

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
Tuesday August 13, 2024 – 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 Conservation Stewardship Resource Management Conferences
5. Joint Meeting with Tulsa Area Conservation Foundation
6. Discussion of Urban Conservation Area
7. Approval of Minutes from the July 9th, 2024 Regular Meeting
8. Approval of Financial Statements & District Reports for Period Ending July 31st, 2024
9. Discussion and Approval of Staff Timesheet and Leave Forms July 31st, 2024
10. Review of TACF Financials for Period Ending July 31st, 2024
11. Discussion of the TCCD Monthly Activities and Outreach Report August 2024
12. Chrissy Parker Outreach Report
13. Discussion and Approval of Timeframe for Completing and Audit
14. Discussion and Approval of on Ratification of the District Manager Position Description and District Manager Performance Review Template
15. Discussion and Approval of Director Position Description
16. Cost Share Program Year 26
 - a. Discussion and Approval of the Following Cooperator Agreements:
 1. Mark DeMoss
 2. Betty McCoy
 - b. Discussion and Approval of the Following Applications:
 1. Mark DeMoss
 2. Kathryn Robinson
 3. Stephen Clayman
 - c. Discussion and Approval of the Following Rankings:
 1. Mark DeMoss
 2. Kathryn Robinson
 3. Stephen Clayman
 - d. Discussion and Approval of Funding for the Following Participant:
 1. Mark DeMoss
 2. Kathryn Robinson
 3. Stephen Clayman
17. Proposed executive session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B)(7) to discuss USDA-NRCS conservation plans for Barry Moore, Yolanda Moody, Kathryn Robinson, Brenda Nickles, Bill Wiginton, Dillingham Farms, and Aaron Kern whereby disclosure of any additional information would violate federal confidentiality laws.
 - a. Vote by the Board of Directors on whether to hold Executive Session.
 - b. Designation of attendance of any additional persons.
 - c. Executive Session held if authorized by the Board.
 - d. Acknowledge return to open session.
 - e. Announcement of Compliance Statement.
 - f. Board votes on possible action(s) if any relating to the matter(s) discussed in the executive session.
18. Set Date for Additional August Board Meeting
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 Tuesday September 13th, 2024 at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

This Meeting is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the County Clerk's Office. The agenda for this meeting was posted on [August 12, 2024](#) in the following location:

6660 S. Sheridan Rd., Suite 120

Tulsa, OK 74133

&

tulsaccd.org



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

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **August 13, 2024** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **September 10, 2024**

C. T. H. T. H.
Chair, Board of Directors

9/23/24
Date

Attest:

Mauroel Pauk

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

Date: August 13th, 2024

Time: 5:30 PM

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

Members Absent: Chrissy Parker, Member

Others Present: Gabriael Parker, District Manager
Mark DeMoss, Member of the Public
Justin Cash, NRCS, Soil Conservationist
Josh Vasquez, NRCS, Soil Conservationist
Gianna Spear, Member of the Public
Amethyst Kelly, TACF, Board Treasurer
Katie Plohocky, TACF, Board Secretary

Via Zoom:

Jana Black, TACF, Board Chair
Brian Cross, TACF, Board Member
Miranda Adams, Ray Harrall Park, Naturalist/Educator
Jade Jones, INCOG, Water Quality Planner

1. Meeting Called to Order:

Chairman Tom Tolbert called the meeting to order at 5:51 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 August 12th, 2024, 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
Galea Albano
Janna Colaizzi
Gabriael Parker
Mark DeMoss
Justin Cash
Josh Vasquez
Gianna Spear
Amethyst Kelly
Katie Plohocky
Jana Black

Brian Cross
Miranda Adams
Jade Jones

3. Public Comments

None

4. Discussion of Conservation Stewardship Resource Management Conference

The TCCD Board discussed with Mark DeMoss, Justin Cash, Josh Vasquez, Gianna Spear, Amethyst Kelly, Katie Plohocky, Jana Black, Brian Cross, Miranda Adams, and Jade Jones, where we are in the planning process. We have the venue, catering, date, and time. We have the save-the-date, and Gabrielael Parker said she would email that out to everyone. We are working on the agenda, topics, and speakers. We must send out invitations to schools, tribes, and anyone else we think would benefit from attending the conference. No further action needs to be taken at this time.

