

**AGENDA**  
**Board of Directors Regular Meeting**  
**Tulsa County Conservation District**  
**Tuesday February 13, 2024 – 5:30 PM**  
**6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74120**

**Please email [tulsacd@conservation.ok.gov](mailto:tulsacd@conservation.ok.gov) at least 2 hours prior to meeting to have materials emailed to you.**

Administer Loyalty Oath to Janna Colaizzi  
Administer Oath of Office to Janna Colaizzi

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Discussion of OCC's SHIP Program
5. Discussion of RCPP with Mary Fisher and Tiffany Nelson
6. Discussion of Conservation Stewardship Resource Management Conferences
7. Discussion of Urban Conservation Area
8. Approval of Minutes from the January 25, 2024 Special Meeting
9. Approval of Financial Statements & District Reports for Period Ending January 31<sup>st</sup>, 2024
10. Discussion and Approval of Staff Timesheet and Leave Forms for January 2024
11. Review of TACF Financials for Period Ending January 31<sup>st</sup>, 2024
12. Discussion and Acceptance of District Conservationist Agency Report February 2024
13. Discussion of the TCCD Monthly Activities and Outreach Report February 2024
14. Discussion and Approval of Paying 2024 OACD Dues
15. Review of 10-Minute Guide No. 3 - Hiring, Supervising, and Managing District Employees
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 Tuesday March 12, 2023 at 5:30 PM**  
**6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**





# CERTIFICATE OF APPOINTMENT

*To Whom These Presents Shall Come: Greetings*

THAT, having special faith and confidence in the ability of the individual named herein, and acting under and by virtue of the provisions of the Conservation District Act (27A O.S. § 3-1-101 et. seq.), be it known that the Oklahoma Conservation Commission, in a regular meeting held on the 5<sup>th</sup> day of February 2024 has appointed and does hereby commission

***Janna Colaizzi***

as a Director of the

***Tulsa County Conservation District***

TO HAVE AND TO HOLD the said Office of Director, together with all powers, privileges and emoluments provided by law, for a term to expire June 30, 2026.

Approved this 5<sup>th</sup> day of February 2024 in Oklahoma City, Oklahoma.



OKLAHOMA CONSERVATION COMMISSION

BY:

Chairman

ATTEST:

Executive Director

**Tulsa County Conservation District**

Agency, Authority, Commission, Department or Institution

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

Address, City and Zip Code

**Janna Colaizzi**

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

**Tulsa County Conservation 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 13th day of February, 2024 by \_\_\_\_\_  
Print name of the person taking the oath.

(Seal, if any) \_\_\_\_\_  
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 entity employing the state employee.

All other officers shall be filed with the office of the county clerk of the county 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 municipal 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 officer authorized to administer oaths or affirmations (indicate title and rank, if other than a notary public) and include the identification of the jurisdiction in which the act is performed. The notary shall include the name of the individual making the statement (or taking the oath), the notary seal, expiration date and 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, Janna Colaizzi, 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

A Tulsa County Conservation District Board Director

to the best of my ability.

State of Oklahoma

\_\_\_\_\_  
Affiant Sign Here

County of Tulsa

Signed and sworn to (or affirmed) before me on this 13th day of February, 2024 by

Janna Colaizzi

\_\_\_\_\_  
Print name of person taking the oath

\_\_\_\_\_  
Signature of the Notary

(Seal if any)

Commission Expires April 16, 2025

District Manager

\_\_\_\_\_  
Title and Rank (if other than a notary)

