

**AGENDA**  
**Board of Directors Special Meeting**  
**Tulsa County Conservation District**  
**Wednesday June 25, – 5:30 PM**  
**6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133**

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Discussion of Resource Management Conference
5. Discussion of Urban Conservation Area
6. Discussion and Approval of Minutes from the Regular May 14, 2025, Meeting
7. Discussion and Approval of Financial Statements, District Reports, all Reimbursement Claims, and District Payroll Forms for Period Ending May 2025
8. Discussion and Ratification of Staff Timesheet and Leave Forms April & Approval of Staff Timesheet and Leave Forms from May 2025
9. Review of TACF Financials for Period Ending April 2025 Discussion of NRCS Agency Report
10. Discussion of the TCCD Monthly Activities and Outreach Report June 2025
11. Discussion and Approval of Providing Supplies for the Nature Next Door at the Meadow
12. Discussion and Possible Approval of additional updates to the FY - 2026 Joint Plan of Operations
13. Discussion of Vacant Board of Director Position
14. Discussion and Approval of FY – 2025 Compilation Bid from April Adams CPA
15. Discussion and Approval of the Cooperator Agreement for Sam Bradley
16. Cost Share Program Year 27
  - A. Review and Approve Received Application:
    - a) John 3:16 Mission
    - b) Charels Sisle & Cord Hodge
    - c) Frank Wyant Jr
    - d) Tod Kinnikin
    - e) Aaron Kern
    - f) Bruce Galbierz
    - g) Dana Grundy
    - h) Greg Daubney
    - i) Georgia Riggs
    - j) Jeff Graham
    - k) Justin Nix
    - l) Joshua Teague
    - m) Brenda Schiesel
    - n) Julie Bailey
    - o) Sam Bradley
  - B. Discuss the Rankings in Agenda Item A
  - C. Discuss and Approve the Funding Allocations and Alternates:
    - a) John 3:16 Mission
    - b) Charels Sisle & Cord Hodge
    - c) Frank Wyant Jr
    - d) Tod Kinnikin
    - e) Aaron Kern
    - f) Bruce Galbierz
    - g) Dana Grundy
    - h) Greg Daubney
    - i) Georgia Riggs
    - j) Jeff Graham
    - k) Justin Nix
    - l) Joshua Teague
    - m) Brenda Schiesel
    - n) Julie Bailey
    - o) Sam Bradley
17. Proposed executive session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B)(1) to discuss the annual review of Gabriel Parker, District Manager and possible raise increase for the District Manager. Vote by the Board of Directors on whether to hold Executive Session.
  - a. Designation of attendance of any additional persons.
  - b. Executive Session held if authorized by the Board.
  - c. Acknowledge return to open session.
  - d. Announcement of Compliance Statement.
  - e. Board votes on possible action(s) if any relating to the matter(s) discussed in the executive session.

18. 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 Wednesday July 9, 2025**  
**6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

This is a scheduled **regular/special** meeting 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 **June 24, 2025** 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 **Special** of the Tulsa County Conservation District Board of Directors held on **June 25, 2025** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **July 23, 2025**.

  
Chair, Board of Directors

  
Date

Attest:



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

Date: June 25, 2025  
Time: 5:30 PM

Members Present: Tom Tolbert, Chair  
Julie Monnot, Vice-Chair  
Janna Colaizzi, Member

Members Absent: Chrissy Parker, Treasurer

Staff Present: Gabriel Parker, District Manager

Others Present: Stephanie Acquario, Assistant General Counsel, Oklahoma  
Conservation Commission

**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 June 22, 2025, in the front window of 6660 S. Sheridan Rd., Suite 120, Tulsa, OK 74133, and at tulsaccd.org.

**2. Roll Call**

Tom Tolbert  
Julie Monnot  
Janna Colaizzi  
Gabriel Parker  
Stephanie Acquario

**3. Public Comments**

None

**4. Discussion of Resource Management Conference**

Julie Monnot said she had discussed an Fats, Oils, and Grease (FOG) RMC with the City of Tulsa, and they are on board with participating. Julie suggested we host an FOG RMC in February 2026. It will be after the holidays but before the start of the spring event rush in March. The board agreed and suggested we put together a planning committee for the event. No further action is required at this time.

**5. Discussion of Urban Conservation Area**

Tom Tolbert said we have a resident on Jackson St who wants us to pay his insurance deductible for fixing his fence. He said it was \$5000. Tom asked him to send us receipts for the damage the tree caused to his backyard. Gabriel said she had not received anything as of this morning, but

will keep an eye out for it. Stephanie Acquario suggested we talk to him to see if the repairs have been completed. She said that if they had not, we could try to negotiate the repair costs. If they have already been completed, it might be more challenging to negotiate. Tom said he would contact him after he sent the receipts. No further action is required at this time.

**6. Approval of Minutes from the May 14, 2025, Regular Meeting**

After a brief discussion, Janna Colaizzi made a motion to approve the minutes from the May 14, 2025, Regular Meeting. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries.

**7. Approval of Financial Statements & District Reports for the Period Ending May 2025**

After a brief discussion, Janna Colaizzi made a motion to approve the Financial Statements & District Reports for the Period Ending May 2025. Julie Monnot 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries.

**8. Discussion and Ratification of Staff Timesheet and Leave Forms from May 2025**

After a brief discussion, Julie Monnot made a motion to approve the staff timesheet and leave forms for May 2025. Janna Colaizzi 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries.

**9. Review of TACF Financials for Period Ending April 2025**

The board reviewed the TACF Financials for the Period Ending April 2025. No further action is required at this time.

**10. Discussion of the NRCS Agency Report**

The board decided to table this agenda item. No further action is required at this time.

**11. Discussion of the TCCD Monthly Activities and Outreach Report June 2025**

**June Meetings:**

06/14/2025	TCCD Board Meeting
06/04/2025	NAF Focus Group Meeting
06/05/2025	Green Country Watersheds Coalition Meeting
06/09/2025	Monarch's on the Mountain Meeting
06/10/2025	Teams Training - SHIP
06/11/2025	Teams Training - SHIP
06/27/2025	Monarch's on the Mountain Meeting

**June Events:**

06/26/2025	Nature Next Door GCWC Meadow Event
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**July Meetings:**

0709/2025	TCCD Board Meeting
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**Deadlines:**

06/03/2025	District Director Election Day (E3 position)
06/05/2025	District Services Training Tour, Area 3 (Wagoner)
06/06/2025	JPO drafts due (submit as Word document)

## TULSA COUNTY CONSERVATION DISTRICT

<b>06/06/2025</b>	Notice of Election, proof of publications due for those districts having an election
<b>06/09/2025</b>	District Services Training Tour, Area 1 (Woodward)
<b>06/25/2025</b>	District Services Training Tour, Area 2 (OKC)
<b>06/26/2025</b>	District Services Training Tour, Area 5 (McAlester)
<b>06/27/2025</b>	Director Appointments due for OCC July meeting agenda
<b>06/30/2025</b>	JPOs, final versions, due
<b>07/07/2025</b>	FY26 Allocations provided to districts following Commission Meeting
<b>07/08/2025</b>	Teams Training - FY26 Allocations
<b>07/09/2025</b>	Teams Training - FY26 Allocations
<b>07/15/2025</b>	July 15 – FY27 District Budgets due

### Notes:

None

### Work Duties Performed:

❖ Answer NRCS Calls	❖ TCCD Board Meetings
❖ NRCS Walk-ins	❖ CSPY – 26 & 27
❖ Email Correspondences	❖ Check/Paperwork Signatures
❖ Bill Pay/Financials	❖ Blue Thumb Monitoring Activities
❖ Scanning	❖ Event Prep & Organization
❖ Shredding	❖ GCWC Meetings
❖ TCCD Payroll	❖ FY – 2026 JPO
❖ TCCD Financials	❖ FY – 2027 Budget Request
❖ Website Updates	❖ District-Owned Property Issues

The board reviewed the Monthly Activities and Outreach Report for June 2025. No further action is required at this time.

### **12. Discussion and Approval of Providing Supplies for the Nature Next Door at the Meadow**

After a brief discussion, Julie Monnot made a motion to approve providing supplies for the Nature Next Door at the Meadow on June 26, 2025. Janna Colaizzi 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries.

### **13. Discussion and Possible Approval of additional updates to the FY-2026 Joint Plan of Operations**

After a brief discussion, Janna Colaizzi made a motion to approve the additional updates to the FY-2026 Joint Plan of Operations. Julie Monnot 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries.

### **14. Discussion of Vacant Board of Directors Position**

The board said they were interested in having Garry and or Kathryn join the board. Unfortunately, neither one could make this meeting. No further action is required at this time.

**Stephanie Acquario Exited the Meeting at 6:38 PM**

### **15. Discussion and Approval of FY – 2025 Compilation Bid from April Adams CPA**

After a brief discussion, Julie Monnot made a motion to approve the FY–2025 Compilation Bid from April Adams CPA. Janna Colaizzi 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries.

### **16. Discussion and Approval of the Cooperator Agreement for Sam Bradley**

After a brief discussion, Janna Colaizzi made a motion to approve the Cooperator Agreement for Sam Bradley. Julie Monnot 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries.

### **17. Cost Share Program Year 27**

#### **A. Review and Approve Received Application:**

- |                               |                    |
|-------------------------------|--------------------|
| a) John 3:16 Mission          | h) Greg Daubney    |
| b) Charles Sisle & Cord Hodge | i) Georgia Riggs   |
| c) Frank Wyant Jr             | j) Jeff Graham     |
| d) Tod Kinnikin               | k) Justin Nix      |
| e) Aaron Kern                 | l) Joshua Teague   |
| f) Bruce Galbierz             | m) Brenda Schiesel |
| g) Dana Grundy                | n) Julie Bailey    |
|                               | o) Sam Bradley     |

After a brief discussion, Julie Monnot made a motion to approve the CSPY 27 Received Applications. Janna Colaizzi 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries.

#### **B. Discuss the Rankings in Agenda Item A**

Gabriel Parker said she was missing three rankings and would have them available at the next meeting. The board, however, did review the rankings that were currently available. No further action is required at this time.

#### **C. Discuss and Approve the Funding Allocations and Alternates:**

- |                               |                    |
|-------------------------------|--------------------|
| a) John 3:16 Mission          | h) Greg Daubney    |
| b) Charles Sisle & Cord Hodge | i) Georgia Riggs   |
| c) Frank Wyant Jr             | j) Jeff Graham     |
| d) Tod Kinnikin               | k) Justin Nix      |
| e) Aaron Kern                 | l) Joshua Teague   |
| f) Bruce Galbierz             | m) Brenda Schiesel |
| g) Dana Grundy                | n) Julie Bailey    |
|                               | o) Sam Bradley     |

After a brief discussion, Julie Monnot made a motion to table the CSPY 27 Funding Allocations for funded and Alternate participants. Janna Colaizzi 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries.

### **18. Proposed executive session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B)(1) to discuss the annual review of Gabriel Parker, District Manager, and possible raise increase for the District Manager. Vote by the Board of Directors on whether to hold Executive Session.**

#### **A. Designation of attendance of any additional persons**

Tom Tolbert advised that he, Julie Monnot, and Janna Colaizzi would be staying. Gabriel Parker would be leaving.

**B. Executive Session held if authorized by the board.**

Tom Tolbert entertained a motion to enter Executive Session. Julie Monnot made a motion to enter Executive Session. Janna Colaizzi 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries.

The board entered Executive Session at 7:01 PM.

**C. Acknowledge return to open Session.**

The board exited Executive Session at 7:16 PM.

**D. Announcement of Compliance Statement**

Tom Tolbert read the Announcement of Compliance Statement.

**E. Board votes on possible action(s), if any, relating to the matter(s) discussed in the executive Session.**

Tom Tolbert said no action is needed at this time.

