

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
Wednesday September 10, 2025 – 5:30 PM
6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133

Administer Loyalty Oath to Kathryn Bartee
Administer Oath of Office to Kathryn Bartee

1. Meeting called to order
2. Rol Call
3. Public Comments:
4. Discussion of Resource Management Conference
5. Discussion of Urban Conservation Area
6. Discussion and Approval of Minutes of the July 23 Regular Meeting and the July 29, 2025 Special Meeting
7. Discussion and Approval of Financial Statements, District Reports, all Reimbursement Claims and District Payroll Forms for Period Ending July and August 2025
8. Discussion and Approval of Staff Timesheet and Leave Forms for July and August 2025
9. Review of TACF Financials for Period Ending July and August 2025
10. Discussion of NRCS Agency Report
 - A. Discussion about holding Locally Led Meeting in the Fall
11. Discussion of the TCCD Monthly Activities and Outreach Report August and September 2025
12. Discussion and Approval of Providing Lunch for “Embracing Earth Designs Workshop
13. Discussion and Possible Approval of Assisting Chrissy Parker with a Goat Soap Making Class/Fundraiser
14. Discussion and Ratification and Approval of FY – 2025 Annual Report
15. Discussion and Approval of the FY - 2026 Local Operational Agreement
16. Discussion and Approval of 2026 Regular Meeting Schedule
17. Cost Share Program Year 27
 - A. Discussion and Ratification and Approval of the Following Application and Ranking:
 - a) Mitt Chinsethagid
 - B. Discuss and Ratification and Approval of Alternate Funding Allocation for the Following Alternate
 - a) Mitt Chinsethagid
18. Discussion of July and August 2025 District Teams Training Takeaways – FY – 26 Allocations, and Time and Leave
19. New Business:
20. Adjourn:

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

The next regularly scheduled meeting is Wednesday October 8, 2025
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

Tulsa County Conservation District

Agency, Authority, Commission, Department or Institution

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

Address, City and Zip Code

Kathryn Bartee

Print Name of Officer or Employee

LOYALTY OATH

(51 O.S., 36.2A)

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

Tulsa County Conservation District Board Director

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

State of **Oklahoma**

Affiant Sign Here

County of **Tulsa**

Signed and sworn to (or affirmed) before me on this **10th** day of

September, **2025** by **Katheryn Bartee**

Print name of the person taking the oath.

(Seal, if any)

Signature of the Notary

District Manager

Title and Rank (if other than a notary)

My Commission Expires: **April 16, 2029**

Commission Number: **13003581**

(09/2003)

LOYALTY OATH FILING

(51 O.S. §36.3)

WHERE TO FILE:

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

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

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

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

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

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

TO ENSURE PROPER FILING:

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

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

Person taking the oath is the "Affiant".

ATTESTATION OF LOYALTY OATH:

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

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

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

OATH OF OFFICE

(Art. XV O.C. §1)

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

A Tulsa County Conservation District Board Director

to the best of my ability.

State of **Oklahoma**

Affiant Sign Here

County of **Tulsa**

Signed and sworn to (or affirmed) before me on this **10th** day of **September**, **2025** by

Katheryn Bartee

Print name of person taking the oath

(Seal if any)

Signature of the Notary

Commission Expires **April 16, 2029**

District Manager

Commission Number **13003581**

Title and Rank (if other than a notary)

(OKSOS-012/2017)

This is a scheduled **Regular** 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 **September 9, 2025** in the following location:

6660 S. Sheridan Rd., Suite 120

Tulsa, OK 74133

&

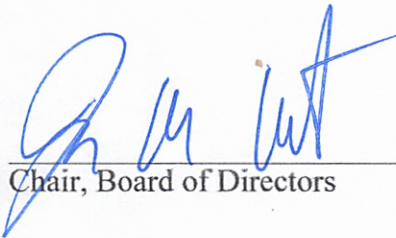
tulsaccd.org



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

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the **Regular Meeting** of the Tulsa County Conservation District Board of Directors held on **September 10, 2025** were approved as written by a vote in the **Special Meeting** of the Board of Directors held **October 22, 2025**.



Chair, Board of Directors

10-22-25

Date

Attest:



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

Date: September 10, 2025
Time: 5:30 PM

Member's Present: Tom Tolbert, Chair
Janna Colaizzi, Member
Kathryn Bartee, Member

Members Absent: Julie Monnot, Vice-Chair
Chrissy Parker, Treasurer

Staff Present: Gabriael Parker, District Manager

Others Present: Justin Cash, Resource Conservationist, USDA-NRCS

Administer Loyalty Oath to Kathryn Bartee
Administer Oath of Office to Kathryn Bartee

1. Meeting Called to Order:

Chairman Tom Tolbert called the meeting to order at 5:28 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 September 9, 2025, in the front window of 6660 S. Sheridan Rd., Suite 120, Tulsa, OK 74133, and at tulsacd.org.

2. Roll Call

Tom Tolbert
Janna Colaizzi
Gabriael Parker
Kathryn Bartee
Justin Cash

3. Public Comments

None

4. Discussion of the Resource Management Conference

The board decided to hold off on planning the event for February. They decided it would be better to wait until Julie Monnot recovers from medical leave. No further action needs to be taken at this time.

5. Discussion of Urban Conservation Area

Tom Tolbert said he spoke to both Stephanie Acquario and JT Darling about attending our next board meeting to discuss a partnership with the Tulsa Urban Wilderness Coalition on a recreation path project on some of our properties. They both seemed interested in helping us with this

project. Gabriela Parker said she has sent both a meeting invite. No further action needs to be taken at this time.

6. Discussion and Approval of Minutes of the July 23 Regular Meeting and the July 29, 2025, Special Meeting

After a brief discussion, Kathryn Bartee made a motion to approve the minutes from the July 23 regular meeting and the July 29, 2025, special meeting. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Janna Colaizzi, and Kathryn Bartee. Nays: None. The motion carries.

7. Discussion and Approval of Financial Statements, District Reports, all Reimbursement Claims, and District Payroll Forms for Period Ending July and August 2025

After a brief discussion, Janna Colaizzi made a motion to approve the financial statements, district reports, all reimbursement claims, and district payroll forms for the period ending July and August 2025. Kathryn Bartee 2nd the motion. Ayes: Tom Tolbert, Janna Colaizzi, and Kathryn Bartee. Nays: None. The motion carries.

8. Discussion and Ratification of Staff Timesheet and Leave Forms from July and August 2025

After a brief discussion, Janna Colaizzi made a motion to ratify and approve the staff timesheet and leave forms from July and August 2025. Kathryn Bartee 2nd the motion. Ayes: Tom Tolbert, Janna Colaizzi, and Kathryn Bartee. Nays: None. The motion carries.

9. Review of TACF Financials for Period Ending July and August 2025

The board reviewed the TACF Financials for the Period Ending July and August 2025. No further action needs to be taken at this time.

10. Discussion of NRCS Agency Report

a) Discussion about holding a Locally Led Meeting in the fall.

Justin Cash said they are moving through GCI and CSP payments for the end of the year. However, due to government instability and the possibility of a shutdown at the end of the month, payments and certifications may be on hold.

Cambra Fields has mentioned holding a Locally Led Meeting and subsequent Local Work Group Meeting in the next month or two. There has been some discussion on how to obtain more resource concern surveys for the ranking system. Gabriela Parker said she distributes as many surveys as possible throughout the year. It is easier for her to do that instead of hosting one event in the fall and receiving a limited amount of return. A few years ago, she obtained approximately 1200 surveys from the Home and Garden show and various yearly events. She determined a long time ago that this was the best method for Tulsa County to get the crucial resource concern data that both NRCS and the District need. Justin said he did not have a problem with it. Gabriela said that when she spoke to Cambra about the method, she seemed quite amicable to it as well. No further action is required at this time.

Justin Cash Exited the Meeting at 6:15 PM.

