

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
Thursday November 9, 2023 – 5:30 PM
6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74120

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

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Discussion of Urban Conservation Area
5. Discussion of Conservation Stewardship Resource Management Conferences
6. Approval of Minutes from the October 18th, 2023 Meeting
7. Approval of Financial Statements & District Reports for Period Ending October 31st, 2023
8. Discussion and Approval of Staff Timesheet and Leave Forms
9. Review of TACF Financials for Period Ending October 31st, 2023
10. Discussion and Acceptance of District Conservationist Agency Report November 2023
11. Discussion of the TCCD Monthly Activities and Outreach Report November 2023
12. Discussion and Approval of Cooperator Agreement for Galea Albano
13. Discussion and Approval of Recommendation for Appointment of Galea Albano to the Tulsa County Conservation District Board of Directors
14. Discussion and Approval of Assisting Chrissy Parker Ag Outreach
15. Review of 10-Minute Guide No. 14 - Recruiting Board Members
16. New Business:
17. 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 Thursday December 14, 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 [November 8, 2023](#) in the following location:

6660 S. Sheridan Rd., Suite 120

Tulsa, OK 74133

&

tulsaccd.org




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

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **November 9, 2023** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **December 14, 2023**



Chair, Board of Directors



Date

Attest:



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

Date: November 9, 2023
Time: 5:30 PM

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

Members Absent: None

Others Present: Gabriael Parker, District Manager
Galea Albano, Recycling Outreach Coordinator City of Broken Arrow

1. Meeting Called to Order:

Chairman Tom Tolbert called the meeting to order at 5:40 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 November 8, 2023, in the front window of 6660 S. Sheridan Rd., Suite 120, Tulsa, OK 74133, and tulsaccd.org.

2. Roll Call

Tom Tolbert
Julie Monnot
Chrissy Parker
Gabriael Parker
Galea Albano

3. Public Comments

None

4. Discussion of Urban Conservation Area

Gabriael Parker said the district property was still too overgrown to be able to do a site visit. She suggested we look at January 2024. That will ensure all vegetation will be dormant. Tom Tolbert agreed. No further action needs to be taken at this time.

5. Discussion of Resource Management Conference

Tom Tolbert said we had a Zoom/In-Person RMC planning meeting. He invited Jade Jones with INCOG, Amethyst Kelly, TACF Board Member, Galea Albano, City of Broken Arrow, Jason Vogel, Ph.D. with OU, and Jamie Schussler, Ph.D. with OSU, to discuss getting their students involved and gage interest. Dr. Vogel and Dr. Schussler said they would be delighted to help. They both said the idea of a Conservation Stewardship Conference is a fantastic and much-needed conference. Gabriael Parker said she would start a list of names and organizations we

would like to invite or be part of the planning committee on Google Docs and send it to everyone. That would be the easiest way to edit the list without worrying about updating and sending it back out. No further action needs to be taken at this time.

6. Approval of Minutes from the October 18th, 2023

After a brief discussion, Julie Monnot made a motion to approve the minutes from the October 18th, 2023, board meeting as presented. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

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

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

8. Discussion and Approval of Staff Timesheet and Leave Forms

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

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

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

10. Discussion and Acceptance of District Conservationist Agency Report November 2023

The board decided to table the District Conservationist Agency Report for November 2023 since Chris Clemens was not in attendance. No further action was taken at this time.

11. Discussion of the TCCD Monthly Activities and Outreach Report November 2023

November Meetings:

11/06/2023	Resource Management Conference Planning Meeting
11/09/2023	TCCD Board Meeting
11/14/2023	Area III Meeting

November Events:

11/29/2023	Fred Creek Monitoring
11/17/2023	Keep Oklahoma Beautiful Awards Banquet

November Holidays:

11/10/2023	Veteran's Day – Office Closed
11/23 – 11/24	Thanksgiving - Office Closed

December Meetings:

12/06/2023	District Teams Training – End-of-Year Taxes Session #1
12/07/2023	District Teams Training – End-of-Year Taxes Session #2
12/07/2023	Home & Garden Show Planning Meeting with Cheryl Cheadle
12/07/2023	Crow Creek Planning Committee Meeting
12/14/2023	RMC/TCCD Planning and Board Meeting
12/15/2023	TACF Board Meeting

Deadlines:

12/15/2023

2024 Notice of Regular Meeting Schedule Due – **On-Time**

Notes:

None

Work Duties Performed:

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

The board reviewed the Monthly Activities and Outreach Report November 2023. No further action was taken at this time.

