

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
Thursday December 14, 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.

Administer Loyalty Oath to Galea Albano
Administer Oath of Office to Galea Albano

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
6. Approval of Minutes from the November 9th, 2023 Meeting
7. Approval of Financial Statements & District Reports for Period Ending November 30th, 2023
8. Discussion and Approval of Staff Timesheet and Leave Forms for November 2023
9. Review of TACF Financials for Period Ending November 30th, 2023
10. Discussion and Acceptance of District Conservationist Agency Report December 2023
11. Discussion of the TCCD Monthly Activities and Outreach Report December 2023
12. Discussion and Possible Approval of Amending 2024 Regularly Scheduled Board Meetings
13. Discussion and Approval of Assisting Chrissy Parker Ag Outreach
14. Discussion and Possible Approval of Assisting Travis Godeaux, Resource Engineer NRCS with an Irrigation workshop in Claremore on February 21st, 2024
15. Review of 10-Minute Guide No. 1 - Open Meeting Act-1
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 January 11, 2024 at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

Tulsa County Conservation District

Agency, Authority, Commission, Department or Institution

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

Address, City and Zip Code

Galea Albano

Print Name of Officer or Employee

LOYALTY OATH

(51 O.S., 36.2A)

I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am

District Board Director

Here put name of office, or if an employee, insert "An employee of _____" followed by the complete designation of the employing officer, agency, authority, commission, department or institution.) 51 O.S., 36.2.

State of **Oklahoma**

Affiant Sign Here

County of **Tulsa**

Signed and sworn to (or affirmed) before me on this **14th** day of

December, **2023** by **Galea Albano**

Print name of the person taking the oath.

Signature of the Notary

District Manager

Title and Rank (if other than a notary)

My Commission Expires: **April 16, 2025**

Commission Number: **13003581**

(09/2003)

LOYALTY OATH FILING

(51 O.S. §36.3)

WHERE TO FILE:

Every **state officer** shall be filed with the Secretary of State.

Every **state employee** shall be filed with the personnel officer of the state enti employing the state employee.

All **other officers** shall be filed with the office of the county clerk of the coun of official residence of the officer.

All **other employees** shall be filed with the office of the county clerk of the county in which the entity employing the employee is located.

Every **notary public** shall be filed with the office of the court clerk of the county of official residence of the notary, or if a nonresident, the county of employment of the notary.

All **municipal officers or employees** shall be filed in the office of the municipi clerk of the municipality for which the officer or employee serves or by which the officer or employee is employed.

TO ENSURE PROPER FILING:

Submit only the original oath with original signatures. Photo copies are not accepted. Type or print clearly in black ink:

1. List the name and address of the entity.
2. Full and correct name of the person taking the oath
3. Name of the office, or if an employee, insert "an employee of _____ followed by the complete designation of the employing officer, agency, authority, commission, department or institution.

Person taking the oath is the "Affiant".

ATTESTATION OF LOYALTY OATH:

The Loyalty Oath must be signed and dated by a notary public or other offi authorized to administer oaths or affirmations (indicate title and rank, if ot than a notary public) and include the identification of the jurisdiction in wh the act is performed. The notary shall include the name of the individ making the statement (or taking the oath), the notary seal, expiration date a commission number.

Please retain a copy for your records before submitting the oath for filing.

For additional information, please call 522-4564 or 522-4565.

OATH OF OFFICE

(Art. XV O.C. §1)

I, **Galea Albano** _____,

(Insert printed name of Affiant, print clearly)

do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the United States, and the Constitution of the State of Oklahoma, and that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or nonperformance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as

Tulsa County Conservation District Board Director

_____ **Insert official title of Affiant (e.g., member, Oklahoma Uniform Building Code Commission)**
to the best of my ability.