11. Discussion of the TCCD Monthly Activities and Outreach Report for August and September 2025

August Meetings:

08/05/2025 Monarch's on the Mountain Meeting
 08/13/2025 TCCD Board Meeting
 08/05/2025 Teams Training – Leave & Timesheets
 08/12/2025 Teams Training – Leave & Timesheets

August Events

None

August Meetings:

08/05/2025 Monarch's on the Mountain Meeting
 08/13/2025 TCCD Board Meeting
 08/05/2025 Teams Training – Leave & Timesheets
 08/12/2025 Teams Training – Leave & Timesheets

September Meetings:

09/10/2025 TCCD Board Meeting
 09/09/2025 Teams Training (topic: Land Management Division Update)
 09/10/2025 Teams Training (topic: Land Management Division Update)

September Event:

09/20/2025 Monarch's on the Mountain
 09/19 to 09/21-2025 Broken Arrow Rose Festival

Deadlines:

08/06 2025 Final Day to Notify OCC of Assessment Report Discrepancies
 08/20/2025 Final Day for the Commission to Receive, in the OCC Office, FY–25
 Salary and Operating Expense Reimbursement Claims
 08/06/2025 FY26 Operating Expense Allocation review requests due
 09/01/2025 FY25 Annual Reports and JPO progress notes due
 09/05/2025 FY25 Audit Timeframe forms due
 09/08/2025 Last day to submit Cost-Share PY27 requests for additional funds
 09/15/2025 Emergency Drought claims due in the OCC office
 09/30/2025 NRCS Local Operational Agreements due

Holidays

09/01/2025 Labor Day – Office Closed

Notes:

None

Work Duties Performed:

❖ Answer NRCS Calls	❖ TCCD Board Meetings
❖ NRCS Walk-ins	❖ CSPY – 26 & 27, & EDAP
❖ Email Correspondences	❖ Check/Paperwork Signatures
❖ Bill Pay/Financials	❖ Blue Thumb Monitoring Activities
❖ Scanning	❖ Event Prep & Organization
❖ Shredding	❖ GCWC Meetings
❖ TCCD Payroll	❖ FY – 2026 Annual Report
❖ TCCD Financials	❖ District-Owned Property Issues
❖ Website Updates	❖ Fred Creek Fish Collections

TULSA COUNTY CONSERVATION DISTRICT

September Meetings:

09/09/2025	Teams Training (topic: Land Management Division Update)
09/10/2025	TCCD Board Meeting
09/10/2025	Teams Training (topic: Land Management Division Update)
09/11/2025	NRCS/TCCD Locally Led Meeting Discussion

September Event:

09/03/2025	Crow Creek Workday
09/06/2025	Pollinator Party @ Ray Harral Park
09/20/2025	Monarch's on the Mountain
09/19 to 09/21-2025	Broken Arrow Rose Festival'

October Meetings:

10/08/2025	TCCD Board Meeting
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October Events

10/10/2025	Embracing Earth Designs Workshop
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Deadlines:

09/01/2025	FY25 Annual Reports and JPO progress notes due
09/05/2025	FY25 Audit Timeframe forms due
09/08/2025	Last day to submit Cost-Share PY27 requests for additional funds
09/15/2025	Emergency Drought claims due in the OCC office
09/30/2025	NRCS Local Operational Agreements due
10/01/2025	FY26 DIG application proposals due

Holidays

09/01/2025	Labor Day – Office Closed
10/13/2025	Indigenous Peoples' Day – NRCS Office Closed

Notes:

None

Work Duties Performed:

❖ Answer NRCS Calls	❖ TCCD Board Meetings
❖ NRCS Walk-ins	❖ CSPY – 27, & EDAP
❖ Email Correspondences	❖ Check/Paperwork Signatures
❖ Bill Pay/Financials	❖ Blue Thumb Monitoring Activities
❖ Scanning	❖ Event Prep & Organization
❖ Shredding	❖ FY – 2025 Annual Report
❖ TCCD Payroll	❖ FY – 2025 JPO Updates
❖ TCCD Financials	❖ FY – 2025 Annual Compilation
❖ Website Updates	Materials

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

12. Discussion and Approval of Providing Lunch for “Embracing Earth Designs Workshop

After a brief discussion, Janna Colaizzi made a motion to approve the Tulsa County CD providing lunch for the October 10, 2025, workshop. Kathryn Bartee 2nd the motion. Ayes: Tom Tolbert, Janna Colaizzi, and Kathryn Bartee. Nays: None. The motion carries.

13. Discussion and Possible Approval of Assisting Chrissy Parker with a Goat Soap Making Class/Fundraiser

After a brief discussion, the board decided to table this agenda item until the next meeting. Janna Colaizzi made a motion to table this agenda item. Kathryn Bartee 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, and Chrissy Parker. Nays: None. The motion carries

Justin Cash exited the meeting at 6:38 PM.

14. Discussion, Ratification, and Approval of FY – 2025 Annual Report

After a brief discussion, Kathryn Bartee made a motion to ratify and approve the FY–2025 Annual Report. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Janna Colaizzi, and Kathryn Bartee. Nays: None. The motion carries.

15. Discussion and Approval of the FY - 2026 Local Operational Agreement

Items noted as "Possible Work Task" are items that can be completed for reimbursement in accordance with this agreement. These tasks shall be discussed between the NRCS District Conservationist and the local Conservation District Board to determine which tasks will be completed. It is expected that the tasks will be identified during a discussion with the DC and the District Board and will be documented on this form. If additional work tasks are identified that are not on the available list included in the Operational Agreement, they can be added as additional tasks. The agreed-upon tasks will be documented at the field office and District level utilizing this Operational Agreement. A signed copy will be retained at the local office, with a copy provided to OCC. OCC will retain a copy of each participating District, which will be available to the NRCS state office upon request. The work tasks identified in the Operational Agreement will also be identified on the Performance Worksheet and sent to OCC each month for documentation.

CONSERVATION PLANNING

Possible Work Tasks:

- ☒ Enter conservation plans and contracts in the Customer Service Toolkit or other databases as requested by the local District Conservationist.
- ☒ Assembly, maintenance, and correspondence for conservation plans.
- ☐ Assists in surveys for design, planning, and layout of conservation practices.
- ☐ Assemble Soil Maps.
- ☐ Assisting Cultural Resources Inventory.
- ☐ Other Items.

OUTREACH AND MARKETING

Possible Work Tasks:

- ☐ Development of farm bill-related news articles for local news outlets. This includes article development, including downloading NRCS prepared articles, delivery of articles to local media sources, and distribution of articles to ASTC (FO).
- ☒ Plan and assist in the development, implementation, and documentation of outreach, informational, and locally led meetings (preparation of minutes, sign-in sheets, agendas, and photographs).
- ☒ Developing success stories on local clients who have achieved noteworthy accomplishments through conservation activities for the local media.
- ☒ Assist with the administration of the Earth Team Volunteer Program.
- ☒ Input outreach activity onto the NRCS SharePoint site.

☐ Other Items.

ADMINISTRATIVE DUTIES

Possible Work Tasks:

- ☒ Filing of all correspondence, directives, and policies.
- ☒ Serves as the office receptionist, routing phone calls and customers to the appropriate individual and/or assisting customers.
- ☒ Develop general office correspondence.
- ☐ Maintain work schedules for the Field Office staff.
- ☒ Develop and maintain minutes of staff meetings, locally led meetings, and local work group meetings.
- ☒ Verify and maintain files required for vehicle fleet management.

☐ Other Items.

FARM BILL CONTRACTING

Possible Work Tasks:

- ☒ Explain and promote farm bill programs.
- ☒ Assist with local work group coordination.
- ☐ Assist customers in completing program applications.
- ☒ Compile applications in order of rankings, and file completed applications according to NRCS policy.
- ☒ File hard copies in a 6-part folder.

___ Other Items.

After a brief discussion, Janna Colaizzi made a motion to approve the FY-2026 Local Operational Agreement as presented. Kathryn Bartee 2nd the motion. Ayes: Tom Tolbert, Janna Colaizzi, and Kathryn Bartee. Nays: None. The motion carries.

16. Discussion and Approval of 2026 Regular Meeting Schedule

After a brief discussion, Janna Colaizzi made a motion to approve holding the 2026 regularly scheduled meetings on the 3rd Wednesday of the month at 5:30 PM. Kathryn Bartee 2nd the motion. Ayes: Tom Tolbert, Janna Colaizzi, and Kathryn Bartee. Nays: None. The motion carries.

