

AGENDA
Board of Directors Special Meeting
Tulsa County Conservation District
Wednesday January 24, 2024 – 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 Conservation Stewardship Resource Management Conferences
5. Discussion of Urban Conservation Area
 - a. Approval of Corrected Property Deeds
6. Approval of Minutes from the December 14th, 2023 Meeting
7. Approval of Financial Statements & District Reports for Period Ending December 31st, 2023
8. Discussion and Approval of Staff Timesheet and Leave Forms for December 31st, 2023
9. Review of TACF Financials for Period Ending December 31st, 2023
10. Discussion and Acceptance of District Conservationist Agency Report January 2024
11. Discussion of the TCCD Monthly Activities and Outreach Report January 2024
12. Discussion and Approval of Cooperator Agreements for Janna Colaizzi's and Ron Hall
13. Discussion and Approval of Recommendation for Appointment of Janna Colaizzi to the Tulsa County Conservation District Board of Directors
14. Discussion and Approval of FY 2023 Annual Audit and Related Documents
 - a. FY - 2023 Annual Net Worth Statement
 - b. Filing of an Audit with County Clerk
 - c. April Adams CPA PLLC Invoice
15. Discussion of OCC's SHIP Program
16. Discussion of the 2024 Home & Garden Show
 - a. Discussion and Approval of Purchasing Event Banner from the Tallgrass Prairie Center
17. Discussion and Approval of Staff and Directors Attending the 2024 OACD State Meeting
18. Review of 10-Minute Guide 2 - Executive Sessions
19. New Business:
20. 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.

The next regularly scheduled meeting is Tuesday February 13, 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 23, 2023](#) in the following location:

6660 S. Sheridan Rd., Suite 120

Tulsa, OK 74133

&

tulsaccd.org

Space reserved for recording purposes only

CORRECTED DEED OF DEDICATION

KNOW ALL BY THESE PRESENTS:

This CORRECTED DEED OF DEDICATION is made this _____ day of January, 2024, and is effective October 28, 2021.

WHEREAS, by that certain Deed of Dedication dated October 28, 2021, recorded as Document #2021129302 in the records of the Tulsa County Clerk, hereinafter referred to as "Original Deed," AMERICAN LAND DEVELOPMENT LIMITED PARTNERSHIP, an Oklahoma limited partnership, assigned its interest in certain real property identified on Exhibit A hereto, unto TULSA COUNTY CONSERVATION DISTRICT, an Oklahoma conservation district.

WHEREAS, the parties hereto wish to correct a scrivener's error in the Original Deed giving rise to potential ambiguity as to the intent of the parties.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which for all purposes is hereby acknowledged, in order to correct the record to accurately reflect the intent of the parties hereto under the Original Deed, American Land Development Limited Partnership, hereinafter referred to as GRANTOR, does hereby grant, convey, deed, assign and dedicate all of GRANTOR's right, title and interest unto Tulsa County Conservation District, hereinafter referred to as GRANTEE, for use and enjoyment as greenbelt lands, all of the following described real property and premises, situate in Tulsa County, State of Oklahoma, hereinafter called the "Property":

A portion of the Southeast Quarter (SE/4) of Section Seventeen (17), Township Eighteen (18) North, Range Fourteen (14) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, as described more specifically in Exhibit A attached hereto.

(Tulsa County Parcel Nos. 98417-84-17-22400, 98417-84-17-32150, and 98417-84-17-49450.)

No Documentary Stamp Tax due pursuant to 68 O.S. 2011 CH. 1, Art. 12, S3202(11)

The terms hereof shall be binding upon and shall inure to the benefit of the parties hereto, their successors and assigns. This instrument may be executed in any number of counterparts, and each counterpart shall be deemed to be an original document, but all such counterparts shall constitute one instrument.

SIGNED and DELIVERED this _____ day of January, 2024.

AMERICAN LAND DEVELOPMENT
LIMITED PARTNERSHIP

By: American Land Development Company
Its General Partner

By: _____
Stephen J. Heyman, President

STATE OF OKLAHOMA)
)SS.
COUNTY OF TULSA)

This instrument was acknowledged before me on this _____ day of January, 2024, by Stephen J. Heyman, President, American Land Development Company, as General Partner of AMERICAN LAND DEVELOPMENT LIMITED PARTNERSHIP, a partnership.

Notary Public

My Commission Expires: _____
Commission Number: _____

APPROVED AS TO FORM:

APPROVED AS TO SUBSTANCE:

By: _____

By: _____

ACCEPTED:

TULSA COUNTY CONSERVATION DISTRICT, STATE OF OKLAHOMA

Date: _____

By: _____

Name: _____

Title: _____

STATE OF OKLAHOMA)
)SS.
COUNTY OF TULSA)

This instrument was acknowledged before me on this _____ day of _____, 2021, by _____, as _____ of _____.

Notary Public

My Commission Expires: _____
Commission Number: _____

STATE OF OKLAHOMA)
)SS.
COUNTY OF TULSA)

This instrument was acknowledged before me on this _____ day of _____, 2024, by _____, as _____ of _____.

Notary Public

My Commission Expires: _____
Commission Number: _____

Exhibit A

LEGAL DESCRIPTION

Part of the Northeast Quarter (NE/4) of Section Seventeen (17), Township Eighteen (18) North, Range Fourteen (14) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, being more particularly described as follows:

Commencing the Northeast corner of said Section Seventeen (17); Thence N 90°00'00" W a distance of 1489.35 feet; Thence S 00°00'00" W a distance of 60.00 feet; Thence N 90°00'00" W a distance of 323.22 feet to the Point of Beginning; Thence S 24°0'00" E a distance of 219.81 feet; Thence N 60°30'00" E a distance of 124.82 feet; Thence S 24°00'00" E a distance of 119.20 feet; Thence S 10°30'00" W a distance of 256.12 feet; Thence S 65°30'00" E a distance of 414.37 feet; Thence S 00°00'00" W a distance of 359.38 feet; Thence S 83°30'00" E a distance of 376.66 feet; Thence S 47°00'00" E a distance of 270.94 feet; Thence S 89°59'23" E along the South line of the E/2 NE/4 NE/4 to the Northwest corner of KNIGHT ACRES, an Addition to the City of Broken Arrow; Thence South along the West line of said KNIGHT ACRES a distance of 1318.60 to a point on the South line of said Northeast Quarter (NE/4) being also the Southwest corner of said KNIGHT ACRES; Thence West along the South line of the Northeast Quarter (NE/4) to a point of the East line of LANCASTER PLACE, an Addition to the City of Broken Arrow; Thence N 16°06'12" W to the Northeast corner of Lot 51, Block 2, LANCASTER PLACE; Thence N 56°13'00" W a distance of 93.87 feet; Thence N 25°15'08" W a distance of 117.22 feet; Thence N 11°46'12" E a distance of 413.71 feet; Thence N 09°53'23" W a distance of 281.38 feet; Thence N 45°02'40" W a distance of 406.38 feet; Thence N 37°10'40" E a distance of 62.62 feet; Thence N 02°18'38" E a distance of 183.06 feet; Thence N 71°54'01" W a distance of 187.91 feet; Thence S 61°27'07" W a distance of 68.23 feet; Thence N 19°23'09" W a distance of 265.37 feet; Thence N 32°36'48" W a distance of 369.54 feet; Thence N 26°13'23" W a distance of 20.00 feet; Thence N 19°51'24" W a distance of 219.38 feet; Thence N 40°21'05" W a distance of 187.59 feet; Thence S 62°42'37" W a distance of 292.90 feet; Thence S 83°44'31" W along the North line of Lot 1, Block 2, LANCASTER PLACE to a point 18.42 feet from the Northwest corner of said Lot; Thence N 00°09'27" W a distance of 95.78 feet; Thence N 11°50'33" E a distance of 72.15 feet; Thence N 00°09'27" W a distance of 72.00 feet; Thence due East parallel to and 60 feet South of the North line of said Section 17 to the Point of Beginning.

A tract of land in the Northwest Quarter of the Southeast Quarter (NW/4 SE/4) of Section Seventeen (17), Township Eighteen (18) North, Range Fourteen (14) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, being more particularly described as follows:

BEGINNING at a point on the East line of the Northwest Quarter of the Southeast Quarter (NW/4 SE/4) 946.31 feet South of the Northeast corner thereof; Thence N 52°44'54" W to the North common corner of Lots Fifteen (15) and Sixteen (16), Block One (1), FAIRFAX, an Addition to the City of Broken Arrow; Thence N 46°29'51" W a distance of 274.04 feet; Thence N 36°01'39" E a distance of 215.00 feet; Thence N 07°23'28" E a distance of 140.56 feet; Thence N 15°21'19" W a distance of 163.94 feet; Thence N 54°35'04" W a distance of 133.89 feet; Thence S 62°05'40" E a distance of 127.20 feet; Thence N 87°01'09" E to a point on the East line of said Northwest Quarter of the Southeast Quarter (NW/4 SE/4); Thence South along said East line to the POINT OF BEGINNING.

A tract of land located in the **Southeast Quarter (SE/4) of Section Seventeen (17), Township Eighteen (18) North, Range Fourteen (14) East** of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, being more particularly described as follows:

BEGINNING at the Southwest corner of Lot Twenty-six (26), Block One (1), PECAN GROVE ESTATES, a Subdivision in the City of Broken Arrow, Tulsa County, State of Oklahoma, according to the official recorded plat thereof, Plat No. 5012, as filed in the records of the Tulsa County Clerk's Office; Thence S 89°53'04" W along the North line of a DEED OF DEDICATION as described in Book 6291, Page 1855, as filed in the records of the Tulsa County Clerk's Office, a distance of 170.12 feet; Thence N 00°06'56" W along said DEED OF DEDICATION a distance of 20.00 feet; Thence S 89°53'04" W along said DEED OF DEDICATION a distance of 300.00 feet; Thence S 73°11'15" W along said DEED OF DEDICATION a distance of 34.81 feet; Thence S 89°53'04" W along said DEED OF DEDICATION a distance of 299.51 feet to a non-tangent curve to the left, being the Easterly Right of Way for Willow Avenue, also being the Easterly boundary of FAIRFAX, a Subdivision in the City of Broken Arrow, Tulsa County, State of Oklahoma, according to the official recorded Plat thereof, Plat No. 3995, as filed in the records of the Tulsa County Clerk's Office; Thence along a non-tangent curve to the left and the Easterly boundary of FAIRFAX with a central angle of 13°55'49", a radius of 125.00 feet, an arc length of 30.39 feet, a chord bearing of N 09°17'43" W and a chord length of 30.32 feet to a tangent reverse curve to the right; Thence along a tangent reverse curve to the right and the Easterly boundary of FAIRFAX with a central angle of 16°15'37", a radius of 125.00 feet, an arc length of 35.47 feet, a chord bearing of N 08°07'49" W and a chord length of 35.36 feet; Thence N 00°00'00" W along the Easterly boundary of FAIRFAX and tangent to the previous curve a distance of 37.46 feet to a tangent curve to the right; Thence along a tangent curve to the right and the Easterly boundary of FAIRFAX with a central angle of 30°29'33", a radius of 545.00 feet, an arc length of 290.05 feet, a chord bearing of N 15°14'47" E and a chord length of 286.64 feet; Thence N 30°29'33" E along the Easterly boundary of FAIRFAX and tangent to the previous curve a distance of 387.05 feet to a tangent curve to the left; Thence along a tangent curve to the left and the Easterly boundary of FAIRFAX with a central angle of 31°12'40", a radius of 880.00 feet, an arc length of 479.37 feet, a chord bearing of N 14°53'13" E and a chord length of 473.46 feet; Thence N 89°16'52" E along the Easterly boundary of FAIRFAX and not tangent to the previous curve a distance of 117.00 feet; Thence N 07°56'40" W along the Easterly boundary of FAIRFAX a distance of 233.75 feet; Thence N 20°23'25" W along the Easterly boundary of FAIRFAX a distance of 216.95 feet; Thence N 65°34'53" W along the Easterly boundary of FAIRFAX a distance of 21.14 feet; Thence S 69°13'40" W along the Easterly boundary of FAIRFAX a distance of 95.00 feet; Thence N 20°46'20" W along the Easterly boundary of FAIRFAX a distance of 162.00 feet; Thence N 69°13'40" E along the Easterly boundary of FAIRFAX a distance of 15.37 feet to a tangent curve to the right;

Continued...

Thence along a tangent curve to the right and the Easterly boundary of FAIRFAX with a central angle of 14°39'50", a radius of 555.00 feet, an arc length of 142.04 feet, a chord bearing of N 76°33'35" E and a chord length of 141.66 feet; Thence S 30°28'53" E along the East boundary of FAIRFAX and not tangent to the previous curve a distance of 212.63 feet; Thence S 49°45'49" E along the Easterly boundary of FAIRFAX a distance of 386.37 feet; Thence N 81°53'48" E along the Easterly boundary of FAIRFAX a distance of 147.44 feet; Thence N 12°10'45" E along the Easterly boundary of FAIRFAX a distance of 189.00 feet; Thence N 52°44'54" W along the Easterly boundary of FAIRFAX a distance of 129.50 feet to the West line of the E/2 of the SE/4 of Section Seventeen (17); Thence N 00°01'31" W along the West line of the E/2 of the SE/4 of Section Seventeen (17) a distance of 685.41 feet to the Southerly line of LANCASTER PLACE, a Subdivision in the City of Broken Arrow, Tulsa County, State of Oklahoma, according to the official recorded Plat thereof, Plat No. 4912, as filed in the records of the Tulsa County Clerk's office; Thence N 87°01'09" E along the Southerly line of LANCASTER PLACE a distance of 113.10 feet; Thence N 57°36'36" E along the Southerly line of LANCASTER PLACE a distance of 125.82 feet; Thence N 35°43'56" E along the Southerly line of LANCASTER PLACE a distance of 15.01 feet; Thence N 19°05'51" E along the Southerly line of LANCASTER PLACE a distance of 186.37 feet to the North line of the SE/4 of Section Seventeen (17); Thence N 89°51'58" E along the North line of the SE/4 of Section Seventeen (17) a distance of 179.55 feet; Thence S 16°41'17" W a distance of 456.19 feet; Thence N 70°52'19" W a distance of 348.74 feet; Thence S 26°39'28" E a distance of 1137.80 feet to the Northwesterly boundary of PECAN GROVE ESTATES, a Subdivision in the City of Broken Arrow, Tulsa County, State of Oklahoma, according to the official recorded Plat thereof, Plat No. 5012, as filed in the records of the Tulsa County Clerk's office; Thence S 60°05'20" W along the Northwesterly boundary of PECAN GROVE ESTATES, a distance of 453.39 feet; Thence S 22°01'04" W along the Northwesterly boundary of PECAN GROVE ESTATES a distance of 266.06 feet; Thence S 53°44'46" E along the Westerly boundary of PECAN GROVE ESTATES a distance of 52.21 feet to the most Northerly corner of a parcel of land as described in Book 6184, Page 2177, as filed in the records of the Tulsa County Clerk's office; Thence S 38°28'38" W along the Northwesterly line of said "Parcel" a distance of 85.00 feet; Thence S 50°34'30" E along the Southwesterly line of said "Parcel" a distance of 65.00 feet; Thence N 75°54'54" E along the Southerly line of said "Parcel" a distance of 115.00 feet to the Westerly boundary of PECAN GROVE ESTATES; Thence S 53°44'46" E along the Westerly boundary of PECAN GROVE ESTATES a distance of 52.37 feet; Thence S 43°02'08" W along the Westerly boundary of PECAN GROVE ESTATES a distance of 410.94 feet; Thence S 00°00'00" E along the Westerly boundary of PECAN GROVE ESTATES a distance of 323.78 feet to the POINT OF BEGINNING.