Commission Number 13003581



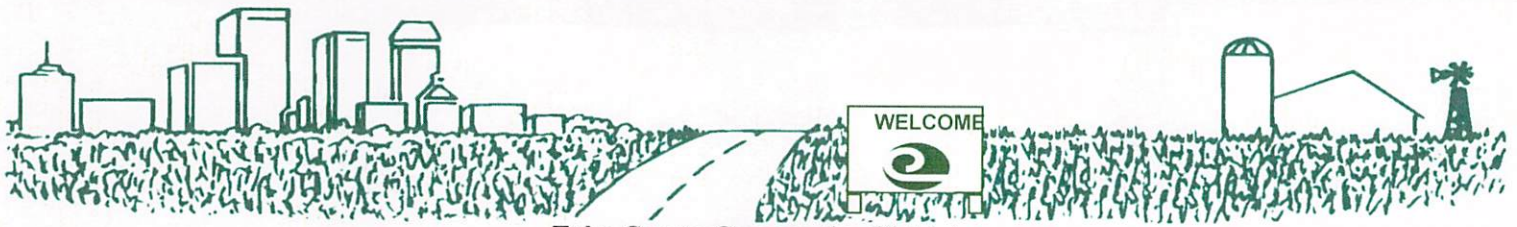
This Meeting is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the County Clerk's Office. The agenda for this meeting was posted on [February 12, 2023](#) in the following location:

**6660 S. Sheridan Rd., Suite 120**

**Tulsa, OK 74133**

**&**

**[tulsaccd.org](http://tulsaccd.org)**

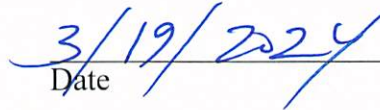


Tulsa County Conservation District  
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133  
918-877-9566 Fax: 1-855-421-7632 E-Mail: [Tulsaccd@conservation.ok.gov](mailto:Tulsaccd@conservation.ok.gov)

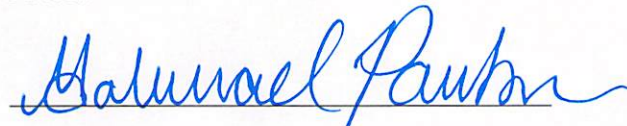
## STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **February 13, 2024** were approved as written by a vote in the **Special Meeting** of the Board of Directors held **March 19, 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: February 13, 2024  
Time: 5:30 PM

Members Present: Tom Tolbert, Chairman  
Julie Monnot, Vice-Chairwoman  
Galea Albano, Member  
Janna Colaizzi, Member

Members Absent: Chrissy Parker, Member

Others Present: Gabrielael Parker, District Manager  
Chris Clemens, NRCS Team 17 District Conservationist  
Mary Fisher, NRCS Urban Conservationist  
Jack Titchener, OCC Tulsa Urban Soil Conservationist

**Administer Loyalty Oath to Janna Colaizzi**  
**Administer Oath of Office to Janna Colaizzi**

**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  
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**

Gabrael 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 2<sup>nd</sup> 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 14<sup>th</sup>, 2023, board meeting as presented. Galea Albano 2<sup>nd</sup> 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 31<sup>st</sup>, 2023**

After a brief discussion, Julie Monnot made a motion to approve the Financial Committee Report for the Period Ending December 31<sup>st</sup>, 2023. Galea Albano 2<sup>nd</sup> 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 2<sup>nd</sup> 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 31<sup>st</sup>, 2023**

The board reviewed the bank statements and other financials for TACF ending December 31<sup>st</sup>, 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 2<sup>nd</sup> 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:**

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

#### **January Events:**

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

#### **January Holidays:**

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

#### **February Meetings:**

<b>02/13/2024</b>	TCCD/CS-RMC Board/Planning Meeting
<b>02/22/2024</b>	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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 sign up 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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, March 12, 2024 at 5:30 PM  
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

12:05 PM  
02/07/24  
Accrual Basis

**Tulsa County Conservation District**  
**Profit & Loss**  
July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>
<b>Income</b>	
Interest Income	1.71
OCC Cost-Share Reimbursements	13,052.00
OCC General Exp Reimbursements	2,756.54
OCC Salary Reimbursements	18,983.65
<b>Total Income</b>	<u>34,793.90</u>
<b>Expense</b>	
Administrative Expense	1,098.71
Cost-Share Payments	13,052.00
Employee Benefits	3,220.05
Grant Expenses	500.00
Membership Fees	225.00
Office Supplies	66.10
Outreach Programs	17.58
Payroll	19,083.10
Payroll Tax	6,158.74
Registration Fees	326.15
Travel	531.94
<b>Total Expense</b>	<u>44,279.37</u>
<b>Net Income</b>	<u><u>-9,485.47</u></u>