17. Cost Share Program Year 27

A. Discussion, Ratification, and Approval of the Following Application and Ranking:

a) Mitt Chinsethagid

Gabriel Parker said she received confirmation from OCC that we can add Mitt Chinsethagid as an alternate applicant due to the misunderstanding with his application. Kathryn Bartee made a motion to ratify and approve the application and ranking for Mitt Chinsethagid, Janna Colaizzi, and Kathryn Bartee. Nays: None. The motion carries.

B. Discuss and Ratification and Approval of Alternate Funding Allocation for the Following Alternate

a. Mitt Chinsethagid

After a brief discussion, Janna Colaizzi made a motion to ratify and approve the alternate funding for Mitt Chinsethagid in the amount of \$5,000. Kathryn Bartee 2nd the motion. Ayes: Tom Tolbert, Janna Colaizzi, and Kathryn Bartee. Nays: None. The motion carries.

18. Discussion of July and August 2025 District Teams Training Takeaways – FY – 26 Allocations, and Time and Leave

The board reviewed the training takeaways on FY–26 Allocations and Time and Leave. No further action needs to be taken at this time.

19. New Business:

Janna Colaizzi informed the board that she has started working for the Tulsa Garden Center. She still works on her farm in Osage County but found an opportunity with the Garden Center.

Kathryn Bartee informed the board that she is officially a full-time staff member at INCOG. She is also getting married next month on the 11th. The board discussed rescheduling the meeting to the 22nd, later in the month. Tom suggested they look at their calendars to find the best date. No further action needs to be taken at this time.

20. New Adjourn:

Janna Colaizzi made a motion to adjourn the meeting. Kathryn Bartee 2nd the motion. Ayes: Tom Tolbert, Janna Colaizzi, and Kathryn Bartee. Nays: None. The motion carries

The meeting adjourned at 7:12 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, or refer any agenda item to its chief administrative officer, staff, or attorney. Additionally, the board may refer or appoint a committee to gather more information needed to take action on any agenda item at a subsequent special or regular meeting.

**The next regularly scheduled meeting is Wednesday, October 10, 2025, at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

2:51 PM
08/08/25
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July 2025

	Jul 25
Income	
Interest Income	0.56
Total Income	0.56
Expense	
Administrative Expense	83.98
Cost-Share Payments	8,572.60
Employee Benefits	499.94
Office Supplies	32.59
Payroll	1,009.02
Payroll Tax	2,175.11
Postage	78.00
Travel	79.10
Total Expense	12,530.34
Net Income	-12,529.78

2:55 PM

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

08/08/25

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
Arvest Checking 6407							20,327.45
Operating Acct - 6407							0.00
Total Operating Acct - 6407							0.00
Arvest Checking 6407 - Other							20,327.45
Check	7/3/2025	ACH	IRS	941 Tax Payment for October 2...	Payroll Tax	-961.46	19,365.99
Check	7/7/2025	9130	Kay Paul Ross	Cost-Share Year 26 Payment ...	Cost-Share P...	-2,400.00	16,965.99
Check	7/8/2025	9131	Bill Wiginton	Cost-Share Year 26 Payment ...	Cost-Share P...	-1,743.82	15,222.17
Check	7/10/2025	CC	Office Depot	Purchase of Pinter Ink	Office Supplies	-32.59	15,189.58
Check	7/14/2025	9126	Gabriel S Parker	May 2025 Tulsa Mileage	Travel	-79.10	15,110.48
Check	7/15/2025	ACH	OK Tax Commission	June 2025 Payment	Payroll Tax	-150.00	14,960.48
Check	7/17/2025	9132	Robinson Ranch	SHIP Payment for Robinson R...	Cost-Share P...	-4,428.78	10,531.70
Check	7/18/2025	ACH	Go Daddy Web Hos...	Domain Renewal	Administrative...	-69.57	10,462.13
Check	7/18/2025	9102	Gabriel S Parker	12-Year Longevity Payment	Payroll	-1,009.02	9,453.11
Check	7/24/2025	CC	USPS	Purchase of Roll of Forever Sta...	Postage	-78.00	9,375.11
Check	7/24/2025	9133	OCC	July 2025 Preclaim	Employee Be...	-499.94	8,875.17
Check	7/29/2025	ACH	Oklahoma Employ...	2nd Quarter 2025 4th Qtr FY - ...	Payroll Tax	-102.19	8,772.98
Check	7/31/2025	ACH	IRS	941 Tax Payment for Novembe...	Payroll Tax	-961.46	7,811.52
Deposit	7/31/2025	ACH	Arvest	Interest Payment	Interest Income	0.56	7,812.08
Check	7/31/2025	ACH	Arvest	Service Fee	Administrative...	-14.41	7,797.67
Total Arvest Checking 6407 - Other						-12,529.78	7,797.67
Total Arvest Checking 6407						-12,529.78	7,797.67
Arvest Money Market 6423							0.00
Total Arvest Money Market 6423							0.00
Arvest Special Projects 6410							95.86
Total Arvest Special Projects 6410							95.86
Payroll Liabilities							0.00
Total Payroll Liabilities							0.00
Opening Balance Equity							-10,307.75
Total Opening Balance Equity							-10,307.75
Retained Earnings							-10,115.56
Total Retained Earnings							-10,115.56
Administrative Income							0.00
Total Administrative Income							0.00
Aerials and Maps							0.00
Total Aerials and Maps							0.00
Arvest Bank							0.00
Total Arvest Bank							0.00
Director Election							0.00
Total Director Election							0.00
Grant Income							0.00
Total Grant Income							0.00
Interest Income							0.00
Deposit	7/31/2025	ACH	Arvest	Interest Payment	Arvest Checki...	-0.56	-0.56
Total Interest Income						-0.56	-0.56
OCC Cost-Share Reimbursements							0.00
Total OCC Cost-Share Reimbursements							0.00
OCC Director Election Reimburse							0.00
Total OCC Director Election Reimburse							0.00
OCC Director Exp Reimbursements							0.00
Total OCC Director Exp Reimbursements							0.00

2:55 PM

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

08/08/25

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
OCC General Exp Reimbursements							0.00
Total OCC General Exp Reimbursements							0.00
OCC Salary Reimbursements							0.00
Total OCC Salary Reimbursements							0.00
Program Income							0.00
Total Program Income							0.00
TACF Gen Expense Reimbursements							0.00
Total TACF Gen Expense Reimbursements							0.00
TACF Salary Reimbursements							0.00
Total TACF Salary Reimbursements							0.00
Uncategorized Income							0.00
Total Uncategorized Income							0.00
Administrative Expense							0.00
Check	7/18/2025	ACH	Go Daddy Web Hos...	Domain Renewal	Arvest Checki...	69.57	69.57
Check	7/31/2025	ACH	Arvest	Service Fee	Arvest Checki...	14.41	83.98
Total Administrative Expense						83.98	83.98
Advertising and Promotion							0.00
Total Advertising and Promotion							0.00
Cost-Share Payments							0.00
Check	7/7/2025	9130	Kay Paul Ross	Cost-Share Year 26 Payment ...	Arvest Checki...	2,400.00	2,400.00
Check	7/8/2025	9131	Bill Wiginton	Cost-Share Year 26 Payment ...	Arvest Checki...	1,743.82	4,143.82
Check	7/17/2025	9132	Robinson Ranch	SHIP Payment for Robinson R...	Arvest Checki...	4,428.78	8,572.60
Total Cost-Share Payments						8,572.60	8,572.60
Director Fees							0.00
Total Director Fees							0.00
Employee Benefits							0.00
Check	7/24/2025	9133	OCC	July 2025 Preclaim	Arvest Checki...	499.94	499.94
Total Employee Benefits						499.94	499.94
Grant Expenses							0.00
Total Grant Expenses							0.00
Insurance							0.00
Total Insurance							0.00
Internet							0.00
Total Internet							0.00
Membership Fees							0.00
Total Membership Fees							0.00
Office Supplies							0.00
Check	7/10/2025	CC	Office Depot	Purchase of Pinter Ink	Arvest Checki...	32.59	32.59
Total Office Supplies						32.59	32.59
Outreach Programs							0.00
Total Outreach Programs							0.00
Payroll							0.00
Check	7/18/2025	9102	Gabriel S Parker	12-Year Longevity Payment	Arvest Checki...	1,009.02	1,009.02
Total Payroll						1,009.02	1,009.02