LESS AND EXCEPT:

A tract of land located in the SE/4 of Section Seventeen (17), Township Eighteen (18) North, Range Fourteen (14) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, being more particularly described as follows:

Continued...

BEGINNING at the Southwest corner of Lot Twenty-six (26), Block One (1), PECAN GROVE ESTATES, a Subdivision in the City of Broken Arrow, Tulsa County, State of Oklahoma, according to the official recorded Plat thereof, Plat No. 5012, as filed in the records of the Tulsa County Clerk's office; Thence S 89°53'04" W along the North line of a DEED OF DEDICATION as described in Book 6291, Page 1855, as filed in the records of the Tulsa County Clerk's office a distance of 170.12 feet; Thence N 00°06'56" W along the said DEED OF DEDICATION a distance of 20.00 feet; Thence S 89°53'04" W along the said DEED OF DEDICATION a distance of 29.84 feet; Thence N 00°00'00" W a distance of 303.78 feet; Thence N 89°53'04" E a distance of 200.00 feet to a bend on the Westerly boundary of PECAN GROVE ESTATES; Thence S 00°00'00" E along the Westerly boundary of PECAN GROVE ESTATES a distance of 323.78 feet to the POINT OF BEGINNING.

Space reserved for recording purposes only

CORRECTED DEED OF DEDICATION

KNOW ALL BY THESE PRESENTS:

This CORRECTED DEED OF DEDICATION is made this _____ day of January, 2024, and is effective October 28, 2021.

WHEREAS, by that certain Deed of Dedication dated October 28, 2021, recorded as Document #2021129301 in the records of the Tulsa County Clerk, hereinafter referred to as "Original Deed," AMERICAN LAND DEVELOPMENT LIMITED PARTNERSHIP, an Oklahoma limited partnership, assigned its interest in certain real property identified on Exhibit A hereto, unto TULSA COUNTY CONSERVATION DISTRICT, an Oklahoma conservation district.

WHEREAS, the parties hereto wish to correct a scrivener's error in the Original Deed giving rise to potential ambiguity as to the intent of the parties.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which for all purposes is hereby acknowledged, in order to correct the record to accurately reflect the intent of the parties hereto under the Original Deed, American Land Development Limited Partnership, hereinafter referred to as GRANTOR, does hereby grant, convey, deed, assign and dedicate all of GRANTOR's right, title and interest unto Tulsa County Conservation District, hereinafter referred to as GRANTEE, for use and enjoyment as greenbelt lands, all of the following described real property and premises, situate in Tulsa County, State of Oklahoma, hereinafter called the "Property":

A portion of the N/2 N/2 SW/4 and a portion of the SW/4 NW/4 AND the W/2 SE/4 NW/4 of Section Eight (8), Township Eighteen (18) North, Range Fourteen (14) East of the Indian Base and Meridian, Tulsa County, State of Oklahoma, according to the U.S. Government Survey thereof, as described more specifically in Exhibit A attached hereto.

(Tulsa County Parcel Nos. 98408-84-08-02140 and 98408-84-08-04970.)

No Documentary Stamp Tax due pursuant to 68 O.S. 2011 CH. 1, Art. 12, S3202(11)

The terms hereof shall be binding upon and shall inure to the benefit of the parties hereto, their successors and assigns. This instrument may be executed in any number of counterparts, and each counterpart shall be deemed to be an original document, but all such counterparts shall constitute one instrument.

SIGNED and DELIVERED this _____ day of January, 2024.

AMERICAN LAND 71ST STREET COMPANY

By: _____
Stephen J. Heyman, President

STATE OF OKLAHOMA)
)SS.
COUNTY OF TULSA)

This instrument was acknowledged before me on this _____ day of January, 2024, by Stephen J. Heyman, as President of AMERICAN LAND 71ST STREET COMPANY.

Notary Public

My Commission Expires: _____
Commission Number: _____

Exhibit A

LEGAL DESCRIPTION

Parcel #: 98408-84-08-02140

Land area per Assessor: 1.48 acres

Legal: BEG NEC N/2 N/2 SW TH 660.92S 855W POB NW723.72 E APRX 140 TO PT
SE L LT1 BLK6 LANCASTER PARK II TH S84.4 SE245.1 S395.73 W TO POB SEC 8
18 14 1.485AC

Parcel #: 98408-84-08-04970

Land area per Assessor: 6.44 acres

Legal: PRTS/2NWBEG596.97NSWCNWTHE50SE160.32E81
.69SE35.02E105.2ONE80.78SE60.22 SE31.90S
E30.82SE30.38SE93.13E106.79NE145SE141.5
SE26.61S109.69E130.49S73.48APPROX500.12
N450.54NW104.73NW263.29W218.47SW148.61
NW118.91NW205.79NW46.90SW119.32NW83.86N
W250W50STOPOBLESSW50SEC81814 6.440ACS



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

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **January 24, 2024** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **February 13, 2024**



Chair, Board of Directors



Date

Attest:



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

Date: January 24, 2024

Time: 5:30 PM

Members Present: Tom Tolbert, Chairman
Julie Monnot, Vice-Chairwoman
Chrissy Parker, Member
Galea Albano, Member

Members Absent: None

Others Present: Gabriael Parker, District Manager
Cheryl Cheadle, Blue Thumb Volunteer Coordinator
Janna Colaizzi, Member of the Public

1. Meeting Called to Order:

Chairman Tom Tolbert called the meeting to order at 5:34 PM. He noted that 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 23, 2024, in the front window of 6660 S. Sheridan Rd., Suite 120, Tulsa, OK 74133, and tulsaccd.org.

2. Roll Call

Tom Tolbert
Julie Monnot
Chrissy Parker
Gabriael Parker
Galea Albano
Janna Colaizzi
Cheryl Cheadle via Zoom

3. Public Comments

None

4. Discussion of Conservation Stewardship Resource Management Conference

The board discussed the Resource Management Conference and continued to list people to invite as speakers and attendees. The committee also decided to host the event on November 6, 2024, at the Stoney Creek Hotel and Conference Center in Broken Arrow. The committee also discussed day-of workshops, including having career tracks for high school and college-age attendees. No further action needs to be taken at this time.

Cheryl Cheadle Exited the Meeting at 6:32 PM

5. Discussion of Urban Conservation Area

a. Approval of Corrected Property Deeds

Gabriel Parker said American Land incorrectly drafted the donated properties' original deeds. The deed says they have only given us full use of the properties and not complete ownership. She said is like we are leasing the property from them and owe the property tax on them. American Land drafter corrected deeds to say Tulsa County Conservation District is the sole owner of these parcels. We must approve the updated deeds so she can refile them with the county clerk's office. Galea Albano made a motion to approve the Corrected Property Deeds drafted by American Land. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

6. Approval of Minutes from the December 14th, 2023, Meeting

After a brief discussion, Chrissy Parker made a motion to approve the minutes from December 14th, 2023, board meeting as presented. Galea Albano 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

7. Approval of Financial Committee Report for Period Ending December 31st, 2023

After a brief discussion, Julie Monnot made a motion to approve the Financial Committee Report for the Period Ending December 31st, 2023. Galea Albano 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

8. Discussion and Approval of Staff Timesheet and Leave Forms for December 2023

After a brief discussion, Julie Monnot made a motion to approve the timesheet and leave records for staff for December 2023. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

9. Review of TACF Financials for Period Ending December 31st, 2023

The board reviewed the bank statements and other financials for TACF ending December 31st, 2023. No further action needs to be taken at this time.

10. Discussion and Acceptance of District Conservationist Agency Report January 2024

Team is currently working on CSP payments and EQIP field visits to start the 2024 ranking.

EQIP –

Nov. 24th -Participant eligibility letters sent by certified mail

Dec. 29th- Eligibility updated for AGI/FTE/1026

Jan. 12th- Ineligibility letters for AGI/FTE/1026

Feb. 1st – Ranking completed

March 31st – Obligation completed

ACT NOW allows NRCS to immediately approve and obligate a ranked application in a designated ranking pool when an eligible application meets or exceeds a State determined minimum ranking score without waiting until the NRCS field office ranks all applications in the ranking pool. All applications will be processed according to Title 440, Conservation Programs Manual (CPM), Subpart D (Application Processing) 530.37 and 530 Subpart R.

Oklahoma ACT NOW Ranking Pools

- ACT NOW IRA Soil Health
- ACT NOW IRA Grass Planting

- ACT NOW High Tunnel System

CSP-

Nov. 24th -Participant eligibility letters sent by certified mail

Apr. 30th – Rankings completed

June 1st- Obligation deadline

Chrissy Parker made a motion to accept the District Conservationist Agency Report for January 2024. Galea Albano 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

11. Discussion of the TCCD Monthly Activities and Outreach Report January 2024

January Meetings:

01/08/2024	Tax Training with Jamie Walters and Heather Bryan
01/09/2024	Home & Garden Show Meeting with Cheryl Cheadle
01/09/2024	TCCD/CS-RMC Board/Planning Meeting
01/09/2023	District Teams Training SHIP Program
01/10/2024	District Teams Training SHIP Program
01/25/2024	CS-RMC Planning Meeting

January Events:

01/23/2023	Bug Collection with Candice Miller @ Fred Creek
01/26/2023	Fred Creek Monitoring

January Holidays:

01/01/2024	New Year’s Day – Office Closed
01/15/2024	Marting Luther King Jr. Day - Office Closed

February Meetings:

02/13/2024	TCCD/CS-RMC Board/Planning Meeting
02/22/2024	CS-RMC Planning Meeting

Deadlines:

None

Notes:

None

Work Duties Performed:

❖ Answer NRCS Calls	❖ OCC Teams Trainings
❖ NRCS Walk-ins	❖ Teleworking
❖ Email Correspondences	❖ TCCD Board Meetings
❖ Bill Pay/Financials	❖ CSPY – 25 Emails
❖ Scanning	❖ Check/Paperwork Signatures
❖ Shredding	❖ End-of-Year Taxes
❖ TCCD Payroll/Taxes	❖ Blue Thumb Monitoring Activities
❖ TCCD Financials	❖ CS-RMC Planning Meetings
❖ OMES Computer Security Training	

The board reviewed the Monthly Activities and Outreach Report January 2024. No further action needs to be taken at this time.

12. Discussion and Approval of Cooperator Agreements for Janna Colaizzi's and Ron Hall

After a brief discussion, Julie Monnot made a motion to approve the Cooperator Agreements for Janna Colaizzi's and Ron Hall. Galea Albano 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

13. Discussion and Approval of Recommendation for Appointment of Janna Colaizzi to the Tulsa County Conservation District Board of Directors

After a brief discussion, Julie Monnot made a motion to approve the Recommendation for Appointment of Janna Colaizzi to the Tulsa County Conservation District Board of Directors. Galea Albano 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

14. Discussion and Approval of FY 2023 Annual Audit and Related Documents

- a. FY - 2023 Annual Net Worth Statement
- b. Filing of an Audit with County Clerk
- c. April Adams CPA PLLC Invoice

The board reviewed the FY 2023 Annual Audit and Related Documents, and determined there were no issues with the audit statements. Galea Albano made a motion to approve the FY – 2023 Audit, FY – 2023 Annual Net Worth Statement, Filing of the Audit, and the \$700 installation of the full Audit Payment. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

15. Discussion of OCC's SHIP Program

Gabriel Parker said the Commission has a new cost-share program called the Soil Health Implementation Program (SHIP). The SHIP will offer an integrated multi-practice approach to conservation through direct conservation planning and close mentorship from the Commission Soil Health Team.

While the SHIP will touch on the most common resource concerns in some way, the primary focus will be on soil and water. Inferior and even poor land management practices can contribute to the degradation of natural resources in multiple ways. The more prominent concerns that this program will address include:

Soil erosion caused by wind and water, unprotected soil, decreased infiltration, compaction, and other degraded physical properties, soil health degradation caused by a loss of organic matter and function as a biological system, water quality degradation due to excess runoff of nutrients, sediments, and other pollutants, and plant and forage health and quality.

The Commission has allocated \$1,000,000 in cost-share funds to the SHIP. Each approved applicant may be eligible for up to \$40,000 over a three-year program engagement for implementing soil health conservation practices in accordance with an approved SHIP conservation plan. All practices must be completed, and cost-share payments must be disbursed within three years of their signed SHIP conservation plan.

Gabriel said Jack Titchener would be in the February Board Meeting to discuss the SHIP in detail.

She also said we need to approve participating in the program. Julie Monnot made a motion to approve participating in the Soil Health Implementation Program (SHIP). Galea Albano 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

16. Discussion of the 2024 Home & Garden Show

a. Discussion and Approval of Purchasing Event Banner from the Tallgrass Prairie Center

Gabriel Parker said it is that time of year. It is the Home and Garden Show time of year. She said she had made a volunteer shift signup and would send it out. She wanted them to sign up for it first to keep up with the "Veteran" and "Newbie" shifts. It worked out very well last year. Tom told the board that working a shift would be required of all board members. The board did not have any issues with the requirement.