Affiant Signature

State of **Oklahoma** _____

County of **Tulsa** _____

Signed and sworn to (or affirmed) before me on this **14th** day of **December**, **2023**
(day) (month) (year)

by **Galea Albano** _____
(affiant's name must be stated here, print clearly)

Commission Expires: **April 16, 2025** _____

Commission Number: **13003581** _____

Signature of the Notary Public OR
other Notarial Officer

Gabriel Parker

IF a Notarial Officer (not a Notary Public)
please provide Title and Rank (51 O.S. §21)

Official seal of Notary Public:

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 [December 13, 2023](#) in the following location:

6660 S. Sheridan Rd., Suite 120

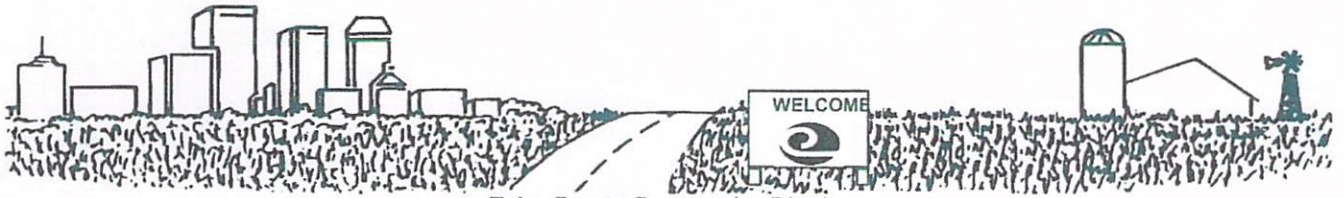
Tulsa, OK 74133

&

tulsaccd.org

Organization Name	Contact Person	Phone	Email	Who Will Make Contact
Ok Water Survey	Dr. Jason Vogel			Tom
OSU	Dr. Jammie Schussler			Tom
IECA South Central	Jeff King			Tom
Tulsa Garden Center				
Oxley Natrue Center				
The MET	Bobby Shultz	918-584-0584		Galea
Tulsa STEM Alliance	Emily Mortimer			
GCSA	Jade Jones			
Tulsa Farm Incubator/Green Country Permaculture	James Spicer			
Tulsa Zoo	Ric Kotarsky			Galea
Sustainable Tulsa	Cory Williams			
Nature Conservancy				Galea
Sierra Club	Barbara VanHanken			
OCC	Trey Lam			Tom
OACD	Sarah Blaney			Gabriel
Blue Thumb	Cheryl Cheadle			Gabriel
Oklahoma Association for Environmental Education			support@okaee.com	
City of Claremore	Scott Vaughn			
City of Owasso	Lauren Kimbrough			Galea
City of Jenks	Barry Parsons			
City of Bixby				
ODEQ				
Green Country Sierra Club	Emily Vickers	(918) 633-0491	vickersemilyk@gmail.com	

Typros Sustainability Crew				
Enercon				
Tereacon				
VanGuard				
OSU Tulsa Environmental Science				
City of Broken Arrow				Galea
QT				
City of Glenpool				
City of Sand Springs				
City of Muskogee				
City of Okmulgee				
City of Wagoner				
US Fish & Wildlife				
OK Dept of Wildlife				
ODAFF				
Langston				
TCC				
Rogers State				
NSU				Galea
ORU sustainability				

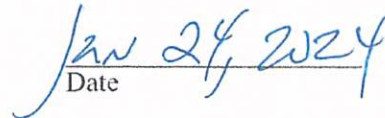


Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **December 14, 2023** were approved as written by a vote in the **Special Meeting** of the Board of Directors held **January 24, 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: December 14th, 2023

Time: 5:30 PM

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

Members Absent: None

Others Present: Gabriel Parker, District Manager
Chris Clemens, NRCS Team 17 District Conservationist
Janna Colaizzi, Member of the Public
Lauren Ireland, Member of the Public

1. Meeting Called to Order:

Chairman Tom Tolbert called the meeting to order at 5:38 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 December 13th, 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
Chris Clemens
Janna Colaizzi
Lauren Ireland via Zoom

3. Public Comments

Janna Colaizzi introduced herself. She said she is interested in becoming a board member. She said has a PhD in Regenerative Agriculture and is researching psychology in relation to agriculture. She works on a ranch in Bixby. Gabriel Parker said we do have one more position available. She would send her the appointment paperwork after she got back from the holidays. No further discussion was needed.