**19. New Adjourn:**

Janna Colaizzi made a motion to adjourn the meeting. Julie Monnot 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries

The meeting adjourned at 7:30 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 deletions, without exception. Any modifications or amendments will be limited and rationally related to the agenda item topic. The board may defer, strike, continue, table, and refer any agenda item to its chief administrative officer, staff, or attorney and refer or appoint a committee to gather 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 Wednesday, July 9, 2025, at 5:30 PM  
6660 S. Sheridan Rd., Suite 120, Tulsa, OK 74133**



11:31 AM  
06/05/25  
Accrual Basis

**Tulsa County Conservation District**  
**Profit & Loss**  
July 2024 through May 2025

	<u>Jul '24 - May 25</u>
<b>Income</b>	
Grant Income	1,037.03
Interest Income	4.33
OCC Cost-Share Reimbursements	84,530.70
OCC General Exp Reimbursements	2,259.02
OCC Salary Reimbursements	38,758.33
<b>Total Income</b>	<u>126,589.41</u>
<b>Expense</b>	
Administrative Expense	3,773.00
Advertising and Promotion	60.70
Cost-Share Payments	84,530.22
Employee Benefits	5,368.61
Insurance	301.00
Membership Fees	225.00
Office Supplies	165.09
Outreach Programs	25.00
Payroll	21,657.39
Payroll Tax	8,508.19
Postage	103.45
Professional Fees	700.86
Registration Fees	1,100.00
Travel	1,336.04
<b>Total Expense</b>	<u>127,854.55</u>
<b>Net Income</b>	<u><u>-1,265.14</u></u>

11:30 AM  
06/05/25  
Accrual Basis

Tulsa County Conservation District  
**Profit & Loss**  
May 2025

	<u>May 25</u>
Income	
Interest Income	0.42
Total Income	<u>0.42</u>
Expense	
Administrative Expense	145.57
Cost-Share Payments	7,500.00
Employee Benefits	999.88
Insurance	301.00
Payroll	1,286.82
Payroll Tax	1,111.46
Travel	390.08
Total Expense	<u>11,734.81</u>
Net Income	<u><u>-11,734.39</u></u>

11:32 AM

**Tulsa County Conservation District**  
**General Ledger**  
As of May 31, 2025

06/05/25

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Arvest Checking 6407</b>							16,288.44
<b>Operating Acct - 6407</b>							0.00
Total Operating Acct - 6407							0.00
<b>Arvest Checking 6407 - Other</b>							16,288.44
Check	5/2/2025	CC	Microsoft Corp	Microsoft Office Renewal	Administrative...	-129.99	16,158.45
Check	5/6/2025	ACH	IRS	941 Tax Payment for August 2024	Payroll Tax	-961.46	15,196.99
Check	5/12/2025	9115	Payne Keith	Cost-Share Year EDAP 3 Paymen...	Cost-Share Pa...	-7,500.00	7,696.99
Check	5/15/2025	ACH	Oklahoma Tax Com...	April 2025 Payment	Payroll Tax	-150.00	7,546.99
Check	5/16/2025	9099	OCC	April 2025 Preclaim	Employee Ben...	-499.94	7,047.05
Check	5/19/2025	9108	Gabriel S Parker	October 2024 Tulsa Mileage	Travel	-11.52	7,035.53
Check	5/20/2025	9105	Gabriel S Parker	July 2024 Corrected Tulsa Mileage	Travel	-40.47	6,995.06
Check	5/20/2025	9106	Gabriel S Parker	August 2024 Corrected Tulsa Mile...	Travel	-50.45	6,944.61
Check	5/21/2025	ACH	The Arrow Group	2025-2028 3-Year Crime Protectio...	Insurance	-301.00	6,643.61
Check	5/27/2025	9116	OCC	May 2025 Preclaim	Employee Ben...	-499.94	6,143.67
Check	5/29/2025	9100	Gabriel S Parker	February 1-15th 2025 Pay Period	Payroll	-1,286.82	4,856.85
Check	5/30/2025	9107	Gabriel S Parker	September 2024 Corrected Tulsa ...	Travel	-153.90	4,702.95
Check	5/30/2025	9109	Gabriel S Parker	November 2024 Corrected Tulsa ...	Travel	-68.21	4,634.74
Check	5/30/2025	9110	Gabriel S Parker	December 2024 Tulsa Mileage	Travel	-65.53	4,569.21
Deposit	5/30/2025	ACH	Arvest	Interest Payment	Interest Income	0.42	4,569.63
Check	5/30/2025	ACH	Arvest	Service Fee	Administrative...	-15.58	4,554.05
Total Arvest Checking 6407 - Other						-11,734.39	4,554.05
Total Arvest Checking 6407						-11,734.39	4,554.05
<b>Arvest Money Market 6423</b>							0.00
Total Arvest Money Market 6423							0.00
<b>Arvest Special Projects 6410</b>							95.86
Total Arvest Special Projects 6410							95.86
<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>							4,392.70
Total Retained Earnings							4,392.70
<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>							-1,037.03
Total Grant Income							-1,037.03
<b>Interest Income</b>							-3.91
Deposit	5/30/2025	ACH	Arvest	Interest Payment	Arvest Checki...	-0.42	-4.33
Total Interest Income						-0.42	-4.33
<b>OCC Cost-Share Reimbursements</b>							-84,530.70
Total OCC Cost-Share Reimbursements							-84,530.70
<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

11:32 AM

06/05/25

Accrual Basis

**Tulsa County Conservation District**  
**General Ledger**  
As of May 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>OCC General Exp Reimbursements</b>							-2,259.02
Total OCC General Exp Reimbursements							-2,259.02
<b>OCC Salary Reimbursements</b>							-38,758.33
Total OCC Salary Reimbursements							-38,758.33
<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>							3,627.43
Check 5/2/2025 CC Microsoft Corp				Microsoft Office Renewal	Arvest Checki...	129.99	3,757.42
Check 5/30/2025 ACH Arvest				Service Fee	Arvest Checki...	15.58	3,773.00
Total Administrative Expense						145.57	3,773.00
<b>Advertising and Promotion</b>							60.70
Total Advertising and Promotion							60.70
<b>Cost-Share Payments</b>							77,030.22
Check 5/12/2025 9115 Payne Keith				Cost-Share Year EDAP 3 Paymen...	Arvest Checki...	7,500.00	84,530.22
Total Cost-Share Payments						7,500.00	84,530.22
<b>Director Fees</b>							0.00
Total Director Fees							0.00
<b>Employee Benefits</b>							4,368.73
Check 5/16/2025 9099 OCC				April 2025 Preclaim	Arvest Checki...	499.94	4,868.67
Check 5/27/2025 9116 OCC				May 2025 Preclaim	Arvest Checki...	499.94	5,368.61
Total Employee Benefits						999.88	5,368.61
<b>Grant Expenses</b>							0.00
Total Grant Expenses							0.00
<b>Insurance</b>							0.00
Check 5/21/2025 ACH The Arrow Group				2025-2028 3-Year Crime Protectio...	Arvest Checki...	301.00	301.00
Total Insurance						301.00	301.00
<b>Internet</b>							0.00
Total Internet							0.00
<b>Membership Fees</b>							225.00
Total Membership Fees							225.00
<b>Office Supplies</b>							165.09
Total Office Supplies							165.09
<b>Outreach Programs</b>							25.00
Total Outreach Programs							25.00
<b>Payroll</b>							20,370.57
Check 5/29/2025 9100 Gabriel S Parker				February 1-15th 2025 Pay Period	Arvest Checki...	1,286.82	21,657.39
Total Payroll						1,286.82	21,657.39
<b>Payroll Tax</b>							7,396.73
Check 5/6/2025 ACH IRS				941 Tax Payment for August 2024	Arvest Checki...	961.46	8,358.19
Check 5/15/2025 ACH Oklahoma Tax Com...				April 2025 Payment	Arvest Checki...	150.00	8,508.19
Total Payroll Tax						1,111.46	8,508.19

11:32 AM

06/05/25

Accrual Basis

Tulsa County Conservation District  
General Ledger  
As of May 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
Postage							103.45
Total Postage							103.45
Professional Fees							700.86
Total Professional Fees							700.86
Reconciliation Discrepancies							0.00
Total Reconciliation Discrepancies							0.00
Registration Fees							1,100.00
Total Registration Fees							1,100.00
Telephone and Internet							0.00
Total Telephone and Internet							0.00
Travel							945.96
Check	5/19/2025	9108	Gabriel S Parker	October 2024 Tulsa Mileage	Arvest Checki...	11.52	957.48
Check	5/20/2025	9105	Gabriel S Parker	July 2024 Corrected Tulsa Mileage	Arvest Checki...	40.47	997.95
Check	5/20/2025	9106	Gabriel S Parker	August 2024 Corrected Tulsa Mile...	Arvest Checki...	50.45	1,048.40
Check	5/30/2025	9107	Gabriel S Parker	September 2024 Corrected Tulsa ...	Arvest Checki...	153.90	1,202.30
Check	5/30/2025	9109	Gabriel S Parker	November 2024 Corrected Tulsa ...	Arvest Checki...	68.21	1,270.51
Check	5/30/2025	9110	Gabriel S Parker	December 2024 Tulsa Mileage	Arvest Checki...	65.53	1,336.04
Total Travel						390.08	1,336.04
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

## Statement Ending 05/31/2025

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number:

### ADDRESS SERVICE REQUESTED

TULSA COUNTY CONSERVATION DISTRICT  
6660 S SHERIDAN RD STE 120  
TULSA OK 74133-1768

### 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)

NOTICE: This statement includes the updated Funds Availability Disclosure, which is effective June 30, 2025.

### Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$4,554.05
Total Current Value		\$4,554.05

### NON-PROFIT INTEREST CHECKING

#### Account Summary

Date	Description	Amount
05/01/2025	Beginning Balance	\$16,288.44
	1 Credit(s) This Period	\$0.42
	15 Debit(s) This Period	\$11,734.81
05/31/2025	Ending Balance	\$4,554.05
	Service Charges	\$15.58

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.42
Interest Paid Year-to-Date	\$2.85
Interest Withheld Year-to-Date	\$0.00

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

#### Other Credits

Date	Description	Amount
05/31/2025	INTEREST PMT	\$0.42

#### Electronic Debits

Date	Description	Amount
05/02/2025	Microsoft* Microsoft 365 DDA RECUR POS PUR CD5315 425-6816830 WA#512224000904	-\$129.99
05/06/2025	IRS USATXPYMT TULSA COUNTY CONSERVAT	-\$961.46
05/15/2025	OKLAHOMATXPMTS OK TAX PMT TULSA CO CONSERVATION	-\$150.00
05/21/2025	ALLIANTINSURANCE ALLIANTINS GABRIEL *PARKER	-\$301.00

#### Other Debits

Date	Description	Amount
05/31/2025	SERVICE CHARGE	-\$15.58



## Statement Ending 05/31/2025

TULSA COUNTY CONSERVATION

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Customer Number:

### NON-PROFIT INTEREST CHECKING

#### Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
9099	05/16/2025	\$499.94	9107	05/30/2025	\$153.90	9115*	05/12/2025	\$7,500.00
9100	05/29/2025	\$1,286.82	9108	05/19/2025	\$11.52	9116	05/27/2025	\$499.94
9105*	05/21/2025	\$40.47	9109	05/30/2025	\$68.21			
9106	05/21/2025	\$50.45	9110	05/30/2025	\$65.53			

\* Indicates skipped check number

#### Daily Balances

Date	Amount	Date	Amount	Date	Amount
04/30/2025	\$16,288.44	05/15/2025	\$7,546.99	05/27/2025	\$6,143.67
05/02/2025	\$16,158.45	05/16/2025	\$7,047.05	05/29/2025	\$4,856.85
05/06/2025	\$15,196.99	05/19/2025	\$7,035.53	05/30/2025	\$4,554.05
05/12/2025	\$7,696.99	05/21/2025	\$6,643.61		



P O BOX 1670  
LOWELL AR 72745

**ADDRESS SERVICE REQUESTED**

TULSA COUNTY CONSERVATION DISTRICT  
6660 S SHERIDAN RD STE 120  
TULSA OK 74133-1768

**Statement Ending 05/31/2025**

TULSA COUNTY 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](http://www.arvest.com)

NOTICE: This statement includes the updated Funds Availability Disclosure, which is effective June 30, 2025.

**Summary of Accounts**

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$95.86
<b>Total Current Value</b>		<b>\$95.86</b>

**NON-PROFIT INTEREST CHECKING**

**Account Summary**

Date	Description	Amount
05/01/2025	Beginning Balance	\$95.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
05/31/2025	Ending Balance	\$95.86

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

**Daily Balances**

Date	Amount
04/30/2025	\$95.86



## FUNDS AVAILABILITY DISCLOSURE

Account  
Holder:

Financial  
Institution:

**YOUR ABILITY TO WITHDRAW FUNDS.** Our policy is to make funds from your cash and check deposits available to you on the first business day after the day we receive your deposit. However, funds from electronic direct deposits will be available on the day we receive the deposit. Once the funds are available, you can withdraw them in cash and/or we will use them to pay checks that you have written. For determining the availability of your deposits, every day is a business day, except: Saturdays, Sundays, and federal holidays. Our cut-off hours are as follows: 8 PM CT.

If you make a deposit before our cut-off hour on a business day that we are open, we will consider that day to be the day of your deposit. However, if you make a deposit after our cut-off hour or on a day we are not open, we will consider that the deposit was made on the next business day we are open.

**Reservation of Right to Hold.** In some cases, we will not make all of the funds that you deposit by check available to you on the first business day after the day of your deposit. Depending on the type of check that you deposit, funds may not be available until the 2nd business day after the day of your deposit. The first \$ 275.00 of your deposits, however, may be available on the first business day after the day of your deposit. If we are not going to make all of the funds from your deposit available on the first business day, we will notify you at the time you make your deposit. We will also tell you when the funds will be available. If your deposit is not made directly to one of our employees, or if we decide to take this action after you have left the premises, we will mail you the notice by the business day after we receive your deposit. If you need the funds from a deposit right away, you should ask us when the funds will be available.

