

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
February 7, 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 and Acceptance of District Conservationist Agency Report February 2023
5. Discussion of Urban Conservation Area
6. Approval of Financial Committee Report for Period Ending January 31, 2023
7. Review of TACF Financials for Period Ending January 31, 2023
8. Discussion of the TCCD Monthly Activities and Outreach Report for February 2023
9. Discussion and Possible Approval of Directors and Staff Attending the 2023 OACD State Meeting
10. Discussion of 2023 Home and Garden Show Training March 2, 2023
 - a. Need Design Ideas for Signs
11. Guide No. 8 – Guide No. 10 – Financial Management
12. Reminder: TCCD-TACF Joint Meeting at 5:30 PM TCCD Office
13. New Business:
14. 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 March 16, 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 [February 6, 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: 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 **February 7, 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: February 7, 2023
Time: 5:30 PM

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

Members Absent: Chrissy Parker, Member

Others Present: Gabrielael Parker, District Manager
Clancy Green, Director of District Services, Oklahoma
Conservation Commission
Janet Stewart, General Counsel, Oklahoma Conservation
Commission
Chris Clemens, District Conservationist, NRCS
Brandon Bishop, Assistant State Conservationist, NRCS

1. Meeting Called to Order:

Chairman, Tom Tolbert called the meeting to order at 5:35 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 February 6, 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

Jana Black
Gabriael Parker
Clancy Green
Janet Stewart
Brandon Bishop
Chris Clemens

3. Public Comments

None

**4. Discussion and Acceptance of District Conservationist Agency Report
February 2023**

TULSA COUNTY CONSERVATION DISTRICT BOARD MEETING 02/07/2023

Stacy Riley is the new Acting State Conservationist for 120 days.

Field visits and ranking for EQIP currently active.

- EQIP (Classic and CIC)
 - February 17, 2023 - Assessment/Ranking Deadline
 - February 24, 2023 - *Tentative* Application Deadline for FY 2023 CIC
 - April 7, 2023- Approved applications submitted to FNM inbox for obligation review.
- CSP (Classic and GCI)
 - February 24, 2023 - All 2022 CSP payments should be approved.
 - March 3, 2023 - *Tentative* Application Deadline for FY 2023 Classic

Gabriel Parker

Challenge:

Operational Agreement/ Monthly Performance Worksheet/ Operational Tasks Documents
Full time telework

Lack of Customer Service for Tulsa County Residents

NRCS staff answering all phone calls for Tulsa County Conservation District (Except for direct line)

Resolution

Discuss Operational Agreement and accountabilities.

Improve communication between NRCS and TCCD

Improve customer service for Tulsa County Residents

Improve program delivery NRCS and OCC

Chris Clemens said he would like to discuss the operational changes we initially discussed in September with everyone. We addressed it a bit but agreed to return to it later. The idea is to get that information out and discuss it with Gabriel and the board. One of the items we reviewed is the Operational agreements we usually do with our agency, OCC, and the districts.

Chris Clemens said he would like to discuss the operational changes we initially discussed in September with everyone. We addressed it a bit but agreed to return to it later. The idea is to get that information out and discuss it with Gabriel and the board. One of the items we reviewed is the Operational agreements we usually do with our

agency, OCC, and the districts. Typically, we fill out a sheet, discuss it with the board, and then agree on it. We also have the monthly performance worksheets and operational task documents. The way it is supposed to work is that she and I would fill it out together, and then it is signed by the district and NRCS and submitted to OCC and NRCS. He said we had yet to do that since he started in August. We have had issues with the operations in this office. One of them is Gabrielae has been teleworking full-time. Chris said that he understood these office functions had been done in the past.

When someone calls her on her direct line, she can answer it, but as far as being in the office, she is not, and a lot of that operational agreement piece is missing. Since she is teleworking full-time, we lack customer service here. He said he knows she receives many calls on her direct line and was unsure who is calling or if Gabrielae is following up on those calls. He has touched base with Gabrielae several times but bringing that customer service back to Tulsa is the big thing. We want to be there for our producers and our community here in Tulsa.

Tom Tolbert asked Chris how many phone calls per day NRCS gets and how many staff are here, and what time. Chris said it depends on the workload. Sometimes we are all out in the field or doing field visits. Sometimes, if the weather is terrible, everyone can be in the office simultaneously. Regarding the average number of phone calls the office receives, he could not say off hand because we don't log that.

Tom said you should be able to capture those calls via Outlook. Or any other software that can capture those. It should be relatively easy to track them. Chris said he did not know if he could pull those individuals or use other technology with our IT people. Tom said there is a way to do it on Outlook. Brandon Bishop said the request would have to go through our IT Department.

Tom said he, too, is a one-person show in the Broken Arrow stormwater quality department. When he is in the field, his phone calls go to the computer and are logged by the computer. He said Outlook does an excellent job managing those calls, and Brandon said they would explore that. Tom said missing a large number of calls is not good, but we could pick those up later. People can leave messages, and you call back promptly, so it should not be an issue.

Brandon said some of the issues Chris was trying to get at were not necessarily just answering the phones; it was also about having that face, that personal contact with someone. Suppose NRCS is away from the office because they are in the field, which is what we are supposed to do; the partnership is that the district secretary is supposed to be there when someone walks into the office.