2:55 PM

08/08/25

Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
Payroll Tax							0.00
Check	7/3/2025	ACH	IRS	941 Tax Payment for October 2...	Arvest Checki...	961.46	961.46
Check	7/15/2025	ACH	OK Tax Commission	June 2025 Payment	Arvest Checki...	150.00	1,111.46
Check	7/29/2025	ACH	Oklahoma Employ...	2nd Quarter 2025 4th Qtr FY - ...	Arvest Checki...	102.19	1,213.65
Check	7/31/2025	ACH	IRS	941 Tax Payment for Novembe...	Arvest Checki...	961.46	2,175.11
Total Payroll Tax						2,175.11	2,175.11
Postage							0.00
Check	7/24/2025	CC	USPS	Purchase of Roll of Forever Sta...	Arvest Checki...	78.00	78.00
Total Postage						78.00	78.00
Professional Fees							0.00
Total Professional Fees							0.00
Reconciliation Discrepancies							0.00
Total Reconciliation Discrepancies							0.00
Registration Fees							0.00
Total Registration Fees							0.00
Telephone and Internet							0.00
Total Telephone and Internet							0.00
Travel							0.00
Check	7/14/2025	9126	Gabriel S Parker	May 2025 Tulsa Mileage	Arvest Checki...	79.10	79.10
Total Travel						79.10	79.10
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 07/31/2025

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number: 07

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$7,797.67
Total Current Value		\$7,797.67

NON-PROFIT INTEREST CHECKING - 07

Account Summary

Date	Description	Amount
07/01/2025	Beginning Balance	\$20,327.45
	1 Credit(s) This Period	\$0.56
	14 Debit(s) This Period	\$12,530.34
07/31/2025	Ending Balance	\$7,797.67
	Service Charges	\$14.41

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.56
Interest Paid Year-to-Date	\$3.93
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
07/31/2025	INTEREST PMT	\$0.56

Electronic Debits

Date	Description	Amount
07/03/2025	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$961.46
07/10/2025	OFFICE DEPOT 00 11011 E DDA PIN POS PUR CD5315 TULSA OK#519121002115	-\$32.59
07/15/2025	OKLAHOMATAXPMTS OK TAX PMT TULSA CO CONSERVATION	-\$150.00
07/18/2025	DNH* GODADDY#3820344568 DDA RECUR POS PUR CD5315 https://www.g AZ#519923411001	-\$69.57
07/24/2025	USPS PO 39834500 6110 E DDA PIN POS PUR CD5315 TULSA OK#520520422127	-\$78.00
07/29/2025	EMPL SEC COMM EMPL SEC 2502394071	-\$102.19



Statement Ending 07/31/2025

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number: 07

NON-PROFIT INTEREST CHECKING - 07

Electronic Debits (continued)

Date	Description	Amount
07/31/2025	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$961.46

Other Debits

Date	Description	Amount
07/31/2025	SERVICE CHARGE	-\$14.41

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
9102	07/18/2025	\$1,009.02	9130*	07/07/2025	\$2,400.00	9132	07/17/2025	\$4,428.78
9128*	07/14/2025	\$79.10	9131	07/07/2025	\$1,743.82	9133	07/24/2025	\$499.94

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
06/30/2025	\$20,327.45	07/14/2025	\$15,110.48	07/24/2025	\$8,875.17
07/03/2025	\$19,365.99	07/15/2025	\$14,960.48	07/29/2025	\$8,772.98
07/07/2025	\$15,222.17	07/17/2025	\$10,531.70	07/31/2025	\$7,797.67
07/10/2025	\$15,189.58	07/18/2025	\$9,453.11		



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 07/31/2025

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number: 10

Managing Your Accounts



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



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

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

NON-PROFIT INTEREST CHECKING - 10

Account Summary

Date	Description	Amount
07/01/2025	Beginning Balance	\$95.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
07/31/2025	Ending Balance	\$95.86

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

Daily Balances

Date	Amount
06/30/2025	\$95.86



P O BOX 1670
LOWELL AR 72745

Statement Ending 08/31/2025

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number: 07

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$9,158.93
Total Current Value		\$9,158.93

NON-PROFIT INTEREST CHECKING - 07

Account Summary

Date	Description	Amount
08/01/2025	Beginning Balance	\$7,797.67
	4 Credit(s) This Period	\$16,566.17
	11 Debit(s) This Period	\$15,204.91
08/31/2025	Ending Balance	\$9,158.93
	Service Charges	\$12.89

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.75
Interest Paid Year-to-Date	\$4.68
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
08/01/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$7,500.00
08/01/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$4,476.64
08/15/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$4,588.78

Other Credits

Date	Description	Amount
08/31/2025	INTEREST PMT	\$0.75

Electronic Debits

Date	Description	Amount
08/15/2025	OKLAHOMATAXPMTS OK TAX PMT TULSA CO CONSERVATION	-\$150.00
08/27/2025	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$961.46



Statement Ending 08/31/2025

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number: 07

NON-PROFIT INTEREST CHECKING - 07 (continued)

Other Debits

Date	Description	Amount
08/31/2025	SERVICE CHARGE	-\$12.89

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
9103	08/04/2025	\$1,286.82	9122	08/29/2025	\$1,286.82	9135	08/01/2025	\$84.70
9120*	08/04/2025	\$1,286.82	9129*	08/01/2025	\$848.64	9137*	08/29/2025	\$7,500.00
9121	08/29/2025	\$1,286.82	9134*	08/29/2025	\$499.94			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
07/31/2025	\$7,797.67	08/04/2025	\$16,267.33	08/27/2025	\$19,744.65
08/01/2025	\$18,840.97	08/15/2025	\$20,706.11	08/29/2025	\$9,158.93



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 08/31/2025

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number: 10

Managing Your Accounts



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



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

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

NON-PROFIT INTEREST CHECKING - 10

Account Summary

Date	Description	Amount
08/01/2025	Beginning Balance	\$95.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
08/31/2025	Ending Balance	\$95.86

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

Daily Balances

Date	Amount
07/31/2025	\$95.86



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 07/31/2025

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number: 92

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$7,197.71
Total Current Value		\$7,197.71

NON-PROFIT INTEREST CHECKING - 92

Account Summary

Date	Description	Amount
07/01/2025	Beginning Balance	\$7,203.71
	1 Credit(s) This Period	\$0.31
	1 Debit(s) This Period	\$6.31
07/31/2025	Ending Balance	\$7,197.71
	Service Charges	\$6.31

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.31
Interest Paid Year-to-Date	\$2.14
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
07/31/2025	INTEREST PMT	\$0.31

Other Debits

Date	Description	Amount
07/31/2025	SERVICE CHARGE	-\$6.31

Daily Balances

Date	Amount	Date	Amount
06/30/2025	\$7,203.71	07/31/2025	\$7,197.71



P O BOX 1670
LOWELL AR 72745

Statement Ending 08/31/2025

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number: 92

ADDRESS SERVICE REQUESTED

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

Managing Your Accounts



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



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$7,191.71
Total Current Value		\$7,191.71

NON-PROFIT INTEREST CHECKING - 92

Account Summary

Date	Description	Amount
08/01/2025	Beginning Balance	\$7,197.71
	1 Credit(s) This Period	\$0.31
	1 Debit(s) This Period	\$6.31
08/31/2025	Ending Balance	\$7,191.71
	Service Charges	\$6.31

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.31
Interest Paid Year-to-Date	\$2.45
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
08/31/2025	INTEREST PMT	\$0.31

Other Debits

Date	Description	Amount
08/31/2025	SERVICE CHARGE	-\$6.31

Daily Balances

Date	Amount	Date	Amount
07/31/2025	\$7,197.71	08/29/2025	\$7,191.71



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 07/31/2025

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number: 02

Managing Your Accounts



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



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$7,750.86
Total Current Value		\$7,750.86