5. Joint Meeting with Tulsa Area Conservation Foundation

The TCCD board wanted to hold a joint meeting with the TACF board to better understand what the TCCD would like to do on the district-owned property. The TACF wanted to understand better what the TCCD board wanted to do so they could start looking for and applying for grants.

6. Discussion of Urban Conservation Area

Tom Tolbert said he would like to build a facility that can host environmental education events and possibly events outside of environmental education. He would also like to install an LID walking path and expand the parking lot around the most accessible location to the creek. We will have a good starting place if we start looking for grants related to those items. No further action needs to be taken at this time.

Jade Jones Exited the Meeting at 6:27 PM

Justin Cash and Josh Vasquez Exited the Meeting at 6:30 PM

Amethyst Kelly and Gianna Spear Exited the Meeting at 6:32 PM

7. Approval of Minutes from the July 9th, 2024 Regular Meeting

After a brief discussion, Julie Monnot made a motion to approve the minutes from the July 9th, 2024, board meeting with the rewording of agenda item number eleven, Chrissy Parker Outreach Report. Galea 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Galea Albano, Janna Colaizzi. Nays: None. The motion carries.

8. Approval of Financial Committee Report for Period Ending July 31st, 2024

After a brief discussion, Julie Monnot motioned to approve the presented Financial Committee Report for the Period Ending July 31st, 2024. Galea Albano 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Galea Albano, Janna Colaizzi. Nays: None. The motion carries.

9. Discussion and Approval of Staff Timesheet and Leave Forms for July 2024

After a brief discussion, Julie Monnot motioned to approve the timesheet and leave records for staff for July 2024. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Galea Albano, Janna Colaizzi. Nays: None. The motion carries.

10. Review of TACF Financials for Period Ending July 31st, 2024

The Board reviewed the bank statements and other financials for TACF ending July 31st, 2024. No further action is needed at this time.

11. Discussion of the TCCD Monthly Activities and Outreach Report August 2024

August Meetings:

08/07/2024	Tulsa Watershed Coalition Meeting
08/08/2024	Monarch's on the Mountain Meeting
08/13/2024	OCC Teams Training
08/13/2024	TCCD Board Meeting
08/14/2024	OCC Teams Training
08/19/2024	Climate Smart Commodities Project Meeting
08/26/2024	RMC-CSP Planning Meeting

August Events:

06/11/2024	Tulsa Watershed Coalition Introduction Event
06/27/2024	Fred Creek Monitoring

August Holidays:

None

Deadlines:

08/01/2024	Newley Elected Officers
08/06/2024	: Deadline for submission of FY24 claims for salaries, operating expenses, and copier rental
08/18/2024	Jacob's Stormwater Report
08/31/2024	6A forms and 6B forms are due
08/31/2024	P.Y. 25 Allocation Report Due
08/31/2024	All Audit Documents Submitted to Auditor
09/01/2024	Director Positions
09/01/2024	July 2023 – September 2024 JPO with progress notes
09/01/2024	Annual Report
09/01/2024	Timeframe for Completing and Audit
09/15/2024	Requests for Additional Funding see Guidelines pg 3 for requirements
09/30/2024	Local Operational Agreement
09/30/2024	Handbook acknowledgment forms for all directors and staff due; deadline to adopt handbook as policy

September Meetings:

09/10/2024	TCCD/CS-RMC Board/Planning Meeting
09/13/2024	TACF Board Meeting
09/18/2024	Tulsa Watershed Coalition Meeting
07/22/2024	RMC/CS Planning Meeting

Notes:

09/02/2024 **Labor Day – Office Closed**

Work Duties Performed:

❖ Answer NRCS Calls	❖ Scanning
❖ NRCS Walk-ins	❖ TACF Board Meeting
❖ Email Correspondences	❖ CSPY – 25 Emails
❖ Bill Pay/Financials	❖ CSPY – 26 Emails

- | | |
|------------------------------------|----------------------------------|
| ❖ Check/Paperwork Signatures | ❖ TCCD Board Meetings Blue Thumb |
| ❖ Blue Thumb Monitoring Activities | Monitoring Activities |
| ❖ Shredding | ❖ CS-RMC Planning Meetings |
| ❖ TCCD Payroll | ❖ Teleworking |
| ❖ TCCD Financials | ❖ LRP – JPO Work |
| ❖ Website Updates | ❖ End-of-Fiscal Year Documents |
| ❖ Outreach Planning Meetings | ❖ Annual Report |

The Board reviewed the Monthly Activities and Outreach Report in August 2024. No further action is needed at this time.