Jana Black said she agreed. If NRCS is out in the field, it should be the district in the office. Tom asked how much outreach Gabrielae does that we do not. He is not doing any

outreach for the district because he has his day job to worry about. The same applies to Julie, Jana, Chrissy, and Michael. Jana said she saw a few outreach events going on right now.

Julie Monnot asked if Gabrielael was back in the office. Gabrielael said she was not in the office. Michael Patton asked her if she had a space here in this building, and she said yes, there was. Michael asked if she worked in that space at all. To which Gabrielael said no. Michael noted that according to our operational agreement, we are supposed to provide someone to be in the office. The agreement says we would have a body here to answer the phone and greet people who walk in. Michael asked if she could work some hours in the office, and Gabrielael said she could.

Michael asked NRCS if it was normal for other offices to have someone here from 8:00 AM to 5:00 PM. Jana said things she noticed in the past is that Gabrielael had an excellent working relationship with the last District Conservationist. They would coordinate schedules. She would coordinate when he was out of the office when she was in the office. They coordinated holidays and vacations, and things got done. There never seemed to be a problem, and she wondered what it was. Tom said it looks confrontational, and we need to understand why. Chris requested to meet with Gabrielael to discuss our partnership and the relationship. We talked about it in the September meeting. From what he understood, Gabrielael had been overloaded with work to the point where she could not focus on the Tulsa County Conservation Office. Tom asked Gabrielael how many drought applications she had received in Tulsa. Gabrielael said Tulsa received fifteen. Tom asked how many were in Mayes County. She said 81, but other countries received more.

Julie said that when Gabrielael was initially hired, she was hired as the District Secretary, but now she is the District Manager. Also, when she was first hired, three other people were in the office. Gabrielael said it was just her and Scott Grant at the time. When we were on 55th and Sheridan, Julie said each agency had a specific secretary. But now that she is the district Manager, it is a different job description from the one she was initially hired to do.

Julie said in the old office; the district secretary sat inside the front of the door. She was there while everyone was out in the field, but now there is a lot of field stuff you should be doing. Jana agreed, but money and staffing have always been an issue. Janet Stewart said there is some truth to that, but she also knows that we have districts with over 100 or about 100 flood control structures and one person that does all the office stuff, all the inspections on the dams, and all that work. She understood what Julie said but knew other districts had a considerable workload.

Tulsa County Conservation District

Michael asked Janet the percentage of the time those district employees were in the office, and Janet said she did not know that information. Jana said that if those employees do all that fieldwork, they must not be in the office often.

Clancy Green said what it comes down to is that they prioritize tasks. So, there may be a day that they are out of the office, but they are there the next day, or they are in the office in the morning and out in the afternoon to try and minimize the lack of someone in the office. She said those offices have conversations and communicate about staffing the office.

Tom said he has 300 outfall sites he must see and all our other inspections, so he is in and out all the time. He tries to dedicate the afternoons to being in the office. Tom asked Gabrielael if she was good with that. Gabrielael said it would work. Tom said she would need to communicate with Chris about being out of the office as soon as possible. Michael said we needed to make a commitment to NRCS. Tom said we were making a commitment right now.

Tom said Gabrielael and Chris need to figure out her workload, the best time for her to be in the office, and when she could do what she needs to do in the field to cover our outreach. When she is not doing outreach, she will be in the office.

Gabriael said she sent Chris a message on Teams in December about meeting with him to discuss expectations. Chris asked her if we could meet at the team potluck. Gabrielael told him she preferred to have that conversation when the whole team was not in our office. Gabrielael said she never received a response.

Chris said he was there all day, and other team members were only there for a few hours. However, he did request that meeting. He said the thing he would like to have is that communication. He would love to have open communication to discuss these things and have that partnership, just as we have in the past or other offices. If we have that communication, we are serving our community, which is the big thing he was trying to convey to my team. We need to be there for our producers, and we need to be there for our residents. We have many capacities, and he knows she does a lot of outreach, but there is a lot of the district that is missing here in Tulsa that we could work on. We can work within our partnership to help increase that community participation. That is what he would like. He would like to have that district piece back.

Janet asked who the NRCS employee in this office that Gabrielael would coordinate with because Chris is not in this office. Gabrielael said it used to be Freddy Trujillo before he retired. Chris Best was also in the office at that time. Before Chris, it was Cleaon Bradford; before that, it was Gary Bishop. Janet then asked who it would be now. Gabrielael said there was no one. Janet asked Chris, other than him, who would be her point of contact in the office to coordinate office staffing. Chris said there is Julia who is

the soil technician, Clay, who is part-time, and Jack, who is in the shared NRCS-OCC position. Chris said he works with other offices to coordinate coverage.

Jana asked if NRCS had a shared agenda where you could go on, and you can all say when they will be in the field. That would be helpful to everyone, so they could tell where they will be. Chris said many offices use a daily calendar to coordinate who is in the office and who is not. He said he did not think it was in use in this office. Jana said she thought it would significantly improve communication between individuals and agencies. Julie said that in her office, they all have a shared calendar. Chris said they have a website we all share that we can communicate on.

Tom said everything we discussed sounded good to him. Chris then asked if anyone had any other questions for him. Jana asked Chris if he needed someone in the office 100% of the time. Chris said we would always like to be able to provide customer service to our producers and residents. Ideally, we would like to have someone here 100% of the time, but he understood that may not always be true. Jana said that ensuring someone is here, mainly Gabriel, may not always work for us. Chris noted that the more coverage we could have, the more we would be able to be there for our customers. Jana said she understood but asked about his expectations because they needed clarification. Chris said he intended to discuss and clarify how we could help to get back to a working relationship. If OCC could provide another individual for Gabriel to help cover the office. As far as the amount of time, that would be outlined in the operational agreement.