**Longer Delays May Apply.** We may delay your ability to withdraw funds deposited by check into your account an additional number of days for these reasons:

- You deposit checks totaling more than \$6,725 on any one day.
- You redeposit a check that has been returned unpaid.
- You have overdrawn your account repeatedly in the last six months.
- We believe a check you deposit will not be paid.
- There is an emergency, such as failure of computer or communications equipment.

We will notify you if we delay your ability to withdraw funds for any of these reasons, and we will tell you when the funds will be available. They will generally be available no later than the 7th business day after the day of your deposit.

**Holds On Other Funds.** If we cash a check for you that is drawn on another financial institution, we may withhold the availability of a corresponding amount of funds that are already in your account. Those funds will be available at the time funds from the check we cashed would have been available if you had deposited it. If we accept for deposit a check that is drawn on another financial institution, we may make funds from the deposit available for withdrawal immediately but delay your availability to withdraw a corresponding amount of funds that you have on deposit in another account with us. The funds in the other account would then not be available for withdrawal until the time periods that are described elsewhere in this disclosure for the type of check that you deposited.

**Special Rules For New Accounts.** If you are a new customer, the following special rules will apply during the first 30 days your account is open:

Funds from electronic direct deposits to your account will be available on the day we receive the deposit. Funds from deposits of cash, wire transfers, and the first \$6,725 of a day's total deposits of cashier's, certified, teller's, traveler's, and federal, state and local government checks will be available on the first business day after the day of your deposit if the deposit meets certain conditions. For example, the checks must be payable to you. The excess over \$6,725 will be available on the 9th business day after the day of your deposit. If your deposit of these checks (other than a U.S. Treasury check) is not made in person to one of our employees, the first \$6,725 will not be available until the 2nd business day after the day of your deposit.

Funds from deposits of checks drawn on this financial institution will be available on the 1st business day after the day of your deposit.

Funds from all other check deposits will be available not later than the 9th business day after the day of your deposit.

### Additional Provisions.

# TCCD Monthly Outreach and Activities Report

## June 2025



### June Meetings:

06/14/2025	TCCD Board Meeting
06/04/2025	NAF Focus Group Meeting
06/05/2025	Green Country Watersheds Coalition Meeting
06/09/2025	Monarch's on the Mountain Meeting
06/10/2025	Teams Training - SHIP
06/11/2025	Teams Training - SHIP
06/27/2025	Monarch's on the Mountain Meeting

### June Events:

06/26/2025	Nature Next Door GCWC Meadow Event
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### July Meetings:

0709/2025	TCCD Board Meeting
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### Deadlines:

06/03/2025	District Director Election Day (E3 position)
06/05/2025	District Services Training Tour, Area 3 (Wagoner)
06/06/2025	JPO drafts due (submit as Word document)
06/06/2025	Notice of Election proof of publications due, for those districts having an election
06/09/2025	District Services Training Tour, Area 1 (Woodward)
06/25/2025	District Services Training Tour, Area 2 (OKC)
06/26/2025	District Services Training Tour, Area 5 (McAlester)
06/27/2025	Director Appointments due for OCC July meeting agenda
06/30/2025	JPOs, final versions, due
07/07/2025	FY26 Allocations provided to districts following Commission Meeting
07/08/2025	Teams Training - FY26 Allocations
07/09/2025	Teams Training - FY26 Allocations
07/15/2025	July 15 – FY27 District Budgets due

### Notes:

None

### Work Duties Performed:

❖ Answer NRCS Calls	❖ TCCD Board Meetings
❖ NRCS Walk-ins	❖ CSPY – 26 & 27
❖ Email Correspondences	❖ Check/Paperwork Signatures
❖ Bill Pay/Financials	❖ Blue Thumb Monitoring Activities
❖ Scanning	❖ Event Prep & Organization
❖ Shredding	❖ GCWC Meetings
❖ TCCD Payroll	❖ FY – 2026 JPO
❖ TCCD Financials	❖ FY – 2027 Budget Request
❖ Website Updates	❖ District Owned Property Issues

## Nature Next Door - Conservation One Yard at a Time

You are cordially invited to a tour of the Crow Creek Meadow, an urban conservation area that highlights many of the "Yard by Yard Community Resiliency Project" practices that support pollinators, slow and filter stormwater, and add resiliency to the landscape. Meet urban soils specialists, neighbors involved in Yard by Yard, and partners in the Green Country Watersheds Coalition. Join the discussion that leads to finding beauty and well-being in our cities and towns

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Thursday, June 26th, 2025

10:00AM - 12:00AM

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1025 East 33<sup>rd</sup> Place, Tulsa OK 74105



# Joint Plan of Operations (July 2025 to September 2026)

## Tulsa County Conservation District

In Cooperation With

Tulsa NRCS Field Office



For More Information Contact: **Gabriel Parker, (918) 877-9559, [tulsaccd@conservation.ok.gov](mailto:tulsaccd@conservation.ok.gov)**

### Board of Directors

The governing body of a conservation district consists of five (5) district directors. Directors are public officials responsible for setting priorities for conservation work within the district and have legal and ethical responsibilities to the district and the local people. Associate directors may be selected and appointed by the district board to assist, advise, and learn about a specific program or the overall district program, but have no voting authority.

Each district board is comprised of three elected directors who serve three-year terms and two appointed directors who serve two-year terms. One elected term and one appointed term expire each year on June 30<sup>th</sup>. Officers of the board are elected at the July board meeting each year with newly elected officers assuming the responsibilities of their new position at the close of the July board meeting.

Director Name (May also list associates)	Position Title (Chair, Vice Chair, etc.)	Position Type (Appointed or Elected)	Date Began Serving	Term Expiration
Tom Tolbert	Chair	Appointed	07/01/2016	06/30/2026
Julie Monnot	Vice-Chair	Elected	12/09/2021	06/30/2028
Chrissy Parker	Treasurer	Elected	07/01/2021	06/30/2027
Janna Colaizzi	Member	Elected	02/13/2024	06/30/2026
Vacant	Member	Appointed	07/1/2025	06/30/2027

### Conservation District Staff

Staff Member Name	Position Title	Hire Date	Years of Service
Gabriel Parker	District Manager	03/20/2013	13 Years

### NRCS Staff

Staff Member Name	Position Title	Office Location
Jack Titchener	Shared OCC-NRCS Tulsa Urban Soil Conservationist	Tulsa
Josh Vasquez	NRCS Soil Conservationist	Tulsa
Clay Davis	Soil Technician	Tulsa



### **Priority Natural Resource Concerns within the Conservation District:**

- Nutrient Management
- Land Management
- Litter Abatement to improve water quality
- Carbon Sequestration
- Pollinator Habitat.

### **Priority Education, Information, & District Operation Concerns within the Conservation District:**

The Tulsa County Conservation District has identified several education, information, and district operation concerns. Although there are many more, the five major concerns are:

- Youth in Conservation and Environmental Stewardship
- Developer, Municipality, and Industry Stormwater Education
- Natural Outdoor Pest Control
- Water Quality Education
- Native Vegetation Workshop Program

### **Current Year Goals for Identified Priority Natural Resource Concerns**

#### **Natural Resource Concern Priority #1:**

**Nutrient Management** - Reduce the amount of non-point pollution from entering the waterways due to overuse of fertilizers, insecticides, and herbicides from lawn, gardening, and agricultural activities

#### **Current Goal**

By the end of fiscal year 2026, the district will design a plan to complete two acres of riparian areas in Tulsa County.

**Objective 1:** Conduct a site visit with NRCS to develop a riparian are conservation plan.  
**Estimated Budget:** Estimated budget of \$200

**Source of Funding:** Grants  
Tulsa Area Conservation Foundation (TACF)  
OCC  
NRCS

**Timeline:** July 31, 2025 – May 31, 2026

**Responsible Parties:** District Staff  
District Board Members  
NRCS Staff

#### **Actions Taken and Progress Toward Completion:**

**Objective 2:** Organize three workdays with at least ten volunteers to plant one acre of a riparian area.

**Estimated Budget:** Estimated budget of \$2000

**Source of Funding:** Grants  
Tulsa Area Conservation Foundation (TACF)

**Timeline:** OCC  
To be completed by June 30, 2026  
**Responsible Parties:** District Staff  
District Board Members  
Volunteers

**Actions Taken and Progress Toward Completion:**

**Natural Resource Concern Priority #2:**

**Land Management** - Demonstrate how better land management can increase land production and help soil health and water quality

**Current Goal:**

The district will complete ten acres of brush management practices in Tulsa County by the end of fiscal year 2026

**Objective 1:** Provide brush management conservation plans to two producers  
**Estimated Budget:** Estimated budget of \$100

**Source of Funding:** OCC  
NRCS  
**Timeline:** To be completed by December 31, 2025  
**Responsible Parties:** District Staff  
District Board Members  
NRCS

**Actions Taken and Progress Toward Completion:**

**Objective 2:** Complete 5 acres of brush management

**Estimated Budget:** Estimated budget of \$8,000  
**Source of Funding:** OCC  
**Timeline:** To be completed by January 15, 2026  
**Responsible Parties:** District Staff  
District Board Members  
NRCS

**Actions Taken and Progress Toward Completion:**

### **Natural Resource Concern Priority #3:**

**Litter Abatement** – To reduce the amount of garbage found in Tulsa Area creeks to improve water quality

**Current Goal:**

The district will collect one hundred and fifty pounds of litter on roadways and waterways by the end of fiscal year 2026

**Objective 1:** Locate a creek to organize a cleanup on in Sand Springs

**Estimated Budget:** Estimated budget of \$50

**Source of Funding:** Tulsa Area Conservation Foundation (TACF)  
City of Sand Springs  
OCC

**Timeline:** To be completed by November 30, 2025

**Responsible Parties:** District Staff  
District Board Members  
City of Broken Arrow

**Actions Taken and Progress Toward Completion:**

**Objective 2:** Organize a creek cleanup on selected creek in Sand Springs with at least ten volunteers.

**Estimated Budget:** Estimated budget of \$300

**Source of Funding:** Tulsa Area Conservation Foundation (TACF)  
City of Broken Arrow  
OCC

**Timeline:** To be completed by May 31, 2026

**Responsible Parties:** District Staff  
District Board Members  
City of Broken Arrow

**Actions Taken and Progress Toward Completion:**

### **Natural Resource Concern Priority #4:**

**Carbon Sequestration** – To reduce the amount of excess carbon dioxide in the atmosphere that causes warming and climate change

**Current Goal:**

By the end of fiscal year 2026, the district will increase carbon sequestration by ten tons.

**Objective 1:** Collaborate with NRCS to identify two projects to implement a carbon sequestration project on.

**Estimated Budget:** Estimated budget of \$100

**Source of Funding:** OCC  
**Timeline:** NRCS  
To be completed by December 31, 2025  
**Responsible Parties:** District Staff  
District Board Members  
NRCS

**Actions Taken and Progress Toward Completion:**

**Objective 2:** Provide one producer with technical assistance to implement a carbon sequestration project.

**Estimated Budget:** Estimated budget of \$5000

**Source of Funding:** OCC  
NRCS  
**Timeline:** To be completed by June 30, 2026  
**Responsible Parties:** District Staff  
District Board Members  
NRCS

**Actions Taken and Progress Toward Completion:**

**Natural Resource Concern Priority #5:**

**Pollinator Habitat** - To provide native flowering plants and trees that sustain pollinators with nutrient-rich nectar and pollen.

**Current Goal:**

By the end of fiscal year 2026, the district will increase pollinator habitats by two acres

**Objective 1:** Identify an area of land and purchase a minimum of one acre of pollinator seed mix to install two acres of pollinator habitat.

**Estimated Budget:** Estimated budget of \$20

**Source of Funding:** TACF  
OCC  
**Timeline:** To be completed by January 31, 2026  
**Responsible Parties:** District Staff  
District Board Members

**Actions Taken and Progress Toward Completion:**

**Objective 2:** Plant pollinator seed mix on two acres of land in Tulsa County



<b>Estimated Budget:</b>	Estimated budget of \$1000
<b>Source of Funding:</b>	TACF
<b>Timeline:</b>	OCC
<b>Responsible Parties:</b>	To be completed by June 15, 2026
	District Staff
	District Board Members
	Volunteers
<b>Actions Taken and Progress Toward Completion:</b>	

**Current Year Goals for Identified Priority Education, Information, & District Operation Concerns This is where we need to talk about goals for 2026**

**Education, Information, & District Operation Priority #1:**

Youth in Conservation and Environmental Stewardship

**Current Goal:**

By the end of fiscal year 2026, Host two conservation stewardship field days to increase youth participation by fifty.