12. Chrissy Parker Outreach Report

The Board decided to table this agenda. No further action is needed at this time.

13. Discussion and Approval of Timeframe for Completing and Audit

After a brief discussion, Julie Monnot motioned to approve the Timeframe for Completing and Audit. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Galea Albano, Janna Colaizzi. Nays: None. The motion carries

14. Discussion and Approval of the Ratification of the District Manager Position Description and District Manager Performance Review Template

After a brief discussion, Julie Monnot motioned to approve the Ratification of the District Manager Position Description and District Manager Performance Review Template by removing the watershed dam section. Galea Albano 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Galea Albano, Janna Colaizzi. Nays: None. The motion carries

15. Discussion and Approval of Director Position Description

After a brief discussion, Julie Monnot motioned to approve the Director Position Description. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Galea Albano, Janna Colaizzi. Nays: None. The motion carries

16. Discussion and Approval of Ordering Business Cards for Board Members

After a brief discussion, Janna Colaizzi motioned to approve Ordering Business Cards for Board Members. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Galea Albano, Janna Colaizzi. Nays: None. The motion carries

17. Cost Share Program Year 26

a. Discussion and Approval of the Following Cooperator Agreements:

- 1. Mark DeMoss**
- 2. Betty McCoy**

Julie Monnot made a motion to approve the Cooperator Agreement for Mark DeMoss and Betty McCoy. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Galea Albano, Janna Colaizzi. Nays: None. The motion carries.

b. Discussion and Approval of the Following Applications:

After a brief discussion, Galea Albano motioned to approve Cost Share Applications for Mark DeMoss, Kathryn Robinson, and Stephen Clayman. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Galea Albano, Janna Colaizzi. Nays: None. The motion carries.

c. Discussion and Approval of the Following Rankings:

- 1. Mark DeMoss**
- 2. Kathryn Robinson**
- 3. Stephen Clayman**

After a brief discussion, Julie Monnot motioned to approve the rankings for Mark DeMoss, Kathryn Robinson, and Stephen Clayman. Galea Albano 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Galea Albano, Janna Colaizzi. Nays: None. The motion carries.

d. Discussion and Approval of Funding for the Following Participants:

- 1. Mark DeMoss**
- 2. Kathryn Robinson**
- 3. Stephen Clayman**
- 4. Betty McCoy**

After a brief discussion, Julie Monnot motioned to approve \$5,300 for Betty McCoy, \$5,400 as an alternate for Mark DeMoss, \$ 3,500 as an alternate for Stephen Clayman, and \$1,000 as an alternate for Kathryn Robinson. Galea Albano 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Galea Albano, 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)(7) to discuss USDA-NRCS conservation plans for Barry Moore, Yolanda Moody, Kathryn Robinson, Brenda Nickles, Bill Wiginton, Dillingham Farms, and Aaron Kern whereby disclosure of any additional information would violate federal confidentiality laws.

- e. Vote by the Board of Directors on whether to hold Executive Session.**
- f. Designation of attendance of any additional persons.**
- g. Executive Session held if authorized by the Board.**
- h. Acknowledge return to open Session.**
- i. Announcement of Compliance Statement.**
- j. Board votes on possible action(s), if any, relating to the matter(s) discussed in the executive Session.**

After a brief discussion, Julie Monnot made a motion to hold an Executive Session. Janna Colaizzi 2nd the motion. Ayes: None. Nays: Tom Tolbert, Julie Monnot, Galea Albano, Janna Colaizzi. Nays: None. The motion carries. The motion does not carry.

19. Set a date for Additional August Board Meeting

The Board said they could meet on August 28th but would need to see if Chrissy Parker could also attend that meeting. No further action is needed at this time.

20. New Business:

None

21. Adjourn:

Julie Monnot made a motion to adjourn the meeting. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Galea Albano, Janna Colaizzi,. Nays: None. The motion carries

The meeting adjourned at 7:24 PM.

All items on this agenda, including but not limited to any agenda item concerning the adoption or approval of any resolution, contract, agreement, or any other item of business, are subject to revision or amendment, including additions and 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, 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 meetings of the Board.