12. Discussion and Approval of Cooperator Agreement for Galea Albano

After a brief discussion, Julie Monnot made a motion to approve the Cooperator Agreement for Galea Albano. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

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

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

14. Discussion and Approval of Assisting Chrissy Parker Ag Outreach

Chrissy Parker said she spoke to her contact at her school about sponsoring her outreach program. She said they hesitated to put the school's name on a support letter. The board suggested she put together a supply, cost list, and submit it to the board for assistance. Chrissy said she might get Billy Parker involved to help since she has shown interest in assisting Chrissy's students with their community garden. Gabriel Parker said she would include it in the board packet at the next meeting. No further action needs to be taken at this time.

1. Review of 10-Minute Guide No. 14 - Recruiting Board Members

The board reviewed and discussed the 10-Minute Guide No. 14 - Recruiting Board Members. No further action was taken at this time.

2. New Business:

None



3. Adjourn:

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

The meeting Adjourned at 6:24 PM.

All items on this agenda, including but not limited to any agenda item concerning the adoption or approval of any resolution, contract, agreement, or any other item of business, are subject to revision or amendment, including additions and/or deletions, without exception. Any revision or amendments will be limited and rationally related to the topic of the agenda item. The board may defer, strike, continue, table, and/or refer any agenda item to its chief administrative officer, staff, attorney, and/or refer or appoint a committee for the purpose of gathering more information the board may need to take action on any agenda item at a subsequent special or regular meetings of the board.

**The next regularly scheduled meeting is Thursday, December 14, 2023, at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

3:18 PM
11/07/23
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
July through October 2023

	<u>Jul - Oct 23</u>
Income	
Interest Income	1.10
OCC General Exp Reimbursements	816.59
OCC Salary Reimbursements	<u>7,593.46</u>
Total Income	8,411.15
Expense	
Administrative Expense	739.83
Employee Benefits	2,320.71
Grant Expenses	500.00
Outreach Programs	17.58
Payroll	8,604.76
Payroll Tax	3,979.68
Registration Fees	281.15
Travel	<u>303.73</u>
Total Expense	<u>16,747.44</u>
Net Income	<u><u>-8,336.29</u></u>

3:15 PM
11/07/23
Accrual Basis

Tulsa County Conservation District
Profit & Loss
October 2023

	<u>Oct 23</u>
Income	
Interest Income	0.18
Total Income	<u>0.18</u>
Expense	
Administrative Expense	139.83
Employee Benefits	449.67
Payroll	2,328.52
Payroll Tax	1,097.95
Registration Fees	151.05
Travel	129.17
Total Expense	<u>4,296.19</u>
Net Income	<u><u>-4,296.01</u></u>

3:22 PM
 11/07/23
 Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
Arvest Checking 6407							7,448.05
Operating Acct - 6407							0.00
Total Operating Acct - 6407							0.00
Arvest Checking 6407 - Other							7,448.05
Check	10/2/2023	8981	Gabriael S Parker	May 2023 Tulsa Mileage	Travel	-89.41	7,358.64
Check	10/4/2023		Oklahoma Employ...	3rd Quarter 2023 Unemploym...	Payroll Tax	-79.41	7,279.23
Check	10/5/2023	8986	Gabriael S Parker	July 1-31st 2023 Pay Period	Payroll	-2,328.52	4,950.71
Check	10/6/2023	8982	Gabriael S Parker	June 2023 Tulsa Mileage	Travel	-39.76	4,910.95
Check	10/10/2023		IRS	941 Tax Payment for August 2...	Payroll Tax	-893.54	4,017.41
Check	10/16/2023	8989	Fuzzell's Copier	September Quarterly Copier R...	Administrative...	-139.83	3,877.58
Check	10/17/2023		Oklahoma Tax Co...	September 2023 Payment	Payroll Tax	-125.00	3,752.58
Check	10/19/2023	8988	OCC		Employee Ben...	-449.67	3,302.91
Check	10/20/2023	8991	Julie Monnot	Reimbursement for Hotel Stay ...	Registration F...	-151.05	3,151.86
Deposit	10/31/2023		Arvest	Interest Income	Interest Income	0.18	3,152.04
Total Arvest Checking 6407 - Other							-4,296.01
Total Arvest Checking 6407							-4,296.01
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							-0.92
Deposit	10/31/2023		Arvest	Interest Income	Arvest Checki...	-0.18	-1.10
Total Interest Income							-0.18
OCC Cost-Share Reimbursements							0.00
Total OCC Cost-Share Reimbursements							0.00
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							-816.59
Total OCC General Exp Reimbursements							-816.59
OCC Salary Reimbursements							-7,593.46
Total OCC Salary Reimbursements							-7,593.46