Chris said NRCS does provide funding to the districts for various things. Brandon advised the group that was not the case. All NRCS provides is office space. He said we need to ensure that during our core hours, from 8:00 AM to 4:30 PM, we coordinate with each other to ensure that someone is in the office. Whether that is a shared position, NRCS, or Gabriel, he thought it would be fine in the future.

Tom said this is a simple fix, but tying someone down to a specific time and place is an unrealistic expectation. For those of us in the field, we know that is impossible to expect. It will work out if everyone can schedule their time and what they are doing.

Brandon said it is essential to look at the checklist in the agreement as a board along with Chris and Gabriel once a month. That will ensure that everyone is completing the items in that agreement. He thought that would be an excellent way to rebuild the relationship between the district and NRCS. It would keep everyone on an even playing field. There would not be any he said; she said issues as well. It would show everyone what is happening and help keep everyone on that path. If we do that and the Outlook calendar, things should start to be more functional. And Tom is correct; there may be times when someone is not in the office, but most of the time, there should be someone in one of these chairs.

Jana said NRCS should also allow the board members access to the daily agenda. She would like to request that access. Chris agreed. Tom said that instead of the board having access to that calendar, Gabriael should be able to keep track and pass it on to the board. Chris noted that the more involvement there is, the better the relationship could be. That is why we are here. We are here for our producers and residents.

Clancy asked when the board last looked at the Local Operational Agreement was the last time. Gabriael said the last time we looked at the agreement was October 12th, 2022. Chris said he had not reviewed it with the board since he started. The board said they would revisit the discussion but have not discussed it since then. Tom said he had been at a conference in Texas, and Jana had long Covid-19. Clancy said that since that was the case, it would be good to revisit the checklist and mark off the tasks that have been completed.

Chris said he agreed. Tom asked if more discussion was needed, and no one had anything else they needed to discuss. No further action needs to be taken at this time.

5. Discussion of Urban Conservation Area

Tom Tolbert said it is winter, and not a lot is going on out there. Michael explained that we have some land that a developer donated to the district to have to do things with. Tom works for the Streets and Stormwater Department with the City of Broken Arrow, which means getting assistance from the City of Broken Arrow on maintenance. We have this land we can work with his department to create programs and do activities with. We have not done much on the properties because we have not had them for long. Michael said it is nice to have on our books as assets for environmental programs. We requested a stewardship fee from the developer to help us start some stewardship programs. This land is unique because we own some lots that were not sellable because they are in the creek. So, it worked out for the developer, and we got the value of those lots as a donation.

Tom said we now own about 70 acres on the west side of Broken Arrow on a prominent Creek. All of it is in a 100-year floodplain that can never be developed. Michael said it worked well for us because his department wants to maintain their creek. So, we assumed minimal risk, and we have it on the books as an asset and can create meaningful education activities if we had the right plan. Tom said the biggest obstacle for us would be funding for education. We will need funding for an educational center or something along those lines. He said we are getting out of our hole with the RMC planning and other stuff.

It has been slow, but we will get there. We need to find a suitable donor to assist us. The city will help in building trails if it gives them access to assess that the creek is not going to flood everybody or log jams along the lines. We had a conservationists meet on a site along the creek to develop a plan, but we have not received anything back. Gabriael said she had to update the deed documents with FSA but has yet to be able to follow up. She

said Matt Ward and Taylor Forsythe met with us to develop a conservation plan. She said she was told Matt was no longer working in his current position. Brandon Bishop said Matt is now working with the Department of Interior.

Tom said there are three parcels of land, one of which is landlocked, but because the city does not allow construction within the 100-year, they will never be devolved. More land is available in a reserved area, but they are over structural sewer lines, which he would like to take, but then give those to the city. The city could maintain those storm lines from the streets to that creek. The problem is that the homeowners in the area have taken over the land, fenced them off, and put other buildings on them. That is why we do not want any part of it. He would like to give it to the city for when they do have a problem with the storm sewer, they can have access.

Janet Stewart suggested we contact Clancy Green with the Commission before we decide to build any buildings for educational purposes or anything else to discuss loans because districts cannot get a loan from a bank based on statutes. Michael said we should put signage out there before we do any buildings. Districts can lease to own or get a loan from another governmental entity, but they cannot get a loan from a bank. She said some districts know that, and some do not. Tom said we would never borrow money to do this, and money would come from corporate donations or something along those lines. No further action needs to be taken at this time.

6. Approval of Financial Committee Report for Period Ending January 31st, 2023

Gabriel Parker said that she accidentally forgot to place the normal financials for the month of January in the printed board packet. However, she did provide the board with the complete financial statements in advanced, so the board has seen them. She apologized for the mistake. Clancy Green advised Gabriel that it is imperative to include the financials in the pack that is sent to the board. Gabriel said she understood, and she emailed them to the board the week before this meeting. Michael Patton made a motion to accept the financial committee report for the period ending January 31st, 2023. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Michael Patton, Jana Black. Nays: None. The motion carries.

7. Review of TACF Financials for Period Ending January 31st, 2023

The board reviewed the financials for TACF for the period ending January 31st, 2023. No further action needed to be taken at this time.