BUSINESS MONEY MARKET - 02

Account Summary

Date	Description	Amount
07/01/2025	Beginning Balance	\$7,739.36
	1 Credit(s) This Period	\$11.50
	0 Debit(s) This Period	\$0.00
07/31/2025	Ending Balance	\$7,750.86

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$11.50
Interest Paid Year-to-Date	\$78.33
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
07/31/2025	INTEREST PMT	\$11.50

Daily Balances

Date	Amount	Date	Amount
06/30/2025	\$7,739.36	07/31/2025	\$7,750.86



P O BOX 1670
LOWELL AR 72745

Statement Ending 08/31/2025

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number: 02

ADDRESS SERVICE REQUESTED

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

Managing Your Accounts



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



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$7,762.38
Total Current Value		\$7,762.38

BUSINESS MONEY MARKET - 02

Account Summary

Date	Description	Amount
08/01/2025	Beginning Balance	\$7,750.86
	1 Credit(s) This Period	\$11.52
	0 Debit(s) This Period	\$0.00
08/31/2025	Ending Balance	\$7,762.38

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$11.52
Interest Paid Year-to-Date	\$89.85
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

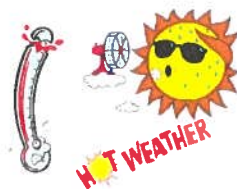
Date	Description	Amount
08/31/2025	INTEREST PMT	\$11.52

Daily Balances

Date	Amount	Date	Amount
07/31/2025	\$7,750.86	08/29/2025	\$7,762.38

TCCD Monthly Outreach and Activities Report

August 2025



August Meetings:

08/05/2025 Monarch's on the Mountain Meeting
08/13/2025 TCCD Board Meeting
08/05/2025 Teams Training – Leave & Timesheets
08/12/2025 Teams Training – Leave & Timesheets

August Events

None

August Meetings:

08/05/2025 Monarch's on the Mountain Meeting
08/13/2025 TCCD Board Meeting
08/05/2025 Teams Training – Leave & Timesheets
08/12/2025 Teams Training – Leave & Timesheets

September Meetings:

09/10/2025 TCCD Board Meeting
09/09/2025 Teams Training (topic: Land Management Division Update)
09/10/2025 Teams Training (topic: Land Management Division Update)

September Event:

09/20/2025 Monarch's on the Mountain
09/19 to 09/21-2025 Broken Arrow Rose Festival

Deadlines:

08/06 2025 Final Day to Notify OCC of Assessment Report Discrepancies
08/20/2025 Final Day for the Commission to Receive, in th OCC Office, FY – 25
Salary and Operating Expense Reimbursement Claims
08/06/2025 FY26 Operating Expense Allocation review requests due
09/01/2025 FY25 Annual Reports and JPO progress notes due
09/05/2025 FY25 Audit Timeframe forms due
09/08/2025 Last day to submit Cost-Share PY27 requests for additional funds
09/15/2025 Emergency Drought claims due in the OCC office
09/30/2025 NRCS Local Operational Agreements due

Holidays

09/01/2025 Labor Day – Office Closed

Notes:

None

Work Duties Performed:

❖ Answer NRCS Calls	❖ TCCD Board Meetings
❖ NRCS Walk-ins	❖ CSPY – 27 & EDAP
❖ Email Correspondences	❖ Check/Paperwork Signatures
❖ Bill Pay/Financials	❖ Blue Thumb Monitoring Activities
❖ Scanning	❖ Event Prep & Organization
❖ Shredding	❖ GCWC Meetings
❖ TCCD Payroll	❖ FY – 2026 Annual Report
❖ TCCD Financials	❖ District Owned Property Issues
❖ Website Updates	❖ Fred Creek Fish Collections

TCCD Monthly Outreach and Activities Report

September 2025



September Meetings:

09/09/2025	Teams Training (topic: Land Management Division Update)
09/10/2025	TCCD Board Meeting
09/10/2025	Teams Training (topic: Land Management Division Update)
09/11/2025	NRCS/TCCD Locally Led Meeting Discussion

September Event:

09/03/2025	Crow Creek Work Day
09/06/2025	Pollinator Party @ Ray Harral Park
09/20/2025	Monarch's on the Mountain
09/19 to 09/21-2025	Broken Arrow Rose Festival'

October Meetings:

10/08/2025	TCCD Board Meeting
-------------------	--------------------

October Events

10/10/2025	Embracing Earth Designs Workshop
-------------------	---

Deadlines:

09/01/2025	FY25 Annual Reports and JPO progress notes due
09/05/2025	FY25 Audit Timeframe forms due
09/08/2025	Last day to submit Cost-Share PY27 requests for additional funds
09/15/2025	Emergency Drought claims due in the OCC office
09/30/2025	NRCS Local Operational Agreements due
10/01/2025	FY26 DIG application proposals due

Holidays

09/01/2025	Labor Day – Office Closed
10/13/2025	Indigenous People's Day – NRCS Office Closed

Notes:

None

Work Duties Performed:

❖ Answer NRCS Calls	❖ TCCD Board Meetings
❖ NRCS Walk-ins	❖ CSPY – 27 & EDAP
❖ Email Correspondences	❖ Check/Paperwork Signatures
❖ Bill Pay/Financials	❖ Blue Thumb Monitoring Activities
❖ Scanning	❖ Event Prep & Organization
❖ Shredding	❖ FY – 2025 Annual Report
❖ TCCD Payroll	❖ FY – 2025 JPO Updates
❖ TCCD Financials	❖ FY – 2025 Annual Compilation
❖ Website Updates	Materials

Embracing Earth Designs:

How Nature can be your inspiration for a
Functional, Sustainable, and Healthy World

Friday, October 10, 2025

9:00 a.m. to 3:00 p.m.

Lunch, Snacks & Drinks Provided

\$32/Register in Advance

Bring a CUP!



We Will Cover...

Lawn care & Landscaping

Single home size to
larger properties

Urban Conservation

Residential Design



Glenpool Conference
Center

12205 S. Yukon Avenue

Information:

Jack.titchener@conservation.ok.gov

[Embracing Earth Designs Tickets,](#)
[Fri, Oct 10, 2025 at 9:00 AM |](#)
[Eventbrite](#)



Learn About...

Saving money, saving
time, saving the planet

Attracting New
Customers

Supporting local bees,
butterflies, birds & bats

Increasing infiltration



Embracing Earth Designs: How Nature can be your Inspiration for a Functional, Sustainable, and Healthy World

12205 S. Yukon Avenue, Glenpool OK [Conference Center]

Friday, October 10, 2025

8:45 to 9:00 Check IN

9:15 Intro—This Place We Call Home [Cheryl]

9:45 Hike—Think Outside No Box Required! [Sue]

10:45 Break

11:00 “Seeing” the World Around Us—Designing with the Lay of the Land [Austin]

11:45 Design Exercise -pencil, graph paper, imagination

12:15 lunch

1:00 First Steps to Function—The Yard by Yard Philosophy [Jack]

1:45 Break

2:00 Plant This, Not That, Our Choices Matter [Jack]

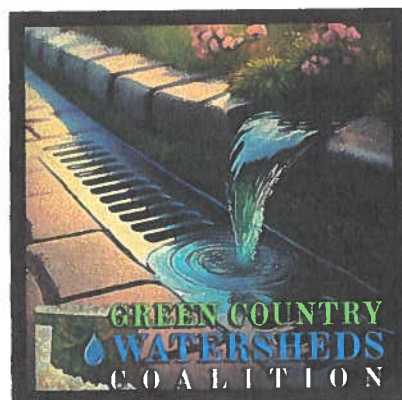
Next Steps - What Do You Need MORE of? Audience participation - Choose Topics for the NEXT Workshop (plus complete evaluation)

3:00 p.m. Adjourn

Bring a cup for coffee, pop, or water. A short morning hike is part of the agenda. Please dress for the weather. Our goal is to offer a variety of foods for lunch. If you have dietary restrictions, please bring your own lunch.

jack.titchener@conservation.ok.gov

[Embracing Earth Designs Tickets, Fri, Oct 10, 2025 at 9:00 AM | Eventbrite](#)