3:22 PM
 11/07/23
 Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
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							600.00
Check	10/16/2023	8989	Fuzzell's Copier	September Quarterly Copier R...	Arvest Checki...	139.83	739.83
Total Administrative Expense							139.83
Advertising and Promotion							0.00
Total Advertising and Promotion							0.00
Cost-Share Payments							0.00
Total Cost-Share Payments							0.00
Director Fees							0.00
Total Director Fees							0.00
Employee Benefits							1,871.04
Check	10/19/2023	8988	OCC		Arvest Checki...	449.67	2,320.71
Total Employee Benefits							449.67
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
Total Membership Fees							0.00
Office Supplies							0.00
Total Office Supplies							0.00
Outreach Programs							17.58
Total Outreach Programs							17.58
Payroll							6,276.24
Check	10/5/2023	8986	Gabriel S Parker	July 1-31st 2023 Pay Period	Arvest Checki...	2,328.52	8,604.76
Total Payroll							2,328.52
Payroll Tax							2,881.73
Check	10/4/2023		Oklahoma Employ...	3rd Quarter 2023 Unemploym...	Arvest Checki...	79.41	2,961.14
Check	10/10/2023		IRS	941 Tax Payment for August 2...	Arvest Checki...	893.54	3,854.68
Check	10/17/2023		Oklahoma Tax Co...	September 2023 Payment	Arvest Checki...	125.00	3,979.68
Total Payroll Tax							1,097.95
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

3:22 PM
 11/07/23
 Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
Registration Fees							130.10
Check	10/20/2023	8991	Julie Monnot	Reimbursement for Hotel Stay ...	Arvest Checki...	151.05	281.15
Total Registration Fees						151.05	281.15
Telephone and Internet							0.00
Total Telephone and Internet							0.00
Travel							174.56
Check	10/2/2023	8981	Gabriel S Parker	May 2023 Tulsa Mileage	Arvest Checki...	89.41	263.97
Check	10/6/2023	8982	Gabriel S Parker	June 2023 Tulsa Mileage	Arvest Checki...	39.76	303.73
Total Travel						129.17	303.73
Uncategorized Expenses							0.00
Total Uncategorized Expenses							0.00
No acct							0.00
Total no acct							0.00
TOTAL						0.00	0.00

Form **941 for 2023: Employer's QUARTERLY Federal Tax Return**
 (Rev. March 2023) Department of the Treasury — Internal Revenue Service

950122
 OMB No. 1545-0029

Employer identification number (EIN) -

Name (not your trade name)

Trade name (if any)

Address
Number Street Suite or room number

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2023
 (Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