Gabriel Parker said she wanted to do the show differently this year. She wanted to do something that got people to think about their yards on their own rather than us telling them about the things they should do. Jack Titchener showed her a picture of a Big Blue Stem and Leadplant root poster that she thought would bring people into the booth and start a different conversation. We can purchase the poster from the Tallgrass Prairie in Iowa for \$200. It is fourteen feet long and three feet wide. It would be a showstopper. The board agreed. Gabriel said they also have specimens you can buy for \$2200, and they also tell you how to grow one ourselves. She would love to be able to produce one and rent it out or even bring it to events. It takes three years to grow one, but she knew we could. The board thought it was a great idea. After some discussion, Julie Monnot made a motion to approve Purchasing the Event Banner from the Tallgrass Prairie Center. Galea Albano 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

17. Discussion and Approval of Staff and Directors Attending the 2024 OACD State Meeting

After a brief discussion, Julie Monnot made a motion to approve all staff and all directors attending the 2024 OACD State Meeting if their schedule allows. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

18. Review of 10-Minute Guide No. 2 - Executive Sessions

The board reviewed and discussed the 10-Minute Guide No. 2 - Executive Sessions. No further action was taken at this time.

19. New Business:

Chrissy Parker said she has been in contact with the Mayor of Tatum, OK, and he would like to partner with us on upcoming events. She also met a photographer who is associated with the Black Cowboy. He has a significant social media presence and has

done photo shoots and articles featuring minority events in Tulsa. He had even participated in a Louis Vuitton fashion show. Chrissy said she thought this would be a fantastic opportunity to get exposure.

The board's concern is the distance from Tulsa to Tatum. The board suggested that Chrissy talk to the Mayor of Tatum about partnering with the Arbuckle County Conservation District for upcoming events. Regarding partnering with the person associated with the Black Cowboy, we would love all the exposure we can get. Chrissy said she would talk to him about coming out to any of our upcoming events in the next few months. No further action needs to be taken at this time.

20. Adjourn:

Galea Albano made a motion to adjourn the meeting. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

The meeting Adjourned at 7:39 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 Tuesday, February 13, at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

2:04 PM
01/03/24
Accrual Basis

Tulsa County Conservation District
Profit & Loss
December 2023

	<u>Dec 23</u>
Income	
Interest Income	0.26
OCC Cost-Share Reimbursements	6,000.00
OCC General Exp Reimbursements	498.92
OCC Salary Reimbursements	3,796.73
Total Income	<u>10,295.91</u>
Expense	
Administrative Expense	139.83
Employee Benefits	899.34
Membership Fees	225.00
Office Supplies	66.10
Payroll	2,328.52
Payroll Tax	1,035.52
Travel	228.21
Total Expense	<u>4,922.52</u>
Net Income	<u><u>5,373.39</u></u>

2:04 PM

01/03/24

Accrual Basis

Tulsa County Conservastion District General Ledger As of December 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Arvest Checking 6407							7,359.62	
Operating Acct - 6407							0.00	
Total Operating Acct - 6407							0.00	
Arvest Checking 6407 - Other							7,359.62	
Check	12/7/2023	8993	OCC	November 2023 Preclaim	Employee Ben...	-449.67	6,909.95	
Check	12/11/2023	9001	Gabriel S Parker	October 1-31st 2023 Pay Period	Payroll	-2,328.52	4,581.43	
Check	12/13/2023		Office Depot	November Purchase of 2024 Calendar	Office Supplies	-14.99	4,566.44	
Check	12/14/2023	CC	Wal-Mart	Purchased of Board Meeting Supplies	Office Supplies	-9.34	4,557.10	
Check	12/14/2023	CC	Domino's	Purchased of Board Meeting Supplies	Office Supplies	-41.77	4,515.33	
Check	12/15/2023		Oklahoma Tax Co...	November 2023 Payment	Payroll Tax	-125.00	4,390.33	
Check	12/18/2023		IRS	941 Tax Payment for September 2023	Payroll Tax	-893.54	3,496.79	
Check	12/18/2023		IRS	941 Additional Tax Payment for Sept...	Payroll Tax	-16.98	3,479.81	
Check	12/26/2023	9003	Fuzzell's Copier	4th Quarter 2023 Copier Rental	Administrative...	-139.83	3,339.98	
Deposit	12/27/2023		OCC	Charles Sisler CSPY 25 Reimburse...	OCC Cost-Sh...	6,000.00	9,339.98	
Check	12/28/2023	8985	Gabriel S Parker	July 2023 Tulsa Mileage	Travel	-33.80	9,306.18	
Check	12/28/2023	8990	Gabriel S Parker	August 2023 Tulsa Mileage	Travel	-52.27	9,253.91	
Check	12/28/2023	8992	OACD	3rd & 4th Installment 2023 Dues	Membership F...	-225.00	9,028.91	
Check	12/28/2023	8994	Gabriel S Parker	September 2023 Tulsa Mileage	Travel	-72.64	8,956.27	
Check	12/28/2023	8997	OCC	December 2023 Preclaim	Employee Ben...	-449.67	8,506.60	
Check	12/28/2023	8999	Gabriel S Parker	October 2023 Tulsa Mileage	Travel	-69.50	8,437.10	
Deposit	12/29/2023		OCC	November 2023 Salary Reimburse...	OCC Salary R...	3,796.73	12,233.83	
Deposit	12/29/2023		OCC	November 2023 General Reimburse...	OCC General ...	498.92	12,732.75	
Deposit	12/31/2023		Arvest	Interest Payment	Interest Income	0.26	12,733.01	
Total Arvest Checking 6407 - Other							5,373.39	12,733.01
Total Arvest Checking 6407							5,373.39	12,733.01
Arvest Money Market 6423							0.00	
Total Arvest Money Market 6423							0.00	
Arvest Special Projects 6410							88.86	
Total Arvest Special Projects 6410							88.86	
Payroll Liabilities							0.00	
Total Payroll Liabilities							0.00	
Opening Balance Equity							-10,307.75	
Total Opening Balance Equity							-10,307.75	
Retained Earnings							-1,269.44	
Total Retained Earnings							-1,269.44	
Administrative Income							0.00	
Total Administrative Income							0.00	
Aerials and Maps							0.00	
Total Aerials and Maps							0.00	
Arvest Bank							0.00	
Total Arvest Bank							0.00	
Director Election							0.00	
Total Director Election							0.00	
Grant Income							0.00	
Total Grant Income							0.00	
Interest Income							-1.23	
Deposit	12/31/2023		Arvest	Interest Payment	Arvest Checki...	-0.26	-1.49	
Total Interest Income							-0.26	-1.49
OCC Cost-Share Reimbursements							-7,052.00	
Deposit	12/27/2023		OCC	Charles Sisler CSPY 25 Reimburse...	Arvest Checki...	-6,000.00	-13,052.00	
Total OCC Cost-Share Reimbursements							-6,000.00	-13,052.00

2:04 PM

01/03/24

Accrual Basis

Tulsa County Conservastion District
General Ledger
As of December 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
OCC Director Election Reimburse							0.00
Total OCC Director Election Reimburse							0.00
OCC Director Exp Reimbursements							0.00
Total OCC Director Exp Reimbursements							0.00
OCC General Exp Reimbursements							-2,257.62
Deposit	12/29/2023	OCC		November 2023 General Reimburse...	Arvest Checki...	-498.92	-2,756.54
Total OCC General Exp Reimbursements						-498.92	-2,756.54
OCC Salary Reimbursements							-15,186.92
Deposit	12/29/2023	OCC		November 2023 Salary Reimburse...	Arvest Checki...	-3,796.73	-18,983.65
Total OCC Salary Reimbursements						-3,796.73	-18,983.65
Program Income							0.00
Total Program Income							0.00
TACF Gen Expense Reimbursements							0.00
Total TACF Gen Expense Reimbursements							0.00
TACF Salary Reimbursements							0.00
Total TACF Salary Reimbursements							0.00
Uncategorized Income							0.00
Total Uncategorized Income							0.00
Administrative Expense							739.83
Check	12/26/2023	9003	Fuzzell's Copier	4th Quarter 2023 Copier Rental	Arvest Checki...	139.83	879.66
Total Administrative Expense						139.83	879.66
Advertising and Promotion							0.00
Total Advertising and Promotion							0.00
Cost-Share Payments							7,052.00
Total Cost-Share Payments							7,052.00
Director Fees							0.00
Total Director Fees							0.00
Employee Benefits							2,320.71
Check	12/7/2023	8993	OCC	November 2023 Preclaim	Arvest Checki...	449.67	2,770.38
Check	12/28/2023	8997	OCC	December 2023 Preclaim	Arvest Checki...	449.67	3,220.05
Total Employee Benefits						899.34	3,220.05
Grant Expenses							500.00
Total Grant Expenses							500.00
Insurance							0.00
Total Insurance							0.00
Internet							0.00
Total Internet							0.00
Membership Fees							0.00
Check	12/28/2023	8992	OACD	3rd & 4th Installment 2023 Dues	Arvest Checki...	225.00	225.00
Total Membership Fees						225.00	225.00
Office Supplies							0.00
Check	12/13/2023		Office Depot	November Purchase of 2024 Calendar	Arvest Checki...	14.99	14.99
Check	12/14/2023	CC	Wal-Mart	Purchased of Board Meeting Supplies	Arvest Checki...	9.34	24.33
Check	12/14/2023	CC	Domino's	Purchased of Board Meeting Supplies	Arvest Checki...	41.77	66.10
Total Office Supplies						66.10	66.10
Outreach Programs							17.58
Total Outreach Programs							17.58

2:04 PM

01/03/24

Accrual Basis

Tulsa County Conservastion District
General Ledger
As of December 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
Payroll							13,261.80
Check	12/11/2023	9001	Gabriel S Parker	October 1-31st 2023 Pay Period	Arvest Checki...	2,328.52	15,590.32
Total Payroll						2,328.52	15,590.32
Payroll Tax							4,104.68
Check	12/15/2023		Oklahoma Tax Co...	November 2023 Payment	Arvest Checki...	125.00	4,229.68
Check	12/18/2023		IRS	941 Tax Payment for September 2023	Arvest Checki...	893.54	5,123.22
Check	12/18/2023		IRS	941 Additional Tax Payment for Sept...	Arvest Checki...	16.98	5,140.20
Total Payroll Tax						1,035.52	5,140.20
Postage							0.00
Total Postage							0.00
Professional Fees							0.00
Total Professional Fees							0.00
Reconciliation Discrepancies							0.00
Total Reconciliation Discrepancies							0.00
Registration Fees							326.15
Total Registration Fees							326.15
Telephone and Internet							0.00
Total Telephone and Internet							0.00
Travel							303.73
Check	12/28/2023	8985	Gabriel S Parker	July 2023 Tulsa Mileage	Arvest Checki...	33.80	337.53
Check	12/28/2023	8990	Gabriel S Parker	August 2023 Tulsa Mileage	Arvest Checki...	52.27	389.80
Check	12/28/2023	8994	Gabriel S Parker	September 2023 Tulsa Mileage	Arvest Checki...	72.64	462.44
Check	12/28/2023	8999	Gabriel S Parker	October 2023 Tulsa Mileage	Arvest Checki...	69.50	531.94
Total Travel						228.21	531.94
Uncategorized Expenses							0.00
Total Uncategorized Expenses							0.00
No acct							0.00
Total no acct							0.00
TOTAL						0.00	0.00

2:05 PM
01/03/24
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July through December 2023

	<u>Jul - Dec 23</u>
Income	
Interest Income	1.49
OCC Cost-Share Reimbursements	13,052.00
OCC General Exp Reimbursements	2,756.54
OCC Salary Reimbursements	18,983.65
Total Income	<u>34,793.68</u>
Expense	
Administrative Expense	879.66
Cost-Share Payments	7,052.00
Employee Benefits	3,220.05
Grant Expenses	500.00
Membership Fees	225.00
Office Supplies	66.10
Outreach Programs	17.58
Payroll	15,590.32
Payroll Tax	5,140.20
Registration Fees	326.15
Travel	531.94
Total Expense	<u>33,549.00</u>
Net Income	<u><u>1,244.68</u></u>



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 12/31/2023

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number: 192

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	192	\$7,610.86
Total Current Value		\$7,610.86

NON-PROFIT INTEREST CHECKING

192

Account Summary

Date	Description	Amount
12/01/2023	Beginning Balance	\$7,610.54
	1 Credit(s) This Period	\$0.32
	0 Debit(s) This Period	\$0.00
12/31/2023	Ending Balance	\$7,610.86

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.32
Interest Paid Year-to-Date	\$3.74
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
12/31/2023	INTEREST PMT	\$0.32

Daily Balances

Date	Amount	Date	Amount
11/30/2023	\$7,610.54	12/29/2023	\$7,610.86



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 12/31/2023

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number: 202

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	202	\$7,529.68
Total Current Value		\$7,529.68

BUSINESS MONEY MARKET

202

Account Summary

Date	Description	Amount
12/01/2023	Beginning Balance	\$7,516.91
	1 Credit(s) This Period	\$12.77
	0 Debit(s) This Period	\$0.00
12/31/2023	Ending Balance	\$7,529.68

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$12.77
Interest Paid Year-to-Date	\$124.28
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
12/31/2023	INTEREST PMT	\$12.77

Daily Balances

Date	Amount	Date	Amount
11/30/2023	\$7,516.91	12/29/2023	\$7,529.68



TULSA COUNTY CONSERVATION DISTRICT BOARD MEETING 1/9/2024

Team is currently working on CSP payments and EQIP field visits to start the 2024 ranking.

EQIP –

Nov. 24th -Participant eligibility letters sent by certified mail

Dec. 29th- Eligibility updated for AGI/FTE/1026

Jan. 12th- Ineligibility letters for AGI/FTE/1026

Feb. 1st – Ranking completed

March 31st – Obligation completed

ACT NOW allows NRCS to immediately approve and obligate a ranked application in a designated ranking pool when an eligible application meets or exceeds a State determined minimum ranking score without waiting until the NRCS field office ranks all applications in the ranking pool. All applications will be processed according to Title 440, Conservation Programs Manual (CPM), Subpart D (Application Processing) 530.37 and 530 Subpart R.