Tulsa County
Conservation District



Invoice Estimate: Goat Milk Soap-Making Class

****For:**** Rori Hernandez

****To:****

****Class Capacity:**** Up to 20 Participants

****Class Type:**** Hands-on Goat Milk Soap-Making Workshop

****Location/Date:**** Unknown

Materials & Supplies

Description	Quantity / Detail	Estimated Cost
Goat's Milk	60 oz	\$20
Olive Oil	64 oz	\$14
Palm Oil	64 oz	\$12
Coconut Oil	64 oz	\$12
Lye (Sodium Hydroxide, 5%)	2 lbs	\$26.57
Essential Oils (10 organic scents)	10 oz total	\$25 - \$35
Gloves (latex/nitrile)	1 box (20+ pairs)	\$7
Glass Measuring Cups	20 large + 20 small	\$15 - \$20
Soap Molds (for 80 bars)	~4 molds x 20	\$100.00
Thermometers	20	\$10 - \$15
Mixing Bowls (glass/plastic)	20 large	\$25
Stainless Steel Saucepans	12 small	\$132
Safety Goggles	2-12 pack	\$34
Aprons	24 pk	\$37
Immersion Blenders	10	\$140
Single Electric Burners	10	\$120.00
Rubber Spoons or Spatulas	20	\$25
Digital Scale (oz & grams)	2	\$25

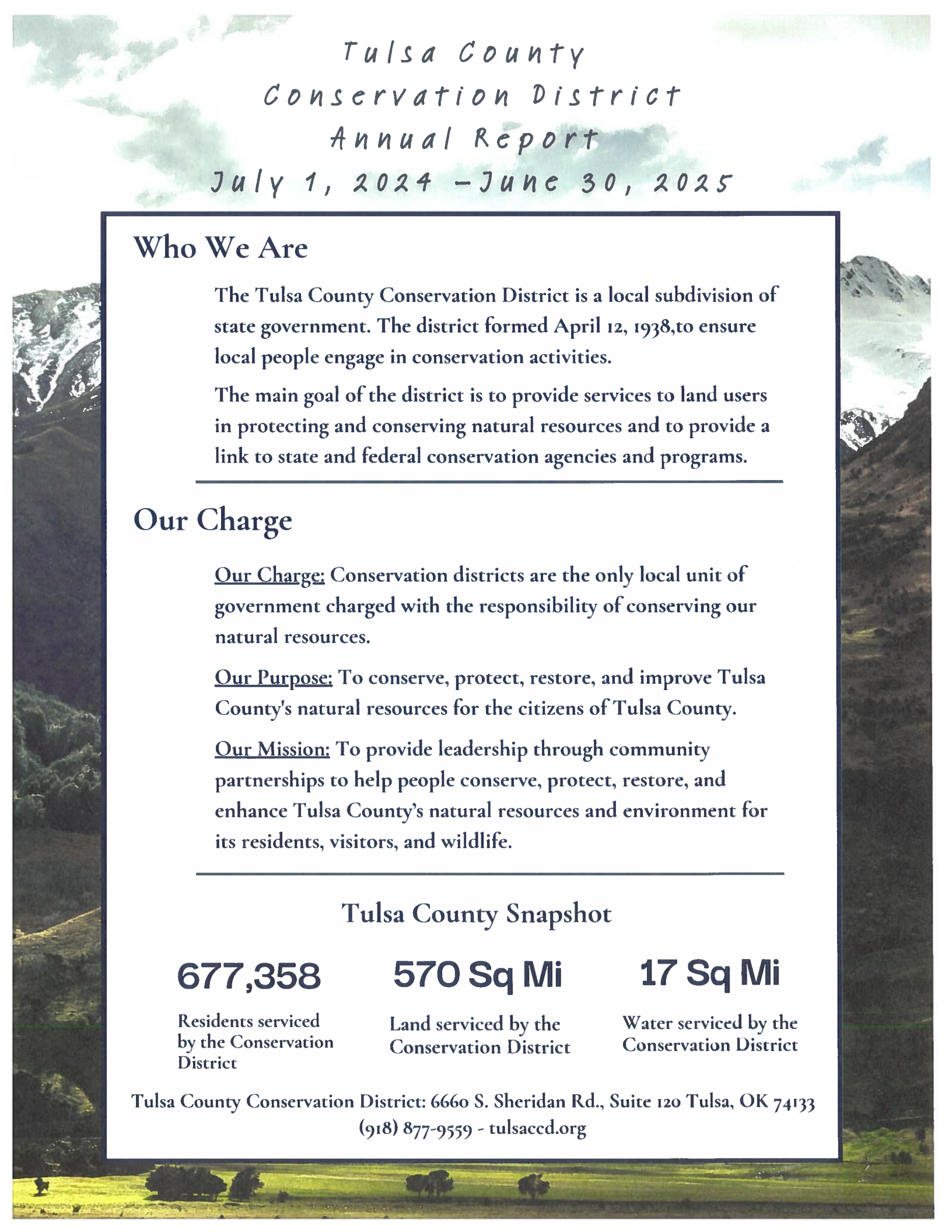
****Subtotal: Materials & Tools:**** \$287 - \$468

Instructional Fee

Description	Rate	Amount
Instruction + Setup Fee	\$55 per participant x 20 people	\$1,100

Total Estimate

Category	Amount Range
Materials & Tools	\$287 - \$468
Instructional Fee	\$1,100
Total Projected Cost	\$1,387 - \$1,568



Tulsa County Conservation District Annual Report July 1, 2024 – June 30, 2025

Who We Are

The Tulsa County Conservation District is a local subdivision of state government. The district formed April 12, 1938, to ensure local people engage in conservation activities.

The main goal of the district is to provide services to land users in protecting and conserving natural resources and to provide a link to state and federal conservation agencies and programs.

Our Charge

Our Charge: Conservation districts are the only local unit of government charged with the responsibility of conserving our natural resources.

Our Purpose: To conserve, protect, restore, and improve Tulsa County's natural resources for the citizens of Tulsa County.

Our Mission: To provide leadership through community partnerships to help people conserve, protect, restore, and enhance Tulsa County's natural resources and environment for its residents, visitors, and wildlife.

Tulsa County Snapshot

677,358

Residents serviced
by the Conservation
District

570 Sq Mi

Land serviced by the
Conservation District

17 Sq Mi

Water serviced by the
Conservation District

Tulsa County Conservation District: 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
(918) 877-9559 - tulsaccd.org

Oklahoma State Cost-Share Program (CSP)

The Oklahoma Legislature established the program in 1998. It is an annual program requiring funding from the legislature. The conservation district board obtains input from citizens to determine which conservation practices will be included in the program each year. In CSPY 25, 26, and Emergency Drought, the District approved all possible conservation practices included, but not limited to: Brush management, high tunnel, herbaceous weed control, critical area planting, diversions, ponds, fencing, grade stabilization structures, grassed waterways, heavy use area protection, pasture and hay planting, pipeline, pumping plant, range planting, nutrient management, pest management, terrace, watering facility, pond clean-out, water taps, pasture planting, and water wells.

The conservation district administers the Oklahoma Conservation Cost Share Program for Tulsa County. This district received \$282,319.16 for CSPY 25, 26, Emergency Drought (EDAP), and Soil Health Initiative Program (SHIP) . The Board approved a total of 39 applications for the cost share program years 25, 26, and ED2.

TCCD completed CSPY EDAP in CSPY 25 in August 2024, July 2025, and , CSPY 26 in August 2025. We also started CSPY 27 in March 2025. Across three program years, we completed 11 projects, utilizing 50% of 282,319.71 allocated. The remaining funds did not roll over to any other program year.

Pond Construction



To provide water for livestock, fish and wildlife, and maintain or improve water quality

High Tunnel



Seasonal High Tunnel, one of many practices available through the State Cost- Share

Livestock Pipeline



Convey water to points of use for livestock or wildlife

Tulsa County Cost Share

Program Year 25

\$47,819.60 Available
14 Applications

Program Year 26

\$47,000 Available
13 Applications

Program Year EDAP

\$67,500 Available
9 Applications

Program Year SHIP

\$40,000 Available
3 Applications

NRCS Conservation Programs

The Conservation District works closely with the NRCS in carrying out conservation work in the county. The NRCS staff provides technical assistance to the Conservation District and to county land users. The NRCS also administers several valuable federal cost share programs.