**Objective 1:** Plan and host one of two conservation field days for minimum of twenty-five students

**Estimated Budget:** Estimated budget of \$150

**Source of Funding:** TACF  
OCC  
City of Broken Arrow  
City of Sand Springs

**Timeline:** To be completed by October 31, 2025

**Responsible Parties:** District Staff  
District Board Members

**Actions Taken and Progress Toward Completion:**

**Objective 2:** Host second conservation field days for a minimum of thirty students

**Estimated Budget:** Estimated budget of \$150

**Source of Funding:** TACF  
OCC  
City of Broken Arrow  
City of Sand Springs

**Timeline:** To be completed by June 15, 2026

**Responsible Parties:** District Staff  
District Board Members

**Actions Taken and Progress Toward Completion:**

**Education, Information, & District Operation Priority #2:**

Developer, Municipality, and Industry Stormwater Education

**Current Goal:**

By the end of fiscal year 2026, the district will have planned and hosted a Resource Management Conference to provide 25 Continuing Education credits for municipal stormwater permitting.

**Objective 1:** Hold six resource management planning committee meetings

**Estimated Budget:** Estimated budget of \$100

**Source of Funding:** OCC

**Timeline:** To be completed by November 30, 2025

**Responsible Parties:** District Staff  
District Board Members  
TACF Board Members

**Actions Taken and Progress Toward Completion:**

**Objective 2:** Through a Resource Management Conference, issue at least twenty-five stormwater permitting continuing education credits

**Estimated Budget:** Estimated budget of \$3000

**Source of Funding:** TACF  
Community Donations & Sponsorships

**Timeline:** To be completed by June 15, 2025

**Responsible Parties:** District Staff  
District Board Members  
TACF Board Members

**Actions Taken and Progress Toward Completion:**

**Education, Information, & District Operation Priority #3:**

Natural Pest Control

**Current Goal:**

By the end of fiscal year 2026, the district will increase awareness, and participation of natural ways to keep a pest free yard by thirty people.

**Objective 1:** Purchase thirty DYI Build-a-Bat House kits for two natural pest control workshops.

**Estimated Budget:** Estimated budget of \$1000

**Source of Funding:** TACF

**Funding:** OCC

**Timeline:** To be completed by October 31, 2025

**Responsible Parties:** District Staff  
District Board Members  
NRCS Staff

**Actions Taken and Progress Toward Completion:**

**Objective 2:** With the DIY Build-a-Bat House kits, host two build your own bat house workshops with fifteen participants each workshop.

**Estimated Budget:** Estimated budget of \$150

**Source of Funding:** TACF  
OCC  
Donations

**Timeline:** To be completed by June 15, 2026

**Responsible Parties:** District Staff  
District Board Members

**Actions Taken and Progress Toward Completion:**

#### **Education, Information, & District Operation Priority #4:**

Water Quality Education

##### **Current Goal:**

By the end of fiscal year 2026, the district will work with Blue Thumb to organize a Blue Thumb Volunteer Training in Tulsa County.

**Objective 1:** Attend an organizing meeting with Blue Thumb to discuss the 2026 Blue Thumb Volunteer Training in Tulsa County

**Estimated Budget:** Estimated budget of \$15

**Source of Funding:** OCC

**Timeline:** To be completed by October 31, 2025

**Responsible Parties:** District Staff  
District Board Members  
Blue Thumb

**Actions Taken and Progress Toward Completion:**

**Objective 2:** Assist Blue Thumb with advertising, recruiting, and registering volunteers to attend the Tulsa Blue Thumb Training.

**Estimated Budget:** Estimated budget of \$100

**Timeline:** To be completed by April 15, 2026

<b>Source of Funding:</b>	TACF Donations Blue Thumb
<b>Responsible Parties:</b>	District Staff District Board Members Blue Thumb

**Actions Taken and Progress Toward Completion:**

**Education, Information, & District Operation Priority #5:**

Native Vegetation Workshop Program

**Current Goal:** By the end of fiscal year 2026, the district will host a Wildflowers to Wine Workshop

<b>Objective 1:</b>	Organize five planning meetings with a minimum of four community workshop partners.
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<b>Estimated Budget:</b>	Estimated budget of \$100
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<b>Source of Funding:</b>	OCC TACF
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<b>Timeline:</b>	To be completed by September 1, 2025
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<b>Responsible Parties:</b>	District Staff District Board Members
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**Actions Taken and Progress Toward Completion:**

<b>Objective 2:</b>	Register a maximum of fifteen participants for the wildflowers to wine workshop. (Only 21 and older permitted)
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<b>Estimated Budget:</b>	Estimated budget of \$500
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<b>Source of Funding:</b>	TACF
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<b>Timeline:</b>	To be completed by February 28, 2026
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<b>Responsible Parties:</b>	District Staff District Board Members Committee Outreach Partners
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**Actions Taken and Progress Toward Completion:**

## Calendar of Activities

### January

- Home and Garden Show Planning Activities
- Tulsa Watershed Collaborative Planning Activities
- Blue Thumb Monitoring Activities

### February

- Tulsa Watershed Collaborative Planning Activities
- Resource Management Conference Planning Activities
- Native Plant Workshop
- Blue Thumb Monitoring Activities

### March

- Home and Garden Show
- Resource Management Conference Planning Activities
- Tulsa Area Conservation Foundation Planning Activities
- Tulsa Watershed Collaborative Planning Activities
- Blue Thumb Monitoring Activities
- H2Oklahoma
- World Water Day Activities

### April

- SpringFest Activities
- Monarchs on the Mountain Planning Activities
- Tulsa Watershed Collaborative Planning Activities
- Various Earth Day Activities
- Enviro Expo
- Resource Management Conference Planning Activities
- Blue Thumb Monitoring Activities
- Various Countywide Creek Cleanups
- Tulsa Driller's Game Activities

### May

- Tulsa Garden Center Plant Sale
- Philbrook Plant Sale and Family Activities Day
- Resource Management Conference Planning Activities
- Blue Thumb Monitoring Activities
- Tulsa Driller's Game Activities
- Various Tulsa Farmer's Market Activities

### June

- DYI Bat House Workshop
- Resource Management Conference Planning Activities
- Blue Thumb Monitoring Activities
- Tulsa Driller's Game Activities

### July

- Yard-by-Yard Activities
- Crow Creek Planning Meeting Activities
- Monarchs on the Mountain Planning Activities

### August

- Crow Creek Event Activities
- Blue Thumb Bug Collection Activities
- Blue Thumb Monitoring Activities

## September

- Blue Thumb Monitoring Activities
- Monarchs on the Mountain Event
- Broken Arrow Rose Festival

## October

- Blue Thumb Monitoring Activities
- Halloween Events and Fall Workshops
- Blue Thumb Big Picking Activities
- Rose Festival Event
- Creek Cleanup Event
- DIY Bat House Workshop

## November

- Resource Management Conference Event
- OACD Area Meeting

## December

- Home & Garden Show Planning Activities

## **Memorandums of Understanding/Agreements**

- Okmulgee County Conservation District
- Rogers County Conservation District

## **Primary Partners**

- |  |                                    |
|--|------------------------------------|
| ▪ City of Broken Arrow                           | ▪ The Tulsa Garden Center          |
| ▪ City of Tulsa                                  | ▪ The Philbrook Museum             |
| ▪ City of Sand Springs                           | ▪ Okies for Monarchs               |
| ▪ Crow Creek Community/Tulsa Watershed Coalition | ▪ OneOK                            |
| ▪ Metropolitan Environmental Trust               | ▪ River Parks Authority            |
| ▪ Monarch Initiative of Tulsa                    | ▪ The Sustainability Alliance      |
| ▪ Natural Resources Conservation Service         | ▪ Tulsa Audubon Society            |
| ▪ Oklahoma Association of Conservation Districts | ▪ Tulsa County Parks               |
| ▪ Oklahoma Blue Thumb                            | ▪ Tulsa Urban Wilderness Coalition |
| ▪ Oklahoma Conservation Commission               | ▪ Tulsa Zoo                        |
| ▪ Oxley Nature Center                            | ▪ Up With Trees                    |
| ▪ Public Service Company of Oklahoma             | ▪ Wild Birds Unlimited             |
| ▪ Oklahoma Natural Gas                           | ▪ A New Leaf                       |
| ▪ The Nature Conservancy                         | ▪ Keep Oklahoma Beautiful          |
|  | ▪ Keep Broken Arrow Beautiful      |

# April Adams CPA PLLC

PO Box 1355

Ponca City, Oklahoma 74602

Phone: (580) 762-1040

Fax: (580) 762-1047

Email: [cpa@apriladamscpa.com](mailto:cpa@apriladamscpa.com)

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June 20, 2025

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

You have requested that I prepare the financial statements of Tulsa County Conservation District, which comprise the statement of net position – modified cash basis as of June 30, 2025, and the related statements of revenues, expenses and changes in net position – modified cash basis, and cash flows – modified cash basis for the year then ended, and the related notes to the financial statements and perform a compilation engagement with respect to those financial statements. I am pleased to confirm our acceptance and our understanding of this compilation engagement by means of this letter.

## My Responsibilities

The objective of my engagement is to

- a. Prepare financial statements in accordance with the modified cash basis of accounting based on information provided by you and
- b. Apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the modified cash basis of accounting.

I will conduct my compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

I am not required to, and will not, verify the accuracy or completeness of the information you will provide to me for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, I will not express an opinion, a conclusion, nor provide any assurance on the financial statements.

My engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

## Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that my role is to prepare financial statements in accordance with the modified cash basis of accounting and assist you in the presentation of the financial statements in accordance with the modified cash basis of accounting. You have the following overall responsibilities that are fundamental to my undertaking the engagement in accordance with SSARS:

- a. The selection of the modified cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements.



# April Adams CPA PLLC

PO Box 1355

Ponca City, Oklahoma 74602

Phone: (580) 762-1040

Fax: (580) 762-1047

Email: [cpa@apriladamscpa.com](mailto:cpa@apriladamscpa.com)

---

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for my engagement to prepare the financial statements described herein and perform a compilation engagement with respect to those same financial statements and our respective responsibilities.

Sincerely,



April Adams CPA PLLC

**Acknowledged and agreed on behalf of Tulsa County Conservation District:**

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# April Adams CPA PLLC

PO Box 1355

Ponca City, Oklahoma 74602

Phone: (580) 762-1040

Fax: (580) 762-1047

Email: [cpa@apriladamscpa.com](mailto:cpa@apriladamscpa.com)

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## **Items Needed for Audit/Compilation**

The following is a list of everything that I know for sure that I need. If there are any other items I will let you know.

- Initial Audit Paperwork
- QuickBooks Backup copy, if applicable (must be backup type to be able to restore between differing versions of QuickBooks)
- June 2024 Bank Statements for all accounts, including certificates of deposit, please including bank reconciliations
- Any contracts or agreements in effect at yearend
- Any new loan agreements
- Any new Grant Award Letters
- Payroll Reports
  - June 2024 Daily Activity Timesheet and Leave Record for all employees
  - June 2024 District Employee Payroll Worksheet for all employees
  - 2024 District Employee Earnings Record all employees
  - 2023 District Employee Earnings Record all employees
  - 941 Tax Return for each quarter:
    - 3<sup>rd</sup> Qtr 2023
    - 4<sup>th</sup> Qtr 2023
    - 1<sup>st</sup> Qtr 2024
    - 2<sup>nd</sup> Qtr 2024

The following items are needed in Audit year only, not applicable for Compilation year:

- Insurance Declaration Page showing coverage up through or beyond 6/30/2024
- Board Meeting minutes from the year
- Copy of 2 claims reports from June 2024
- I will send a list of invoices needed for review after the financial statements are received.

When you are ready to start sending items just let me know and I can email you the secure link for uploading files.

# April Adams CPA PLLC

PO Box 1355

Ponca City, Oklahoma 74602

Phone: (580) 762-1040

Fax: (580) 762-1047

Email: cpa@apriladamscpa.com

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June 20, 2025

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

## PROPOSED STATEMENT OF CHARGES

<u>DATE</u>	<u>DETAIL</u>	<u>AMOUNT</u>
6/20/2025	COMPILATION ENGAGEMENT - FYE 6/30/2025	\$ 700.00
	(No State Auditor's filing fee for compilation)	
	STATE AUDITOR'S FILING FEE	-
	Credit for bank overpayment from 2024	(0.86)
	DEFERRED (due upon completion)	<u>(350.00)</u>
	PAYMENT REQUESTED	<u><u>\$ 349.14</u></u>

THANK YOU!

# 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) Sam Bradley

Mailing Address [REDACTED]

Sperry OK 74073

Telephone Number [REDACTED]

E-mail Address [REDACTED]

Signature of Applicant(s): [Signature] Date 5-13-25

\_\_\_\_\_  
Date \_\_\_\_\_

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

District Representative \_\_\_\_\_ Date \_\_\_\_\_

# CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County Conservation District, hereinafter referred to as District and Sam Bradley, 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)

Sam Bradley

Date

5-13-25

Date

Signature of District Chair

Date approved by district board

# STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District <u>Tulsa</u>			
Name <u>John Bill Mission</u>			
Address [REDACTED]		City <u>Tulsa</u>	State <u>OK</u>
Zip <u>74127</u>			
Telephone [REDACTED]	Email [REDACTED]		
Do you have a conservation plan?		Yes <input checked="" type="radio"/> No <input type="radio"/>	
Do you have a district cooperators agreement?		Yes <input checked="" type="radio"/> No <input type="radio"/>	
For which conservation practice(s) are you applying? <u>Fencing HVA, Well drilling</u>			
County where conservation practice(s) will be constructed. <u>Tulsa</u>		Do you own or rent this land? <u>Own</u> <input checked="" type="radio"/> Rent <input type="radio"/>	
If you are <b>NOT</b> the landowner, provide a properly executed consent form signed by the landowner(s) must be attached to this application.			