11:58 AM  
02/07/24  
Accrual Basis

**Tulsa County Conservation District**  
**Profit & Loss**  
January 2024

	<u>Jan 24</u>
<b>Income</b>	
Interest Income	0.22
<b>Total Income</b>	0.22
<b>Expense</b>	
Administrative Expense	219.05
Cost-Share Payments	6,000.00
Payroll	3,492.78
Payroll Tax	1,018.54
<b>Total Expense</b>	<u>10,730.37</u>
<b>Net Income</b>	<u><u>-10,730.15</u></u>



## Tulsa County Conservastion District General Ledger As of January 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>Arvest Checking 6407</b>							12,733.01	
<b>Operating Acct - 6407</b>							0.00	
Total Operating Acct - 6407							0.00	
<b>Arvest Checking 6407 - Other</b>							12,733.01	
Check	1/2/2024	9002	Gabriael S Parker	November 1-30th 2023 Pay P...	Payroll	-2,328.52	10,404.49	
Check	1/8/2024	9005	Charles Sisler	Charles Sisler CSPY 25 Pay...	Cost-Share Payme...	-6,000.00	4,404.49	
Check	1/16/2024		Go Daddy Web H...	Web Hosting Deluxe Renewal...	Administrative Exp...	-167.88	4,236.61	
Check	1/18/2024		Oklahoma Tax C...	December 2023 Payment	Payroll Tax	-125.00	4,111.61	
Check	1/18/2024		IRS	941 Tax Payment for October ...	Payroll Tax	-893.54	3,218.07	
Check	1/25/2024	CC	Domino's	Purchased of Board Meeting ...	Administrative Exp...	-35.81	3,182.26	
Check	1/29/2024	9012	Gabriael S Parker	December 1-15th 2023 Pay P...	Payroll	-1,164.26	2,018.00	
Deposit	1/31/2024		Arvest	Interest Payment	Interest Income	0.22	2,018.22	
Check	1/31/2024		Arvest	Service Fee	Administrative Exp...	-15.36	2,002.86	
Total Arvest Checking 6407 - Other							-10,730.15	2,002.86
Total Arvest Checking 6407							-10,730.15	2,002.86
<b>Arvest Money Market 6423</b>							0.00	
Total Arvest Money Market 6423							0.00	
<b>Arvest Special Projects 6410</b>							90.86	
Total Arvest Special Projects 6410							90.86	
<b>Payroll Liabilities</b>							0.00	
Total Payroll Liabilities							0.00	
<b>Opening Balance Equity</b>							-10,307.75	
Total Opening Balance Equity							-10,307.75	
<b>Retained Earnings</b>							-1,271.44	
Total Retained Earnings							-1,271.44	
<b>Administrative Income</b>							0.00	
Total Administrative Income							0.00	
<b>Aerials and Maps</b>							0.00	
Total Aerials and Maps							0.00	
<b>Arvest Bank</b>							0.00	
Total Arvest Bank							0.00	
<b>Director Election</b>							0.00	
Total Director Election							0.00	
<b>Grant Income</b>							0.00	
Total Grant Income							0.00	
<b>Interest Income</b>							-1.49	
Deposit	1/31/2024		Arvest	Interest Payment	Arvest Checking 6...	-0.22	-1.71	
Total Interest Income							-0.22	-1.71
<b>OCC Cost-Share Reimbursements</b>							-13,052.00	
Total OCC Cost-Share Reimbursements							-13,052.00	
<b>OCC Director Election Reimburse</b>							0.00	
Total OCC Director Election Reimburse							0.00	
<b>OCC Director Exp Reimbursements</b>							0.00	
Total OCC Director Exp Reimbursements							0.00	
<b>OCC General Exp Reimbursements</b>							-2,756.54	
Total OCC General Exp Reimbursements							-2,756.54	
<b>OCC Salary Reimbursements</b>							-18,983.65	
Total OCC Salary Reimbursements							-18,983.65	