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

February Meetings:

02/02/2023	MCCD Board Meeting (Rescheduled)
02/07/2023	TCCD Board Meeting
02/08/2023	MCCD Rescheduled Board Meeting

- 02/09/2023 TCCD – TACF Joint Board Meeting
- 02/13/2023 Home & Garden Show Meeting with Cheryl Cheadle
- 02/26 – 02/28/2023 OACD State Meeting
- In Mayes Office
- 02/06/2023 02/08/2023
- Special Events:
- 02/24/2023 Fred Creek Monitoring
- 02/25/2023 Butterflies, Birds, Bees Oh My Event @ Schusterman Benson Library
- Holidays:
- 02/20/2023 President’s Day – Office Closed
- March Events:
- 03/09 – 03/12/2023 Home & Garden Show

Gabriel Parker briefly discussed the outreach report for February. No further action needed to be taken at this time.

9. Discussion and Possible Approval of Directors and Staff Attending the 2023 OACD State Meeting

After a brief discussion, Julie Monnot made a motion to approve all staff and all board members attend the OACD State Meeting pending no scheduling conflicts. Jana Black 2nd the motion Ayes: Tom Tolbert, Julie Monnot, Michael Patton, Jana Black. Nays: None. The motion carries.

10. Discussion of 2023 Home and Garden Show Training March 2, 2023

Gabriel Parker reminded the board of the volunteer training for the Home and Garden Show. The trainings for board members and volunteers is on March 2nd at 3:00 PM and 6:00 PM. Volunteers who have signed up to work a shift should attend one of the two, but not both.

a. Need Design Ideas for Signs

Gabriel Parker said she is not a designer and would like input from the board on sign designs for the booth. Michael said he could send her some websites where we can order inexpensive professional-looking signs. Gabriel said that if the board can send her some design ideas, she would work on getting them in time for the show. No further action needs to be taken at this time.

11. Guide No. 10 – Financial Management

The board reviewed Guide No. 10 – Financial Management. No further action needed to be taken at this time.

12. Reminder: TCCD-TACF Joint Meeting at 5:30 PM TCCD Office

Gabriel Parker reminded the board of the joint meeting between TCCD and TACF on Thursday February 15th, 2023, at 4:30 PM. No further action needs to be taken at this time.

13. New Business:

Michael Patton said we discussed moving our meeting times up to 4:30 PM. Until further notice, we will be meeting at 4:30 PM. Gabriel Parker said we need to vote on it. Michael Patton made a motion to change the regularly scheduled board meeting time from 5:30 PM to 4:30 PM. Jana Black 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Michael Patton, Jana Black. Nays: None. The motion carries.

Tom Tolbert said he would like to discuss planning the RMC for this summer. He said he was working on getting Stoney Creek for free if he could. Julie said we needed to work out a date and time first. Michael Patton asked how many people attended in the fall. Gabriel Parker said approximately 120 people attended. Michael explained that we had a great turnout because we had a good lunch and good speakers. It was a fantastic turnout.

Janet Stewart wished we had told her about the conference because she has a long list of things she needs the developers to do. She is commenting because we have a massive problem with developers trying to build around flood control structures. The developers buy the land because it is beautiful and want to build around this beautiful lake, but they need to understand that there are easements and flood pools. They need to realize the potential that it will raise to high hazards. So, you must investigate those elevations. Janet said we have 2107 flood control structures across Oklahoma, which is a big problem. She said she would like to be there if she could get in front of developers.

Julie Monnot said the permit we are looking at for the RMC is the OKR05 for industrial permit holders. This last RMC was on the OKR04 for developers. Janet said anytime you give me some developers, especially home builders and things like that she could speak to, that would be very beneficial. Tom said we are aiming for a summer RMC, and we will make sure she is there. Janet said she would love to be included. She said she had a presentation ready to go. Michael said he knows how hard it is to get governments an audience, but this organization found a way to reach many people with a good message, and all it took was some good promotion and some good barbeque. No further action needs to be taken at this time.

14. Adjourn:

Michael Patton made a motion to adjourn the meeting. Julie Monnot 2nd the motion.
Meeting Adjourned at 6:34 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 March 16th, 2023, at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 01/31/2023

TULSA AREA CONSERVATION

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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		\$7,173.00
Total Current Value		\$7,173.00

NON-PROFIT INTEREST CHECKING

92

Account Summary

Date	Description	Amount
01/01/2023	Beginning Balance	\$7,172.70
	1 Credit(s) This Period	\$0.30
	0 Debit(s) This Period	\$0.00
01/31/2023	Ending Balance	\$7,173.00

Interest Summary

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

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

Other Credits

Date	Description	Amount
01/31/2023	INTEREST PMT	\$0.30

Daily Balances

Date	Amount	Date	Amount
12/31/2022	\$7,172.70	01/31/2023	\$7,173.00



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 01/31/2023

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

02

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		\$7,408.83
Total Current Value		\$7,408.83

BUSINESS MONEY MARKET

02

Account Summary

Date	Description	Amount
01/01/2023	Beginning Balance	\$7,405.40
	1 Credit(s) This Period	\$3.43
	0 Debit(s) This Period	\$0.00
01/31/2023	Ending Balance	\$7,408.83

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$3.43
Interest Paid Year-to-Date	\$3.43
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
01/31/2023	INTEREST PMT	\$3.43

Daily Balances

Date	Amount	Date	Amount
12/31/2022	\$7,405.40	01/31/2023	\$7,408.83



TULSA COUNTY CONSERVATION DISTRICT BOARD MEETING 2/7/2023

Stacy Riley is the new Acting State Conservationist for 120 days.