4. Discussion of Conservation Stewardship Resource Management Conference

The board discussed the Resource Management Conference direction and people to invite as speakers and attendees. No further action needs to be taken at this time.

5. Discussion of Urban Conservation Area

No discussion needed. No further action needs to be taken at this time.

6. Approval of Minutes from the November 9th, 2023

After a brief discussion, Julie Monnot made a motion to approve the minutes from November 9th, 2023, board meeting as presented. Chrissy Parker 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 November 30th, 2023

After a brief discussion, Julie Monnot made a motion to approve the Financial Committee Report for the Period Ending November 30th, 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 November 2023

After a brief discussion, Julie Monnot made a motion to approve the timesheet and leave records for staff for November 2023. Galea Albano 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 November 30th, 2023

The board reviewed the bank statements and other financials for TACF ending November 30th, 2023. No further action needs to be taken at this time.

Lauren Ireland Exited the Meeting at 6:15 PM

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

Josh Vasquez is the new Soil Conservationist for Tulsa FO.

Team is currently making CSP and GCI payments. Team is contracting CSP Renewals for 2024.

Team staffed the Tulsa Farm Show last week. Good turnout.

PROGRAMS

The Natural Resources Conservation Service (NRCS) is announcing Friday, November 3, 2023, as the first batching date for applications submitted for Fiscal Year 2024 funding through either the Conservation Stewardship Program (CSP), Agricultural Conservation Easement Program (ACEP) or Environmental Quality Incentives Program (EOIP).

Oklahoma NRCS will be utilizing ACT NOW for the High Tunnel System ranking pool in FY24. 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. Eligible High Tunnel applications received through Friday, November 3, 2023, will be considered.

Julie Monnot made a motion to accept the District Conservationist Agency Report for December 2023. Chrissy Parker 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 December 2023

December Meetings:

- 12/06/2023 OCC District Teams Training Session 1 – W-2 & 1099 Taxes
- 12/07/2023 OCC District Teams Training Session 2 – W-2 & 1099 Taxes
- 12/07/2023 Home & Garden Show Planning Meeting with Cheryl Cheadle
- 12/07/2023 Crow Creek Community Planning Meeting
- 12/14/2023 Conservation Stewardship Resource Management Conference Planning Meeting
- 12/14/2023 TCCD Board Meeting
- 12/15/2023 Tulsa Area Conservation Foundation Board Meeting

December Events:

- 12/28/2023 Fred Creek Monitoring

December Holidays:

- 12/25/2023 **Christmas Day – Office Closed**
- 12/26/2023 **Observed Christmas Holiday - Office Closed**

January Meetings:

- 01/03/2024 Tax Training with Jamie Walters
- 01/09/2024 Home & Garden Show Meeting with Cheryl Cheadle
- 01/11/2024 TCCD/CS-RMC Board/Planning Meeting
- 01/25/2024 CS-RMC Planning Meeting

Deadlines:

- 12/15/2023 2024 Notice of Regular Meeting Schedule Due – **On-Time**

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 December 2023. No further action needs to be taken at this time.

12. Discussion and Possible Approval of Amending 2024 Regularly Scheduled Board Meetings

Julie Monnot said she has a critical Sand Springs Airport meeting on the 2nd Thursday of the month and needs to be in those meetings. She asked if we could move our meetings to a different day but at the same time. The board said they could do the 2nd Tuesday of the month at 5:30 PM. Galea Albano made a motion to approve amending the 2024 Regularly Scheduled Board Meeting from the 2nd Thursday of the month at 5:30, to the 2nd Tuesday of the month at 5:30 PM. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

13. Discussion and Approval of Assisting Chrissy Parker Ag Outreach

Chrissy Parker said she had not been able to put together a list yet but would email her one tomorrow. Galea Albano motioned to approve providing Chrissy Parkers Garden Club with supplies they need for the spring. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion carries.