EQIP - The Environmental Quality Incentives Program is NRCS' flagship conservation program that helps farmers, ranchers and forest landowners integrate conservation into working lands.

NRCS works one-on-one with producers to develop a conservation plan that outlines conservation practices and activities to help solve on-farm resource issues. Producers implement practices and activities in their conservation plan that can lead to cleaner water and air, healthier soil, and better wildlife habitat, all while improving their agricultural operations.

Tulsa County EQIP Program FY - 2024 to FY 2025

FY - 2024

6 (EQIP) contracts were developed on
647 acres Totaling \$110,099.43

FY - 2025

2 (EQIP) contracts were developed on
153.10 acres Totaling \$58,543

CSP - The Conservation Stewardship Program is conservation program helps farmers and ranchers build on their existing conservation efforts while strengthening their operation.

NRCS works one-on-one with producers to develop a conservation plan that outlines and enhances existing efforts, using new conservation practices or activities, based on management objectives for your operation. Producers implement practices and activities in their conservation plan that expands on the benefits of cleaner water and air, healthier soil, and better wildlife habitat, all while improving their agricultural operations.

Tulsa County CSP Program FY - 2024 to FY 2025

FY - 2024

1 (CSP) contract was developed on 29
acres totaling \$30,945

FY - 2025

0 (CSP) contracts were developed

Introducing CSAF

CSAF - Climate-Smart Agriculture and Forestry is a conservation program designed to help farmers, ranchers and forest landowners across the nation's working lands that can contribute to climate solutions. Producers and land managers are experiencing firsthand the impacts of climate change, which is caused by the build-up of greenhouse gases in the atmosphere.

While NRCS offers a broad suite of voluntary conservation activities, the agency identifies a sub-set as critical to climate change mitigation. When applied appropriately, these activities may deliver quantifiable reductions in greenhouse gas emissions and/or increases in carbon sequestration. Many offer co-benefits and ancillary benefits that help operations build climate change resilience while addressing other natural resource concerns such as soil health, water quality, pollinator and wildlife habitat and air quality.

Outreach and Education

The district conducts a variety of conservation education activities during the year. Between July 2024 and June 2025, the district was able to resume many conservation education activities in and around Tulsa County.

Activities included:

- Provided education materials and butterfly activity for Monarch's on the Mountain
- Certified multiple yards for the Yard-by-Yard Project
- Coordinate Cost Share Programs Year 25, 26, Emergency Drought, and 25
- 2,688 volunteer hours were contributed by 120 individuals volunteering during the fiscal year
- Tulsa CCD benefits from citizens who volunteer from many Tulsa County streams
- Set-up Yard-by-Yard exhibits at the Rose Festival, Home and Garden Show, various Farmer's Markets
- TCCD has reached over 1,300 students, teachers and adults through our various activities and events

Preschool	35
Kindergarten	60
1st Grade	120
2nd Grade	100
3rd Grade	150
4th Grade	600
5th Grade	100
6th Grade	75
7th Grade	50
8th Grade	40
9th Grade	35
10th Grade	25
11th Grade	15
12th Grade	10
College	15
Teachers	60
Adults	1200
Higher Ed Instructors	10
Grand Total	2,700



Annual Report

Outreach Events

- Tulsa Home & Garden Show
- Monarch's on the Mountain
- Crow Creek Community
- Blue Thumb Stream Monitoring
- H2Oklahoma
- Blue Thumb Macroinvertebrate Counting Yard by Yard Community Resiliency Project
- Envio Expo
- SpringFest
- Plant Sale & Crow Creek Community Event
- 2024 Broken Arrow Rose Festival



Board Member Julie Monnot @ KW
Farmer's Market July 2022



Gabriel Parker @ BBB's Oh My!
February 2023



Community Partners

City of Broken Arrow
City of Tulsa
City of Owasso
City of Bixby
City of Sand Spring
Crow Creek Community
Metropolitan Environmental Trust
Monarch Initiative of Tulsa
Natural Resources Conservation Service
Oklahoma Association of Conservation Districts
Oklahoma Blue Thumb
Oklahoma Conservation Commission
Oxley Nature Center
River Parks Authority
Sustainable Tulsa
Tulsa Audubon Society
Tulsa Urban Wilderness Coalition
Tulsa Zoo
Up With Trees
Wild Birds Unlimited
A New Leaf
Keep Oklahoma Beautiful
Keep Broken Arrow Beautiful
Philbrook

FY - 2026

**Local Operational Agreement For
Technical Assistance in Support of Conservation Program Delivery**

Conservation District: **Tulsa County**

NRCS Field Office: **Tulsa County**

Items noted as "Possible Work Task" are items that can be completed for reimbursement to be completed in accordance with this agreement. These tasks shall be discussed between the NRCS District Conservationist and the local Conservation District Board to determine which tasks will be completed. It is expected that the tasks will be identified during a discussion with the DC and the District Board and will be documented on this form. If additional work tasks are identified, that are not on the available list included in the Operational Agreement, they can be added as additional tasks. The agreed to tasks will be documented at the field office and District level utilizing this Operational Agreement. A signed copy will be retained at the local office with a copy provided to OCC. OCC will retain a copy of each participating District which will be available to the NRCS state office upon request. The work tasks identified in the Operational Agreement will also be identified on the Performance Worksheet and sent to OCC each month for documentation.

CONSERVATION PLANNING

Possible Work Tasks:

- ☒ Enter conservation plans and contracts in Customer Service Toolkit or other databases as requested by the local District Conservationist
- ☒ Assembly, maintenance, and correspondence for conservation plans
- ☐ Assists in surveys for the purpose of design, planning and layout of conservation practices
- ☐ Assemble Soil Maps
- ☐ Assist on Cultural Resources Inventory
- ☐

OUTREACH AND MARKETING

Possible Work Tasks:

- ☐ Development of farm bill related news articles for local news outlets. This includes article development, including downloading NRCS prepared articles, delivery of article to local media sources, and distribution of articles to ASTC (FO)
- ☒ Plan and assist in the development, implementation, and documentation of outreach, informational and locally led meetings (preparation of minutes, sign-in sheets, agendas and photographs)
- ☒ Developing success stories on local clients who have achieved noteworthy accomplishments through conservation activities for the local media
- ☒ Assist with the administration of the Earth Team Volunteer Program
- ☒ Input outreach activity on to the NRCS SharePoint site
- ☐

ADMINISTRATIVE DUTIES

Possible Work Tasks:

- ☒ Filing of all correspondence, directives, and policies
- ☒ Serves as office receptionist, routing phone calls and customers to the appropriate individual and/or assisting customer
- ☒ Develop general office correspondence
- ☐ Maintain work schedules for the Field Office staff
- ☒ Develop and maintain minutes of staff meeting, locally led meetings, and local work group meetings
- ☒ Verify and maintain files required for vehicle fleet management
- ☐

FARM BILL CONTRACTING

Possible Work Tasks:

- ☒ Explain and promote farm bill programs
- ☒ Assist with local work group coordination
- ☒ Assist customers to complete program applications
- ☒ Compile applications in order of rankings, and file completed applications according to NRCS policy
- ☒ File hard copies in 6-part folder
- ☐

Concurrence in this agreement and the performance tasks to be delivered.

Chairperson Name and Signature

Date

District Conservationist Name and Signature

Date

OCC Revised 8-1-2024

NOTICE OF SCHEDULE OF REGULAR MEETINGS FOR CALENDAR YEAR 2026

In accordance with the Oklahoma Open Meeting Law, Title 25 of the Oklahoma Statutes, Sections 301 and following as amended, the Tulsa County Conservation District Board of Directors, a governmental subdivision and public body of the State of Oklahoma, with offices located at 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 files with the County Clerk of Tulsa County County, Oklahoma, this schedule of meetings for the above calendar year.

