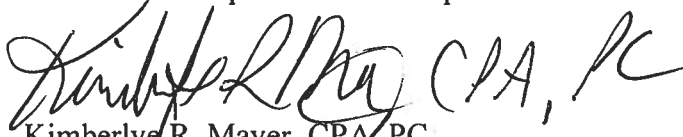
Accountant's Compilation Report

Board of Directors
Tulsa County Conservation District

Management is responsible for the accompanying financial statements of the Tulsa County Conservation District which comprise the statement of assets, liabilities and net position as of June 30, 2022 and the related statement of revenues and expenses and changes in net position for the year then ended in accordance with the cash basis of accounting and the related notes to the financial statements. Management is responsible to determine that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy and completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

We are not independent with respect to Tulsa County Conservation District.


Kimberlye R. Mayer, CPA, PC
Blackwell, Oklahoma
December 8, 2022

FINANCIAL STATEMENTS

AND

NOTES

TULSA COUNTY CONSERVATION DISTRICT
STATEMENT OF ASSETS, LIABILITIES, AND NET POSITION
CASH BASIS
JUNE 30, 2022

ASSETS

Current Assets:	
Operating account	\$ 2,698
Special projects account	86
Total cash and cash equivalents	<u>2,784</u>
 Total Assets	 <u><u>\$ 2,784</u></u>

LIABILITIES AND NET POSITION

Current Liabilities:	
 Net Position:	
Net investment in capital assets	
Unrestricted	<u>2,784</u>
 Total Net Position	 <u>2,784</u>
 Total Liabilities and Net Position	 <u><u>\$ 2,784</u></u>

See accountant's notes and compilation report.

TULSA COUNTY CONSERVATION DISTRICT
STATEMENT OF REVENUES AND EXPENSES AND CHANGES IN NET POSITION
CASH BASIS
YEAR ENDED JUNE 30, 2022

Revenues:	
OCC reimbursements	\$ 49,690
Cost share received	5,000
Other income	295
Total Operating Revenues	54,985
Expenses:	
Payroll	34,399
Payroll taxes and employee benefits	7,381
Internet costs	301
Office supplies and postage	1,018
Meetings and travel	2,035
Administrative expense	491
Advertising and promotion	282
Professional fees	655
Dues and memberships	400
Programs, projects and education	303
Cost share paid	5,000
Total Operating Expenses	52,265
Operating Income (Loss)	2,720
Nonoperating Revenues (Expenses):	
Interest income	6
Total Nonoperating Revenue (Expenses)	6
Changes in net position	2,726
Net position at beginning of year	58
Net position at end of year	\$ 2,784

See accountant's notes and compilation report.

TULSA COUNTY CONSERVATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2022

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Organization

The Tulsa County Conservation District was created under Title 27A, sections 3-1-101 through 3-3-410, of the Oklahoma Statutes, as amended. The purpose of the District is to provide for the conservation of the renewable natural resources in the area for which the District is responsible.

Basis of Accounting

The District prepares its financial statements using the cash basis of accounting. This basis recognizes assets, liabilities, net position, revenues, and expenses when they result from cash transactions. This basis is a basis of accounting other than accounting principles generally accepted in the United States of America.

As a result of the use of the cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

Net Position

Net position presents the difference between assets and liabilities in the statement of net position. Net investment in capital assets are reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are legal limitations imposed on their use by District legislation or external restrictions by creditors, grantors, laws or regulations of other governments.

NOTE 2 – CASH AND CERTIFICATES OF DEPOSIT:

Bank balances and certificates of deposit are covered by FDIC insurance. All deposits are fully insured.

NOTE 3 – INVESTMENTS:

The State of Oklahoma allows governmental entities to invest in the following: direct obligations of the United State Government, its agencies or instrumentalities; collateralized or insured certificates of deposit; insured savings accounts or savings certificates; or county, municipal or school district direct debt.

TULSA COUNTY CONSERVATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2022

NOTE 4 - OCC REIMBURSEMENTS:

The District is reimbursed by the Oklahoma Conservation Commission for salaries, payroll taxes, mileage, telephone charges, office supplies, and certain other office expenses. When received, such reimbursements are recognized as revenues.