14. Discussion and Possible Approval of Assisting Travis Godeaux, Resource Engineer NRCS with an Irrigation workshop in Claremore on February 21st, 2024

After a brief discussion, Galea Albano made a motion to approve Assisting Travis Godeaux, Resource Engineer NRCS with an Irrigation workshop in Claremore on February 21st, 2024. Chrissy Parker 2nd the motion. Ayes: None. Nays: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. Nays: None. The motion is denied.

15. Review of 10-Minute Guide No. 1 - Open Meeting Act

The board reviewed and discussed the 10-Minute Guide No. 1 - Open Meeting Act. No further action was taken at this time.

Chrissy Parker exited the meeting at 7:15 PM

16. New Business:

a. Local Work Group Meeting

After discussion, the board decided the top three resource concerns for Tulsa County, based on the 2023 event surveys, would be pesticide/herbicide use as number one, soil health 2nd, and water quality 3rd.

17. Adjourn:

Julie Monnot made a motion to adjourn the meeting. Galea Albano 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker, Galea Albano. 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 Tuesday, January 9, at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

11:08 AM
12/06/23
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July through November 2023

	<u>Jul - Nov 23</u>
Income	
Interest Income	1.23
OCC Cost-Share Reimbursements	7,052.00
OCC General Exp Reimbursements	2,257.62
OCC Salary Reimbursements	15,186.92
Total Income	<u>24,497.77</u>
Expense	
Administrative Expense	739.83
Cost-Share Payments	7,052.00
Employee Benefits	2,320.71
Grant Expenses	500.00
Outreach Programs	17.58
Payroll	13,261.80
Payroll Tax	4,104.68
Registration Fees	326.15
Travel	303.73
Total Expense	<u>28,626.48</u>
Net Income	<u><u>-4,128.71</u></u>

11:07 AM
12/06/23
Accrual Basis

Tulsa County Conservation District
Profit & Loss
November 2023

	<u>Nov 23</u>
Income	
Interest Income	0.13
OCC Cost-Share Reimbursements	7,052.00
OCC General Exp Reimbursements	1,441.03
OCC Salary Reimbursements	7,593.46
Total Income	<u>16,086.62</u>
Expense	
Cost-Share Payments	7,052.00
Payroll	4,657.04
Payroll Tax	125.00
Registration Fees	45.00
Total Expense	<u>11,879.04</u>
Net Income	<u><u>4,207.58</u></u>

11:33 AM
 12/06/23
 Accrual Basis

Tulsa County Conservastion District
General Ledger
 As of November 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Arvest Checking 6407							3,152.04	
Operating Acct - 6407							0.00	
Total Operating Acct - 6407							0.00	
Arvest Checking 6407 - Other							3,152.04	
Check	11/1/2023	8987	Gabriel S Parker	August 1-31st 2023 Pay Pe...	Payroll	-2,328.52	823.52	
Deposit	11/10/2023		OCC	Tommy Hudson CSPY ED2...	OCC Cost-Share...	7,052.00	7,875.52	
Check	11/15/2023		Oklahoma Tax Co...	October 2023 Payment	Payroll Tax	-125.00	7,750.52	
Check	11/20/2023	8996	OACD	Area III Meeting Registratio...	Registration Fees	-45.00	7,705.52	
Check	11/20/2023	9000	Tommy Hudson	Tommy Hudson CSPY ED2...	Cost-Share Pay...	-7,052.00	653.52	
Deposit	11/28/2023		OCC	October 2023 Salary Reimb...	OCC Salary Rei...	3,796.73	4,450.25	
Deposit	11/28/2023		OCC	October 2023 General Rei...	OCC General Ex...	524.96	4,975.21	
Deposit	11/28/2023		OCC	September 2023 Salary Rei...	OCC Salary Rei...	3,796.73	8,771.94	
Deposit	11/28/2023		OCC	September 2023 General R...	OCC General Ex...	916.07	9,688.01	
Check	11/29/2023	8998	Gabriel S Parker	September 1-30th 2023 Pa...	Payroll	-2,328.52	7,359.49	
Deposit	11/30/2023		Arvest	Interest Payment	Interest Income	0.13	7,359.62	
Total Arvest Checking 6407 - Other							4,207.58	7,359.62
Total Arvest Checking 6407							4,207.58	7,359.62
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							-1.10	
Deposit	11/30/2023		Arvest	Interest Payment	Arvest Checking ...	-0.13	-1.23	
Total Interest Income							-0.13	-1.23
OCC Cost-Share Reimbursements							0.00	
Deposit	11/10/2023		OCC	Tommy Hudson CSPY ED2...	Arvest Checking ...	-7,052.00	-7,052.00	
Total OCC Cost-Share Reimbursements							-7,052.00	-7,052.00
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	