Field visits and ranking for EQIP currently active.

- EQIP (Classic and CIC)
 - 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
- 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

Gabriel Parker

Challenge:

Operational Agreement / Monthly Performance Worksheet / Operational Tasks Documents

Full time telework

Lack of Customer Service for Tulsa County Residents

NRCS staff answering all phone calls for Tulsa County Conservation District (Except for direct line)

Resolution:

Discuss Operational Agreement and accountabilities

Improve communication between NRCS and TCCD

Improve customer service for Tulsa County Residents

Improve program delivery NRCS and OCC

Chris Clemens

District Conservationist

East Zone | Team 17



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

Natural Resources Conservation Service

TULSA SERVICE CENTER

6660 SHERIDAN RD, STE 120

TULSA, OK 74133

Phone: (918) 280-1596 Fax: (855) 421-7632

USDA is an equal opportunity provider, employer, and lender.

TCCD Monthly Outreach and Activities Report February 2023

FOM BRADY RETIRES AFTER
FINALLY SEEING HIS SHADOW



February Meetings:

02/02/2023	MCCD Board Meeting (Rescheduled)
02/07/2023	TCCD Board Meeting
02/08/2023	MCCD Rescheduled Board Meeting
02/09/2023	TCCD – TACF Joint Board Meeting
02/13/2023	Home & Garden Show Meeting with Cheryl Cheadle
02/26 – 02/28/2023	OACD State Meeting

In Mayes Office

02/06/2023 02/082023

Special Events:

02/24/2023	Fred Creek Monitoring
02/25/2023	Butterflies, Birds, Bees Oh My Event @ Schusterman Benson Library

Holidays:

02/20/2023 **President's Day – Office Closed**

March Meetings:

03/02/2023	MCCD Board Meeting
03/02/2023	Home & Garden Show Trainings
03/16/2023	TCCD Board Meeting

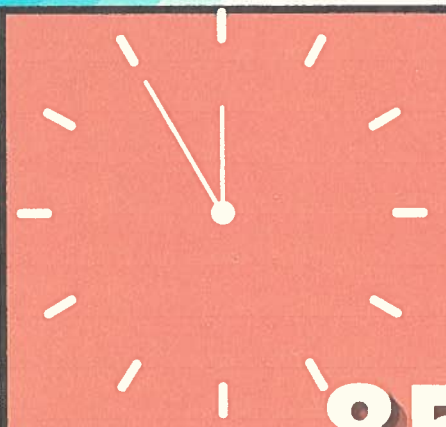
March Events:

03/09 – 03/12/2023 **Home & Garden Show**

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	



2023

**85TH ANNUAL
OACD STATE
MEETING**

“Borrowed Time”

*Strategically preparing
for inevitable disasters*

OKLAHOMA CITY, OK

FEBRUARY 26, 27, & 28TH



OACD'S 85th Annual State Meeting

January 3, 2022

Dear Conservation District Directors, Employees, and Partners,

2023 is our 85th anniversary and we're excited to celebrate our collective accomplishments and plan for the future with you at the OACD annual meeting in February.

This year's state meeting has been planned by taking into consideration your requests and feedback at the 2022 meeting via Mentimeter. That's why we have included more breaks for networking, watershed training, and special sessions for new employees and new directors. At the 2023 OACD annual meeting, we'll also provide information about ecosystems crediting markets, climate smart agriculture, and the vast amount of federal funding that is on the horizon for conservation.

We're bringing in experts from across the country and even from the UK to visit with you about direct marketing of products, diversifying your operation to include agritourism and increase financial resiliency, and what exactly it is that large corporations are looking for from commodity producers in the upcoming year.

As always, we'll have excellent networking opportunities for you to visit with local, state, and national leaders in conservation.

We hope that you will join us on February 26th, 27th, and 28th 2023. Note that we are at a new hotel, the recently redesigned Embassy Suites located at 3233 Northwest Expressway, Oklahoma City, OK.

Thank you,
Bill Jordan, OACD President

AGENDA TOPICS AND GUESTS FOR THE MEETING INCLUDE:

- Steve Groff, author of "The Future Proof Farm", and cover crop innovator
- Ben Taylor Davis, owner of Townsend Farm, and regenerative ag consultant for King Charles III.
- The Ethos of Environment through Generations with Amy Hays
- Mini-consultation roundtables with Oklahoma Conservation Commission, NRCS, and FSA (invited)

LOCATION:
Embassy Suites Northwest
3233 Northwest Expressway
Oklahoma City, OK 73112

Send completed form and payment to:
OACD PO Box 2775 Oklahoma City, OK 73101
okconservation.org



OACD'S 85th Annual State Meeting





Registrant Name: _____ District/Title: _____

Name to appear on name badge: _____

Personal Email Address: _____ (not the district email address)

Cell Phone Number: _____

Spouse Name (if attending): _____

Packages (please circle):	Early Bird (Feb.3rd)	Regular	Onsite
Registration (no meals)	\$225	\$245	\$265
 Registration Package Includes Monday lunch & banquet Tuesday lunch	\$285	\$300	\$325
 Single Day Registration Includes lunch Choose Monday ____ or Tuesday ____	\$145	\$150	\$165
 Spouse Registration Package Include Auxiliary meeting & meals	\$215	\$220	\$230
 Ala Carte Meals			
Monday Lunch	\$45		
Monday Banquet Dinner	\$70		
Tuesday Lunch	\$45		
Legislative Sponsorship	\$75		

Total: _____ Check#: _____

No refunds for meals or registration will be made after Feb. 17, 2023. All credit/debit cards will be charged a 5.4% processing fee.