Oklahoma ACT NOW Ranking Pools

- ACT NOW IRA Soil Health
- ACT NOW IRA Grass Planting
- ACT NOW High Tunnel System

CSP-

Nov. 24th -Participant eligibility letters sent by certified mail

Apr. 30th – Rankings completed

June 1st- Obligation deadline

TCCD Monthly Outreach and Activities Report January 2024



January Meetings:

01/08/2024	Tax Training with Jamie Walters and Heather Bryan
01/09/2024	Home & Garden Show Meeting with Cheryl Cheadle
01/09/2024	TCCD/CS-RMC Board/Planning Meeting
01/09/2023	District Teams Training SHIP Program
01/10/2024	District Teams Training SHIP Program
01/25/2024	CS-RMC Planning Meeting

January Events:

01/23/2023	Bug Collection with Candice Miller @ Fred Creek
01/26/2023	Fred Creek Monitoring

January Holidays:

01/01/2024	New Year's Day – Office Closed
01/15/2024	Marting Luther King Jr. Day - Office Closed

February Meetings:

02/13/2024	TCCD/CS-RMC Board/Planning Meeting
02/22/2024	CS-RMC Planning Meeting

Deadlines:

None

Notes:

None

Work Duties Performed:

❖ Answer NRCS Calls	❖ TCCD Board Meetings
❖ NRCS Walk-ins	❖ CSPY – 25 Emails
❖ Email Correspondences	❖ Check/Paperwork Signatures
❖ Bill Pay/Financials	❖ End-of-Year Taxes
❖ Scanning	❖ Blue Thumb Monitoring Activities
❖ Shredding	❖ CS-RMC Planning Meetings
❖ TCCD Payroll	❖ OCC Teams Trainings
❖ TCCD Financials	❖ Teleworking
❖ Website Updates	❖ New Year Payroll

APPLICATION FOR CONSERVATION DISTRICT COOPERATOR AGREEMENT


This is a formal application to have a Conservation District Cooperator Agreement executed between the Tulsa County Conservation District and the following person(s):

Name of Applicant(s) Janna Colaizzi

Mailing Address _____
Tulsa, Ok

Telephone Number _____

E-mail Address _____

Signature of Applicant(s):  Date 12/14/23
_____ Date _____

The next regular board meeting is scheduled on January 11th, 2024 and this application and Cooperator Agreement will be a part of the meeting agenda.

District Representative  Date 12/14/2023

CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County Conservation District, hereinafter referred to as District and Janna Colaizzi, hereinafter referred to as Cooperator(s).

Check either Landowner or Non-landowner box:

Landowner:

The Cooperator(s) Agrees to:

1. Cooperate with the representative of the District to develop as rapidly as feasible, a conservation plan for his/her land.
2. Start applying one or more conservation practices as provided in the conservation plan and which meets the technical standards of the District.
3. Maintain all conservation practices established in an effective condition and continue the use of all conservation measures put into effect.

The District Agrees to:

1. Furnish Cooperator(s) with technical assistance as needed in developing a conservation plan based upon a soil and plant inventory of the land.
2. Furnish the Cooperator(s) a conservation soils map, aerial photo and job sheets for needed conservation practices.
3. Furnish the Cooperator(s) with information, guidance and needed technical assistance as available for proper maintenance of established conservation measures.
4. Keep Cooperator(s) informed of conservation programs suitable for implementation on their land.

Individual Non-Landowner, Organization or Business:

The Cooperator Agrees to:


1. Work with representatives of the District to carry out planned projects, assist with district activities and participate in district events.
2. Become knowledgeable about the District. Suggested ways to do this are attend board meetings, volunteer to help with District activities, read District materials, attend conservation meetings or visit with district directors or staff.
3. Provide input to the District as they develop their conservation goals and needs assessments.

The District Agrees to:

1. Provide information and education to the Cooperator(s) so they will be informed about the District, conservation programs, and District activities.
2. Provide opportunities for Cooperator(s) to become involved in information and education events and activities, and other District activities and projects.
3. Provide recognition to Cooperator(s) for assistance to the District.

It is mutually agreed that:

1. Provisions of this agreement are understood by the Cooperator(s) and the District and that neither shall be liable for damage to the other's property resulting from carrying out this agreement unless such damage is caused by negligence or misconduct.
2. This agreement supersedes any previous Cooperator Agreement between the Cooperator(s) and the District.
3. This agreement will become effective on the date of the last signature and may be terminated by either party upon written notice.

Signature of Cooperator(s)  Date 12/14/23
 _____ Date _____

Signature of District Chair _____

Date approved by district board _____

APPLICATION FOR CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is a formal application to have a Conservation District Cooperator Agreement executed between the Tulsa County Conservation District and the following person(s):


Name of Applicant(s) Ron hall

Mailing Address _____

Telephone Number _____

E-mail Address _____

Signature of Applicant(s): _____ Date _____

 _____ Date _____

The next regular board meeting is scheduled on _____, 2____ and this application and Cooperator Agreement will be a part of the meeting agenda.

District Representative _____ Date _____

CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County Conservation District, hereinafter referred to as District and _____, hereinafter referred to as Cooperator(s).

Check either Landowner or Non-landowner box:

Landowner:

The Cooperator(s) Agrees to:

1. Cooperate with the representative of the District to develop as rapidly as feasible, a conservation plan for his/her land.
2. Start applying one or more conservation practices as provided in the conservation plan and which meets the technical standards of the District.
3. Maintain all conservation practices established in an effective condition and continue the use of all conservation measures put into effect.

The District Agrees to:

1. Furnish Cooperator(s) with technical assistance as needed in developing a conservation plan based upon a soil and plant inventory of the land.
2. Furnish the Cooperator(s) a conservation soils map, aerial photo and job sheets for needed conservation practices.
3. Furnish the Cooperator(s) with information, guidance and needed technical assistance as available for proper maintenance of established conservation measures.
4. Keep Cooperator(s) informed of conservation programs suitable for implementation on their land.

Individual Non-Landowner, Organization or Business:

The Cooperator Agrees to:

1. Work with representatives of the District to carry out planned projects, assist with district activities and participate in district events.
2. Become knowledgeable about the District. Suggested ways to do this are attend board meetings, volunteer to help with District activities, read District materials, attend conservation meetings or visit with district directors or staff.
3. Provide input to the District as they develop their conservation goals and needs assessments.

The District Agrees to:

1. Provide information and education to the Cooperator(s) so they will be informed about the District, conservation programs, and District activities.
2. Provide opportunities for Cooperator(s) to become involved in information and education events and activities, and other District activities and projects.
3. Provide recognition to Cooperator(s) for assistance to the District.

It is mutually agreed that:

1. Provisions of this agreement are understood by the Cooperator(s) and the District and that neither shall be liable for damage to the other's property resulting from carrying out this agreement unless such damage is caused by negligence or misconduct.
2. This agreement supersedes any previous Cooperator Agreement between the Cooperator(s) and the District.
3. This agreement will become effective on the date of the last signature and may be terminated by either party upon written notice.

Signature of Cooperator(s) _____ Date 01/22/2024

_____ Date _____

Signature of District Chair _____

Date approved by district board _____

RECOMMENDATION FOR APPOINTMENT OR REAPPOINTMENT OF CONSERVATION DISTRICT DIRECTOR

During a board meeting held on January 9th, 2023, Directors of the Tulsa County Conservation District

took action for:

Reappointment

Appointment due to: Resignation Expiration of Term Death

of: Jana Black

Recommendation(s):

Name: Janna Colaizzi

Address: _____

Name: _____

Address: _____

For reappointment, the incumbent director attended _____ of _____ regular scheduled meetings during the immediate past term.

*If director did not attend 75% of regular scheduled meetings during the immediate past term, please attach a letter from the board outlining why the recommendation is being made.

Copy of Cooperator Agreement or Application is Attached

I have verified with the Tulsa County Election Board that the recommended person(s) is a registered voter within the boundaries of said conservation district.

District Representative Date

Board of Directors Representative Date

OCC Use Only
Agenda/Action Date: _____

OCC Use Only
Director ID: _____

OCC Use Only
District No: _____

AUDIT REPORT & FINANCIAL STATEMENTS
TULSA COUNTY CONSERVATION DISTRICT
TULSA COUNTY, OKLAHOMA

JUNE 30, 2023

April Adams CPA PLLC
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TULSA COUNTY CONSERVATION DISTRICT
TULSA COUNTY, OKLAHOMA
JUNE 30, 2023

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Tulsa County Conservation District
6660 S. Sheridan Rd., Suite 120
Tulsa, OK 74133

Report on the Audit of the Financial Statements

Opinion

I have audited the modified cash-basis financial statements of Tulsa County Conservation District, as of and for the year ended June 30, 2023, and the related notes to the financial statements, as listed in the table of contents.

In my opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective modified cash-basis financial position of the Tulsa County Conservation District as of June 30, 2023, and the respective changes in modified cash-basis financial position and, where applicable, cash flows thereof for the year then ended in accordance with modified cash basis of accounting described in Note 1.

Basis for Opinion

I conducted my audit in accordance with auditing standards generally accepted in the United States of America (GAAS), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of the Tulsa County Conservation District and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

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Emphasis of Matter - Basis of Accounting

I draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. My opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting described in Note 1, and for determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, I

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- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Tulsa County Conservation District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Tulsa County Conservation District's ability to continue as a going concern for a reasonable period of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that I identified during the audit.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the other supplementary information section, listed in the accompanying table of contents but does not include the basic financial statements and my auditor's report thereon. My opinion on the basic financial statements does not cover the other information, and I do not express an opinion or any form of assurance thereon.

In connection with my audit of the basic financial statements, my responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, I

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conclude that an uncorrected material misstatement of the other information exists, I am required to describe it in my report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated October 12, 2023, on my consideration of the Tulsa County Conservation District's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Tulsa County Conservation District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Tulsa County Conservation District's internal control over financial reporting and compliance.



April Adams CPA PLLC
Ponca City, Oklahoma

October 12, 2023

**TULSA COUNTY CONSERVATION DISTRICT
TULSA COUNTY, OKLAHOMA
STATEMENT OF NET POSITION - MODIFIED CASH BASIS
JUNE 30, 2023**

<u>ASSETS</u>	
<u>Current Assets:</u>	
Operating account	\$ 6,169
Special projects account	91
	<hr/>
Total Current Assets	6,260
	<hr/>
TOTAL ASSETS	\$ 6,260
	<hr/> <hr/>
<u>LIABILITIES</u>	
<u>Current Liabilities:</u>	
Other Payables	\$ -
	<hr/>
Total Current Liabilities	-
	<hr/>
TOTAL LIABILITIES	-
	<hr/>
<u>NET POSITION</u>	
Net investment in capital assets	-
Restricted for debt service	-
Unrestricted	6,260
	<hr/>
TOTAL NET POSITION	6,260
	<hr/>
TOTAL LIABILITIES & NET POSITION	\$ 6,260
	<hr/> <hr/>

The accompanying notes are an integral part of the basic financial statements.

**TULSA COUNTY CONSERVATION DISTRICT
TULSA COUNTY, OKLAHOMA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
- MODIFIED CASH BASIS -
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Operating Revenues:

Oklahoma Conservation Commission - Reimbursements	\$ 49,351
Oklahoma Conservation Commission - Cost Share Program	35,239
Grant Income	2,500
Other Income	457
	<hr/>
Total Operating Revenues	<u>87,546</u>

Operating Expenses:

Payroll	33,414
Payroll taxes and employee benefits	6,828
Internet costs	-
Office Supplies & Postage	392
Meetings and travel	2,167
Administrative expense	3,297
Advertising and promotion	89
Professional fees	699
Dues and memberships	425
Programs, projects and education	1,525
Cost share paid	35,239
	<hr/>
Total Operating Expenses	<u>84,073</u>
Operating Income (Loss)	3,473

Non-Operating Revenues (Expenses):

Interest Income	3
Interest Expense	-
	<hr/>
Total Non-operating Revenues (Expenses)	<u>3</u>
Net Income (Loss) Before Contributions	3,476

Capital Contributions	-
	<hr/>
Change in Net Position	3,476
Total Net Position - Beginning	2,784
	<hr/>
Total Net Position - Ending	<u>\$ 6,260</u>

The accompanying notes are an integral part of the basic financial statements.

**TULSA COUNTY CONSERVATION DISTRICT
TULSA COUNTY, OKLAHOMA
STATEMENT OF CASH FLOWS - MODIFIED CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

<u>Cash Flows from Operating Activities:</u>	
Receipts from OCC	\$ 84,590
Other Receipts	2,957
Payments to Suppliers for Goods & Services	(50,659)
Payments to Employees & Laborers	<u>(33,414)</u>
Net Cash Provided (Used) by Operating Activities	<u>3,473</u>
<u>Cash Flows from Capital & Related Financing Activities:</u>	
Principal paid on Debt	-
Interest paid on Debt	<u>-</u>
Net Cash Provided (Used) by Capital & Related Financing Activities	<u>-</u>
<u>Cash Flows from Investing Activities:</u>	
Interest Income	<u>3</u>
Net Cash Provided (Used) by Investing Activities	<u>3</u>
Net Increase (Decrease) in Cash and Cash Equivalents	3,476
Cash & Cash Equivalents, Beginning of Year	<u>2,784</u>
Cash & Cash Equivalents, End of Year	<u><u>\$ 6,260</u></u>
<u>Reconciliation of operating income (loss) to net cash provided</u>	
<u>operating activities:</u>	
Operating Income (Loss)	\$ 3,473
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities	
Depreciation	-
Increase(Decrease) in Payroll Taxes Payable	<u>-</u>
Net Cash Provided (Used) by Operating Activities	<u><u>\$ 3,473</u></u>

The accompanying notes are an integral part of the basic financial statements.

**MCINTOSH COUNTY CONSERVATION DISTRICT
MCINTOSH COUNTY, OKLAHOMA
STATEMENT OF CASH FLOWS - MODIFIED CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

<u>Cash Flows from Operating Activities:</u>	
Receipts from OCC	\$ 72,968
Other Receipts	-
Payments to Suppliers for Goods & Services	(34,762)
Payments to Employees & Laborers	(39,121)
	<hr/>
Net Cash Provided (Used) by Operating Activities	(915)
	<hr/>
<u>Cash Flows from Capital & Related Financing Activities:</u>	
Principal paid on Debt	-
Interest paid on Debt	-
	<hr/>
Net Cash Provided (Used) by Capital & Related Financing Activities	-
	<hr/>
<u>Cash Flows from Investing Activities:</u>	
Interest Income	1
	<hr/>
Net Cash Provided (Used) by Investing Activities	1
	<hr/>
Net Increase (Decrease) in Cash and Cash Equivalents	(914)
Cash & Cash Equivalents, Beginning of Year	1,158
Cash & Cash Equivalents, Prior Year Adjustment	1,388
	<hr/>
Cash & Cash Equivalents, End of Year	\$ 1,632
	<hr/> <hr/>
<u>Reconciliation of operating income (loss) to net cash provided</u>	
<u>operating activities:</u>	
Operating Income (Loss)	\$ (915)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities	
Depreciation	-
Increase(Decrease) in Accounts Payable	-
Increase(Decrease) in Payroll Taxes Payable	-
	<hr/>
Net Cash Provided (Used) by Operating Activities	\$ (915)
	<hr/> <hr/>

The accompanying notes are an integral part of the basic financial statements.