11:33 AM
 12/06/23
 Accrual Basis

Tulsa County Conservation District
General Ledger
 As of November 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
OCC General Exp Reimbursements							-816.59
Deposit	11/28/2023		OCC	October 2023 General Rei...	Arvest Checking ...	-524.96	-1,341.55
Deposit	11/28/2023		OCC	September 2023 General R...	Arvest Checking ...	-916.07	-2,257.62
Total OCC General Exp Reimbursements						-1,441.03	-2,257.62
OCC Salary Reimbursements							-7,593.46
Deposit	11/28/2023		OCC	October 2023 Salary Reimb...	Arvest Checking ...	-3,796.73	-11,390.19
Deposit	11/28/2023		OCC	September 2023 Salary Rei...	Arvest Checking ...	-3,796.73	-15,186.92
Total OCC Salary Reimbursements						-7,593.46	-15,186.92
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
Total Administrative Expense							739.83
Advertising and Promotion							0.00
Total Advertising and Promotion							0.00
Cost-Share Payments							0.00
Check	11/20/2023	9000	Tommy Hudson	Tommy Hudson CSPY ED2...	Arvest Checking ...	7,052.00	7,052.00
Total Cost-Share Payments						7,052.00	7,052.00
Director Fees							0.00
Total Director Fees							0.00
Employee Benefits							2,320.71
Total Employee Benefits							2,320.71
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							8,604.76
Check	11/1/2023	8987	Gabriel S Parker	August 1-31st 2023 Pay Pe...	Arvest Checking ...	2,328.52	10,933.28
Check	11/29/2023	8998	Gabriel S Parker	September 1-30th 2023 Pa...	Arvest Checking ...	2,328.52	13,261.80
Total Payroll						4,657.04	13,261.80
Payroll Tax							3,979.68
Check	11/15/2023		Oklahoma Tax Co...	October 2023 Payment	Arvest Checking ...	125.00	4,104.68
Total Payroll Tax						125.00	4,104.68

11:33 AM
 12/06/23
 Accrual Basis

Tulsa County Conservation District
General Ledger
 As of November 30, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance	
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							281.15	
Check	11/20/2023	8996	OACD	Area III Meeting Registratio...	Arvest Checking ...	45.00	326.15	
Total Registration Fees							45.00	326.15
Telephone and Internet							0.00	
Total Telephone and Internet							0.00	
Travel							303.73	
Total Travel							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	



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 11/30/2023

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts

-  24-HOUR ACCOUNT INFO (800) 601-8655 LINE
-  CUSTOMER SERVICE (866) 952-9523
-  MAILING ADDRESS PO BOX 799 LOWELL AR 72745
-  WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$7,610.54
Total Current Value		\$7,610.54

NON-PROFIT INTEREST CHECKING -

Account Summary

Date	Description	Amount
11/01/2023	Beginning Balance	\$7,610.23
	1 Credit(s) This Period	\$0.31
	0 Debit(s) This Period	\$0.00
11/30/2023	Ending Balance	\$7,610.54

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.31
Interest Paid Year-to-Date	\$3.42
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
11/30/2023	INTEREST PMT	\$0.31

Daily Balances

Date	Amount	Date	Amount
10/31/2023	\$7,610.23	11/30/2023	\$7,610.54



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 11/30/2023

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts

-  24-HOUR ACCOUNT INFO (800) 601-8655 LINE
-  CUSTOMER SERVICE (866) 952-9523
-  MAILING ADDRESS PO BOX 799 LOWELL AR 72745
-  WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$7,516.91
Total Current Value		\$7,516.91