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **DOES NOT** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked based on and the conservation district's application ranking system and program guidelines.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.

To the best of my knowledge, the information on this application is true and correct.

*John Bill Mission* 7/24/24  
 Applicant Signature Date

<b>Conservation District Approve or Not Approve</b> (to be completed by conservation district board)	
We have reviewed the cost-share application and make the following recommendations based on and the conservation district's application ranking system and program guidelines.	
Approve application for cost-share assistance.	Not Approve the application for cost-share assistance.
Date _____	

**STATE OF OKLAHOMA  
CONSERVATION COST-SHARE PROGRAM  
APPLICATION**

Conservation District			
Name <u>Charles Sisler Cord Hodge</u>			
Address	City <u>Tulsa</u>	State <u>OK</u>	Zip <u>74130</u>
Phone Number	Email		
Do you have an approved conservation plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you have a district cooperator agreement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
For which conservation practice(s) are you applying? <u>herbaceous weed control</u>			
County where practice(s) will be installed. <u>Tulsa</u>		Legal Description ____ 1/4 ____ 1/4 Section ____ Township ____ Range ____	
Do you own or rent this land? <input checked="" type="checkbox"/> Own <input type="checkbox"/> Rent			
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.			

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **does not** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked by the conservation district based on established criteria.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.

To the best of my knowledge, the information on this application is correct.

Applicant Signature



Date

10-7-24

# STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District			
Name <u>Frank Wyant jr</u>			
Address	<div style="background-color: black; width: 100px; height: 1.2em;"></div>	City <u>Tulsa</u>	State <u>OK</u> Zip <u>74106</u>
Phone Number	<div style="background-color: black; width: 100px; height: 1.2em;"></div>	Email	<div style="background-color: black; width: 100px; height: 1.2em;"></div>
Do you have an approved conservation plan?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do you have a district cooperator agreement?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
For which conservation practice(s) are you applying? <u>herbaceous weed control</u>			
County where practice(s) will be installed. <u>Tulsa</u>		Legal Description ____ 1/4 ____ 1/4 Section ____ Township ____ Range ____	
Do you own or rent this land?		<input checked="" type="checkbox"/> Own	<input type="checkbox"/> Rent
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.			

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **does not** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked by the conservation district based on established criteria.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.

To the best of my knowledge, the information on this application is correct.

Applicant Signature Frank Wyant jr

Date 10/11/24 10/11/24



# STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District	Tulsa County		
Name <u>Todd and Casey Kinnikin</u>			
Address	City <u>Broken Arrow</u>	State <u>OK</u>	Zip <u>74011</u>
Phone Number	Email		
Do you have an approved conservation plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Do you have a district cooperator agreement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
For which conservation practice(s) are you applying? <u>Livestock Pond</u>			
County where practice(s) will be installed. <u>Tulsa</u>	Legal Description ____ 1/4 ____ 1/4 Section <u>5</u> Township <u>17</u> Range <u>14</u>		
Do you own or rent this land? <input checked="" type="checkbox"/> Own <input type="checkbox"/> Rent			
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.			

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **does not** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked by the conservation district based on established criteria.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.

To the best of my knowledge, the information on this application is correct.

Applicant Signature Todd Kinnikin

Date 10/22/2024

# STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District	
-----------------------	--

Name <u>Acron Kern</u>			
Address		City <u>Collinsville</u>	State <u>OK</u> Zip <u>74021</u>
Phone Number		Email	
Do you have an approved conservation plan?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a district cooperator agreement?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
For which conservation practice(s) are you applying? <u>Weed Control</u>			
County where practice(s) will be installed. <u>Tulsa/Washington</u>		Legal Description ____ 1/4 ____ 1/4 Section ____ Township ____ Range ____	
Do you own or rent this land?		<input checked="" type="checkbox"/> Own	<input checked="" type="checkbox"/> Rent
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.			

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **does not** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked by the conservation district based on established criteria.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.

To the best of my knowledge, the information on this application is correct.

Applicant Signature 

Date 10-30-24

# STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District	
-----------------------	--

Name <u>BRUCE GALBIERZ</u>				
Address		City <u>BIXBY</u>	State <u>OK</u>	Zip <u>74008</u>
Phone Number		Email		
Do you have an approved conservation plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have a district cooperator agreement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
For which conservation practice(s) are you applying? <u>BRUSH MANAGEMENT</u>				
County where practice(s) will be installed. <u>TULSA</u>		Legal Description <u>NW 1/4 NW 1/4</u> Section <u>34</u> Township <u>18 N</u> Range <u>14 E</u>		
Do you own or rent this land? <input checked="" type="checkbox"/> Own <input type="checkbox"/> Rent				
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.				

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **does not** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked by the conservation district based on established criteria.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.

To the best of my knowledge, the information on this application is correct.

Applicant Signature

Bruce Galbierz

Date

11/14/24

RECEIVED

NOV 20 2024

Tulsa Field Office

# STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District	<b>Tulsa County</b>
-----------------------	---------------------

Name <b>Dana Grundy</b>			
Address <span style="background-color: black; color: black;">[REDACTED]</span>	City <b>Tulsa</b>	State <b>OK</b>	Zip <b>74126</b>
Phone Number <span style="background-color: black; color: black;">[REDACTED]</span>	Email <span style="background-color: black; color: black;">[REDACTED]</span>		
Do you have an approved conservation plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If you don't, you will by the deadlines</b>			
Do you have a district cooperator agreement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If you don't, you will by the deadlines</b>			
For which conservation practice(s) are you applying? <b>High tunnel</b>			
County where practice(s) will be installed.		Legal Description ____ 1/4 ____ 1/4 Section ____ Township ____ Range	
Do you own or rent this land? <input checked="" type="checkbox"/> Own <input type="checkbox"/> Rent			
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.			

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **does not** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked by the conservation district based on established criteria.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.

To the best of my knowledge, the information on this application is correct.

Applicant Signature 

Date 12/11/2024

# STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District
-----------------------

Name <u>Greg Daubney</u>			
Address		City <u>Bixby</u>	State <u>OK</u> Zip <u>74008</u>
Telephone		Email	
Do you have an approved conservation plan? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a district cooperator agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No			
For which conservation practice(s) are you applying? <u>brush management</u>			
County where conservation practice(s) will be constructed. <u>Tulsa</u>		Do you own or <input checked="" type="checkbox"/> Own rent this land? <input type="checkbox"/> Rent	
If you are <b>NOT</b> the landowner, provide a properly executed consent form signed by the landowner(s) must be attached to this application.			

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **DOES NOT** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required. • Each application will be evaluated and ranked based on and the conservation district's application ranking system and program guidelines.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.

To the best of my knowledge, the information on this application is true and correct.

Greg A. Daubney                      2-8-25  
Applicant Signature Date

RECEIVED


FEB 13 2025

Tulsa Field Office

# STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District	<b>Tulsa County</b>
-----------------------	---------------------

Name <b>Georgia Riggs</b>			
Address		City <b>Tulsa</b>	State <b>OK</b>
			Zip <b>74115-0000</b>
Phone Number		Email	
Do you have an approved conservation plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>If you don't, you will by the deadlines</b>			
Do you have a district cooperator agreement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
For which conservation practice(s) are you applying? <b>Noxious weed control/ seasonal high tunnel/ pollinator garden installation</b>			
County where practice(s) will be installed. <b>Tulsa</b>		Legal Description <b>5</b> $\frac{1}{4}$ <b>12</b> $\frac{1}{4}$ Section <b>33</b> Township <b>20</b> Range <b>13</b>	
Do you own or rent this land? <input checked="" type="checkbox"/> Own <input type="checkbox"/> Rent			
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.			

<ul style="list-style-type: none"> <li>I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States</li> <li>Completing this form <b>does not</b> guarantee cost-share assistance.</li> <li>If approved for cost-share assistance, I understand that a cash or in-kind match is required.</li> <li>Each application will be evaluated and ranked by the conservation district based on established criteria.</li> <li>Construction/installation/implementation of this practice <b>prior to application approval</b> will result in ineligibility of cost-share assistance.</li> <li>If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement <b>before construction may begin</b>.</li> <li>I am <b>not</b> an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.</li> </ul>	
To the best of my knowledge, the information on this application is correct.	
Applicant Signature	
Date	<b>3/15/2025</b>

RECEIVED

MAR 17 2025

OCC (02/2020)

Tulsa Field Office

# STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District	Tulsa County
-----------------------	--------------

Name	Jeff Graham		
Address	[REDACTED]	City	Jenks
		State	OK
		Zip	74037
Phone Number	[REDACTED]	Email	[REDACTED]
Do you have an approved conservation plan?			
		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do you have a district cooperator agreement?			
		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
For which conservation practice(s) are you applying?			
Pond			
County where practice(s) will be installed.		Legal Description	
Tulsa		____ 1/4 ____ 1/4 Section ____ Township ____ Range	
Do you own or rent this land?			
<input checked="" type="checkbox"/> Own		<input type="checkbox"/> Rent	
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.			

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **does not** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked by the conservation district based on established criteria.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.
- I own or operate 20 acres or more and sell \$1,000 or more of soil dependent products annually.

To the best of my knowledge, the information on this application is correct.

Applicant Signature Jeff Graham

Date 3-17-2025

# STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District	<u>TULSA</u>
-----------------------	--------------

Name <u>JOSHUA TEAGUE</u>			
Address	<div style="background-color: black; width: 100%; height: 1.2em;"></div>	City <u>SPENY</u>	State <u>OK</u> Zip <u>74013</u>
Phone Number	<div style="background-color: black; width: 100%; height: 1.2em;"></div>	Email	<div style="background-color: black; width: 100%; height: 1.2em;"></div>
Do you have an approved conservation plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Do you have a district cooperator agreement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
For which conservation practice(s) are you applying?			
<u>POND REHAB COST SHARE</u>			
County where practice(s) will be installed.		Legal Description	
<u>TULSA</u>		<u>NW 1/4 SE 1/4</u> Section <u>30</u> Township <u>21</u> Range <u>13</u>	
Do you own or rent this land? <input checked="" type="checkbox"/> Own <input type="checkbox"/> Rent			
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.			

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **does not** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked by the conservation district based on established criteria.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.
- I own or operate 20 acres or more and sell \$1,000 or more of soil dependent products annually.

To the best of my knowledge, the information on this application is correct.

Applicant Signature \_\_\_\_\_

Date 03/24/25



# STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

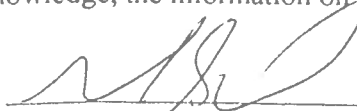

Conservation District	Tulsa
-----------------------	-------

Name Michael & Brenda Schiesel			
Address [REDACTED]	City Tulsa	State OK	Zip 74132
Phone Number [REDACTED]	Email [REDACTED]		
Do you have an approved conservation plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Do you have a district cooperator agreement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
For which conservation practice(s) are you applying? Pond			
County where practice(s) will be installed. Tulsa		Legal Description ____ 1/4 ____ 1/4 Section ____ Township ____ Range ____	
Do you own or rent this land? <input checked="" type="checkbox"/> Own <input type="checkbox"/> Rent			
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.			

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **does not** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked by the conservation district based on established criteria.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.

To the best of my knowledge, the information on this application is correct.

Applicant Signature

Date 03/24/2025

# STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

W 2027

Conservation District

*not making*

Name	Julie Bailey	State	OK	Zip	74063
Address					
Telephone		Email			
Do you have an approved conservation plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Do you have a district cooperator agreement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
For which conservation practice(s) are you applying? <i>fencing</i>					
County where conservation practice(s) will be constructed. <i>Tulsa</i>				Do you own or rent this land? <input checked="" type="radio"/> Own <input type="radio"/> Rent	
If you are <b>NOT</b> the landowner, provide a properly executed consent form signed by the landowner(s) must be attached to this application.					

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **DOES NOT** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked based on and the conservation district's application ranking system and program guidelines.
- Construction/installation implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.

To the best of my knowledge, the information on this application is true and correct.

*[Signature]*  
Applicant Signature

*03-26-2025*  
Date

**Conservation District Approve or Not Approve** (to be completed by conservation district board)

We have reviewed the cost-share application and make the following recommendations based on and the conservation district's application ranking system and program guidelines.

Approve application for cost-share assistance.

Not Approve the application for cost-share assistance.