TULSA COUNTY CONSERVATION DISTRICT
TULSA COUNTY, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

As discussed further in Note 1.C, these financial statements are presented on a modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) established by the Governmental Accounting Standards Board (GASB). These modified cash-basis financial statements generally meet the presentation and disclosure requirements applicable to GAAP, in substance, but are limited to the elements presented in the financial statements and the constraints of the measurement and recognition criteria of the modified cash basis of accounting.

A. Reporting Entity

The Tulsa County Conservation District (the "District") was created under Title 27A, sections 3-1-01 through 3-3-410, of the Oklahoma Statutes, as amended. The purpose of the District is to provide for the conservation of renewable natural resources in the area for which the District is responsible. The District receives funds from state appropriation to the Oklahoma Conservation Commission as well as interest income from its checking account. As a political subdivision of the State of Oklahoma, the District is exempt from income taxes, and its employees are exempt from federal unemployment taxes.

B. Basis of Presentation

The accounts of the District are organized on the basis of proprietary fund type, specifically an enterprise fund. The activities of this fund are accounted for with a separate set of self-balancing accounts that comprise the District's assets, liabilities, net assets, revenues and expenses. Enterprise Funds account for activities (1) that are financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity; or (2) that are required by laws or regulations that the activity's costs of providing services, including capital costs (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues; or (3) that the pricing policies of the activity establish fees and charges designed to recover its costs,

TULSA COUNTY CONSERVATION DISTRICT
TULSA COUNTY, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

including capital costs (such as depreciation or debt service).

C. Measurement Focus and Basis of Accounting

Measurement Focus

The District utilizes an economic resources measurement focus within the limitations of the modified cash basis of accounting. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), net financial position, and cash flows. All assets, deferred outflows, liabilities, and deferred inflows (whether current or noncurrent or financial or nonfinancial) associated with their activities are generally reported within the limitations of the modified cash basis of accounting.

Basis of Accounting

The financial statements are presented on a modified cash basis of accounting, which is a basis of accounting other than GAAP as established by GASB. This basis of accounting involves modifications to the cash basis of accounting to report in the statements of net position cash transactions or events that provide a benefit or result in an obligation that covers a period greater than the period in which the cash transaction or event occurred. Such reported balances include investments, capital assets and related depreciation, and short-term and long-term liabilities arising from cash transactions or events.

This modified cash basis of accounting differs from GAAP primarily because certain assets and their related revenues (such as accounts receivable and revenue billed or provided services not yet collected and other accrued revenue and receivables) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid and other accrued expenses and liabilities) are not recorded in these financial statements. In addition, other economic assets, deferred outflows, liabilities, and deferred inflows that do not arise from a cash transaction or event are not

TULSA COUNTY CONSERVATION DISTRICT
TULSA COUNTY, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

reported, and the measurement of reported assets and liabilities does not involve adjustment to fair value.

If the District utilized the basis of accounting recognized as generally accepted in the United States, the fund financial statements for proprietary fund types would use the accrual basis of accounting.

D. Financial Position

Cash & Cash Equivalents

For the purpose of financial reporting, "cash & cash equivalents" includes all demand and savings accounts and certificates of deposit or short-term investments with an original maturity of three months or less. All accounts are fully insured by the Federal Deposit Insurance Corporation.

Capital Assets

The District expenses the purchase of capital assets in the period purchased and does not depreciate those assets.

Long-Term Debt

Long-term debt is reported at face value, net of applicable discounts and deferred loss on refunding. Costs related to the issuance of debt are deferred and amortized over the lives of various debt issues.

Equity Classification

Equity is classified as net position and displayed in three components:

1. *Net investment in capital assets* – Consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets and adjusted for any deferred inflows and outflows of resources attributable to capital assets and related debt.

TULSA COUNTY CONSERVATION DISTRICT
TULSA COUNTY, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

2. *Restricted* - Consists of restricted assets reduced by liabilities and deferred inflows or resources related to those assets, with restriction constraints placed on the use either by (a) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (b) law through constitutional provisions or enabling legislation.
3. *Unrestricted* - Net amount of assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment of capital assets or the restricted component of net position.

It is the District's policy to first use restricted net resources prior to the use of unrestricted net resources when an expense is incurred for purposes for which both restricted and unrestricted net resources are available.

E. Revenues, expenditures & expenses

Operating revenues and expenses for proprietary funds result from providing services and producing and delivering goods and/or services. They also include all revenues and expenses not related to capital and related financing, noncapital financing, or investing activities.

NOTE 2 - DEPOSITS AND INVESTMENTS

Custodial Credit Risk

At June 30, 2023, the District held deposits of approximately \$6,260 at financial institutions. The District's cash deposits, including interest-bearing certificates of deposit are covered by Federal Depository Insurance (FDIC) or direct obligation of the U.S. Government insured or collateralized with securities held by the District or by its agent in the District's name.

Investment Interest Rate Risk

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

TULSA COUNTY CONSERVATION DISTRICT
TULSA COUNTY, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

Investment Credit Risk

The District has no policy that limits its investment choices other than the limitation of state law as follows:

- a. Direct obligations of the U.S. Government, its agencies and instrumentalities to which the full faith and credit of the U.S. Government is pledged, or obligations to the payment of which the full faith and credit of the State is pledged.
- b. Certificates of deposits or savings accounts that are either insured or secured with acceptable collateral with in-state financial institutions, and fully insured certificates of deposit or savings accounts in out-of-state financial institutions.
- c. With certain limitation, negotiable certificates of deposit, prime bankers' acceptances, prime commercial paper and repurchase agreements with certain limitations.
- d. County, municipal or school district tax supported debt obligations, bond or revenue anticipation notes, money judgments, or bond or revenue anticipation notes of public trusts whose beneficiary is a county, municipality or school district.
- e. Notes or bonds secured by mortgage or trust deed insured by the Federal Housing Administrator and debentures issued by the Federal Housing Administrator, and in obligations of the National Mortgage Association.
- f. Money market funds regulated by the SEC and in which investments consist of the investments mentioned in the previous paragraphs (a.-d.).

NOTE 3 - RESTRICTED ASSETS

The District currently has no restricted assets.

NOTE 4 - CAPITAL ASSETS

The District does not record capital assets.

NOTE 5 - LONG-TERM DEBT

The District currently has no long-term debt.

TULSA COUNTY CONSERVATION DISTRICT
TULSA COUNTY, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 6 - CONTINGENCIES

Litigation

The District currently has no pending litigation.

Grant Involvement

In the normal course of operations, the District participates in various federal or state/loan programs from year to year. The grant/loan programs are often subject to additional audits by agents of the granting or loaning agency, the purpose of which is to ensure compliance with the specific conditions of the grant or loan. Any liability of reimbursement that may arise as a result of these audits cannot be reasonably determined at this time, although it is believed the amount, if any, would not be material.

NOTE 7 - PENSION PLAN

All full-time employees are covered by and must participate in the Oklahoma Public Employees Retirement Plan (OPERS). The District is not legally required to contribute to the OPERS, which is fully funded by the state and by contributions from covered employees. During the year ended June 30, 2023, the covered employees made contributions of \$1,392.33 to the OPERS. Under the pension plan, benefits vest after 8 years of full-time employment. An employee with 10 years of service may retire at age 55 and receive reduced retirement benefits.

Based on Oklahoma statute, employees covered by the pension plan must contribute 3.5% of their gross earnings to the pension fund. The state is required to contribute 10% of gross earnings to the plan. The District's total current year payroll for all its employees amounted to \$36,316.68, the same amount as the payroll covered by the plan.

NOTE 8 - COMPENSATED ABSENCES

The District's policy for accumulated annual leave is based on years of continuous service. Full-time employees with less than five years of service can accumulate up to 240 hours; employees with over five years of service can accumulate up to 480 hours. The accrual of compensated absences is not reflected in the

TULSA COUNTY CONSERVATION DISTRICT
TULSA COUNTY, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

modified cash basis statements. The District records vacation and sick leave at the time the claim is paid.

At June 30, 2023, the District had an unrecorded commitment for earned but unused vacation benefits that would require payment upon employee termination of service in the amount of \$6,266.40.

NOTE 9 - SUBSEQUENT EVENTS

The District did not have any subsequent events through October 12, 2023, which is the date the financial statements were issued, for events requiring recording or disclosure in the financial statements for the year ending June 30, 2023.

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
Tulsa County Conservation District
Eufaula, Oklahoma

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Tulsa County Conservation District, as of and for the year ended June 30, 2023, and the related notes to the financial statements and have issued my report thereon dated October 12, 2023. The financial statements were prepared on the modified cash basis of accounting, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

Report on Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered the Tulsa County Conservation District's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Tulsa County Conservation District's internal control. Accordingly, I do not express an opinion on the effectiveness of Tulsa County Conservation District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in

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the accompanying Schedule of Findings as Item 2023-01, I did identify a certain deficiency in internal control that I consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Tulsa County Conservation District's financial statements are free of material misstatement, I performed tests of compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed one instances of noncompliance that is required to be reported under *Government Auditing Standards*, which is included in the Schedule of Findings as Item 2023-02. The results of my tests disclosed no instances of other matters that are required to be reported under *Government Auditing Standards*.

Tulsa County Conservation District's Response to Findings

Tulsa County Conservation District's response to the findings identified in my audit is described in the accompanying Schedule of Findings. Tulsa County Conservation District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



April Adams CPA PLLC
Ponca City, Oklahoma

October 12, 2023

TULSA COUNTY CONSERVATION DISTRICT
SCHEDULE OF FINDINGS
JUNE 30, 2023

Material Weakness in Internal Control Finding:

Item 2023-01: Segregation of Duties

Criteria: A good system of internal control requires a proper segregation of duties to prevent one person from being in a position to authorize, execute, and record the same transaction.

Condition: Due to the size of the District's major areas of internal control, that would be prevalent in a larger District, such segregation of duties is not available for this size operation. Duties are concentrated in the hands of a few individuals, who are responsible for all phases of the accounting functions. Because of this lack of division of responsibility, internal control is determined to be weak, and in some instances, non-existent.

Cause/Effect: Due to the limited number of personnel, a breach of internal controls could occur and not be detected in the normal course of operations.

Recommendation: The Board should continue to be actively involved in the operations of the organization.

Response: The Board has concluded that due to the limited number of personnel, an adequate segregation of duties is not achievable and that the cost of correcting the weakness would exceed the benefits that would be derived from it.

This is a repeat finding from the previous audit.

Compliance Finding:

Item 2023-02: Payroll Reporting and Compliance

Criteria: The District is required to withhold one half social security tax and applicable federal and state income tax from gross wages and timely remit such funds to the United States Treasury, the Oklahoma Tax Commission and the OESC. Reporting payroll activity on IRS forms 941, Oklahoma forms OW-8, OES-3 is required at various periods during the year, monthly, quarterly or annually.

Condition: Payroll taxes for the year were not paid in a timely manner and some were still past due at fiscal yearend.

TULSA COUNTY CONSERVATION DISTRICT
SCHEDULE OF FINDINGS
JUNE 30, 2023

Cause/Effect: The past due taxes have left the District subject to additional tax liability, penalties, and interest charges by the taxing agencies.

Recommendation: The District needs to get in compliance with the federal and state payroll tax requirements.

Response: The District is aware of the problem and has corrected it.

TULSA COUNTY CONSERVATION DISTRICT
6660 S. SHERIDAN RD., SUITE 120
TULSA, OKLAHOMA 74133



October 12, 2023

April Adams CPA PLLC
PO Box 1355
Ponca City, OK 74602

This representation letter is provided in connection with your audit(s) of the basic financial statements of Tulsa County Conservation District, as of June 30, 2023 and for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with the modified cash basis of accounting which is a special purpose reporting framework other than accounting principles generally accepted in the United States of America.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of October 12, 2023, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, including our responsibility for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with modified cash basis of accounting and include all properly classified funds and other financial information of the government and all component units required by the special purpose framework referred to above.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable, if applicable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with modified cash basis of accounting.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) There are no uncorrected misstatements.

TULSA COUNTY CONSERVATION DISTRICT

6660 S. SHERIDAN RD., SUITE 120

TULSA, OKLAHOMA 74133

- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with modified cash basis of accounting.
- 10) Guarantees, whether written or oral, under which the entity is contingently liable, if any, have properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the governing board or summaries of actions of recent meeting for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud, if applicable.
- 14) Except as made known to you, we have no knowledge of any fraud or suspected fraud that affects the entity and involves
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators, or others, except as made known to you.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements, except as made known to you.
- 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 18) We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Government-specific

TULSA COUNTY CONSERVATION DISTRICT

6660 S. SHERIDAN RD., SUITE 120

TULSA, OKLAHOMA 74133

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices except as made known to you.
- 20) We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that are made known to us.
- 21) We have a process to track the status of audit findings and recommendations, if any.
- 22) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 23) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report, if any.
- 24) The entity has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 25) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 26) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 27) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 28) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 29) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 30) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- 31) The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 32) The entity has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

TULSA COUNTY CONSERVATION DISTRICT

6660 S. SHERIDAN RD., SUITE 120

TULSA, OKLAHOMA 74133

- 33) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 34) The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
- 35) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 36) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 37) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 38) Provisions for uncollectible receivables have been properly identified and recorded.
- 39) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 40) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 41) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 42) Special and extraordinary items are appropriately classified and reported, if applicable.
- 43) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 44) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 45) The government meets the GASB-established requirements for accounting for eligible infrastructure assets using the modified approach, if applicable.
- 46) We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 47) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 48) If applicable, we acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

TULSA COUNTY CONSERVATION DISTRICT

6660 S. SHERIDAN RD., SUITE 120

TULSA, OKLAHOMA 74133

49) With respect to the applicable supplementary information on which an in-relation-to opinion is issued (e.g., combining statements, individual fund statements), if any.