Go to www.irs.gov/Form941 for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: <i>Mar. 12</i> (Quarter 1), <i>June 12</i> (Quarter 2), <i>Sept. 12</i> (Quarter 3), or <i>Dec. 12</i> (Quarter 4)	1	<input type="text" value="1"/>
2	Wages, tips, and other compensation	2	<input type="text" value="9304"/> <input type="text" value="47"/>
3	Federal income tax withheld from wages, tips, and other compensation	3	<input type="text" value="1200"/> <input type="text" value="00"/>
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.	
		Column 1	Column 2
5a	Taxable social security wages*	<input type="text" value="9677"/> <input type="text" value="22"/> × 0.124 =	<input type="text" value="1199"/> <input type="text" value="98"/>
5a (i)	Qualified sick leave wages*	<input type="text" value="."/> × 0.062 =	<input type="text" value="."/>
5a (ii)	Qualified family leave wages*	<input type="text" value="."/> × 0.062 =	<input type="text" value="."/>
5b	Taxable social security tips	<input type="text" value="."/> × 0.124 =	<input type="text" value="."/>
5c	Taxable Medicare wages & tips	<input type="text" value="."/> × 0.029 =	<input type="text" value="."/>
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	<input type="text" value="9677"/> <input type="text" value="22"/> × 0.009 =	<input type="text" value="280"/> <input type="text" value="64"/>
5e	Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c, and 5d	5e	<input type="text" value="1480"/> <input type="text" value="62"/>
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f	<input type="text" value="."/>
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	<input type="text" value="0"/> <input type="text" value="00"/>
7	Current quarter's adjustment for fractions of cents	7	<input type="text" value="0"/> <input type="text" value="00"/>
8	Current quarter's adjustment for sick pay	8	<input type="text" value="."/>
9	Current quarter's adjustments for tips and group-term life insurance	9	<input type="text" value="."/>
10	Total taxes after adjustments. Combine lines 6 through 9	10	<input type="text" value="0"/> <input type="text" value="00"/>
11a	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11a	<input type="text" value="."/>
11b	Nonrefundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021	11b	<input type="text" value="."/>
11c	Reserved for future use	11c	<input type="text" value="."/>

Name (not your trade name) **Tulsa County Conservation District** Employer identification number (EIN) **73 - 0723957**

Part 1: Answer these questions for this quarter. (continued)

11d Nonrefundable portion of credit for qualified sick and family leave wages for leave taken after March 31, 2021, and before October 1, 2021 11d

11e Reserved for future use 11e

11f Reserved for future use

11g Total nonrefundable credits. Add lines 11a, 11b, and 11d 11g

12 Total taxes after adjustments and nonrefundable credits. Subtract line 11g from line 10 12

13a Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter 13a

13b Reserved for future use 13b

13c Refundable portion of credit for qualified sick and family leave wages for leave taken before April 1, 2021 13c

13d Reserved for future use 13d

13e Refundable portion of credit for qualified sick and family leave wages for leave taken after March 31, 2021, and before October 1, 2021 13e

13f Reserved for future use 13f

13g Total deposits and refundable credits. Add lines 13a, 13c, and 13e 13g

13h Reserved for future use 13h

13i Reserved for future use 13i

14 Balance due. If line 12 is more than line 13g, enter the difference and see instructions 14

15 Overpayment. If line 13g is more than line 12, enter the difference Check one: Apply to next return. Send a refund.

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you're unsure about whether you're a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

16 Check one: Line 12 on this return is less than \$2,500 or line 12 on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter. If line 12 for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you're a monthly schedule depositor, complete the deposit schedule below; if you're a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1	<input type="text" value="893.54"/>
Month 2	<input type="text" value="893.54"/>
Month 3	<input type="text" value="893.54"/>
Total liability for quarter	<input type="text" value="2680.62"/> Total must equal line 12.

You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941. Go to Part 3.

Name (not your trade name) Tulsa County Conservation District Employer identification number (EIN) 73 - 0723957

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

- 17 If your business has closed or you stopped paying wages... 18 If you're a seasonal employer... 19-28 Various business-related questions with checkboxes and input fields.

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

[X] Yes. Designee's name and phone number (918) 891-2627

Select a 5-digit personal identification number (PIN) to use when talking to the IRS. [0][9][2][1][5]

[] No.