12:49 PM

02/07/24

Accrual Basis

**Tulsa County Conservation District**  
**General Ledger**  
 As of January 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance	
<b>Program Income</b>							0.00	
Total Program Income							0.00	
<b>TACF Gen Expense Reimbursements</b>							0.00	
Total TACF Gen Expense Reimbursements							0.00	
<b>TACF Salary Reimbursements</b>							0.00	
Total TACF Salary Reimbursements							0.00	
<b>Uncategorized Income</b>							0.00	
Total Uncategorized Income							0.00	
<b>Administrative Expense</b>							879.66	
Check	1/16/2024		Go Daddy Web H...	Web Hosting Deluxe Renewal...	Arvest Checking 6...	167.88	1,047.54	
Check	1/25/2024	CC	Domino's	Purchased of Board Meeting ...	Arvest Checking 6...	35.81	1,083.35	
Check	1/31/2024		Arvest	Service Fee	Arvest Checking 6...	15.36	1,098.71	
Total Administrative Expense							219.05	1,098.71
<b>Advertising and Promotion</b>							0.00	
Total Advertising and Promotion							0.00	
<b>Cost-Share Payments</b>							7,052.00	
Check	1/8/2024	9005	Charles Sisler	Charles Sisler CSPY 25 Pay...	Arvest Checking 6...	6,000.00	13,052.00	
Total Cost-Share Payments							6,000.00	13,052.00
<b>Director Fees</b>							0.00	
Total Director Fees							0.00	
<b>Employee Benefits</b>							3,220.05	
Total Employee Benefits							3,220.05	
<b>Grant Expenses</b>							500.00	
Total Grant Expenses							500.00	
<b>Insurance</b>							0.00	
Total Insurance							0.00	
<b>Internet</b>							0.00	
Total Internet							0.00	
<b>Membership Fees</b>							225.00	
Total Membership Fees							225.00	
<b>Office Supplies</b>							66.10	
Total Office Supplies							66.10	
<b>Outreach Programs</b>							17.58	
Total Outreach Programs							17.58	
<b>Payroll</b>							15,590.32	
Check	1/2/2024	9002	Gabriel S Parker	November 1-30th 2023 Pay P...	Arvest Checking 6...	2,328.52	17,918.84	
Check	1/29/2024	9012	Gabriel S Parker	December 1-15th 2023 Pay P...	Arvest Checking 6...	1,164.26	19,083.10	
Total Payroll							3,492.78	19,083.10
<b>Payroll Tax</b>							5,140.20	
Check	1/18/2024		Oklahoma Tax C...	December 2023 Payment	Arvest Checking 6...	125.00	5,265.20	
Check	1/18/2024		IRS	941 Tax Payment for October ...	Arvest Checking 6...	893.54	6,158.74	
Total Payroll Tax							1,018.54	6,158.74
<b>Postage</b>							0.00	
Total Postage							0.00	
<b>Professional Fees</b>							0.00	
Total Professional Fees							0.00	

12:49 PM  
02/07/24  
Accrual Basis

**Tulsa County Conservation District**  
**General Ledger**  
As of January 31, 2024

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>	<u>Balance</u>
<b>Reconciliation Discrepancies</b>							0.00
Total Reconciliation Discrepancies							0.00
<b>Registration Fees</b>							326.15
Total Registration Fees							326.15
<b>Telephone and Internet</b>							0.00
Total Telephone and Internet							0.00
<b>Travel</b>							531.94
Total Travel							531.94
<b>Uncategorized Expenses</b>							0.00
Total Uncategorized Expenses							0.00
<b>No acct</b>							0.00
Total no acct							0.00
<b>TOTAL</b>						<u>0.00</u>	<u>0.00</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 01/31/2024**