**The next regularly scheduled meeting is Tuesday, September 10th, 2024, at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

Tulsa County Conservation District
Profit & Loss
July 2024

	<u>Jul 24</u>
Income	
Interest Income	0.25
OCC Cost-Share Reimbursements	3,053.48
OCC General Exp Reimbursements	1,053.84
OCC Salary Reimbursements	3,796.06
Total Income	<u>7,903.63</u>
Expense	
Administrative Expense	579.72
Payroll	2,320.42
Payroll Tax	2,215.25
Travel	146.06
Total Expense	<u>5,261.45</u>
Net Income	<u><u>2,642.18</u></u>

Tulsa County Conservation District
Profit & Loss
July 2024

	<u>Jul 24</u>
Income	
Interest Income	0.25
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OCC General Exp Reimbursements	1,053.84
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Total Income	7,903.63
Expense	
Administrative Expense	579.72
Payroll	2,320.42
Payroll Tax	2,215.25
Travel	<u>146.06</u>
Total Expense	<u>5,261.45</u>
Net Income	<u><u>2,642.18</u></u>

4:22 PM

Tulsa County Conservation District
General Ledger
As of July 31, 2024

08/06/24

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
Arvest Checking 6407							5,819.19
Operating Acct - 6407							0.00
Total Operating Acct - 6407							0.00
Arvest Checking 6407 - Other							5,819.19
Check	7/3/2024		Amazon	Purchase of Conference Room TV	Administrative Exp...	-325.54	5,493.65
Check	7/9/2024		Amazon	Purchase of Conference Room ...	Administrative Exp...	-68.24	5,425.41
Check	7/9/2024		Target	Board Meeting Supplies	Administrative Exp...	-30.76	5,394.65
Check	7/17/2024	9027	Janna Colaizzi	Mileage from February 2024 OA...	Travel	-146.06	5,248.59
Check	7/17/2024	9041	Gabriel S Parker	May 16 - 31st 2024 Pay Period	Payroll	-1,160.21	4,088.38
Check	7/17/2024		IRS	941 Tax Payment for February 20...	Payroll Tax	-892.40	3,195.98
Check	7/17/2024		Oklahoma Tax ...	June 2024 Payment	Payroll Tax	-125.00	3,070.98
Check	7/19/2024	9047	Fuzzell's Copier	2nd Quarter 2024 Copier Rental	Administrative Exp...	-139.83	2,931.15
Deposit	7/22/2024		OCC	Stephen Clayman CSPY 25 02-0...	OCC Cost-Share R...	3,053.48	5,984.63
Deposit	7/26/2024		OCC	June 2024 Tulsa World Publishin...	OCC General Exp ...	93.80	6,078.43
Deposit	7/26/2024		OCC	June 2024 Computer Tech Reim...	OCC General Exp ...	960.04	7,038.47
Deposit	7/26/2024		OCC	June 2024 Salary Reimbursement	OCC Salary Reimb...	3,796.06	10,834.53
Check	7/26/2024	9042	Gabriel S Parker	June 1-15th 2024 Pay Period	Payroll	-1,160.21	9,674.32
Check	7/29/2024		Oklahoma Empl...	2nd Quarter 2024 Unemployment...	Payroll Tax	-92.78	9,581.54
Check	7/29/2024		IRS	941 Tax Payment for March 2024	Payroll Tax	-1,105.07	8,476.47
Deposit	7/31/2024		Arvest	Interest Payment	Interest Income	0.25	8,476.72
Check	7/31/2024		Arvest	Service Fee	Administrative Exp...	-15.35	8,461.37
Total Arvest Checking 6407 - Other						2,642.18	8,461.37
Total Arvest Checking 6407						2,642.18	8,461.37
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							4,392.70
Total Retained Earnings							4,392.70
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	7/31/2024		Arvest	Interest Payment	Arvest Checking 6...	-0.25	-0.25
Total Interest Income						-0.25	-0.25
OCC Cost-Share Reimbursements							0.00
Deposit	7/22/2024		OCC	Stephen Clayman CSPY 25 02-0...	Arvest Checking 6...	-3,053.48	-3,053.48
Total OCC Cost-Share Reimbursements						-3,053.48	-3,053.48
OCC Director Election Reimburse							0.00
Total OCC Director Election Reimburse							0.00