Part 5: Sign here. You MUST complete all three pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Sign your name here [Signature Box] Print your name here Gabriel Parker Print your title here District Manager Date [Date Box] Best daytime phone (918) 877-9559

Paid Preparer Use Only

Check if you're self-employed []

Preparer's name [] PTIN [] Preparer's signature [] Date [] Firm's name (or yours if self-employed) [] EIN [] Address [] Phone [] City [] State [] ZIP code []

ACCOUNT ID: WTH-10071796-02
FILING FREQUENCY: Quarterly

FILING PERIOD: September 30, 2023
DUE DATE: October 20, 2023
RECEIVED DATE: October 18, 2023

WTH 10001 Oklahoma Employers Wage Withholding
Revised 4-2019 TULSA CO CONSERVATION

Amended Return

Number of Employees	1
Wages Paid	\$9,304.47
Tax Withheld	\$375.00
Interest	\$0.00
Penalty	\$0.00
Total Due	\$375.00
Total Monthly and Semi-Monthly Prepayments Received	\$375.00
Total Balance Due	\$0.00

3rd Quarter 2023 Report
July, August, September
2023

**FOR YOUR RECORDS ONLY
DO NOT MAIL**



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 10/31/2023

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	\$7,504.57
Total Current Value		\$7,504.57

BUSINESS MONEY MARKET

202

Account Summary

Date	Description	Amount
10/01/2023	Beginning Balance	\$7,491.84
	1 Credit(s) This Period	\$12.73
	0 Debit(s) This Period	\$0.00
10/31/2023	Ending Balance	\$7,504.57

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$12.73
Interest Paid Year-to-Date	\$99.17
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
10/31/2023	INTEREST PMT	\$12.73

Daily Balances

Date	Amount	Date	Amount
09/30/2023	\$7,491.84	10/31/2023	\$7,504.57



P O BOX 1670
LOWELL AR 72745

Statement Ending 10/31/2023

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

192

ADDRESS SERVICE REQUESTED

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

Managing Your Accounts



24-HOUR
ACCOUNT INFO (800) 601-8655
LINE



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING	192	\$7,610.23
Total Current Value		\$7,610.23

NON-PROFIT INTEREST CHECKING

192

Account Summary

Date	Description	Amount
10/01/2023	Beginning Balance	\$7,609.91
	1 Credit(s) This Period	\$0.32
	0 Debit(s) This Period	\$0.00
10/31/2023	Ending Balance	\$7,610.23

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	\$3.11
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
10/31/2023	INTEREST PMT	\$0.32

Daily Balances

Date	Amount	Date	Amount
09/30/2023	\$7,609.91	10/31/2023	\$7,610.23

TCCD Monthly Outreach and Activities Report November 2023



November Meetings:

11/06/2023 Resource Management Conference Planning Meeting
11/09/2023 TCCD Board Meeting
11/14/2023 Area III Meeting

November Events:

11/29/2023 Fred Creek Monitoring
11/17/2023 Keep Oklahoma Beautiful Awards Banquet

November Holidays:

11/10/2023 Veteran's Day – Office Closed
11/23 – 11/24 Thanksgiving - Office Closed

November Meetings:

11/09/2023 TCCD Board Meeting
11/14/2023 Area III Meeting

Deadlines:

None

Notes:

None

Work Duties Performed:

❖ Answer NRCS Calls	❖ Website Updates
❖ NRCS Walk-ins	❖ TCCD Board Meetings
❖ Email Correspondences	❖ CSPY – 25 Emails
❖ Bill Pay/Financials	❖ Check/Paperwork Signatures
❖ Scanning	❖ Yard-by-Yard Emails
❖ Shredding	❖ Blue Thumb Monitoring Activities
❖ TCCD Payroll/Taxes	❖ RMC Planning Meetings

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) Galea Albano

Mailing Address _____

Telephone Number _____

E-mail Address _____

Signature of Applicant(s):  Date 10/30/2023

The next regular board meeting is scheduled on November 09, 2023 and this application and Cooperator Agreement will be a part of the meeting agenda.