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number: 92

**Managing Your Accounts**

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

**Summary of Accounts**

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING	92	\$7,607.02
<b>Total Current Value</b>		<b>\$7,607.02</b>

**NON-PROFIT INTEREST CHECKING - 92**

**Account Summary**

Date	Description	Amount
01/01/2024	Beginning Balance	\$7,610.86
	1 Credit(s) This Period	\$0.32
	1 Debit(s) This Period	\$4.16
01/31/2024	Ending Balance	\$7,607.02
	Service Charges	\$4.16

**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	\$0.32
Interest Withheld Year-to-Date	\$0.00

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

**Other Credits**

Date	Description	Amount
01/31/2024	INTEREST PMT	\$0.32

**Other Debits**

Date	Description	Amount
01/31/2024	SERVICE CHARGE	-\$4.16

**Daily Balances**

Date	Amount	Date	Amount
12/31/2023	\$7,610.86	01/31/2024	\$7,607.02



P O BOX 1670  
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

## Statement Ending 01/31/2024

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number: 02

### Managing Your Accounts

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

### Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET	02	\$7,542.47
<b>Total Current Value</b>		<b>\$7,542.47</b>

### BUSINESS MONEY MARKET - 02

#### Account Summary

Date	Description	Amount
01/01/2024	Beginning Balance	\$7,529.68
	1 Credit(s) This Period	\$12.79
	0 Debit(s) This Period	\$0.00
01/31/2024	Ending Balance	\$7,542.47

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$12.79
Interest Paid Year-to-Date	\$12.79
Interest Withheld Year-to-Date	\$0.00

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

#### Other Credits

Date	Description	Amount
01/31/2024	INTEREST PMT	\$12.79

#### Daily Balances

Date	Amount	Date	Amount
12/31/2023	\$7,529.68	01/31/2024	\$7,542.47

# TCCD Monthly Outreach and Activities Report

## February 2024



### February Meetings:

02/13/2024 TCCD/CS-RMC Board/Planning Meeting  
02/25 – 02/27 OACD State Meeting

### February Events:

20/10/2024 BBB OH MY @ Rudisill Library  
02/24/2024 BBB OH MY @ Brookside Library  
02/27/2023 Fred Creek Monitoring

### February Holidays:

02/19/2024 **President's Day - Office Closed**

### March Meetings:

03/12/2024 TCCD/CS-RMC Board/Planning Meeting  
03/12/2024 District Teams Training, Elections & Appointments, Session 1  
03/13/2024 District Teams Training, Elections & Appointments, Session 2  
03/15/2024 TACF Board Meeting

### March Events

03/07 – 03/10 Home & Garden Show  
03/13/2024 Bug Collection with Candice Miller @ Fred Creek  
03/22/2024 World Water Day

### 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          | ❖ Teleworking                      |
| ❖ TCCD Financials       | ❖ Outreach Event Prep              |
| ❖ Website Updates       |                                    |



OKLAHOMA ASSOCIATION OF CONSERVATION DISTRICTS

LOCAL  
LEADERSHIP  
GLOBAL  
IMPACT



Oklahoma Association of Conservation Districts  
PO Box 2775  
Oklahoma City, OK 73101

# INVOICE

Item	Level
2024 Membership Dues	\$450.00

Remit Payment:  
OACD  
PO Box 2775  
Oklahoma City, OK 73101

[www.okconservation.org](http://www.okconservation.org)



# 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.

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### *Guide No. 3 - Hiring, Supervising, and Managing District Employees*

One of the most challenging duties of conservation district directors may be the hiring and supervision of employees. Districts need a structure or system in place that provides good communication with employees and a means to deal with any personnel issues that might arise. Some of the very basic things required to effectively supervise employees are: current and accurate position descriptions, performance standards, an established system for performance reviews, and district policies that provide guidance to employees.