**Send completed form and payment to:
OACD PO Box 2775 Oklahoma City, OK 73101**



OACD'S 85th Annual State Meeting

DATES

Sunday February 26th, Monday February 27th, and Tuesday February 28th

LOCATION

Embassy Suites Northwest located at 3233 Northwest Expressway, Oklahoma City, OK 73112

HOTEL INFORMATION

The hotel attached to the conference center is the Embassy Suites Northwest. The room rate ranges from \$114 - \$134/night and includes breakfast and evening reception each night. Parking is free. The cut-off date for the group rate is **Friday February 10th**. If you make reservations after this date, they may charge you a higher rate. **The group code is: OCD**

To make a reservation at the Embassy Suites Northwest please call 1 405-842-6633. Our group name is "Oklahoma Association of Conservation Districts" The group code is: OCD. You may book online at

<https://www.hilton.com/en/attend-my-event/okcones-ocd-314ebf34-4284-414b-a401-2a94b32c9a05/>

If you are booking rooms for multiple people, please follow up by sending an email detailing the entire list of rooms, names of guests, and dates of their stay to Mandi Tanner at Mandy.Tanner@hilton.com This is the only way that the hotel will accept a check as a method of payment. You will be required to complete a credit card authorization form from the hotel. No purchase orders will be accepted.

Do not include NRCS staff on your reservation list. NRCS must follow their own guidelines for booking a hotel room and registering for the meeting.

The overflow hotel is Hilton Garden Inn Midtown located at 2809 NW Expressway in Oklahoma City. The phone number is 405-607-4000. The room rate is \$90/per night.

MEETING REGISTRATION

Everyone must pay a registration fee. Please use the attached form and mail payment to OACD. There is a 5.4% credit card processing fee for any credit cards or debit cards. No refunds will be made after Feb. 17, 2023. Register Online at: Okconservation.org/statemeeting23

YOUTH CONTEST

The speech contest is Sunday February 26th at 1:30 p.m. Contestants must check in by 1:15 p.m. The youth awards program will begin at 4:00 p.m. Districts are responsible for notifying their youth contestants and picking up their awards.



OACD'S 85th Annual State Meeting

LEGISLATIVE RECEPTION & BANQUET

OACD will mail invitations to all state legislators for the legislative reception and banquet on Monday February 27th. If you are a tribal conservation district, please invite your council members or send their addresses to OACD for us to mail an invitation. It is also very important that districts personally invite your legislators to attend. Please let Trey Lam & Sarah Blaney know that you have invited your legislators and their response by Feb. 24th. If your district is financially able, please consider underwriting the cost of your legislator to attend. The cost is \$75/per legislator. If you are unsure of who your legislator is, please visit okconservation.org and click on the resources tab.

DISTRICT EMPLOYEES BREAKFAST

The breakfast will be held on Monday February 27th at 7:00 a.m. For those staying at the conference hotel, breakfast is included. For those not staying at hotel, breakfast may be purchased.

OACD Auxiliary Program

The Auxiliary board meeting will be held on Monday afternoon.

The Auction

OACDE, OACD, and the OACD Auxiliary are hosting a live and silent auction. The silent auction will be on Sunday February 26th and Monday February 27th. The live auction will be during the legislative banquet on Monday February 27th. Bring your items to the registration table at the meeting or contact Jean Lam at jeanlam@okconservation.org or at 405.207.7260

Agenda

Included in the packet is a general agenda. A complete agenda will be sent out January 9th and be added to the website. Please note some guests are invited and have not yet committed to attend.



OACD'S 85th Annual State Meeting

Sunday February 26, 2023

1:00 p.m. - Registration Opens for Attendees & Vendors

1:00 p.m. - OK Conservation Historical Society Annual Meeting

1:00 p.m. - OACDE Executive Board Meeting

1:30 p.m. - OACDE & OACD State Speech Contest
Division I & II

2:00 p.m. - OACD Resolutions Committee, Chair Joe Caughlin

3:00 p.m. - OACD Nominations Meeting, Chair Scotty Herriman

4:00 p.m. - Youth Awards & Auxiliary Scholarship Program, Ed Casey, Presiding

Winners of the poster, essay, and speech youth contests will be announced. The Auxiliary will present their scholarship award to one high school senior.

5:30 p.m. - CARE Champion & Leadership Class Reception (invitation only)

A networking reception for 2022-2023 Leadership Class participants, Conservation and Agriculture Reaches Everyone Champions and districts, and selected leadership

7:00 p.m. - OACDE Games for Guns

Purchase tickets and play a variety of games to win guns and gun related items. All proceeds benefit the Employees Association.



OACD'S 85th Annual State Meeting

Monday February 27, 2023

7:00 a.m. - Registration Opens

7:00 a.m. - OACDE Breakfast and Program, *Coleta Bratten, OACDE President, Presiding*

9:00 a.m. - Opening Session, *Bill Jordan, OACD President, Presiding*

Welcome - *Chief Terry Cosby, USDA-Natural Resources Conservation Service (invited)*

"Ethos of Environment through Generations" *Amy Hays, Environmental Solutions Coach*

9:00 a.m. - Rapid Fire Consultations with Agency Staff Sign Up

Do you have a question or comment for NRCS, OCC, or FSA? Sign up to get a one-on-one 10 minute session a member of their leadership team.