Date \_\_\_\_\_


# STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District	
-----------------------	--

Name <u>Sam Bradley</u>			
Address [REDACTED]		City <u>Sperry</u>	State <u>OK</u>
Zip <u>74073</u>			
Phone Number [REDACTED]	Email [REDACTED]		
Do you have an approved conservation plan?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a district cooperator agreement?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
For which conservation practice(s) are you applying?			
<u>(314) Brush Management</u>			
County where practice(s) will be installed. <u>Tulsa</u>		Legal Description	
		____ 1/4 ____ 1/4 Section ____ Township ____ Range ____	
Do you own or rent this land?		<input checked="" type="checkbox"/> Own	<input type="checkbox"/> Rent
If you are <u>not</u> the landowner, provide a properly executed consent form from the owner(s) of the land and file it with this application.			

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **does not** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked by the conservation district based on established criteria.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.

To the best of my knowledge, the information on this application is correct.

Applicant Signature 

Date 5-13-25

# Tulsa County Conservation District

## Cost Share Program Year 27 Ranking

Participant Name: Frank Wyant Jr

Application Date: 10/11/2024

Application Number: 02-027-03

Total Score: +10

Practice Name		(315)
High Priority	+20 Points	
Medium Priority	+10 Points	
Low Priority	+5 Points	5

**High Priority:** (224) Aquifer Flow Test, , (325) High Tunnel, (327) Conservation Cover, (329) Residue and Tillage Management, No-Till, (378) Pond, (412) Grassed Waterway, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (533) Pumping Plant, (550) Range Planting, (561) Heavy Use Area Protection, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

### **Medium Priority:**

(314) Brush Management, (338) Prescribed Burning, (340) Cover Crop, (342) Critical Area Planting, (393) Filter Strip, (528) Prescribed Grazing, (600) Terrace

### **Low Priority:**

(315) Herbaceous Weed Control, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure

- Has the applicant has received state cost share funds within the last three years?  
A. Yes -10 Points B. No 20 Points -10
- Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?  
A. Yes -35 Points B. No 20 Points +20
- Is there an established natural resource concern located on the property?  
A. Yes 10 Points B. No -20 Points +10

### **Inadequate Water Source**

Water Wells, Ponds, Water Facility, Filter Strip

1. Is there already a water source located on the Property?  
A. Yes 0 Points                      B. No 20 Points
2. Current water supply: \_\_\_\_\_  
A. Pond present but unreliable                      10 Points  
B. Municipal or well water only                      5 Points  
C. Pond present and reliable                      -10 Points
3. Will this be the primary or secondary water source?  
A. Primary 10 Points                      B. Secondary 5 Points  
C. Tertiary 0 Points
4. Purpose of the water: \_\_\_\_\_ (all that apply)  
A. livestock                      15 points  
B. Irrigation                      10 points  
C. Erosion control                      5 points
5. Will new pond improve grazing distribution due to cross fencing currently in place?  
A. Yes 20 Points                      B. No 0 Points

### **Plant Productivity and Health**

1. Will producer be willing to install a season high tunnel on an existing garden to extend the growing season and reduce the potential for wind, frost, and pest damage?  
A. Yes 20 Points                      B. No 0 Points

### **Degraded Plant Condition**

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

2. Does it maintain or increase soil health and organic matter content? O  
A. Yes 10 Points                      ~~B. No~~ 0 Points
3. Does it improve soil moisture use efficiency? O  
B. Yes 10 Points                      ~~B. No~~ 0 Points
4. Does it minimize soil compaction? O  
C. Yes 10 Points                      ~~B. No~~ 0 Points
5. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water? O  
D. Yes 10 Points                      ~~B. No~~ 0 Points
6. Does it improve or maintain livestock nutrition and/or health? +10  
~~E. Yes~~ 10 Points                      B. No 0 Points

# Tulsa County Conservation District

## Cost Share Program Year 27 Ranking

Participant Name: Aaron Kern

Application Date: 10/30/2024

Application Number: 02-027-05

Total Score: 10

Practice Name		(315)
High Priority	+20 Points	
Medium Priority	+10 Points	
Low Priority	+5 Points	5

**High Priority:** (224) Aquifer Flow Test, , (325) High Tunnel, (327) Conservation Cover, (329) Residue and Tillage Management, No-Till, (378) Pond, (412) Grassed Waterway, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (533) Pumping Plant, (550) Range Planting, (561) Heavy Use Area Protection, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

### **Medium Priority:**

(314) Brush Management, (338) Prescribed Burning, (340) Cover Crop, (342) Critical Area Planting, (393) Filter Strip, (528) Prescribed Grazing, (600) Terrace

### **Low Priority:**

(315) Herbaceous Weed Control, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure

- Has the applicant has received state cost share funds within the last three years?  
A. Yes -10 Points      B. No 20 Points      120
- Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?  
A. Yes -35 Points      B. No 20 Points      -35
- Is there an established natural resource concern located on the property?  
A. Yes 10 Points      B. No -20 Points      +10

### **Inadequate Water Source**

Water Wells, Ponds, Water Facility, Filter Strip

1. Is there already a water source located on the Property?  
A. Yes 0 Points                      B. No 20 Points
2. Current water supply: \_\_\_\_\_  
A. Pond present but unreliable                      10 Points  
B. Municipal or well water only                      5 Points  
C. Pond present and reliable                      -10 Points
3. Will this be the primary or secondary water source?  
A. Primary 10 Points                      B. Secondary 5 Points  
C. Tertiary 0 Points
4. Purpose of the water: \_\_\_\_\_ (all that apply)  
A. livestock                      15 points  
B. Irrigation                      10 points  
C. Erosion control                      5 points
5. Will new pond improve grazing distribution due to cross fencing currently in place?  
A. Yes 20 Points                      B. No 0 Points

### **Plant Productivity and Health**

1. Will producer be willing to install a season high tunnel on an existing garden to extend the growing season and reduce the potential for wind, frost, and pest damage?  
A. Yes 20 Points                      B. No 0 Points

### **Degraded Plant Condition**

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

2. Does it maintain or increase soil health and organic matter content?                      0  
A. Yes 10 Points                      B. No 0 Points
3. Does it improve soil moisture use efficiency?                      0  
B. Yes 10 Points                      B. No 0 Points
4. Does it minimize soil compaction?                      0  
C. Yes 10 Points                      B. No 0 Points
5. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?                      0  
D. Yes 10 Points                      B. No 0 Points
6. Does it improve or maintain livestock nutrition and/or health?  
E. Yes 10 Points                      B. No 0 Points

+10

# Tulsa County Conservation District

## Cost Share Program Year 27 Ranking

Participant Name: Bruce Galbierz

Application Date: 11/14/2024

Application Number: 02-027-06

Total Score: 115

Practice Name		(314), (315), 327)
High Priority	+20 Points	+ 20
Medium Priority	+10 Points	+ 10
Low Priority	+5 Points	+ 5

**High Priority:** (224) Aquifer Flow Test, , (325) High Tunnel, (327) Conservation Cover, (329) Residue and Tillage Management, No-Till, (378) Pond, (412) Grassed Waterway, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (533) Pumping Plant, (550) Range Planting, (561) Heavy Use Area Protection, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

**Medium Priority:**

(314) Brush Management, (338) Prescribed Burning, (340) Cover Crop, (342) Critical Area Planting, (393) Filter Strip, (528) Prescribed Grazing, (600) Terrace

**Low Priority:**

(315) Herbaceous Weed Control, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure

- Has the applicant has received state cost share funds within the last three years?  
 A. Yes -10 Points      B. No 20 Points      +20
- Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?  
 A. Yes -35 Points      B. No 20 Points      +20
- Is there an established natural resource concern located on the property?  
A. Yes 10 Points      B. No -20 Points      +10



### **Inadequate Water Source**

Water Wells, Ponds, Water Facility, Filter Strip

1. Is there already a water source located on the Property?  
A. Yes 0 Points                      B. No 20 Points
2. Current water supply: \_\_\_\_\_  
A. Pond present but unreliable                      10 Points  
B. Municipal or well water only                      5 Points  
C. Pond present and reliable                      -10 Points
3. Will this be the primary or secondary water source?  
A. Primary 10 Points                      B. Secondary 5 Points  
C. Tertiary 0 Points
4. Purpose of the water: \_\_\_\_\_ (all that apply)  
A. livestock                      15 points  
B. Irrigation                      10 points  
C. Erosion control                      5 points
5. Will new pond improve grazing distribution due to cross fencing currently in place?  
A. Yes 20 Points                      B. No 0 Points

### **Plant Productivity and Health**

1. Will producer be willing to install a season high tunnel on an existing garden to extend the growing season and reduce the potential for wind, frost, and pest damage?  
A. Yes 20 Points                      B. No 0 Points

### **Degraded Plant Condition**

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

2. Does it maintain or increase soil health and organic matter content?  
A. Yes 10 Points                      B. No 0 Points                      +10
3. Does it improve soil moisture use efficiency?  
B. Yes 10 Points                      B. No 0 Points                      +10
4. Does it minimize soil compaction?  
C. Yes 10 Points                      B. No 0 Points                      +10
5. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?  
D. Yes 10 Points                      B. No 0 Points                      0
6. Does it improve or maintain livestock nutrition and/or health?  
E. Yes 10 Points                      B. No 0 Points                      0

# Tulsa County Conservation District

## Cost Share Program Year 27 Ranking

Participant Name: Dana Grundy

Application Date: 12/11/2024

Application Number: 02-027-08

Total Score: 90

Practice Name		(325)
High Priority	+20 Points	20
Medium Priority	+10 Points	
Low Priority	+5 Points	

**High Priority:** (224) Aquifer Flow Test, , (325) High Tunnel, (327) Conservation Cover, (329) Residue and Tillage Management, No-Till, (378) Pond, (412) Grassed Waterway, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (533) Pumping Plant, (550) Range Planting, (561) Heavy Use Area Protection, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

### **Medium Priority:**

(314) Brush Management, (338) Prescribed Burning, (340) Cover Crop, (342) Critical Area Planting, (393) Filter Strip, (528) Prescribed Grazing, (600) Terrace

### **Low Priority:**

(315) Herbaceous Weed Control, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure

- Has the applicant has received state cost share funds within the last three years?  
A. Yes -10 Points      B. No 20 Points      +20
- Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?  
A. Yes -35 Points      B. No 20 Points      +20
- Is there an established natural resource concern located on the property?  
A. Yes 10 Points      B. No -20 Points      +10

### Inadequate Water Source

Water Wells, Ponds, Water Facility, Filter Strip

1. Is there already a water source located on the Property?  
A. Yes 0 Points                      B. No 20 Points
2. Current water supply: \_\_\_\_\_  
A. Pond present but unreliable                      10 Points  
B. Municipal or well water only                      5 Points  
C. Pond present and reliable                      -10 Points
3. Will this be the primary or secondary water source?  
A. Primary 10 Points                      B. Secondary 5 Points  
C. Tertiary 0 Points
4. Purpose of the water: \_\_\_\_\_ (all that apply)  
A. livestock                      15 points  
B. Irrigation                      10 points  
C. Erosion control                      5 points
5. Will new pond improve grazing distribution due to cross fencing currently in place?  
A. Yes 20 Points                      B. No 0 Points

### Plant Productivity and Health

1. Will producer be willing to install a season high tunnel on an existing garden to extend the growing season and reduce the potential for wind, frost, and pest damage? +20  
A. Yes 20 Points                      B. No 0 Points

### Degraded Plant Condition

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

2. Does it maintain or increase soil health and organic matter content? 0  
A. Yes 10 Points                      B. No 0 Points
3. Does it improve soil moisture use efficiency? 0  
B. Yes 10 Points                      B. No 0 Points
4. Does it minimize soil compaction? 0  
C. Yes 10 Points                      B. No 0 Points
5. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water? 0  
D. Yes 10 Points                      B. No 0 Points
6. Does it improve or maintain livestock nutrition and/or health? 0  
E. Yes 10 Points                      B. No 0 Points

# Tulsa County Conservation District

## Cost Share Program Year 27 Ranking

Participant Name: Greg Daubney

Application Date: 02/08/2025

Application Number: 02-027-09

Total Score: 70

Practice Name		(314)
High Priority	+20 Points	
Medium Priority	+10 Points	+10
Low Priority	+5 Points	

**High Priority:** (224) Aquifer Flow Test, , (325) High Tunnel, (327) Conservation Cover, (329) Residue and Tillage Management, No-Till, (378) Pond, (412) Grassed Waterway, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (533) Pumping Plant, (550) Range Planting, (561) Heavy Use Area Protection, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

### **Medium Priority:**

(314) Brush Management, (338) Prescribed Burning, (340) Cover Crop, (342) Critical Area Planting, (393) Filter Strip, (528) Prescribed Grazing, (600) Terrace

### **Low Priority:**

(315) Herbaceous Weed Control, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure

- Has the applicant has received state cost share funds within the last three years?  
A. Yes -10 Points      B. No 20 Points +20
- Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?  
A. Yes -35 Points      B. No 20 Points +20
- Is there an established natural resource concern located on the property?  
A. Yes 10 Points      B. No -20 Points +10

### **Inadequate Water Source**

Water Wells, Ponds, Water Facility, Filter Strip

1. Is there already a water source located on the Property?  
A. Yes 0 Points                      B. No 20 Points
2. Current water supply: \_\_\_\_\_  
A. Pond present but unreliable                      10 Points  
B. Municipal or well water only                      5 Points  
C. Pond present and reliable                      -10 Points
3. Will this be the primary or secondary water source?  
A. Primary 10 Points                      B. Secondary 5 Points  
C. Tertiary 0 Points
4. Purpose of the water: \_\_\_\_\_ (all that apply)  
A. livestock                      15 points  
B. Irrigation                      10 points  
C. Erosion control                      5 points
5. Will new pond improve grazing distribution due to cross fencing currently in place?  
A. Yes 20 Points                      B. No 0 Points

### **Plant Productivity and Health**

1. Will producer be willing to install a season high tunnel on an existing garden to extend the growing season and reduce the potential for wind, frost, and pest damage?  
A. Yes 20 Points                      B. No 0 Points

### **Degraded Plant Condition**

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

2. Does it maintain or increase soil health and organic matter content?  
A. Yes 10 Points                      B. No 0 Points                      O
3. Does it improve soil moisture use efficiency?  
B. Yes 10 Points                      B. No 0 Points                      O
4. Does it minimize soil compaction?  
C. Yes 10 Points                      B. No 0 Points                      O
5. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?  
D. Yes 10 Points                      B. No 0 Points                      O
6. Does it improve or maintain livestock nutrition and/or health?  
E. Yes 10 Points                      B. No 0 Points                      +10

# Tulsa County Conservation District

## Cost Share Program Year 27 Ranking

Participant Name: Georgia Riggs

Application Date: 03/15/2025

Application Number: 02-027-10

Total Score: 110

Practice Name		(315, (325), (327)
High Priority	+20 Points	+ 40
Medium Priority	+10 Points	
Low Priority	+5 Points	

**High Priority:** (224) Aquifer Flow Test, , (325) High Tunnel, (327) Conservation Cover, (329) Residue and Tillage Management, No-Till, (378) Pond, (412) Grassed Waterway, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (533) Pumping Plant, (550) Range Planting, (561) Heavy Use Area Protection, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

**Medium Priority:**

(314) Brush Management, (338) Prescribed Burning, (340) Cover Crop, (342) Critical Area Planting, (393) Filter Strip, (528) Prescribed Grazing, (600) Terrace

**Low Priority:**

(315) Herbaceous Weed Control, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure

- Has the applicant has received state cost share funds within the last three years?  
 A. Yes -10 Points      B. No 20 Points      + 20
- Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?  
 A. Yes -35 Points      B. No 20 Points      + 20
- Is there an established natural resource concern located on the property?  
A. Yes 10 Points      B. No -20 Points      + 10

### Inadequate Water Source

Water Wells, Ponds, Water Facility, Filter Strip

1. Is there already a water source located on the Property?  
A. Yes 0 Points                      B. No 20 Points
2. Current water supply: \_\_\_\_\_  
A. Pond present but unreliable                      10 Points  
B. Municipal or well water only                      5 Points  
C. Pond present and reliable                      -10 Points
3. Will this be the primary or secondary water source?  
A. Primary 10 Points                      B. Secondary 5 Points  
C. Tertiary 0 Points
4. Purpose of the water: \_\_\_\_\_ (all that apply)  
A. livestock                      15 points  
B. Irrigation                      10 points  
C. Erosion control                      5 points
5. Will new pond improve grazing distribution due to cross fencing currently in place?  
A. Yes 20 Points                      B. No 0 Points

### Plant Productivity and Health

1. Will producer be willing to install a season high tunnel on an existing garden to extend the growing season and reduce the potential for wind, frost, and pest damage?  
A. Yes 20 Points                      B. No 0 Points

+20

### Degraded Plant Condition

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

2. Does it maintain or increase soil health and organic matter content?  
A. Yes 10 Points                      B. No 0 Points
3. Does it improve soil moisture use efficiency?  
B. Yes 10 Points                      B. No 0 Points
4. Does it minimize soil compaction?  
C. Yes 10 Points                      B. No 0 Points
5. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?  
D. Yes 10 Points                      B. No 0 Points
6. Does it improve or maintain livestock nutrition and/or health?  
E. Yes 10 Points                      B. No 0 Points

# Tulsa County Conservation District

## Cost Share Program Year 27 Ranking

Participant Name:

Jeff Graham

Application Date:

3/17/2025

Application  
Number:

02-027-11

Total  
Score:

90

Practice Name		378 Pond
High Priority	+20 Points	+20
Medium Priority	+10 Points	
Low Priority	+5 Points	

**High Priority:** (224) Aquifer Flow Test, (315) Herbaceous Weed Control, (325) High Tunnel, (327) Conservation Cover, (378) Pond, (412) Grassed Waterway, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (533) Pumping Plant, (550) Range Planting, (561) Heavy Use Area Protection, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

### **Medium Priority:**

(314) Brush Management, (329) Residue and Tillage Management, No-Till, (340) Cover Crop, (342) Critical Area Planting, (393) Filter Strip, (528) Prescribed Grazing

### **Low Priority:**

(338) Prescribed Burning, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure, (412) Grassed Waterway, (600) Terrace

1. Has the applicant has received state cost share funds within the last three years?

A. Yes -10 Points

B. No 20 Points

+40

2. Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?

A. Yes -35 Points

B. No 20 Points

### **Inadequate Water Source**

Water Wells, Ponds, Water Facility, Filter Strip

1. Is there already a water source located on the Property?

A. Yes 0 Points

B. No 20 Points



2. Current water supply: \_\_\_\_\_
- A. Pond present but unreliable 10 Points
  - B. Municipal or well water only 5 Points
  - ☒ C. Pond present and reliable -10 Points
3. Will this be the primary or secondary water source?
- A. Primary 10 Points
  - ☒ B. Secondary 5 Points
  - C. Tertiary 0 Points
4. Purpose of the water: \_\_\_\_\_ (all that apply)
- ☒ A. livestock 15 points
  - B. Irrigation 10 points
  - C. Erosion control 5 points
5. Will new pond improve grazing distribution due to cross fencing currently in place?
- ☒ A. Yes 20 Points
  - B. No 0 Points

### **Plant Productivity and Health**

1. Will producer be willing to install a season high tunnel on an existing garden to extend the growing season and reduce the potential for wind, frost, and pest damage?
- A. Yes 20 Points
  - B. No 0 Points

### **Degraded Plant Condition**

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

2. Does it maintain or increase soil health and organic matter content?
- A. Yes 10 Points
  - B. No 0 Points
3. Does it improve soil moisture use efficiency?
- B. Yes 10 Points
  - B. No 0 Points
4. Does it minimize soil compaction?
- C. Yes 10 Points
  - B. No 0 Points
5. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?
- D. Yes 10 Points
  - B. No 0 Points
6. Does it improve or maintain livestock nutrition and/or health?
- E. Yes 10 Points
  - B. No 0 Points

# Tulsa County Conservation District

## Cost Share Program Year 27 Ranking

Participant Name: Brenda Schiesel

Application Date: 03/24/2025

Application Number: 02-027-14

Total Score: 145

Practice Name		(378)
High Priority	+20 Points	20
Medium Priority	+10 Points	
Low Priority	+5 Points	

**High Priority:** (224) Aquifer Flow Test, (325) High Tunnel, (327) Conservation Cover, (329) Residue and Tillage Management, No-Till, (378) Pond, (412) Grassed Waterway, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (533) Pumping Plant, (550) Range Planting, (561) Heavy Use Area Protection, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

### Medium Priority:

(314) Brush Management, (338) Prescribed Burning, (340) Cover Crop, (342) Critical Area Planting, (393) Filter Strip, (528) Prescribed Grazing, (600) Terrace

### Low Priority:

(315) Herbaceous Weed Control, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure

- Has the applicant has received state cost share funds within the last three years?
 

A. Yes -10 Points
B. No 20 Points
+20
- Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?
 

A. Yes -35 Points
B. No 20 Points
+20
- Is there an established natural resource concern located on the property?
 

A. Yes 10 Points
B. No -20 Points
+10

### Inadequate Water Source

Water Wells, Ponds, Water Facility, Filter Strip

1. Is there already a water source located on the Property?  
A. Yes 0 Points      B. No 20 Points
2. Current water supply: N/A  
A. Pond present but unreliable 10 Points  
B. Municipal or well water only 5 Points  
C. Pond present and reliable -10 Points
3. Will this be the primary or secondary water source?  
A. Primary 10 Points      B. Secondary 5 Points  
C. Tertiary 0 Points
4. Purpose of the water: \_\_\_\_\_ (all that apply)  
A. livestock 15 points  
B. Irrigation 10 points  
C. Erosion control 5 points
5. Will new pond improve grazing distribution due to cross fencing currently in place?  
A. Yes 20 Points      B. No 0 Points

+20

+5

+10

+20

+20

### Plant Productivity and Health

1. Will producer be willing to install a season high tunnel on an existing garden to extend the growing season and reduce the potential for wind, frost, and pest damage?  
A. Yes 20 Points      B. No 0 Points

### Degraded Plant Condition

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

2. Does it maintain or increase soil health and organic matter content?  
A. Yes 10 Points      B. No 0 Points
3. Does it improve soil moisture use efficiency?  
B. Yes 10 Points      B. No 0 Points
4. Does it minimize soil compaction?  
C. Yes 10 Points      B. No 0 Points
5. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?  
D. Yes 10 Points      B. No 0 Points
6. Does it improve or maintain livestock nutrition and/or health?  
E. Yes 10 Points      B. No 0 Points

# Tulsa County Conservation District

## Cost Share Program Year 27 Ranking

Participant Name: Julie Bailey

Application Date: 03/24/2025

Application Number: 02-027-15

Total Score: -10

Practice Name		(382) Fencing
High Priority	+20 Points	
Medium Priority	+10 Points	
Low Priority	+5 Points	5

**High Priority:** (224) Aquifer Flow Test, , (325) High Tunnel, (327) Conservation Cover, (329) Residue and Tillage Management, No-Till, (378) Pond, (412) Grassed Waterway, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (533) Pumping Plant, (550) Range Planting, (561) Heavy Use Area Protection, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

**Medium Priority:**

(314) Brush Management, (338) Prescribed Burning, (340) Cover Crop, (342) Critical Area Planting, (393) Filter Strip, (528) Prescribed Grazing, (600) Terrace

**Low Priority:**

(315) Herbaceous Weed Control, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure

- Has the applicant has received state cost share funds within the last three years? -10  
☒ A. Yes -10 Points      ☐ B. No 20 Points
- Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation? +20  
☐ A. Yes -35 Points      ☒ B. No 20 Points
- Is there an established natural resource concern located on the property? -20  
☐ A. Yes 10 Points      ☒ B. No -20 Points

## Water Wells, Ponds, Water Facility, Filter Strip

- ## Plant Productivity and Health

- ### Degraded Plant Condition

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

- Does it maintain or increase soil health and organic matter content?  
A. Yes 10 Points  
B. No 0 Points
- Does it improve soil moisture use efficiency?  
B. Yes 10 Points  
B. No 0 Points
- Does it minimize soil compaction?  
C. Yes 10 Points  
B. No 0 Points
- Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?  
D. Yes 10 Points  
B. No 0 Points
- Does it improve or maintain livestock nutrition and/or health?  
E. Yes 10 Points  
B. No 0 Points

# Tulsa County Conservation District

## Cost Share Program Year 27 Ranking

Participant Name: Sam Bradley

Application Date: 05/13/2025

Application Number: 02-027-17

Total Score: 90

Practice Name		(314) Brush Mgmt
High Priority	+20 Points	
Medium Priority	+10 Points	10
Low Priority	+5 Points	

**High Priority:** (224) Aquifer Flow Test, (325) High Tunnel, (327) Conservation Cover, (329) Residue and Tillage Management, No-Till, (378) Pond, (412) Grassed Waterway, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (533) Pumping Plant, (550) Range Planting, (561) Heavy Use Area Protection, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

### **Medium Priority:**

(314) Brush Management, (338) Prescribed Burning, (340) Cover Crop, (342) Critical Area Planting, (393) Filter Strip, (528) Prescribed Grazing, (600) Terrace

### **Low Priority:**

(315) Herbaceous Weed Control, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure

- Has the applicant has received state cost share funds within the last three years?  
A. Yes -10 Points      B. No 20 Points +20
- Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?  
A. Yes -35 Points      B. No 20 Points +20
- Is there an established natural resource concern located on the property?  
A. Yes 10 Points      B. No -20 Points