4:22 PM

Tulsa County Conservation District
General Ledger
As of July 31, 2024

08/06/24

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
OCC Director Exp Reimbursements							0.00
Total OCC Director Exp Reimbursements							0.00
OCC General Exp Reimbursements							0.00
Deposit	7/26/2024	OCC	June 2024 Tulsa World Publishin...	Arvest Checking 6...		-93.80	-93.80
Deposit	7/26/2024	OCC	June 2024 Computer Tech Reim...	Arvest Checking 6...		-960.04	-1,053.84
Total OCC General Exp Reimbursements							-1,053.84
OCC Salary Reimbursements							0.00
Deposit	7/26/2024	OCC	June 2024 Salary Reimbursement	Arvest Checking 6...		-3,796.06	-3,796.06
Total OCC Salary Reimbursements							-3,796.06
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	7/3/2024		Amazon	Purchase of Conference Room TV	Arvest Checking 6...	325.54	325.54
Check	7/9/2024		Amazon	Purchase of Conference Room ...	Arvest Checking 6...	68.24	393.78
Check	7/9/2024		Target	Board Meeting Supplies	Arvest Checking 6...	30.76	424.54
Check	7/19/2024	9047	Fuzzell's Copier	2nd Quarter 2024 Copier Rental	Arvest Checking 6...	139.83	564.37
Check	7/31/2024		Arvest	Service Fee	Arvest Checking 6...	15.35	579.72
Total Administrative Expense							579.72
Advertising and Promotion							0.00
Total Advertising and Promotion							0.00
Cost-Share Payments							0.00
Total Cost-Share Payments							0.00
Director Fees							0.00
Total Director Fees							0.00
Employee Benefits							0.00
Total Employee Benefits							0.00
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
Total Office Supplies							0.00
Outreach Programs							0.00
Total Outreach Programs							0.00
Payroll							0.00
Check	7/17/2024	9041	Gabriel S Parker	May 16 - 31st 2024 Pay Period	Arvest Checking 6...	1,160.21	1,160.21
Check	7/26/2024	9042	Gabriel S Parker	June 1-15th 2024 Pay Period	Arvest Checking 6...	1,160.21	2,320.42
Total Payroll							2,320.42

4:22 PM

08/06/24

Accrual Basis

Tulsa County Conservation District
General Ledger
As of July 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Payroll Tax							0.00
Check	7/17/2024		IRS	941 Tax Payment for February 20...	Arvest Checking 6...	892.40	892.40
Check	7/17/2024		Oklahoma Tax ...	June 2024 Payment	Arvest Checking 6...	125.00	1,017.40
Check	7/29/2024		Oklahoma Empl...	2nd Quarter 2024 Unemployment...	Arvest Checking 6...	92.78	1,110.18
Check	7/29/2024		IRS	941 Tax Payment for March 2024	Arvest Checking 6...	1,105.07	2,215.25
Total Payroll Tax						2,215.25	2,215.25
Postage							0.00
Total Postage							0.00
Professional Fees							0.00
Total Professional Fees							0.00
Reconciliation Discrepancies							0.00
Total Reconciliation Discrepancies							0.00
Registration Fees							0.00
Total Registration Fees							0.00
Telephone and Internet							0.00
Total Telephone and Internet							0.00
Travel							0.00
Check	7/17/2024	9027	Janna Colaizzi	Mileage from February 2024 OA...	Arvest Checking 6...	146.06	146.06
Total Travel						146.06	146.06
Uncategorized Expenses							0.00
Total Uncategorized Expenses							0.00
No acct							0.00
Total no acct							0.00
TOTAL						<u>0.00</u>	<u>0.00</u>



P O BOX 1670
LOWELL AR 72745

Statement Ending 08/31/2024

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$12,716.12
Total Current Value		\$12,716.12

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
08/01/2024	Beginning Balance	\$8,461.37
	2 Credit(s) This Period	\$7,715.82
	8 Debit(s) This Period	\$3,461.07
08/31/2024	Ending Balance	\$12,716.12
	Service Charges	\$12.15

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.44
Interest Paid Year-to-Date	\$1.75
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
08/15/2024	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$7,715.38

Other Credits

Date	Description	Amount
08/31/2024	INTEREST PMT	\$0.44

Electronic Debits

Date	Description	Amount
08/01/2024	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$892.20
08/15/2024	CHICK-FIL-A #03253 DDA PIN POS PUR CD5315 TULSA OK#422727710019	-\$74.34
08/29/2024	USPS PO 39834500 6110 E DDA PIN POS PUR CD5315 TULSA OK#424220123835	-\$30.45