10:30 a.m. - Networking Break

Visit vendors and fill up your bingo card for a chance to win a prize Tuesday at lunch

11:00 a.m. - Concurrent Sessions

1. Carbon & Ecosystems Crediting

An objective look at what producers need to know about carbon markets & ecosystems crediting

2. Results from the Climate Change Survey

What do Oklahoma producers really think about climate change? *Dr. Amy Hagerman, OSU*

3. Watershed Training

What does it mean to have a high hazard dam? What tools are available for directors & districts?

4. District Employees: The Why & How

Being the best you can in your job - tips & tricks for all district employees

5. Submit Your Session - TBD

Districts & the public have until January 3rd to submit their ideas, session will be selected 1/6

6. Inflation Reduction Act Funding

There's \$19.5 billion in the IRA for conservation. What we know about distribution so far.

Stacy Riley, NRCS

7. Submit Your Session - TBD

Districts & the public have until January 3rd to submit their ideas, session will be selected 1/6



OACD'S 85th Annual State Meeting

Monday February 27th, 2023

(continued)

12:00 p.m. - Partnership Awards Luncheon, Joe Caughlin, OACD President Elect, Presiding

An Interview with Sherman Lewis, Oklahoma's 1st black NRCS employee by Xcaret Nunez, KOSU Agriculture Reporter
Attorney General Gentner Drummond (invited)
NRCS Partnership Awards; Director & Employee Service Awards

1:30 p.m. - Networking Break

Visit vendors and fill up your bingo card for a chance to win a prize Tuesday at lunch

1:45 p.m. - OACD Auxiliary Board Meeting

1:45 p.m. - Concurrent Sessions

1. How does NRCS actually Rank my Application?

What happens when you submit your EQIP or CSP application? How do you make your application stronger? *Panel discussion with Stacy Riley, NRCS & producers. Moderated by Jean Lam, OACD*

2. The National Young Farmers Coalition Survey Report (invited)

What is the next generation of farmers and ranchers concerned about? What are the barriers they experience in starting careers in farming and ranching?

3. Restorative Community Capital

An integrated capital approach to deploying "reparative capital" using a combination of non-extractive investments, zero and low interest loans, and grants and recoverable grants. *Juan Escareno, Potlikker Capital*

4. District Directors - Engaging & Serving

Learn the expectations and duties, plus tips & tricks for being a successful director

5. Submit Your Session - TBD

Districts & the public have until January 3rd to submit their ideas, session will be selected 1/6

6. Submit Your Session - TBD

Districts & the public have until January 3rd to submit their ideas, session will be selected 1/6

7. Submit Your Session - TBD

Districts & the public have until January 3rd to submit their ideas, session will be selected 1/6



OACD'S 85th Annual State Meeting

Monday February 27, 2023

(continued)

2:45 p.m. - Networking Break

Visit vendors and fill up your bingo card for a chance to win a prize Tuesday at lunch

3:00 p.m. - NRCS Business Meeting

This meeting is for NRCS employees

3:00 p.m. - OACDE Business Meeting

This meeting is for district employees and OCC employees

3:00 p.m. - OACD Business Meeting

This meeting is for district directors

6:00 p.m. - Legislative Reception

7:00 p.m. - Legislative Banquet, Awards, & Auction, Bill Jordan, OACD President, Presiding

Legislator of the Year

The Elmer Maddux Award for Excellency in Advocacy

The OACDE Employee of the Year

The Conservation Hall of Fame

The Leopold Conservation Award



OACD'S 85th Annual State Meeting

Tuesday February 28, 2023

7:00 a.m. - Registration Opens

7:00 a.m. - OACD Past Presidents Breakfast

This is an informal event for former state association presidents.

8:30 a.m. - Concurrent Sessions

1. Diversity: Micro to Macro for Greater Farm Profits

Ben Taylor-Davies, owner of Townsend Farms

2. Watershed Training

What does it mean to have a high hazard dam? What tools are available for directors & districts?

9:00 a.m. - Rapid Fire Consultations with Agency Staff (sign up required on Monday; all day)

9:30 a.m. - Concurrent Session

1. Guardian Grains: Growing Nutrition *Deanna Lozensky, Guardian Grains*

2. District Employees: The Why & How

Being the best you can in your job - tips & tricks for all district employees

10:30 a.m. - Networking Break

Visit vendors and fill up your bingo card for a chance to win a prize Tuesday at lunch

10:45 a.m. - Concurrent Session

1. What Corporations are Looking for in Future Markets from Producers?

A forward view on what expectations are from large purchasers of commodities

2. Submit Your Session - TBD

Districts & the public have until January 3rd to submit their ideas, session will be selected 1/6

11:45 a.m. - Networking Break

Visit vendors and fill up your bingo card for a chance to win a prize Tuesday at lunch

12:00 p.m. - Lunch with Special Guest



OACD'S 85th Annual State Meeting

Tuesday February 28, 2023

1:15 p.m. - Concurrent Sessions

1. Future Proof your Farm: Changing Minds in a Changing World

Steve Groff, author of "The Future Proof Farm"

2. How does NRCS actually Rank my Application?

What happens when you submit your EQIP or CSP application? How do you make your application? *Panel discussion with Stacy Riley, NRCS & producers. Moderated by Jean Lam,*

2:15 p.m. - Concurrent Sessions

1. The Locally Led Process

How this cornerstone of locally led conservation is essential for district's long range plan and joint annual plan of operation.