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
11/01/2023	Beginning Balance	\$7,504.57
	1 Credit(s) This Period	\$12.34
	0 Debit(s) This Period	\$0.00
11/30/2023	Ending Balance	\$7,516.91

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$12.34
Interest Paid Year-to-Date	\$111.51
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

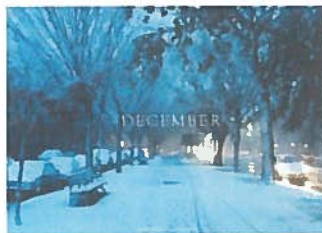
Date	Description	Amount
11/30/2023	INTEREST PMT	\$12.34

Daily Balances

Date	Amount	Date	Amount
10/31/2023	\$7,504.57	11/30/2023	\$7,516.91

TCCD Monthly Outreach and Activities Report

December 2023



December Meetings:

12/06/2023	OCC District Teams Training Session 1 – W-2 & 1099 Taxes
12/07/2023	OCC District Teams Training Session 2 – W-2 & 1099 Taxes
12/07/2023	Home & Garden Show Planning Meeting with Cheryl Cheadle
12/07/2023	Corw Creek Community Planning Meeting
12/14/2023	Conservation Stewardship Resource Management Conference Planning Meeting
12/14/2023	TCCD Board Meeting
12/15/2023	Tulsa Area Conservation Foundation Board Meeting

December Events:

12/28/2023	Fred Creek Monitoring
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December Holidays:

12/25/2023	Christmas Day – Office Closed
12/26/2023	Observed Christmas Holiday - Office Closed

January Meetings:

01/03/2024	Tax Training with Jamie Walters
01/09/2024	Home & Garden Show Meeting with Cheryl Cheadle
01/11/2024	TCCD/CS-RMC Board/Planning Meeting
01/25/2024	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
❖ OMES Computer Security Training	
❖ Website Updates	



IRRIGATION IDEAS ALL DRIED UP???

NRCS has the workshop for YOU!

Learn practical information on designing and constructing irrigation systems for small farms or gardens, including what components you need and where to source them. Take part in hands-on demonstrations of irrigation products and meet your local NRCS field staff to discover what programs and services are available to assist you!



United States Department of Agriculture

Natural Resources Conservation Service

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

FREE
Small Farm/Garden
Irrigation Workshop

Wednesday
February 21, 2024
9:30am-2:15 pm

NE Tech
Claremore, OK

Register at:

<https://forms.office.com/g/HtyyVT58Es>

Or by QR code:



QUESTIONS:

Contact

Travis Godeaux

918-283-7103

travis.godeaux@usda.gov



Oklahoma Conservation Commission

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District Directors' Responsibilities:

A 10-Minute Guide Series

This is one in a continuing series of informational/discussion topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. It is suggested that board members review these guides before a board meeting, and then have a 10 minute discussion on them at a meeting.

Guide No. 1 - Oklahoma's Open Meeting Act

It is the responsibility of all district directors to be knowledgeable about the Open Meeting Act and the requirements that pertain to conservation district board meetings. Penalty for willful violations of the Act is a fine up to \$500 and/or imprisonment in the county jail for up to one year.

The following information covers some of the highlights of the Act and directors are encouraged to review the complete Act in more detail. Additional resources are listed on the back side of this page.

Prior to a Meeting:

- ◆ Notice of meetings must be provided to the County Clerk prior to meetings. Written notice of the date, time, and place of meetings must be filed with the clerk by December 15th of the preceding year for regularly scheduled meetings. This schedule can be changed by written notice not less than 10 days prior to change. Special meetings can be held by filing a notice of date, time, and place in writing, in person or by phone not less than 48 hours prior to the meeting. (Other rules apply to emergency or continued or reconvened meetings).
- ◆ The agenda (including date, time and place of meeting) must be posted at least 24 hours before the meeting in prominent public view at the principal conservation district office. This excludes Saturdays, Sundays and legal holidays, so an agenda for a regularly scheduled meeting at 10:00 a.m. on Monday, must be posted by 10:00 a.m. on the preceding Friday.