#### **Position Descriptions**

Position descriptions should be current and contain a detail description of the major job duties of the employee. These should be updated on an annual basis to ensure that they stay current and reflect the duties being performed. Help is available from the District Services Division of the Oklahoma Conservation Commission in developing position descriptions.

#### **Performance Standards**

Position descriptions outline the major job duties of an employee, performance standards provides a standard that the board expects the employee to meet. Performance standards are developed for each major job duty and are used in evaluating job performance.

Example of a performance standard:

The job duty might be to serve as a receptionist for the office. The performance standard could be: Employee will greet customers immediately upon entering the office and will be courteous and professional at all times. The employee will provide assistance if possible, refer the customer to another staff member, or take their name and phone number and follow up to ensure service is provided within two working days.

#### **Performance Evaluations**

Employees should be provided with a performance evaluation at least annually based upon the performance standards. The review of an employee's performance and discussion with the employee is done in an executive session.

The employee should be given a copy of their evaluation (signed and dated by a board member and the employee to document the review), and the board should keep a copy in a secure place. Signature by employee does not indicate agreement with the review, only that the review has been discussed with the employee.

Performance reviews provide an opportunity to discuss performance problems and any need for improvement, and also an opportunity to tell employees what a good job they are doing.

#### **District Policies**

District policies may be needed to provide guidance and help to employees for things that may not be included in position descriptions. This is especially valuable to newer employees.

Examples: Policy on how much money a district manager can expend on equipment repair without prior approval from the board.

Policy on earning and using compensatory time.

Policy on how much time can be used assisting other agencies.

## **Recruiting and Hiring Employees**

If your district has an employee that retires, resigns, or is terminated and you wish to fill that position, there are several steps you need to take:

1. If the employee is paid 100 percent from locally earned funds, prior approval from the Oklahoma Conservation is not required.

But if the position is an allocated position, then a written request must be made to OCC for approval to fill the position and for a personnel packet. This request should outline the position the district wishes to fill, indicating whether it is a full-time or part-time position, with or without benefits, and should include a time-frame for hiring and the reimbursed salary requested.

Once this letter of request is received, OCC will provide the district with the reimbursement salary and a personnel packet.

The personnel packet will include a position description, application form, summary of employee benefits, and sample interview questions.

2. The board should make a public announcement, generally a newspaper advertisement, of the position to be filled at least two weeks in advance, so that applications can be accepted. The district office must make a reasonable effort to locate the best qualified person for the position.

The announcement should state the qualifications, duties and salary of the position, any evening or weekend time work that might be required, other requirements like a valid Oklahoma driver license, and need for physical labor and operation of equipment. It should also include the location to pick up and return applications and get more information about the position.

3. References provided by the applicant should be checked by a board member.

4. The board should select the top applicants and set up times for interviews. Once interview candidates are selected, contact OCC's Human Resource Management Specialist and request a new employee benefit packet.

5. Hiring a new employee or reinstatement of a former employee requires official action of the board. When that action is taken, the vote and conditions of employment as agreed upon by the board and the employee is recorded in the board's minutes. Use of Terms of Employment, Form OCC-6A, will provide assistance in ensuring that all conditions are established.

6. District boards should establish personnel files for the employee and keep them in a secure place. Only district board members should have access to personnel performance reviews and other documents that relate to the performance or conduct of an individual employee.

7. The board should provide employees with a position description and performance standards within 30 days of hire date. These should be reviewed with the employee, with copies signed and dated for documentation.

8. The board should discuss their expectations with a new employee and basic office rules, dress code, standards of conduct and ethics, and other such matters to ensure the employee gets off to a good start.

9. It is suggested that the board, using the performance standards, review the employee's performance quarterly for the first year of employment and then annually thereafter.

### **Other Resources:**

Chapter 6 of the Conservation District Handbook.

Personnel Management Reference Book for Conservation District Officials. NACD publication.