Statement Ending 08/31/2024

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number:

NON-PROFIT INTEREST CHECKING

Other Debits

Date	Description	Amount
08/31/2024	SERVICE CHARGE	-\$12.15

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
9043	08/13/2024	\$1,160.21	9051*	08/16/2024	\$470.86
9049*	08/13/2024	\$350.00	9052	08/23/2024	\$470.86

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
07/31/2024	\$8,461.37	08/15/2024	\$13,700.00	08/29/2024	\$12,727.83
08/01/2024	\$7,569.17	08/16/2024	\$13,229.14	08/30/2024	\$12,716.12
08/13/2024	\$6,058.96	08/23/2024	\$12,758.28		



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 08/31/2024

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

Summary of Accounts

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

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
08/01/2024	Beginning Balance	\$95.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
08/31/2024	Ending Balance	\$95.86

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

Daily Balances

Date	Amount
07/31/2024	\$95.86

Oklahoma Employment Security Commission

EMPLOYERS QUARTERLY CONTRIBUTION REPORT

Cashier: P O Box 52004 Oklahoma City, Ok 73152-2004

Your report has been received, DO NOT mail a copy of the Employers Quarterly Contribution Report with payment.

1. Employee SSN	Change Type	2. Last Name	First Name	Middle Name	3. Total Wages Paid	4. Taxable Wages Paid
					\$9,278.13	\$9,278.13
				REPORT TOTAL	\$9,278.13	\$9,278.13

14. Monthly count of all full and part-time workers who worked or received pay subject to unemployment insurance for the payroll period that includes the 12th of the month.

Month 1 Month 2 Month 3

15. Oklahoma Account Number:
 16. Federal I.D. No:
 17. Qtr / Yr:
 18. Due Date:
 19. Employer Name / Address

TULSA COUNTY CONSERVATION DIST
 6660 S SHERIDAN RD STE 120
 TULSA OK
 74133 - 1164

Confirmation No.: EB4DA5D707

5. TOTAL WAGES PAID.....	\$9,278.13
6. TAXABLE WAGES PAID.....	\$9,278.13
7. Contribution Rate for This Quarter.....	1%
8. Contributions Due.....	\$92.78
9. Interest Due.....	\$0.00
10. 10% Penalty Due + \$200.00 Penalty Due.....	\$0.00
11. Debit.....	\$0.00
12. AMOUNT DUE.....	\$92.78
13. Amount Paid.....	

I certify this report is correct and no contribution is paid by any employee

Contact Name:
 Title:
 Contact Phone:
 Date:

2nd Quarter 2024
 4th Quarter FY-2024
 April, May, June

Oklahoma Employment Security Commission
Online Payment Report

The Online Payment was processed successfully :

Payment Amount : \$92.78

Payment Submitted : 7/25/2024 9:58:00 AM

Userid: TulsaCCD918

Account No.	Qtr	Year	Employer	Amount	Status	Confirmation No.	Scheduled Date	Processed Date
	02	2024	TULSA COUNTY CONSERVATION DIST	\$92.78	Pending	2402441008	7/25/2024 12:00:00 AM	-

OK Paid
7/25/2024
AGH
Code # 79
MP



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 08/31/2024

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts



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



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$7,584.45
Total Current Value		\$7,584.45

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
08/01/2024	Beginning Balance	\$7,588.30
	1 Credit(s) This Period	\$0.32
	1 Debit(s) This Period	\$4.17
08/31/2024	Ending Balance	\$7,584.45
	Service Charges	\$4.17

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.32
Interest Paid Year-to-Date	\$2.52
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
08/31/2024	INTEREST PMT	\$0.32

Other Debits

Date	Description	Amount
08/31/2024	SERVICE CHARGE	-\$4.17

Daily Balances

Date	Amount	Date	Amount
07/31/2024	\$7,588.30	08/30/2024	\$7,584.45



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 08/31/2024

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts



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



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$7,625.88
Total Current Value		\$7,625.88

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
08/01/2024	Beginning Balance	\$7,612.95
	1 Credit(s) This Period	\$12.93
	0 Debit(s) This Period	\$0.00
08/31/2024	Ending Balance	\$7,625.88

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$12.93
Interest Paid Year-to-Date	\$101.20
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
08/31/2024	INTEREST PMT	\$12.93