- ◆ Agendas should state the purpose of the meeting and clearly describe each agenda item so that an ordinary citizen with no specialized knowledge of the board's prior action or deliberations will be able to understand from the agenda what the board will be doing at the meeting.

Places and Times for Meetings:

Meetings must be held at places and times that are convenient to the public.

Voting:

The vote of each board member must be publicly cast and recorded. Votes will be recorded in the minutes. If a motion carries unanimously and the minutes record the required information regarding which board members were present and absent at the meeting, an entry stating "Motion passed 5-0" or "Motion passed unanimously" is sufficient. However, if a motion passes with a vote of 3-2, the minutes must record the way each member voted.

Executive Sessions:

The Act allows public bodies to conduct executive sessions under limited circumstances. Before an executive session can be conducted, it must appear properly worded on the agenda. The board must have a motion and a majority vote to enter an executive session.

*Prepared by OCC District Services Division
December 2006*

Minutes:

Minutes of a district board meeting must be kept by a designated individual and be made available for public inspection. These minutes are an official summary of the proceedings and must contain (1) the manner and time that notice was given of the particular meeting; (2) the members present and absent; (3) all matters considered by the board; and (4) all actions taken by the board.

New Business:

"New business" items can be considered at a regularly scheduled board meeting if it is a matter not known about or which could not have reasonably been foreseen prior to the time of posting the agenda. Boards should use caution when considering new business items because the public will not have advance knowledge that it will be discussed. Unless it is an urgent item that needs immediate attention it may be best to put it on the next board meeting agenda for consideration. New business can not be considered in "Special Meetings".

During the Meeting:

While enacted to encourage and facilitate an informed citizenry's understanding of government, the Act does not guarantee a citizen the right to participate in the discussion or decision-making process at an open meeting.

The Act provides that a person attending a public meeting may record the proceedings by videotape, audiotape, or by any other method as long as such recording does not interfere with the conduct of the meeting.

What Constitutes a Meeting:

The Act's definition of a "meeting" is sufficiently broad enough to include not only an officially scheduled, formally convened gathering of a public body, but also any informal gathering where a majority of the public body's members are personally present and conducting business. The "conduct of business" includes not only taking official action, but the entire decision-making process in which the public body is engaged, including mere discussions and deliberation where no final action is taken.

As a result, informal gatherings of a majority of board members trigger the requirements of the Act whenever public business is discussed.

This means if three or more board members are together, it will be considered a meeting and an agenda must be posted and other rules of the Act followed. The Act also states that a public body can not use electronic or telephonic communications to circumvent the Act, which could include emails and phone calls.

What to do if it is discovered than an action inadvertently did not comply with the Act?

If a board discovers that an action inadvertently did not comply with the Act, corrective action can be taken. The proper procedure is to begin the entire Open Meeting Act process over again, from filing notice to the posting of an agenda, holding an open meeting at which votes are publicly cast and recorded and so on.

Posting meeting information on websites:

If a conservation district has a website, it is required that a listing of regularly scheduled meetings be posted on the website. The website posting must also include the date, time, place, and agenda of each meeting. The date, time, place and agenda of any special or emergency meeting must also be posted on the website when reasonably possible.

Other Resources:

Chapter Four of the Conservation District Handbook.

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

Each year the Attorney General's office holds open meeting/records acts workshops. Districts will be notified when these are scheduled.

The Oklahoma Press Association has a book on the Open Meetings/Record Act available for \$15. The Oklahoma Conservation Commission has provided a copy of this book to all districts.

Questions can be emailed to Lisa Knauf, District Services Division, Oklahoma Conservation Commission at Lisa.Knauf@conservation.ok.gov

This guide lists some of the major points of the Open Meeting Act, but certainly doesn't cover the entire Act and all of its requirements. Boards should maintain a copy of the Act in the district office to review if there are questions on meeting