MEETING DATE	TIME (specify AM/PM)	PLACE (must list full address if not Dist. Office)

Name of person reporting dates: _____
(Print or Type)

Signature _____

Title _____ Date _____

**COUNTY CLERK STAMPED COPY
DUE IN OCC OFFICE BY DECEMBER 15 OF EACH YEAR**

Date _____

CSP Application

Tulsa County Conservation District

Cost Share Program Year 27 Ranking

Participant Name: Mitt Chinsethagid

Application Date: 03/21/2025

Application Number: 02-027-18

Total Score: 125

Practice Name		(378) Pond
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
- 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
- Is there an established natural resource concern located on the property?
A. Yes -10 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: _____ 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**

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

100

0

100

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This training resource is designed to help conservation district directors and employees stay informed of key points discussed in recent web-based training. The document should be listed on the district's meeting agenda for discussion and review.

The Basics

- New allocations are made each fiscal year for the period of July 1 through June 30.
- Allocations and associated information are provided via email; there are 4 main parts:
 - Fiscal year letter from the Executive Director
 - Allocation Memo
 - Fiscal year adopted policies
 - Your district's specific allocation, which consists of three pages – the allocation report (1 page) and the operating expense assessment report (2 pages)

Read All About It

- The fiscal year allocation email was sent out on July 7; it was emailed to the district email address and to any directors who have email addresses on file with the Commission.
- Reading through all the information is critical – many due dates and important pieces of information are contained in the email attachments; especially in the Allocation Memo and the district's specific allocation.
- The board must review and discuss the new fiscal year allocation at their next board meeting; the board should also act each year to set the meeting expense reimbursement policy and rate.

High Importance

- No fiscal year salary adjustments were approved by the legislature despite a budget ask by the Commission.
- Full-time employees' rates are established on a monthly pay schedule; local funds should be the same.
- Temporary part-time employees are limited to 999 hours in the 12 months following their hire (or hire anniversary) date
 - If the 999 threshold is exceeded, the district must pay the cost of providing benefits, longevity, and the employer's 16.5% retirement contribution.
- Use the Reimbursement Claim Checklist to ensure claims are properly assembled before mailing to the Commission.
- Salary and operating expense items should be submitted on one claim form each month; special projects, cost-share, O&M, and other limited exceptions must be claimed separately.
- Backup documentation for operating expenses must include the itemized bill or invoice and the district bank or credit card statement showing the charge.
- Audits on the FY25 records are required for districts whose name begins with I-N; all other districts must have a compilation completed.
- The board should conduct performance reviews of all employees at least once each fiscal year; after the review is completed a letter, signed by the board, stating such must be emailed to the Commission.
- All required forms are available on the OCC website; forms that have been recently revised must be used – past versions of the form will not be accepted.

Allocation Packet

- The allocation report provides the district's total allocation in the top section with a breakdown of each full-time employee's cost information.
- Total allocation includes:
 - Personnel
 - Temporary part-time (unallocated) personnel
 - Operating expenses
 - Copier rental
- The total allocation for each employee includes the employee's rate plus FICA and longevity.
- Retirement for an employee is the 16.5% contribution paid by the Commission; this is the employee's Gross Pay x 16.5%.
- The total cost to OCC for an employee is the total cost of the position; this is what the position would cost the district if there was no allocation provided from the Commission.
- The operating expense assessment report shows the items that were reviewed when determining the operating expense allocation, their due dates, and the date the items were received by OCC. Each item was worth a maximum of \$1,000 with a maximum of \$10,000 in operating expense allocation for FY26.
- If discrepancies between the report and the district's records are noted, contact the District Services Division by the assessment review deadline.

Due Dates

- **August 6, 2025** – final day to notify OCC of assessment report discrepancies
- **August 20, 2025** – final day for the Commission to receive, in the OCC office, FY25 salary and operating expense reimbursement claims
- **September 5, 2025** – Timeframe for Audit form, signed by the board and the selected auditor, due to the Commission
- **September 30, 2025** – NRCS Local Operational Agreement due to your ADC
- **December 31, 2025** – 50% of operating expense should be utilized; if it is not, contact the District Services Division with information on what it has been budgeted for
- **January 31, 2026** – final day to contact the Commission concerning lack of utilizing 50% of operating expense allocation

Additional Resources

- Fiscal Year Allocation Email and attachments sent by Clancy Green on July 7
- District Services staff and/or your Area District Coordinator
- Training Presentation PDF available on the OCC website



Time & Leave Training Takeaways

August 2025

This training resource is designed to help conservation district directors and employees stay informed of key points discussed in recent web-based training. The document should be listed on the district's meeting agenda for discussion and review.

Time & Leave are Money

- Directors and employees should review the Conservation District Handbook for time and leave information and policies.
- Each district should have a time and leave policy in place that establishes local guidelines for:
 - Minimum leave balances required before leave can be taken
 - Leave granting procedures
 - Workweek adjustments and compensatory time
 - Board point of contact for employees
- Leave policy should be reviewed annually; a copy of the signed policy should be in each employee's personnel folder.

Time

- Form 6A – Terms of At-Will Employment establishes an employee's work schedule – including days and hours. The form also establishes leave accrual rates, and other important employment terms.
- Workdays are always weekdays. Work hours must be designated based on the core hours a district office is open. An employee is expected to report to work during their established work schedule (days and hours).
- Boards may authorize flex schedules (i.e. 9/80 or 4-10s); however, flex scheduling should not impact the district's ability to provide services and deliver programs.
- Regular telework is not currently authorized for district employees.
- The 6A form also establishes lunch and break times. An employee choosing NOT to take lunch and or breaks does not shorten their workday unless prior approval from the board has been given. If the board instructs an employee that they MUST work through lunch or skip breaks, then the workday needs to be shortened or a workweek adjustment utilized.
- If the board authorizes accrual of compensatory time, it accrues at 1.5 hours of comp for every 1 hour worked. OCC does not provide reimbursement for comp time hours paid upon separation of an employee from the district. Accrued comp time must be utilized before annual leave to reduce the liability to the district.
- OCC recommends districts utilize workweek adjustment in lieu of allowing comp time accrual.

Timesheets

- Every employee must complete a timesheet each month. Timesheets must provide an accurate and understandable accounting of activities undertaken and hours worked or taken as leave.
- The leave summary must be accurately completed each month.
- The "forward" balance in the leave summary indicates the leave types and hours available for use. Leave may not be used in advance of accrual.
- The original, blue ink signed timesheet must be included as backup for salary reimbursement.

Leave

- Annual and sick leave may not be used in advance of accrual. These types of leave accrue on the last working day of the month and are available the first of the following month. Available usable leave balances are shown in the “forward” cells of the leave summary on the timesheet.
- Types of leave:
 - Annual – “vacation time,” used for personal time off not covered by sick or holiday leave
 - Sick – used when employee is prevented from working due to illness, injury, or other medical reasons
 - Enforced – sub-type of sick leave, limited to 80 hours in a calendar year; used when an employee must care of an immediate family member because of illness or injury
 - Holiday – granted in accordance with Governor’s proclamations; limited to 8 hours per holiday
 - Leave Without Pay – must be requested in writing in advance when possible, board must approve; cannot be approved for more than 12 months
 - Other types of leave (refer to Conservation District Handbook for additional information): administrative leave, military leave, jury service leave, paid parental leave, family medical leave

Leave Accrual

- Leave accrues only when an employee is in pay status, accrues on the last day of the month, and cannot be used in advance of accrual.
- Accrual rates and limits are listed in the Conservation District Handbook. Full-time employees paid on a monthly basis accrue the full rate each month. Employees paid on an hourly basis accrue a prorated amount each month.
- Annual leave accrual rates change based on years of service. It is the district and the employee’s responsibility to verify accrual rates are correct. When an accrual rate changes, the 6A form and timesheet should be updated to reflect the change.

Leave Sharing

- Full-time district employees may request shared leave from other district employees if they have been employed by the district for at least 1 year and have exhausted all their sick and annual leave due to extraordinary circumstances.
- OCC acts as the facilitator of these requests.

Additional Resources

- Conservation District Handbook
- District Services staff and/or your Area District Coordinator
- Training Presentation PDF available on the OCC website