District Representative Gabriel Parker Date 10/26/2023

CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County Conservation District, hereinafter referred to as District and Galea Albano, 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) *Galea Albano* Date 10/30/2023

_____ 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 <u>November 9</u> , <u>2023</u> , Directors of the <u>Tulsa County</u> Conservation District took action for:	
<input type="checkbox"/> Reappointment <input checked="" type="checkbox"/> Appointment due to: <input type="checkbox"/> Resignation <input checked="" type="checkbox"/> Expiration of Term <input type="checkbox"/> Death of: <u>Jana Black</u>	
Recommendation(s): Name: <u>Galea Albano</u> 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.	
<input checked="" type="checkbox"/> Copy of Cooperator Agreement or Application is Attached	
I have verified with the <u>Tulsa</u> 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: _____

TO BE FILLED OUT BY APPLICANT:

(Please print legibly, all fields required)

Name: Galea Albano	
Date of Birth:	
Mailing Address (street/city/zip):	
Primary Phone:	Cell Phone: <input checked="" type="checkbox"/>
Alternate Phone:	Cell Phone: <input type="checkbox"/>
E-mail Address:	
Conservation District: Tulsa County	
Have you previously served on this or any other Conservation District Board? No	
If yes, list district name and dates served or date began serving if no break in service:	

Signature: <u><i>galea albano</i></u>	Date: <u>10/30/23</u>
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A COPY OF YOUR COOPERATOR AGREEMENT OR APPLICATION FOR COOPERATOR AGREEMENT MUST BE SUBMITTED WITH THIS FORM.



Oklahoma Conservation Commission

District Directors' Responsibilities:

A 10-Minute Guide Series

This is one in a continuing series of informational/discussion topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. It is suggested that board members review these guides before a board meeting and then have a ten minute discussion on them at a meeting.

Guide No. 14 - Recruiting Board Members

Effective conservation district programs are built with outstanding and qualified district board members. A district board whose members exhibit a diverse combination of skills will be better able to gain community support for district and local conservation efforts.

The Need for Recruitment

District boards should identify potential board members before a position comes open. Districts often have a difficult time replacing a board member who leaves their elected or appointed position. While the loss of a respected board member is difficult, the turnover of members can stimulate board activity.

A board should make sure that each prospective board member is a registered voter and has a cooperative agreement on file with the district. By doing so, the process of appointment won't be delayed or cause the individual not to qualify for election.

Identify Qualities and Qualifications

Recruitment of district board members begins with identification of qualities desired in current and prospective board members. District boards then develop and use a variety of recruitment strategies to find citizens who have skills and interests compatible with the district.

Good district board members will have a strong conservation ethic, skills and knowledge in conservation as well as management skills and leadership abilities. District board members should be selected based upon the identified needed qualities and qualifications, and not on the criteria of "who's available that we know".

Analyzing the Needs of Your District

Before beginning to look for someone to serve as a board member, your board should first identify what the needs or the district are for human resources.

This is an opportunity to diversify and expand the membership of the district board and to find people that can help the district expand the district program.

Diversity on conservation district boards is a good thing. For a conservation district to truly represent the people in their district, they need to understand the conservation needs of everyone. Having directors of different races, sex, educational backgrounds, professions, and interests and skills help in creating a diverse conservation program that meets all needs.

Recruitment Strategies

Now that you have identified your district's needs, it is time to develop your recruitment strategy. The following is only a beginning for what your district can develop. Ongoing recruitment using a variety of strategies normally produces a greater number of potential nominees who represent more diverse skills, interests, and backgrounds. Some sample strategies include:

- Letters to organizations
- Public service announcements
- Develop a referral network
- News releases
- District recruitment brochure
- Recommendations from staff and cooperating agencies
- Personal contacts

Associate Board Members

An associate board member program is an excellent way to help identify future board members. Serving as an associate member provides individuals an opportunity to attend meetings and help carry out district activities.

In order to realize the full potential of associate directors, the board should assign them specific duties and responsibilities.

Maintaining Prospective Board Members

Recruitment of district board members, associate members, and volunteers is a continuous, ever-changing process. Ultimately, at any time, a district should have a choice among many from which to recruit new board members.

Hints to Keep Potential Board Members Active

- ◆ Ask them to participate fully on committees and task forces
- ◆ Have them be responsible for some aspect of a district activity or program
- ◆ Match the assignments with their personal interests
- ◆ Instill within them a feeling of belonging and being an integral part of the district
- ◆ Ask for their opinion and input on issues
- ◆ Keep them informed of programs, activities, and issues

Additional Resources:

NACD publication - Proud to Serve -Conservation District Board Members Recruitment Reference Book

Conservation District Handbook - Chapter 3 - Board Members.