- a) We acknowledge our responsibility for presenting the said supplementary information in accordance with the modified cash basis of accounting, and we believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

50) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the accounts.

TULSA COUNTY CONSERVATION DISTRICT:

Signed: _____
[Board Member/Management and Title]

Signed: _____
[Board Member/Management and Title]

April Adams CPA PLLC

PO Box 1355

Ponca City, Oklahoma 74602

Phone: (580) 762-1040

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Email: cpa@apriladamscpa.com

October 12, 2023

To the Board of Directors
Tulsa County Conservation District
6660 S. Sheridan Rd., Suite 120
Tulsa, OK 74133

I have audited the basic financial statements of Tulsa County Conservation District as of and for the year ended June 30, 2023 and have issued my report thereon dated October 12, 2023. Professional standards require that I provide you with information about my responsibilities under generally accepted auditing standards and Government Auditing Standards, as well as certain information related to the planned scope and timing of my audit. I have communicated such information in my engagement letter to you. Professional standards also require that I communicate to you the following information related to my audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Tulsa County Conservation District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing accounting policies was not changed during the year 2023. I noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The organization did not have sensitive estimate affecting the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

I encountered no significant difficulties in dealing with management in performing and completing the audit.

Uncorrected and Corrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

April Adams CPA PLLC

PO Box 1355

Ponca City, Oklahoma 74602

Phone: (580) 762-1040

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Email: cpa@apriladamscpa.com

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to my satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Tulsa County Conservation District's financial statements or the auditor's report. I am pleased to report that no such disagreement arose during the course of my audit.

Representations Requested from Management

I have requested certain representations from management that are included in the management representation letter dated October 12, 2023.

Management's Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, my professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To my knowledge, there were no consultations made by management with other accountants.

Other Audit Findings or Issues

I generally discuss a variety of matters, including the application of accounting principles and auditing standards with management in the normal course of my professional relationship as the organization's auditor and my responses were not a condition to my retention.

The previous audit year audit finding for Segregation of Duties will always be applicable because of the size of the town.

There was an additional finding this year for Payroll Reporting and Compliance. This finding was related to the interest and penalty notices received for payroll taxes during the year.

Other Matters

This information is intended solely for the use of those charged with governance and management of Tulsa County Conservation District and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



April Adams CPA PLLC

Conservation District	TULSA COUNTY CONSERVATION DISTRICT	
Address	6660 S. SHERIDAN RD., SUITE 120, TULSA, OK 74133	
FOR THE PERIOD JULY 1, 2022, TO JUNE 30, 2023 FOR FISCAL YEAR 2023		
1. LIQUID ASSETS (Checking Account, Savings Account, Certificate of Deposit, Petty Cash, Etc.)		TOTAL \$ <u>6,260</u>
2. WORKING ASSETS		
Building	\$ <u>0</u>	
Equipment	\$ <u>0</u>	TOTAL WORKING
Other (Seed, Etc.)	\$ <u>0</u>	ASSETS \$ <u>0</u>
3. RECEIPTS (from Annual Audit)	\$ <u>87,550</u>	
4. DISBURSEMENTS	\$ <u>84,073</u>	
5. NET WORTH OF DISTRICT (Lines 1+2)		TOTAL \$ <u>6,260</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 _____ 2023.

Notary Public _____

My Commission Expires _____

DUE IN OCC OFFICE BY NOVEMBER 1 OF EACH YEAR

Unaudited

FILING OF ANNUAL AUDIT

Conservation District Tulsa County Conservation District	
County Tulsa County	Date January 9, 2024
County Clerk Tulsa County	
<p>An Annual Audit was accepted and filed by the above-named Conservation District.</p> <p>Signature County Clerk _____ County _____</p> <p>Signature Chair, Board of Directors _____</p> <p>Conservation District Tulsa County _____</p>	

<p>Subscribed and sworn to before me this _____ day of _____, _____.</p> <p>Notary Public _____</p> <p>My Commission Expires <i>April 16, 2025</i> _____</p>
--

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

April Adams CPA PLLC

PO Box 1355

Ponca City, Oklahoma 74602

Phone: (580) 762-1040

Fax: (580) 762-1047

Email: cpa@apriladamscpa.com

December 12, 2023

**To the Board of Directors
Tulsa County Conservation District
6660 S. Sheridan Rd, Suite 120
Tulsa, OK 74133**

STATEMENT OF CHARGES

<u>DATE</u>	<u>DETAIL</u>	<u>AMOUNT</u>
12/12/2023	AUDIT ENGAGEMENT - FYE 6/30/2023	\$ 1,200.00
	STATE AUDITOR'S FILING FEE	100.00
	PAYMENT RECEIVED	<u>(600.00)</u>
	BALANCE DUE	<u>\$ 700.00</u>

THANK YOU!

SHIP

SOIL HEALTH IMPLEMENTATION PROGRAM

TAKE YOUR FARM OR RANCH TO THE NEXT LEVEL

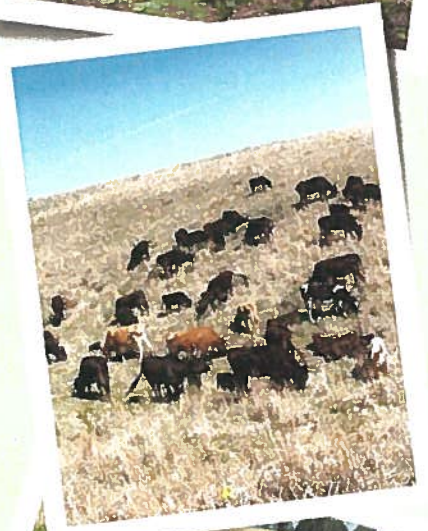
SHIP is open to Oklahoma agricultural producers who are interested in improving their land and operation resilience through soil health.

Applicants must be willing to host a field day on their farm and become a mentor to other producers in promoting regenerative farming and ranching techniques that improve soil health.

Accepted applicants will work with the OCC Soil Health Team to create and implement a three-year plan to advance their soil health focused production system.

SHIP provides technical assistance and some cost reimbursement to implement approved plans.

Application does not guarantee acceptance into or funding through the program.



**APPLY THROUGH YOUR LOCAL
CONSERVATION DISTRICT
JAN 1 - MAR 1, 2024**

**OKLAHOMA
CONSERVATION
COMMISSION**

Producer's Guide to Oklahoma Conservation Commission's Soil Health Implementation Program (SHIP)

Who should apply?

Crop, livestock, and urban agricultural producers, preferably those with some experience in soil health/regenerative agriculture who want to take their adoption of soil health conservation to the next level. Successful applicants must be willing to engage a multiyear time frame and be open to helping other producers learn about soil health management (i.e., host a field day, be an informal mentor to neighbors).

How long is the program term?

This is a 3-year commitment from time of SHIP conservation plan approval.

How much financial assistance is available?

Each producer may receive up to \$40,000 in reimbursement over the three-year program term for implementing practices in accordance with an approved SHIP conservation plan. The SHIP will use a standard unit cost for conservation practices based on current Oklahoma NRCS EQIP payment rates.

How does the program work?

1. Producer will complete and submit a SHIP application through their local district from January 1 to March 1, 2024.
2. Each applicant will be phone interviewed by a member of the OCC Soil Health Team to complete a standard scoring sheet. A follow-up interview on the producer's operation may be requested.
3. The OCC Soil Health Team will rank and select highest scoring applicants that maximize district participation across the state. Producers and their districts will be informed of selection outcomes by April 30, 2024.
4. Accepted producers will work with an OCC Soil Health Team member to create a three-year plan that reaches producer's goals and addresses the most soil health concerns. Fields/property designated for implementation cannot be enrolled in other programs (e.g., EQIP) accomplishing the same practice implementation.
5. Within one year of official plan signing, producer will implement year-1 practices according to plan and an OCC team member will certify the installation. Producer will receive year-1 payments through the district reimbursement claims process. Years 2 and 3 will repeat this process.
6. Producer will communicate regularly with their OCC Soil Health team member and the local district for technical assistance, to keep track of plan progress, and modify plan as needed.

What will the program payments cover?

This program is based on NRCS EQIP practices and payment rates with some flexibility as determined by the OCC Soil Health Team member. Program participants will work with their assigned OCC Soil Health Team member to develop a three-year SHIP conservation plan. The plan clearly outlines resource concerns, conservation practices, timelines, and associated cost reimbursements that complete a system of soil health focused conservation. The following are examples of what your planner may agree to cover with SHIP funds:

Examples for cropland system:

- Conversion to no-till
- Cover crop seed mixes
- Fence/water infrastructure for adaptive grazing on cropland

Examples for grazing land system:

- Fence/water systems for adaptive grazing
- Support for prescribed burning
- Seed mixes for pasture planting or range seeding

Examples for urban system:

- High tunnels
- Irrigation systems
- Support for pollinator habitat establishment

Who should I contact with questions?

Meg Greski (580-827-5070; meg.greski@conservation.ok.gov) or Greg Kloxin (405-522-4737; greg.kloxin@conservation.ok.gov)

**STATE GUIDELINES
FOR THE
SOIL HEALTH IMPLEMENTATION PROGRAM (SHIP)**

**Allocation Period
Begins: January 1- March 1, 2024**

**Oklahoma Conservation Commission
in cooperation with
Oklahoma's 84 Conservation Districts**

Approved by the Conservation Commission on 12/04/2023

I. PURPOSE

Soil health focused conservation in rural as well as urban settings is the use of best management practices that restore and maintain a soil's capacity to function as a biological system, increase its organic matter, and improve its structure, and increases water and nutrient holding capacity. A large and active community of soil micro and other organisms is the foundation of soil structure, function, and ecosystem health at all trophic levels and is therefore one of the primary goals. This often results in increased resilience in both land and operation as natural system dynamics are restored, input costs are reduced, and product quality often improves.

The Conservation Commission (Commission) hereby establishes the Soil Health Implementation Program (SHIP). The Soil Health Implementation Program will offer an integrated multi-practice approach to conservation through direct conservation planning and close mentorship from the Commission Soil Health Team. Through this program, the Commission will accomplish the following objectives:

1. Work with agricultural producers in cropping, livestock, and urban operations to provide technical assistance and planning to implement or complete a system of soil health focused conservation designed to improve land and operational resilience,
2. Make funds available to qualifying landowners and/or operators that will assist them in implementing the planned conservation practices that will improve soil health,
3. Collect soil health data necessary to monitor changes on participating farms and continue building the state's soil health database, and
4. Build producer mentor networks and enable greater education and outreach in promotion of soil health focused conservation.

While the SHIP will touch most common resource concerns in some way, the primary focus will be on soil and water. Inferior and even poor land management practices can contribute to degradation in natural resources in multiple ways. The more prominent concerns that will be addressed by this program include:

- soil erosion caused by wind and water,
- unprotected soil, decreased infiltration, compaction, and other degraded physical properties,
- soil health degradation caused by a loss of organic matter and function as a biological system,
- water quality degradation due to excess runoff of nutrients, sediments, and other pollutants, and
- plant and forage health and quality.

The Commission herein establishes the list and description of SHIP policies. Any exceptions from these established guidelines shall be approved by the Commission.

ALLOCATION OF FUNDS

The Commission allocates \$1,000,000 in cost share funds to the SHIP. Each approved applicant may be eligible for up to \$40,000 over a three-year program engagement for implementing soil health conservation practices in accordance with an approved SHIP conservation plan. All practices must be completed, and cost share payments disbursed within three-years of their signed SHIP conservation plan.

II. POLICIES

Program Period

The SHIP will begin on January 1, 2024 and continue until funding is exhausted. Current plans are to request funding annually for SHIP as an integral component of the base Soil Health Program budget. The SHIP, therefore, will maintain indefinite program activity depending upon recurring funding.

Allocation Period

The allocation period is defined as the period the Commission Soil Health Team will obligate program funding. The initial allocation period will be January 1 – March 1, 2024. Depending upon program engagement from this point, subsequent allocation periods will be opened until remaining funds are obligated.

Eligibility Requirements

The SHIP is for individuals interested in the adoption of best management practices identified through planning that complete a system of conservation focused on soil health principles. All landowners/operators selected for participation are required to commit to a three-year engagement for technical and financial assistance to accomplish their SHIP conservation plan goals.

Applicants must be a district cooperator with an approved cooperator agreement.

Fields or property designated for implementation cannot be enrolled in other programs (e.g., EQIP) accomplishing the same practice implementation.

Applicants must agree to maintain the conservation practice(s) for the expected life specified by the practice standard and/or the recommendation of the Commission Soil Health Team consultant.

Applicants that lease the land must submit a landowner consent form with their application. For highest consideration of viability for SHIP, it is preferred that lease terms cover the length of the program period enrolled. For those with annual leases, applicants who document multi-year engagement of the property will strengthen consideration for selection.

Applicants must agree to soil health testing/monitoring conducted by the Commission Soil Health Team over the course of their program involvement.

SHIP participants must agree to contribute to the mentorship of other producers in soil health focused conservation. This may include hosting field days (no more than one per year), participating in economic studies, or participating in education and outreach activities.

Conservation Commissioners, Conservation Commission staff, Conservation District employees or the spouses of any of these people shall not be eligible to participate in the SHIP.

Conservation district directors are eligible to participate in the SHIP under the following conditions:

1. Only two conservation district board members can apply and participate.
2. Individual conservation district board members applying cannot discuss any element of the SHIP including but not limited to practices, rates, average costs, selection criteria, application approval/disapprovals, cost-share payments, and extensions.
3. Individual conservation district board members applying for the SHIP must abstain from voting/approving any elements of the program.
4. Individual conservation district board members cannot use their position as a board member to improve or elevate their individual chances of becoming a successful applicant.

Technical Representative(s)

The Commission Soil Health Team will serve as the SHIP technical representatives. Their responsibilities include:

- conducting the application review and selection process,
- conducting field visits as necessary to determine landowner/operator needs,
- developing conservation plans with design and schedule of practice installations,
- determining compliance with SHIP practices standards and specifications,
- certifying practice implementation in accordance with the SHIP conservation plan ,
- preparing necessary payment documentation for conservation districts to process a claim for reimbursement , and
- confirming landowner/operator receives payment(s).