+10

### **Inadequate Water Source**

Water Wells, Ponds, Water Facility, Filter Strip

1. Is there already a water source located on the Property?  
A. Yes 0 Points                      B. No 20 Points
2. Current water supply: \_\_\_\_\_  
A. Pond present but unreliable                      10 Points  
B. Municipal or well water only                      5 Points  
C. Pond present and reliable                      -10 Points
3. Will this be the primary or secondary water source?  
A. Primary 10 Points                      B. Secondary 5 Points  
C. Tertiary 0 Points
4. Purpose of the water: \_\_\_\_\_ (all that apply)  
A. livestock                      15 points  
B. Irrigation                      10 points  
C. Erosion control                      5 points

5. Will new pond improve grazing distribution due to cross fencing currently in place?  
A. Yes 20 Points                      B. No 0 Points

### **Plant Productivity and Health**

1. Will producer be willing to install a season high tunnel on an existing garden to extend the growing season and reduce the potential for wind, frost, and pest damage?  
A. Yes 20 Points                      B. No 0 Points

### **Degraded Plant Condition**

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

2. Does it maintain or increase soil health and organic matter content?                      +10  
A. Yes 10 Points                      B. No 0 Points
3. Does it improve soil moisture use efficiency?                      +10  
B. Yes 10 Points                      B. No 0 Points
4. Does it minimize soil compaction?                      0  
C. Yes 10 Points                      B. No 0 Points
5. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?                      0  
D. Yes 10 Points                      B. No 0 Points
6. Does it improve or maintain livestock nutrition and/or health?                      +10  
E. Yes 10 Points                      B. No 0 Points

# **Tulsa County Conservation District**

## *District Manager*

### **Position Description**

Responsibilities of this position encompass all aspects of the district's daily business, including clerical work, receptionist, accounting, board meetings, conservation knowledge and education, cost share program administration, payroll, taxes, and familiarity with local conservation issues affecting the agriculture industry and urban areas within the district. The district manager is supervised by the board of directors and one director (generally the Chairman) is designated as the day-to-day contact for the manager. Performance evaluations will be based upon standards of performance established for each major job duty listed below and other work components. Additional duties not specifically listed here may be assigned on an as needed basis. The Oklahoma Conservation Commission (OCC) has basic work requirements; this job description is written specifically for, and is a policy of, the Tulsa County Conservation District and incorporates those basic work requirements along with specific work requirements for the district.

#### **CLERICAL: Provide Receptionist and Secretarial Services**

##### Job Duties and Responsibilities

- answer the phone, take messages, and prepare correspondence
- maintain paper and digital files of all important documents
- order office and janitorial supplies
- effectively use and provide basic technical support for the district's computers, printers, copy machine, phones, and other office equipment
- answer producers' questions and respond to their concerns and, when necessary if unable to research and provide a solution, refer them to another source for answers if needed
- provide information about district programs and activities, products and custom work, basic USDA services, and other inquiries
- receive district mail (paper and electronic) and take necessary action, including distribution to board members or other agencies
- assist NRCS staff by providing administrative support as needed and based upon the local operational agreement, as well as guidance from the district board of directors
- serve as office notary

##### Performance Standards

- The district manager performs the clerical duties as defined above. The manager provides assistance to customers over the phone, via email, and in the office; treating them with courtesy, respect and in a professional manner. If unable to meet the customer's needs, the manager will refer them to another source to provide the requested assistance.
- If there is a problem with a customer that the employee cannot resolve, the point-of-contact board member will be informed immediately.
- Correspondence is prepared in the correct and business professional format, in a timely manner, free of misspelled words, and with no or minimal mistakes.
- Supplies are maintained and well organized. The manager will inform the district board of problems with office equipment or the need for new equipment.
- Notary is kept current.
- Secretarial assistance is provided to NRCS with the same high standards as expected with district work.



## **BOARD MEETINGS: Assist Board of Directors with Meetings**

### Job Duties and Responsibilities

- file meeting notices and other documents with the county clerk's office as required
- prepare and mail appropriate materials to board members prior to meetings
- work with the board chairman to prepare and post agendas according to Open Meeting Act
- maintain an active file of correspondence and other items for development of monthly meeting agendas
- prepare financial statements and organize materials for board review at meetings
- keep the district chairman advised of any issues needing board attention
- take minutes at meetings, type the minutes, and follow established guidelines for minute distribution
- stay informed on Open Meeting Act and Open Record Act requirements and adhere to all act requirements
- make a report of monthly activities at board meetings
- maintain a board meeting minute book as a matter of public record
- completed minutes packet is emailed to the Area District Coordinator within 5 business days following the meeting in which they were approved

### Performance Standards

- Materials needed by board members prior to meetings are distributed timely and are well organized.
- The manager works with the district board as needed to develop agendas that include all necessary items, then assists the chairman in making make sure all action items are completed and meetings flow efficiently.
- Documents and meetings are compliant with all Open Meeting Act and Open Record Act rules.
- The manager is aware of all OCC requirements; documentation is kept in an organized manner to assure board action and report completion prior to deadlines.
- Accurate and complete minutes are taken at meetings, typed, distributed according to a set schedule, and are readily available for public viewing.

## **COST-SHARE PROGRAM: Administration of Local Conservation Cost Share Program**

### Job Duties and Responsibilities

- advertise the program to promote maximum participation
- assist board with practice selection, ranking systems, and other program decisions
- prepare and distribute application packets
- accept applications and facilitate the ranking process
- maintain files on all applicants, including keeping concise notes
- coordinate with NRCS personnel on annual Locally Led survey and meeting, schedule and assist with project site inspections, and help communicate practice specifications
- assist participants with completion of all required documents
- calculate payment amounts, submits claims to the OCC, and promptly pay participants after reimbursement funds are received
- keep an allocation log and submit required reports to the OCC

### Performance Standards

- Administers the Oklahoma Cost Share Program, working closely with participants and NRCS technical staff throughout the project.

- Signup periods are well publicized so that all producers have maximum opportunity to participate.
- Quality assistance is provided to participants during all phases of the cost share program; when completing applications, during the contract period, and any needed follow-up.
- Any complaints or problems are handled immediately and in a professional manner. If issues cannot be resolved, they will be brought to the district board for action.
- Complete and accurate records are kept for each participant, and OCC reports are compliant with deadlines.

## **CONSERVATION EDUCATION: Coordinate Educational Activities**

### Job Duties and Responsibilities

- work alone or with others to plan educational opportunities for all ages, including activities and opportunities for continued board and employee education
- give presentations at schools, civic clubs, and other organizational events
- provide educational materials to schools and students
- hold essay, speech, and poster contests
- assist with area and state events as needed
- prepare news articles and social media posts to promote conservation programs

### Performance Standards

- Carries out effective conservation education programs in coordination with district staff, board members, and other agencies.
- When working with others during educational events is professional, presents a good image, and works to develop good relationships.
- Presentations are high quality, well organized, and informative.
- Materials prepared are appropriate for the targeted audiences.
- Works with staff and other agencies as applicable to make recommendations to the board on which activities the district should support, promote, and/or participate in.

## **FINANCIAL RECORDS AND REPORTS: Maintain District Financial Records**

### Job Duties and Responsibilities

- use Excel, Quickbooks, or other financial software for all accounting processes
- pass a background check and be bonded
- obtains all necessary permits (sales tax and seed sales)
- tracks equipment rental/seed sale income/expenses
- prepare checks for signature, make deposits, pay bills, receive payments, track and pay sales tax
- file claims with the OCC and maintain a ledger for the district's fund allocations
- scan and file accounts payable invoices and accounts receivable documents; provide for board review or public inquiry
- organize and submit financial documents to auditor each year
- prepares and distributes 1099s to cost share participants
- maintain a listing of all assets: real estate property, equipment, tools, etc.

### Performance Standards

- The district manager maintains accurate financial records for income and expenses, as well as tracking of OCC allocations.
- The manager records transactions on a regular basis to maintain a current balances, makes prompt payments to vendors, and provides documents to auditor as required.

- Claims are prepared correctly and submitted to the OCC in a timely manner.
- Financial statements presented at board meetings are accurate, complete, current, and easy to read.
- Receipts and backup materials for expenditures are available for board review.

## **PAYROLL REPORTS: Prepare Payroll, Taxes, Time and Leave Records**

### Job Duties and Responsibilities

- maintain payroll files; including completed timesheets, payroll worksheets, and leave reports for all district employees, and NRCS Performance Worksheets
- calculate payroll deductions, prepare OCC forms, and write monthly paychecks
- sets up and uses an ID.me account for federal tax filings via IRIS and BSO
- report and pay federal and state income tax, unemployment compensation, and social security withholding
- prepare yearly W-2s and 1099s for employee wages and contract labor
- timely submit pre-claim payments and claims for reimbursement to OCC with proper documentation

### Performance Standards

- The manager keeps time, payroll, and NRCS assistance records that are accurate and up to date.
- Payroll worksheets, paychecks, and summaries are calculated correctly, with the paper and digital copies retained for auditing purposes and public record.
- OCC payroll and human resource forms are prepared, submitted, and retained in personnel files as required.
- Pre-claims for retirement and benefits, as well as claims for salary reimbursement, are submitted according to OCC policy and deadlines.
- All tax documents are prepared correctly; all tax payments are made timely.

## **SMALL UPSTREAM FLOOD CONTROL PROGRAM: Coordinates Watershed Activities Tulsa Would like to take this section out. We don't have any we maintain.**

### Job Duties and Responsibilities

- complete inspections on time annually
- submit requests for Operation & Maintenance to be performed
- work with the OCC Conservation Programs division to facilitate O&M and repairs and to address any concerns that may arise
- check and clear OKIE 811 tickets as required by law
- maintain files on watershed sites, including keeping concise notes
- keep board informed of any concerns or changes on any site
- work with landowners to address any concerns or complaints

### Performance Standards

- Annual inspections are completed on time each year
- O&M is requested and performed as needed to keep each site operating optimally
- All OKIE 811 tickets are addressed and cleared in the required timeframe and manner
- Any complaints or problems are handled immediately and in a professional manner. Issues should be brought to the attention of the district board immediately; with OCC assistance being requested if needed.
- Complete and accurate records are kept for each watershed site, and OCC reports are compliant with deadlines.

## **GENERAL MANAGEMENT: Supervise District's Business Operations**

### Job Duties and Responsibilities

- must be able to work independently, but also work as a team with co-workers, board members, and staff from other agencies to carry out farm bill administration, daily operations, and special projects (locally led meetings, custom work, etc.)
- cooperate with other agencies to help producers have relevant information about other assistance opportunities
- coordinate, monitor, and serve as the primary point of contact for contractors; manage the contractor bid and selection process
- utilize the online System for Award Management (sam.gov) for USDA contractors to receive building lease payments
- serve as the primary point of contact for agency tenants in leased space
- have general knowledge of all products and services offered by the district
- schedule equipment rentals as needed, tracks maintenance, and coordinates repairs as needed
- maintain list of seed dealers & order seed as needed for customers
- schedule professional services for repair and maintenance of the district owned property as needed; ensure the board of directors are informed of problems with buildings or equipment
- take the lead in working with board and staff members to assemble the Joint Plan of Operations, Annual Report, Long-Range Plan, and other reports
- attend trainings, field days, webinars, and other education/networking opportunities to advance performance capabilities and further the mission of the district

### Performance Standards

- The manager takes the lead in all district operations: provide equipment rental and seed sales information to customers, coordinates contractors, cooperates with other employees, board members, USDA personnel, and others to maintain teamwork in carrying out conservation programs; and projects a positive image for the district, NRCS, and OCC.
- Work is done independently in an effective and efficient manner, with tasks and activities prioritized and OCC requirements met.
- Trainings and other educational opportunities are attended regularly and as directed.
- Advises producers of assistance available from USDA and other agencies.
- Develops contractor bid specifications, requirements, and selection criteria; as well as provides recommendations to the board as requested.
- Interactions the manager has with the public, contractors, and coworkers are in a respectful, courteous, and engaging manner.
- The district manager treats all customers, tenants, and contractors fairly and ensures all conservation district programs and activities are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, gender, marital status, physical disability, or other factors.

**(District Name) Conservation District**  
**District Manager Performance Review**

<b>DATE:</b>	<b>EVALUATION PERIOD</b>			<b>TO</b>
<b>PERFORMANCE LEVEL:</b>	<b>DOES NOT MEET STANDARDS</b>	<b>MEETS STANDARDS</b>	<b>EXCEEDS STANDARDS</b>	<b>NOT APPLICABLE</b>
<b><u>Major Job Duties</u></b>				
Clerical:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Meetings:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Share:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educational Activities:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Records:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Watershed Program:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District Management:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Other Work Components</u></b>				
Job Knowledge:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Skills:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Attitude:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision Making:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments, continue on back of this page or attach additional sheets if needed:</i>				
<i>Plan for Changes or Improvements (as discussed and agreed upon by employee and board), continue on back of this page or attach additional sheets if needed:</i>				
<i>Employee Signature:</i>				
<i>Board Chair Signature:</i>				