Daily Balances

Date	Amount	Date	Amount
07/31/2024	\$7,612.95	08/30/2024	\$7,625.88

TCCD Monthly Outreach and Activities Report

August 2024



August Meetings:

08/07/2024	Tulsa Watershed Coalition Meeting
08/08/2024	Monarch's on the Mountain Meeting
08/13/2024	OCC Teams Training
08/13/2024	TCCD Board Meeting
08/14/2024	OCC Teams Training
08/19/2024	Climate Smart Commodities Project Meeting
08/26/2024	RMC-CSP Planning Meeting

August Events:

06/11/2024	Tulsa Watershed Coalition Introduction Event
06/27/2024	Fred Creek Monitoring

August Holidays:

None

Deadlines:

08/01/2024	Newley Elected Officers
08/06/2024	Deadline for submission of FY24 claims for salaries, operating expenses, and copier rental
08/18/2024	Jacob's Stormwater Report
08/31/2024	6A forms, and 6B forms due
08/31/2024	PY 25 Allocation Report Due
08/31/2024	All Audit Documents Submitted to Auditor
09/01/2024	Director Positions
09/01/2024	July 2023 – September 2024 JPO with progress notes
09/01/2024	Annual Report
09/01/2024	Timeframe for Completing and Audit
09/15/2024	Requests for Additional Funding see Guidelines pg 3 for requirements
09/30/2024	Local Operational Agreement
09/30/2024	Handbook acknowledgment forms for all directors and staff due; deadline to adopt handbook as policy

September Meetings:

09/10/2024	TCCD/CS-RMC Board/Planning Meeting
09/13/2024	TACF Board Meeting
09/18/2024	Tulsa Watershed Coalition Meeting
07/22/2024	RMC/CS Planning Meeting

Notes:

09/02/2024 Labor Day – Office Closed

Work Duties Performed:

❖ Answer NRCS Calls	❖ TACF Board Meeting
❖ NRCS Walk-ins	❖ CSPY – 25 Emails
❖ Email Correspondences	❖ CSPY – 26 Emails
❖ Bill Pay/Financials	❖ Check/Paperwork Signatures
❖ Scanning	❖ Blue Thumb Monitoring Activities
❖ Shredding	❖ CS-RMC Planning Meetings
❖ TCCD Payroll	❖ Teleworking
❖ TCCD Financials	❖ LRP – JPO Work
❖ Website Updates	❖ End-of-Fiscal Year Documents
❖ Outreach Planning Meetings	❖ Annual Report
❖ TCCD Board Meetings	

On or Before September 4

- ◆ Board approves audit / compilation
- ◆ File audit report and OCC-5K with County Clerk
- ◆ Submit copy of audit / review to State Auditor and Inspector's Office if auditor did not
- ◆ Email executed & County Clerk stamped copies of the report first page, Form OCC-5K, Annual Net Worth Statement, & a complete copy of the audit/ compilation report to OCC; **do not mail hard copies**

Conservation District

Selected April Adams CPS PLLC to conduct the district's audit / compilation.
Name of Auditor

Date _____

Auditor's Phone Number: (580) 762 - 1040

I received audit materials on _____ . _____
Date Auditor's Signature

I am scheduled to conduct audit / compilation in the district office on _____
Date

Auditor's Signature

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.

We acknowledge the duties and performance standards contained within this position description and accept that this document is subject to change in the event that revisions are required by the OCC or by board action of the Tulsa County Conservation District Directors; additional duties not specifically listed may be assigned on an as needed basis by the employee's supervisor.