Eligible Soil Health Implementation Program Conservation Practices

All conservation practices listed below are eligible to applicants based on needs outlined in the SHIP conservation plan developed with and approved by a Commission Soil Health Team member. Conservation practices reflect those as referenced from NRCS national conservation practice standards and shall be implemented according to these standards and specifications unless otherwise authorized by a Commission Soil Health Team member. If it becomes necessary to add practices, the Commission will reference the same NRCS national standards and specs document and include and implement them accordingly.

Priority Practices:

325 - High Tunnel System

Definition: An enclosed polyethylene, polycarbonate, plastic, or fabric covered structure that is used to cover and protect crops from sun, wind, excessive rainfall, or cold, to extend the growing season in an environmentally safe manner.

Purpose:

- Improve plant health and vigor.

327- Conservation Cover

Definition: Establishing and maintaining permanent vegetative cover.

Purpose:

- Reduce sheet, rill, and wind erosion and sedimentation
- Reduce ground and surface water quality degradation by nutrients and surface water quality degradation by sediment
- Reduce emissions of particulate matter (PM), PM precursors, and greenhouse gases.
- Enhance wildlife, pollinator, and beneficial organism habitat.
- Improve soil health.

328- Conservation Crop Rotation

Definition: A planned sequence of crops grown on the same ground over a period of time (i.e., the rotation cycle)

Purpose:

- Reduce sheet, rill, and wind erosion.
- Maintain or increase soil health and organic matter content.
- Reduce water quality degradation due to excess nutrients.
- Improve soil moisture efficiency.
- Reduce the concentration of salts and other chemicals from saline seeps.
- Reduce plant pest pressures.
- Provide feed and forage for domestic livestock.
- Provide food and cover habitat for wildlife, including pollinator forage, and nesting.

329 - Residue and Tillage Management, No Till

Definition: Limiting soil disturbance to manage the amount, orientation and distribution of crop and plant residue on the soil surface year around.

Purpose:

- Reduce sheet, rill and wind erosion and excessive sediment in surface waters.
- Reduce tillage-induced particulate emissions.
- Maintain or increase soil health and organic matter content.
- Increase plant-available moisture.
- Reduce energy use.
- Provide food and escape cover for wildlife.

336- Soil Carbon Amendment

Definition: Application of carbon-based amendments derived from plant materials or treated animal byproducts.

Purpose:

- Improve or maintain soil organic matter.
- Sequester carbon and enhance soil carbon (C) stocks.
- Improve soil aggregate stability.
- Improve habitat for soil organisms.

338 – Prescribed Burning

Definition: Planned fire applied to a predetermined area.

Purpose:

- Manage undesirable vegetation to improve plant community structure and composition
- Manage pests, pathogens, and diseases to reduce plant pressure
- Reduce wildfire hazards from biomass accumulation
- Improve terrestrial habitat for wildlife and invertebrates
- Improve plant and seed production, quantity and/or quality.
- Facilitate distribution of grazing and browsing animals to improve forage-animal balance.
- Improve and maintain habitat for soil organisms and enhance soil health

340 – Cover Crop

Definition: Grasses, legumes, and forbs planted for seasonal vegetative cover.

Purpose:

- Reduce erosion from wind and water.
- Maintain or increase soil health and organic matter content.
- Reduce water quality degradation by utilizing excessive soil nutrients.
- Suppress excessive weed pressures and break pest cycles.
- Improve soil moisture use efficiency.
- Minimize soil compaction.

382- Fence

Definition: A constructed barrier to animals or people.

Purpose:

- Provide a means to control the movement of animals, people, and vehicles to accomplish specific conservation objectives.

386- Field Border

Definition: A strip of permanent vegetation established at the edge or around the perimeter of a field.

Purpose:

- Reduce erosion from wind and water and reduce excessive sediment to surface waters (soil erosion).
- Reduce sedimentation offsite and protect water quality and nutrients in

surface and ground waters (water quality degradation).

- Provide food and cover for wildlife and pollinators or other beneficial organisms (inadequate habitat for fish and wildlife).
- Reduce greenhouse gases and increase carbon storage (air quality impact).
- Reduce emissions of particulate matter (air quality impact).

393 – Filter Strip

Definition: A strip or area of herbaceous vegetation that removes contaminants from overland flow.

Purpose:

- Reduce suspended solids and associated contaminants in runoff and excessive sediment in surface waters.
- Reduce dissolved contaminant loadings in runoff.
- Provide suspended solids and associated contaminants in irrigation tailwater and excessive sediment in surface waters.

484 - Mulching

Definition: Applying plant residues or other suitable materials to the land surface.

Purpose:

- Improve the efficiency of moisture management
- Reduce irrigation energy used in farming/ranching practices and field operations
- Improve the efficient use of irrigation water
- Prevent excessive bank erosion from water conveyance channels
- Reduce concentrated flow erosion
- Reduce sheet, rill, & wind erosion
- Improve plant productivity and health
- Maintain or increase organic matter content
- Reduce emissions of particulate matter

512 – Pasture and Hay Planting

Definition: Establishing adapted and compatible species, varieties, or cultivars of perennial herbaceous plants suitable for pasture or hay production.

Purpose:

- Provide or increase forage supply during periods of low forage production
- Reduce soil erosion
- Improve water quality
- Improve air quality
- Improve soil health

516 – Livestock Pipeline

Definition: A pipeline and appurtenances installed to convey water for livestock or wildlife.

Purpose:

- Convey water to points of use for livestock or wildlife
- Reduce energy use

528 – Prescribed Grazing

Definition: Managing the harvest of vegetation with grazing and/or browsing animals with the intent to achieve specific ecological, economic, and management objectives.

Purpose:

- Improve or maintain desired species composition, structure and/or vigor of plant communities.
- Improve or maintain quantity and/or quality of forage for grazing and browsing animals' health and productivity.
- Improve or maintain surface and/or subsurface water quality and/or quantity.
- Improve or maintain riparian and/or watershed function.
- Reduce soil erosion and maintain or improve soil health.
- Improve or maintain the quantity, quality, or connectivity of food and/or cover available for wildlife.
- Manage fine fuel loads to achieve desired conditions.

533 – Pumping Plant

Definition: A facility that delivers water or wastewater at a designed pressure and flow rate.

Purpose:

- Remove excessive subsurface or surface water
- Provide efficient use of water on irrigated land
- Transfer of livestock waste or liquid byproducts as part of a wastewater transfer system
- Reduce energy use

550 - Range Planting

Definition: The seeding and establishment of herbaceous and woody species for the improvement of vegetation composition and productivity of the plant community to meet management goals.

Purpose:

- Provide or improve forages for livestock
- Provide or improve forage, browse, or cover for wildlife
- Reduce erosion by wind and water
- Improve water quality and quantity
- Restore hydrologic function
- Increase and/or stabilize carbon balance and sequestration

570 – Stormwater Runoff Control

Definition: Measures or systems to control the quantity and quality of stormwater runoff.

Purpose:

- Minimize erosion and sedimentation during and following construction activities

- Reduce the quantity of stormwater leaving developing or developed sites
- Improve the quality of stormwater leaving developing or developed sites

614 – Watering Facility

Definition: A watering facility stores or provides drinking water to livestock or wildlife.

- Purpose:**
- Supply daily water requirements.
 - Improve animal distribution.
 - Provide a water source that is an alternative to a sensitive resource.

642 – Water Well

Definition: A hole drilled, dug, driven, bored, jetted, or otherwise constructed into an aquifer for agricultural water supply.

- Purpose:**
- Address the need for adequate livestock water quality and quantity
 - Provide water for terrestrial wildlife
 - Provide irrigation water

Ancillary practices (used only to facilitate priority practices above):

314 – Brush Management

Definition: The management or removal of woody (nonherbaceous or succulent) plants including those that are invasive and noxious.

- Purpose:**
- Create the desired plant community consistent with the ecological site or a desired state within the site description.
 - Restore or release desired vegetative cover to protect soils, control erosion, reduce sediment, improve water quality, or enhance hydrology.
 - Maintain, modify, or enhance fish and wildlife habitat.
 - Improve forage accessibility, quality, and quantity for livestock and wildlife.
 - Manage fuel loads to achieve desired conditions.
 - Pervasive plant species are controlled to a desired level of treatment that will ultimately contribute to creation or maintenance of an ecological site description “steady state” addressing the need for forage, wildlife habitat, and/or water quality.

342- Critical Area Planting

Definition: Establishing permanent vegetation on sites that have, or are expected to have, high erosion rates, and on sites that have physical, chemical, or biological conditions that prevent the establishment of vegetation with normal seeding/planting methods.

- Purpose:**
- Stabilize areas with existing or expected high rates of soil erosion by wind or water.
 - Stabilize stream and channel banks, pond and other shorelines, earthen features of structural conservation practices.

- Stabilize areas such as sand dunes and riparian areas.

355- Groundwater testing

Definition: Testing the physical, biological, and chemical quality of groundwater from a water well or spring.

Purpose:

- To determine the suitability of a groundwater supply source for livestock watering, irrigation, wildlife, or other agricultural uses.

561 – Heavy Use Protection

Definition: Stabilization or protection of an intensively used area.

Purpose:

- Reduce soil erosion
- Provide a stable, noneroding surface for areas frequently used by animals, people, or vehicles
- Protect or improve water quality

Average Cost

The SHIP will use a standard average cost (unit cost) for conservation practices based on Oklahoma NRCS EQIP payment rates. These average costs will be reviewed and updated by the Commission Soil Health Team as necessary based on NRCS cost updates and/or best professional judgement to maintain or improve incentive for adoption.

Maximum Program Payment

The Commission sets the maximum program payment over a three-year period at \$40,000 per participant.

Application Process

The Commission and conservation districts will advertise SHIP and accept applications throughout the open allocation period. Interested individuals should apply at their local conservation district. Applicants that lease the land must submit a landowner consent form with their application. Each applicant is limited to one application and must be a district cooperator. Conservation districts must submit all applications received in their offices, whether the district is participating in the program not, to the Commission Soil Health Team for review and approval.

Review and Approval Process

The Commission Soil Health Team will review and rank applications using a preset ranking tool. Applicants with top scores will be chosen for participation. Approved applicants and their conservation district will be notified no later than 45 days from the close of the allocation period. Commission Soil Health Team members will schedule an initial consultation with each approved participant to develop their SHIP conservation plan.

The Commission Soil Health Team will work to balance program participation across the state by selecting highest scoring participants from all five conservation district areas. Fulfillment of this objective depends upon extent of representation by districts submitting

applications. The goal for this program funding is to engage five producers from each area (25 total) with at least two of the total comprising urban producers.

SHIP Conservation Plan

Successful applicants must complete a SHIP conservation plan to be eligible for program participation. The SHIP conservation plan comprises a three-year engagement to accomplish implementation of a conservation system focused on improving soil health. Participants will agree to continued consultation, allow necessary soil health monitoring, and be open to planned field days (no more than one per year) throughout their program engagement.

All SHIP conservation plans must be signed and dated by the participant and an OCC Soil Health Team representative before any program related work begins. An agreement becomes effective on the last date of signature.

Completion Dates

Approved applicants will be required to complete all conservation practice implementation by the date specified within their SHIP conservation plan. Participants and their assigned Commission Soil Health Team member will mutually decide on a schedule of practice implementation over the three-year period of engagement.

Payment Process

Districts of program participants will be asked to prepare an OSF3 for reimbursement once a Commission Soil Health Team member has verified the practice(s) was(were) implemented in accordance with the participant's SHIP conservation plan through onsite visit(s). A signed Certification of Completion and Acceptance documenting such will be submitted to the district to initiate the claim assembly.

SHIP reimbursements will be made to the conservation district by EFT. The conservation district will issue a district check to the applicant for the approved payment amount.

Conservation districts must provide an IRS Form 1099-MISC to any applicant receiving \$600 or more in payment(s) from the district during a calendar year. In accordance with IRS and Oklahoma Tax Commission regulations, conservation districts must file an IRS 1099-MISC form with the Internal Revenue Service and Oklahoma Tax Commission. Neither the conservation district nor the Commission provides tax advice; the applicant may wish to consult with an independent tax advisor regarding any potential tax consequences.

Participants are only eligible for reimbursement for practices implemented according to their SHIP conservation plans as verified and signed off on by an OCC Soil Health Team member. The SHIP conservation plan comprises a three-year engagement to accomplish a conservation system focused on improving soil health. Those participants who fail to complete the practices as planned or cancel their conservation plan before the three year timeline will forfeit remaining potential for reimbursement but will not have to pay back

monies received for practices already implemented and for which reimbursement has been received.

III. ADMINISTRATIVE GUIDELINES

District Reporting and Accounting

1. Conservation Districts will work cooperatively with the Commission Soil Health Team to prepare SHIP claims including back-up documentation.
2. Conservation districts will be responsible for submitting the claim to the Commission for payment.
3. Conservation districts will be responsible for making payments to participants and issuing 1099s.

Commission Reporting and Accounting

The Commission Soil Health Team shall conduct the following reporting and accounting procedures:

1. Receive and review SHIP claims for payment.
2. Maintain a SHIP allocation and expenditures tracking system. The system should allow for reporting by:
 - a. Conservation district
 - b. participant
 - c. conservation practice
 - d. agreement number
 - e. agreement date
 - f. payment date
 - g. amount paid
 - h. amount allocated

almost nothing we say makes as big an impact as this banner. The actual-size image of a Big Bluestem and Leadplant root system evokes awe whenever the banner is unfurled, reinforcing our message about the ecological services prairie roots provide.

These popular banners are already in use in schools and conservation facilities throughout the Tallgrass Prairie region. They're a great resource to use with our **prairie roots lesson plans**, and enhance any prairie education effort.

Take a closer look at the image used for the banner *here*.

The banner is 32" wide by almost 14' long. When not in use, the banner rolls up and can be easily stored/transported in a poster tube.

A limited supply of banners is available for purchase. Contact anne.phillips@uni.edu to order.