NOTE 5 - RETIREMENT PLAN:

Oklahoma public employees who work 1,599 hours or more per year were enrolled in the Oklahoma Public Employees Retirement System. On salaries paid from reimbursable funds from the Oklahoma Conservation commission the employers 16½% share of retirement was paid directly by the Commission. The employees' share of the retirement contribution was 3½% of locally earned wages and 3½% of state reimbursable wages.

NOTE 6 - CASH AND CASH EQUIVALENTS:

The District considers all checking accounts and deposits with a maturity of three months or less to be cash equivalents.

NOTE 7 – RISK MANAGEMENT:

The District is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The OCC and the District manage this risk through the purchase of commercial insurance policies. The District does not purchase commercial property insurance to cover any of the risks associated with the property.

NOTE 8 – CONTINGENCIES:

As of June 30, 2022, the District did not have any pending litigation or potential non-disclosed liabilities that management believes would have a material effect on the financial statements.

NOTE 9 – EVALUATION OF SUBSEQUENT EVENTS:

The District has evaluated subsequent events through December 8, 2022, the date which the financial statements were available to be issued.

ANNUAL NET WORTH STATEMENT

Conservation District		TULSA COUNTY CONSERVATION DISTRICT	
Address		6660 S SHERIDAN RD, STE 120 TULSA, OK 74135	
<p>FOR THE PERIOD JULY 1, <u>21</u>, TO JUNE 30, <u>22</u></p> <p>FOR FISCAL YEAR <u>22</u></p>			
1. LIQUID ASSETS			
(Checking Account, Savings Account, Certificate of Deposit, Petty Cash, Etc.)		TOTAL \$ <u>2,784</u>	
2. WORKING ASSETS			
Building	\$		
Equipment	\$		TOTAL WORKING ASSETS \$ _____
Other (Seed, Etc.)	\$		
3. RECEIPTS			
(from Annual Audit)		\$	<u>54,991</u>
4. DISBURSEMENTS			
		\$	<u>52,265</u>
5. NET WORTH OF DISTRICT			
(Lines 1+2)		TOTAL \$ <u>2,784</u>	

I, _____, the undersigned hereby certify the above to be true and correct.

Signature (Chair, Board of Directors) _____

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public _____

My Commission Expires _____

THIS FORM MUST BE FILED WITH THE COUNTY CLERK'S OFFICE

FILING OF ANNUAL AUDIT

Conservation District Tulsa County Conservation District	
County Tulsa County	Date January 12, 2023
County Clerk Tulsa County	
An Annual Audit was accepted and filed by the above-named Conservation District.	
Signature County Clerk _____ County _____	
Signature Chair, Board of Directors _____	
Conservation District Tulsa County _____	

Subscribed and sworn to before me this _____ day of _____, _____.
Notary Public _____
My Commission Expires _____

**THIS FORM ALONG WITH A COPY OF THE AUDITOR'S REPORT
MUST BE FILED WITH THE COUNTY CLERK'S OFFICE**



TULSA COUNTY CONSERVATION DISTRICT BOARD MEETING 1/12/2023

Lots of CSP payments right now keeping the field staff busy.
Field visits for EQIP occurring and waiting on producers to return eligibility forms.
NRCS State Office requested by OCC to attend February board meeting.
Muscogee Creek Nation/NRCS/OCC/OSU outreach event today in Tulsa on Urban Agriculture Workshop.

- EQIP (Classic and CIC) - *\$200,000 - 9 for Tulsa Pond, AT*
 - o January 23, 2023- Mail Ineligible Letter for EQIP
 - o February 17, 2023- Assessment/Ranking Deadline
 - o February 24, 2023- *Tentative* Application Deadline for FY 2023 CIC
 - o April 7, 2023- Approved applications submitted to FNM inbox for obligation review
 - o September 1, 2023- On-Schedule Status Reviews
- CSP (Classic and GCI)
 - o February 24, 2023- All 2022 CSP payments should be approved
 - o March 3, 2023- *Tentative* Application Deadline for FY 2023 Classic
 - o September 1, 2023- On-Schedule Status Reviews

Chris Clemens
District Conservationist
East Zone | Team 17

 Natural Resources Conservation Service
U.S. DEPARTMENT OF AGRICULTURE

OKMULGEE SERVICE CENTER
719 E 8TH ST
OKMULGEE, OK 74447-5516
p: (918) 756-0850 x8160
c: (405) 219-8376

e: christopher.clemens@usda.gov | w: www.ok.nrcs.usda.gov

TCCD Monthly Outreach and Activities Report

November 2022



November Meetings:

11/02/2022 MCCD Board Meeting
11/09/2022 TCCD Board Meeting
11/10/2022 Crow Creek Committee Meeting
11/18/2022 OACD Area III Meeting in Bartlesville, OK

In Mayes Office

11/03/2022 11/04/2022
11/10/2022

Special Events:

11/10/2022 Iris Club of BA - Yard-by-Yard Prestation
11/12/2022 Crow Creek Workday
11/18/2022 Keep Oklahoma Beautiful Awards in OKC

Holidays:

11/11/2022 Veteran's Day – Office Closed
11/24/2022 Thanksgiving Day – Office Closed
11/25/2022 TCCD Office Closed

December Meetings:

12/07/2022 MCCD Board Meeting
12/14/2022 TCCD Board Meeting

December Events:

None

Deadlines:

Work Duties Performed:

- | | |
|-------------------------------|--|
| ❖ Answer Calls | ❖ CSPY – Emergency Drought Programs M/TCCD |
| ❖ 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 24 |
| ❖ Scanning | ❖ Outreach Events Planning |
| ❖ Shredding | ❖ Litter Rental Activities |
| ❖ TCCD/MCCD Meeting Minutes | ❖ Yard-by-Yard Outreach |
| ❖ TCCD Payroll/Taxes | ❖ MCCD Locally Led Outreach Meetings |
| ❖ Website Updates | |

TCCD Monthly Outreach and Activities Report

December 2022



December Meetings:

12/02/2022	TCCD Special Board Meeting
12/07/2022	MCCD Board Meeting
12/08/2022	Fred Creek Meeting @ORU
12/12/2022	Home & Garden Show Meeting with Cheryl Cheadle
12/14/2022	TCCD Board Meeting
12/21/2022	MCCD Special Board Meeting

In Mayes Office

12/07/2022	12/15/2022
12/21/2022	

Special Events:

12/01/2022	OACD Growing Conservation Outreach Workshop
12/12/2022	Blue Thumb Monitoring QA @Chandler Parker

Holidays:

12/26/2022	Observed Christmas Holiday -- Office Closed
12/27/2022	Observed Christmas Holiday - TCCD Office Closed

January Meetings:

01/05/2023	MCCD Board Meeting
01/12/2023	TCCD Board Meeting

January Events:

None

Deadlines:

Work Duties Performed:

❖ Answer TCCD/MCCD Calls	❖ Website Updates
❖ Email Correspondences	❖ TCCD Board Meetings
❖ Bill Pay/Financials	❖ CSPY – Emergency Drought Programs M/TCCD
❖ TCCD/MCCD File Organization	❖ Teleconference Meetings
❖ TCCD/MCCD Office Mail	❖ MCCD Financials/RCB Bank
❖ Scanning	❖ Check/Paperwork Signatures
❖ Shredding	❖ MCCD Cost Share Program 24
❖ TCCD/MCCD Meeting Organization	❖ Outreach Events Planning
❖ TCCD Payroll/Taxes	❖ Litter Rental Activities

TCCD Monthly Outreach and Activities Report January 2023



December Meetings:

01/05/2023 MCCD Board Meeting
01/10/2023 MCCD Special Board Meeting
01/12/2023 TCCD Board Meeting
01/19/2023 Home & Garden Show Meeting with Cheryl Cheadle

In Mayes Office

01/10/2023

Special Events:

None

Holidays:

01/02/2023 Observed New Year's Day Holiday – Office Closed
01/16/2023 Observed Martin Luther King Jr. Holiday - Office Closed

February Meetings:

02/02/2023 MCCD Board Meeting
02/09/2023 TCCD Board Meeting

February Events:

None

Deadlines:

Work Duties Performed:

- | | |
|----------------------------------|--|
| ❖ Answer TCCD/MCCD Calls | ❖ Website Updates |
| ❖ Email Correspondences | ❖ TCCD Board Meetings |
| ❖ Bill Pay/Financials | ❖ CSPY – Emergency Drought Programs M/TCCD |
| ❖ TCCD/MCCD File Organization | ❖ Teleconference Meetings |
| ❖ TCCD/MCCD Mail | ❖ MCCD Financials/RCB Bank |
| ❖ Scanning | ❖ Check/Paperwork Signatures |
| ❖ Shredding | ❖ MCCD Cost Share Program 24 |
| ❖ TCCD/MCCD Meeting Organization | ❖ Outreach Events Planning |
| ❖ TCCD Payroll/Taxes | ❖ Litter Rental Activities |
| ❖ Home & Garden Show Activities | |



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. 9 - Equal Opportunity

Equal opportunity is the law. It is also the foundation of building an effective staff team to deliver conservation district programs and services. If employees feel that an atmosphere of fairness does not prevail in a district office, morale will suffer and so will performance.

Equal Opportunity Does Not Stop With Employees

Equal opportunity extends to everyone the district serves: district directors, agency and government partners, and the customers who receive a district's technical, financial, or educational assistance.

Equal opportunity starts with policies against discrimination, harassment, and retaliation. It also addresses whistleblower complaints and reasonable accommodation under the Americans with Disabilities Act.

However, it transcends these specific issues to fully and completely embrace the idea of fairness in all district programs and activities.

Legal Protection to Specific Groups

Equal opportunity provides legal protection to specific groups of individuals. For conservation districts there are thirteen classes of individuals that are protected.

If members of a protected class are treated unequally or unfairly, legal action is likely and significant monetary damage awards are possible. Districts need to protect themselves from the legal liability stemming from discrimination, harassment, or retaliation involving protected classes.

To do this, it is necessary to recognize the protected classes, but never ever ask about or consider those characteristics in decision making.

Protected Classes:

1. Age (>39 years old)
2. Color
3. Disability
4. Gender
5. Marital Status
6. National Origin
7. Political Affiliation
8. Pregnancy
9. Race
10. Religion
11. Veterans - disabled and Vietnam-Era
12. Worker Compensation claimants
13. Whistleblowers (local government employees reporting improper government action or unsafe working conditions).

(continued on next page)

Employee Discrimination

There is no place for discrimination in conservation districts. No person shall be appointed, demoted, dismissed from a position, or in any way favored or discriminated against with respect to employment because of political or religious opinions or affiliations, race, creed, gender, color, age, national origin or handicap.

Employee Grievances

Grievances are complaints from employees charging that their employment has been directly and adversely affected by unfair treatment, unsafe working conditions, or erroneous or arbitrary interpretation or application of policies or procedures or the law.

Conservation Districts Should Have a Written Grievance Policy

A written grievance policy is at the heart of the implementation of equal opportunity. It should be the policy of districts that employees be treated fairly and equitably in all respects and that employees who feel they have not been treated fairly have the right to present their grievances.

The policy should describe a single process to address any complaint. It must include step-by-step directions about who to talk to and where to go next if unsatisfied, and include several options to start the process.

The policy must also obligate district directors and managers to take any grievance seriously and find resolution to it in a timely manner.

Formal and Informal Grievances

Whenever possible, grievances should be resolved informally. Every effort should be made by the employee and their supervisor to come to an agreeable resolution of the grievance in a reasonable period of time (2 weeks). If the employee is supervised by the district board, then the employee should work with the board chairperson to resolve the grievance.

Unsuccessful attempts at an informal resolution of a complaint should be followed by a formal grievance. The employee should prepare a written statement which states the grievance, describes all remedial action being sought, and provides all information available to support the complaint.

If an employee wishes to file a formal grievance with the board, they must first request the discussion item be placed on the district board meeting agenda as part of an executive session.

The board must attempt to resolve the grievance fairly and equitably to the employee and to the district. District boards are encouraged to contact the Oklahoma Conservation Commission prior to a meeting with an employee to discuss a grievance.

The decision made by the board of directors is final. There is no appeal process through the Oklahoma Conservation Commission.

Oklahoma Conservation Commission's EEO Policy

It is the policy of the Oklahoma Conservation Commission that there be no discrimination on any personnel action on the basis of political or religious opinion or affiliation, race, creed, color, gender, age, national origin, or by reason of physical handicap, so long as the physical handicap does not render the employee unable to do the work for which employed. This agency will not tolerate any form of unlawful discrimination to which this policy applies.

Other Resources on the Subject:

Chapter 6 of the Conservation District Handbook.