2. TBD

Fw: potential announcement for district directors, take 1.2

1 message

Tulsa County Conservation District <tulsaccd@conservation.ok.gov>
To: Gabriael S Parker <gabriael@gmail.com>

Fri, Feb 3, 2023 at 1:08 PM

From: Cheryl Cheadle <Cheryl.Cheadle@Conservation.ok.gov>
Sent: Wednesday, February 1, 2023 14:01
To: Jack Titchener <Jack.Titchener@Conservation.ok.gov>; Tulsa County Conservation District <tulsaccd@conservation.ok.gov>
Subject: RE: potential announcement for district directors, take 1.2

Announcement below slightly revised, thank you JACK. Gabriael and Jack – Please take a look at this draft announcement for Tulsa County Conservation District directors and let me know what changes are needed. Thank you, CHERYL

Greater Tulsa Home and Garden Show Training Session

Gabriael Parker, Jack Titchener, and Cheryl Cheadle will provide a training session for Tulsa County Conservation District directors so that we will all be prepared and on the same page for working the Greater Tulsa Home and Garden Show March 9 – 12, 2023. This is a great opportunity to share with Tulsa citizens (and beyond!) conservation information.

For the convenience of all, two identical training sessions will be offered. These sessions will take place at the Tulsa County Conservation District on Thursday, March 2:

Session 1) 3:00 p.m.

Session 2) 6:00 p.m.

Pick the session that is the most convenient – no need to attend both. The training is expected to take a little more than an hour and will cover:

- Blue Thumb's 30th Anniversary
- Tabletop Rainfall Simulator
- Yard by Yard and seed packaging
- Water Feature (with special cameo appearance by Julie Monnot)
- Handouts

All district directors working a shift means that Gabriael, Jack, and Cheryl will be responsible for working two shifts each. There will also be a volunteer from Blue Thumb or Yard by Yard working each shift, thus making it possible for some ambling around to take place. Volunteers are not likely to attend the training session, but some might. This means that staff and directors are in a "leadership" role for quality education to take place. Please let Gabriael know which training session you will attend and which shift/day you wish to work. Shifts are (Thursday, Friday, and Saturday): 9:45 to 1:30; 1:15 to 4:30; and 4:15 to 8:00 p.m. The Sunday shifts are 10:45 to 2:00 and 1:45 to 5:00.



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. 10 - Financial Management

Financial management is one of the more challenging and important responsibilities of district board members. Board members are public officials and need to take their fiduciary responsibility seriously and always have a clear understanding of the district's financial status and records.

Board Members Must Understand the District's Financial Record System

Board members may not always be familiar with the computer program used to develop the monthly financial statement, but they must develop a good understanding of the report.

While the day-to-day financial record keeping is assigned to district employees, board members are responsible for the management of district/state funds and can not leave that responsibility to employees and can not depend on an auditor to identify problems.

All district funds are public funds and must be reflected in the monthly financial statement. All funds must be expended and accounted for in keeping with the same laws and rules that apply to state funds.

Monthly Financial Statements Should Include:

- ◆ Previous balance of "All" funds
- ◆ Checking account balance brought forward
- ◆ Deposits to checking account
- ◆ Disbursements from checking account showing check number, date written, to whom, for what, and the amount.
- ◆ Current checking account balance
- ◆ All other accounts balance forward
- ◆ Deposits to other accounts
- ◆ Disbursements from other accounts
- ◆ Balance in all other accounts

- ◆ Current balance in "All" Funds.

Board members should review voided checks, reconciled bank statements, and cancelled checks each month and compare them to the financial statement.

The board treasurer should especially review the monthly financial report and point out any areas of concern or questions to the other board members.

Rules to Follow with Checks:

- ◆ Use only numbered checks written in sequential order.
- ◆ Check stubs must be completed.
- ◆ Check numbers should be posted along with the amount, who the check was written to and for what.
- ◆ Cancelled checks, if received from bank, should be filed with the bank statement in numerical order.
- ◆ It is recommended that at least two signatures be required on all checks. Anyone with signatory authority on accounts should be adequately bonded.
- ◆ ***Under no circumstance should a blank check be signed. This can cause your bond to be voided.***
- ◆ An employee should not sign their own paycheck.
- ◆ When a check is voided, write void across the face of the check, and attach it to the

Reconciling Bank Statements

Staff must keep all financial accounts current and reconcile each account with the bank statement each month. The reconciled bank balances, check book balance and monthly financial statement should be in agreement.

At the board meeting the chairman and/or treasurer should initial the reconciled bank statements indicating review of these documents has occurred. A copy of the reconciled bank statement should be made part of the financial statement and included in the monthly board minutes.

Petty Cash Fund

Districts may have a "petty cash" fund, but a record of expenditures and receipts must be maintained and made part of the financial statement. If district funds are used to establish the fund, monies can only be used in accordance with laws governing expenditures of state funds.

If individuals (employees or directors) make contributions to maintain a petty cash fund, those funds can be used as the directors see fit for food, flowers, awards or gifts.

Resources on Financial Management

Chapter 5 of the Conservation District Handbook.