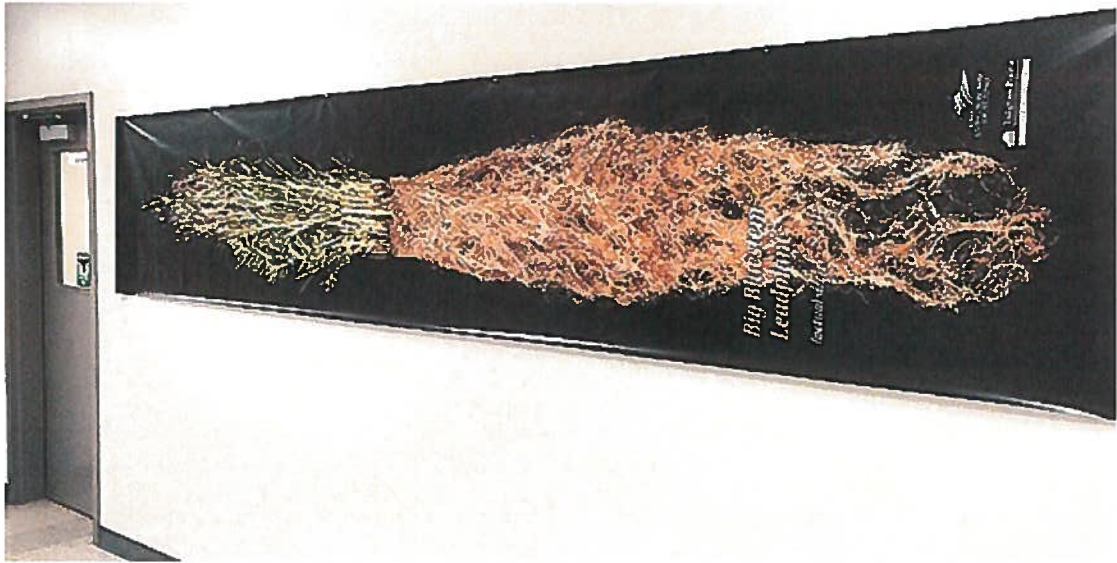
Price:

\$200 (s/h included) when shipped within the U.S.

Sponsorship:

For information about sponsoring a root banner or actual root specimen, [click here](#).





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2024

86TH ANNUAL OACD STATE MEETING

Creating Legacy Through Stewardship

OKLAHOMA CITY, OK

FEBRUARY 25, 26, & 27TH



OACD'S 86th Annual State Meeting

December 15, 2023

Dear Conservation District Directors, Employees, and Partners,

As we wrap up 2023, we are looking forward to our 86th year in 2024. We are very excited to be able to host the annual meeting again in February in Oklahoma City.

This year's state meeting has been planned by taking into consideration requests for training, networking, and hearing from experts on regenerative agriculture. At the 2024, OACD annual meeting, we'll also provide information about planning for the future, "how to" sessions for new employees and directors, watershed basics, and how to communicate with the public about the great work you are doing as districts.

We're bringing in experts from across the United States to visit with you about creating drought free operations, climate & justice, and working with the microbes in your soil.

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 25th, 26th, and 27th 2024. The meeting will be held at the Embassy Suites located at 3233 Northwest Expressway, Oklahoma City, OK.

Thank you,
Joe Caughlin, OACD President

AGENDA TOPICS AND GUESTS FOR THE MEETING INCLUDE:

- Dale Strickler, author of "The Drought Resilient Farm"
- Liz Carlisle, author of "Healing Grounds: Climate, Justice, & the Deep Roots of Regenerative Farming" and "Grain by Grain: A Quest to Revive Ancient Wheat, Rural Jobs, and Healthy Food"
- Andie Marsh, Founder of Rhizos, LLC and on Instagram @soilissexy
- Angel Lance, Founder of the Gulch Foundation, and author of "Seeing Green: How to Save the Planet & Profit from Sustainability"

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 86th 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) \$235 \$255 \$275

Registration Package \$296 \$312 \$338
Includes Monday lunch & banquet
Tuesday lunch

Single Day Registration \$151 \$156 \$172
Includes lunch
Choose Monday ____ or Tuesday ____

Spouse Registration Package \$224 \$229 \$239
Include Auxiliary meeting & meals

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, 2024. 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 86th Annual State Meeting

DATES

Sunday February 25th, Monday February 26th, and Tuesday February 27th

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 \$119 - \$139/night and includes breakfast and evening reception each night. Parking is free. The cut-off date for the group rate is Sunday **February 4th**. 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 the link below:

[OK Association of Conservation Districts Annual Meeting 2024](#)

If you are booking rooms for multiple people, and would like to utilize a Purchase Order, please contact Shannon by email the information detailing the entire list of rooms, names of guests, and dates of their stay to Shannon Palacios at Shannon.Palacios@hilton.com. Please include the purchase order and tax exemption so that it can be set up in the system.

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. Link to Booking is Provided below.

[Hilton Garden Inn Midtown](#)

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, 2024. After Feb. 19th, please register online or in person. If your registration is postmarked after 2/19 it may not be received in time.

Register Online at: Okconservation.org/statemeeting24

YOUTH CONTEST

The speech contest is Sunday February 25th 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



OACD'S 86th Annual State Meeting

LEGISLATIVE RECEPTION & BANQUET

OACD will mail invitations to all state legislators for the legislative reception and banquet on Monday February 26th. 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. 23rd. 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 26th 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 25th and Monday February 26th. The live auction will be during the legislative banquet on Monday February 26th. 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 12th and be added to the website. Please note some guests are invited and have not yet committed to attend.



OACD'S 86th Annual State Meeting

Sunday February 25, 2024

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

1:00 p.m. - OACDE & OACD State Speech Contest Sign In Opens

1:30 p.m. - OACDE & OACD State Speech Contest Begins

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, Salon D&E

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 Champions Reception (invitation only) Salons FGH

A networking reception for Conservation and Agriculture Reaches Everyone Champions, partner districts, and selected conservation & ag leadership

7:00 p.m. - OACDE Games for Guns Salon D&E

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



OACD'S 86th Annual State Meeting

Monday February 26, 2024

7:00 a.m. - Registration Opens

7:00 a.m. - OACDE Breakfast and Program, Belinda Dimitratos, *OACDE President, Presiding, private dining section of main dining room of the hotel*

9:00 a.m. - Opening Session, Joe Caughlin, *OACD President, Presiding, Salon D&E*
"Rainmaker Farm: Combating Climate Change through Regenerative Agriculture " *Angel Lance & Dr. Aviva Rossi, The Gulch Foundation*

10:30 a.m. - Networking Break *Pre-function Area*
Visit vendors and fill up your bingo card for a chance to win a prize at lunch Tuesday

11:00 a.m. - Concurrent Sessions

1. Conservation Planning

Why conservation planning is still important and how it works today

2. Estate Planning for Success

Essential information for ensuring your legacy is preserved

3. Districts and the Open Meeting/Open Records Acts

Districts must adhere to Oklahoma's Open Meeting/Open Records Acts; come hear direct examples of how these acts apply to districts and learn best practices for following the letter of the law

4. Watershed Dam Operation & Maintenance/Sponsor Responsibilities 101

Information about the importance of watershed o&m as a critical priority for conservation districts and NRCS partners

5. Social Media 101

This session will equip attendees with a general understanding of social media, covering platform fundamentals, content creation for organizations, adapting to future advancements, and accessing support and resources for growing an organization's following



OACD'S 86th Annual State Meeting

Monday February 27, 2024

(continued)

11:45 a.m. - Networking Break *Pre-function Area*

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

12:00 p.m. - Partnership Awards Luncheon, *Joe Caughlin, OACD President, Presiding Salon D&E*

Oklahoma Speaker of the House, Representative Charles McCall
NRCs Partnership Awards; Director & Employee Service Awards

1:30 p.m. - Networking Break *Pre-function Area*

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

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

1:45 p.m. - Concurrent Sessions

1. Youth Contest Listening Session

Interactive session with OACD's new Youth Contest Coordinator & the OACDE State Youth Contest Coordinator. An opportunity to solicit feedback, brainstorm, and engage with District Employees to improve, revitalize, and grow OACD & OACDE youth contests. *Amanda Fitzgerald, OACD Youth Contest Coordinator & Patty Underhill, OACDE State Youth Contest Coordinator*

2. Minutes, Why They Matter

Minutes are one of the most important documents in your district office – are you creating a quality record?

3. What Makes a Strong Conservation District?

Conservation Districts have a unique and critical role in protecting the land, water, and wildlife in Oklahoma. Is your district the first stop on your constituents' journey to being stewards of our natural resources? It can be!

4. Archiving Photos & Historical Conservation Documents

Learn how to preserve local conservation history

5. The Oklahoma Comprehensive Water Plan

The OCWP provides invaluable information for water planning, including current water supply, 50-year projected demands, projected surface water gaps and groundwater depletions, assessments of infrastructure needs, and analyses of local issues



OACD'S 86th Annual State Meeting

Monday February 27, 2024

(continued)

2:45 p.m. - Networking Break *Pre-function Area*

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

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 *pre-function Area*

7:00 p.m. - Legislative Banquet & Awards Salons A-E

Announcement of OACD Board

Legislator of the Year

Employee of the Year

The Elmer Maddux Award for Advocacy

Conservation Hall of Fame Awards

The Leopold Conservation Award



OACD'S 86th Annual State Meeting

Tuesday February 28, 2024

10:30 a.m. - Networking Break *Pre-function Area*

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

10:45 a.m. - Concurrent Session

1. "That will never work here! Cover Crops in Drought Country"

Dale Strickler, Regenerative Wisdom

2. Public Meetings

Conservation District meetings are public meetings – is your district prepared for the public to attend?

3. Watershed Dam Operation & Maintenance/Sponsor Responsibilities 101

Information about the importance of watershed o&m as a critical priority for conservation districts and NRCS partners

4. District Employees Networking Session

This is a closed session for only district employees. Belinda Dimitratos

11:45 a.m. - Networking Break *Pre-function Area*

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

12:00 p.m. - Lunch

Climate, Justice, and Regenerative Agriculture Salon D&E

Dr. Liz Carlisle, University of California & Author of "Healing Grounds"

1:15 p.m. - Concurrent Sessions

1. Lay of the Land: Observations on Regenerative Ag *Salon D&E*

A National perspective on current developments, opportunities, and definitions of regenerative ag

Jimmy Emmons, Trust in Food

2. Cost Share Year 26, Kick off & Training

Introduction of Cost-Share Program Year 26 Guidelines and training on program rules, policies and administration.

2:15 p.m. - Concurrent Sessions

1. Pasture Revitalization

Accelerating drought stricken pasture recovery through management, stewardship, and soil health practices.

2. Cost Share Year 26 Kick off & Training (continuation)



Oklahoma Conservation Commission

District 10-Minute Guide Series

This is one in a continuing series of informational discussion topics designed to help conservation district directors and employees become more informed and knowledgeable about their responsibilities. It is suggested that employees and board members review and then have a 10-minute discussion on a selected guide at each board meeting as part of the district's commitment to continuing education for leadership and staff.

Guide No. 2 – Executive Sessions

The Open Meeting Act (OMA) allows public bodies such as conservation district boards to conduct executive sessions under limited circumstances. An executive session generally denotes a proceeding that is properly closed to the public. Such executive sessions may be attended only by board members and individuals who are invited by the board because their presence is necessary to the business at hand. The following are some of the major rules for conducting an executive session, but all requirements are not covered here; employees and directors are encouraged to review the OMA for more detail.

When can an executive session be held?

Section 307 (B) of the Open Meeting Act states that public bodies can only hold executive sessions for the reasons stated in this section of the Act. Listed below are those reasons that most fit conservation district boards. If there is a question, boards should contact the Oklahoma Conservation Commission before proposing an executive session.

- 307(B)(1): Discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee.
- 307(B)(2): Discussing negotiations concerning employees and representatives of employee groups.
- 307(B)(3): Discussing the purchase or appraisal of real property.
- 307(B)(4): Confidential communications between the board and its attorney concerning a pending investigation, claim, or action but only if disclosure will seriously impair the ability of the board to conduct related actions in the public interest
- 307(B)(7): Discussing matters where disclosure of information would violate confidential requirements of state or federal law.

An example of a situation meeting the 307(B)(7) authorization would be the discussion and review of conservation plans and contracts developed by NRCS. Due to federal privacy requirements, the information in the plans and contracts cannot be revealed in open session.

This authorization does not extend to state cost-share applications. These applications must be considered and reviewed in open session.

The agenda item for the executive session for a 307(B)(7) purpose will include the name of program or item (EQIP, etc.) and the name of the person or entity who has the contract.

Requirements Before an Executive Session can be Held:

There must be an item on the agenda of a regular or special board meeting for a proposed executive session that specifically states the provision of section 307 that authorizes the

session. An executive session with no specified topic and provision may not be listed on the agenda and is a violation of the Open Meeting Act.

Examples of agenda language are provided in the Conservation District Handbook (pg. 42) and in the "Executive Session for Districts" resource on the OCC website.

An executive session can only be held when a motion is made, seconded, and passed by a majority vote of board members.

If the executive session is approved by a motion and majority vote of board members, the board must also designate who will attend the executive session. The time executive session is entered should be noted and announced.

During and following the executive session: Only items specified in the agenda item for the proposed executive session can be discussed in an executive session. For example, if the agenda lists discussion of the performance of the district manager only, then no discussion can be held on performance of other district employees.

No votes can be taken while in the executive session. After the board goes back into the open session, motions can be made and voted on regarding the issue(s) discussed in the executive session if there is an item on the agenda that calls for possible action.

It does not take a vote to end executive session and go back into open session; the time open session is resumed should be noted and announced.

Matters discussed in the executive session are confidential and are not to be discussed with employees or others.

Executive Session Minutes:

As of July 2023, written executive session minutes are no longer considered to be best practice. District boards should utilize the executive session process outlined in the Conservation District Handbook, including the

executive session compliance announcement process.

If written executive session minutes are taken, they must document the time the board enters the executive session, who attends the session, a brief description of items discussed and the time the board goes back to the open session. Executive Session Minutes are sealed in an envelope and are not available to anyone without a court order. Write on the outside of the envelope, executive session of the (name) Conservation District and the date. The minutes should be kept in a secure place, such as a locked filing cabinet.

Regular Meeting Minutes:

The official open meeting minutes must contain a minute statement for the executive session that includes who made the announcements, the time executive session was entered, the specific provision and topic discussed, who was present, and what time the board returned to open session. An example of the executive session minute statement is available in the Conservation District Handbook.

Other Resources:

Board Meetings section of the Conservation District Handbook and the District Resources section of the Oklahoma Conservation Commission website at conservation.ok.gov.

Attorney General's website: www.oag.state.ok.us
Click on publications and you can find a publication on the Open Meeting Act.

Each year the AG's office holds open meeting/ records acts workshops. All employees and directors are encouraged to attend one of these workshops. The Oklahoma Press Association has a book on the Open Meetings/Record Act that is often provided during the AG's workshops. The book may also be purchased from the OPA.