July 15, 2024
Date

Gabriel Parker
Employee Printed Name

Gabriel Parker
Employee Signature

July 15, 2024
Date

C. Thomas Tolbert
Director Printed Name

C. Thomas Tolbert
Director Signature

(District Name) Conservation District
District Manager Performance Review

DATE:	EVALUATION PERIOD			TO
PERFORMANCE LEVEL:	DOES NOT MEET STANDARDS	MEETS STANDARDS	EXCEEDS STANDARDS	NOT APPLICABLE
<u>Major Job Duties</u>				
Clerical:	☐	☐	☐	☐
Board Meetings:	☐	☐	☐	☐
Cost Share:	☐	☐	☐	☐
Educational Activities:	☐	☐	☐	☐
Financial Records:	☐	☐	☐	☐
Payroll:	☐	☐	☐	☐
Watershed Program:	☐	☐	☐	☐
District Management:	☐	☐	☐	☐
<u>Other Work Components</u>				
Job Knowledge:	☐	☐	☐	☐
Technical Skills:	☐	☐	☐	☐
Productivity:	☐	☐	☐	☐
Work Quality:	☐	☐	☐	☐
Attendance:	☐	☐	☐	☐
Dependability:	☐	☐	☐	☐
Initiative:	☐	☐	☐	☐
Commitment:	☐	☐	☐	☐
Teamwork:	☐	☐	☐	☐
Problem Solving:	☐	☐	☐	☐
Work Attitude:	☐	☐	☐	☐
Communication Skills:	☐	☐	☐	☐
Customer Service:	☐	☐	☐	☐
Decision Making:	☐	☐	☐	☐
<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>				

**OKLAHOMA
CONSERVATION DISTRICT DIRECTOR
POSITION DESCRIPTION**

POSITION OVERVIEW:

A member of the Board of Directors of a Conservation District has the responsibility for assuring that Conservation District policies and practices enhance natural resources in his/her district. This requires the identification of local natural resource needs and issues, development of management strategies, development and setting of local policy, and coordination of local, state and federal resources.

The position requires an individual to be familiar with the district's resources; generally acquainted with the people and resource conservation problems of the district and sufficiently concerned to search for and provide solutions to these problems assuring that Conservation District policies and practices enhance natural resources in his/her district.

SPECIFIC DIRECTOR RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Be familiar with the Conservation District Act (Oklahoma Statutes, Title 27A, Section 3-1-101, following). Know the powers, authorities, responsibilities, and limitations placed upon you by the law.
- Attend all regular and special meetings of the district board.
- Accept the responsibilities of any office to which you are appointed within the district board.
- You should serve on committees and present reports on their accomplishments and activities.
- Accept responsibility for assuring the actions and policies of the district and its employees remain within the limitations of the Conservation District Act.
- Set local policy to reflect the balanced need of the Community you represent.
- Act as the conservation district representative in communicating district action, policy, etc. to your local community.
- Develop, set and implement personnel policy and accept responsibility for the hiring and supervision of district staff.
- Be responsible and active in managing district personnel, including conducting annual employee evaluations and encouraging staff development.
- Pursue and attend trainings and field days to keep up-to-date and informed on current issues.
- Help to enroll landowners as cooperators with the district.
- Attend state and national conservation district meetings and other meetings on behalf of the district to stay current with conservation issues and programs. When attending meetings on

behalf of your district, make an effort to represent the feeling of your board as a whole, not just your personal feelings.

- Pursue every avenue for additional funding to support district programs and initiatives.
- Stay informed on conservation issues in your district and be familiar with all laws, policies, and programs important to your district.
- Develop a working relationship with county commissioners, state and national legislators, agency officials, local municipal and county officials, and representatives of organizations which do or could cooperate with the conservation district.
- Be thoroughly familiar with district programs and activities.
- Be positive, innovative, and action-oriented.
- Develop an annual budget, assure fiscal responsibility and provide financial statements.
- Ensure that confidential information shared and discussed in executive session remains confidential.

POSITION REQUIREMENTS:

All elected and appointed public officials are required by law to be registered voters within the boundaries of the district. They must also be a cooperator with the district or have filed to be a cooperator.

Individuals should be familiar with natural resource issues, policies, needs and programs relative to the local area. Individuals should also be capable of attending regular and special meetings of the district board under normal circumstances and locations.

I have read and understand the position description of a conservation district director:

Name

Date

ATTEST:

District Board of Directors Chair

Date

CONSERVATION DISTRICT COOPERATOR AGREEMENT

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



Date 07/11/24

Date _____

Signature of District Chair _____

Date approved by district board _____

CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County Conservation District, hereinafter referred to as District and Betty m'Clay, 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) Betty m'Clay Date 08-07-24
Date _____

Signature of District Chair _____

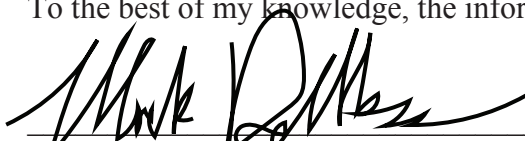
Date approved by district board _____

STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District			
Name Mark DeMoss			
Address		City Tulsa	State OK
Telephone		Email	
Do you have an approved conservation plan? ☒ Yes ☐ No			
Do you have a district cooperator agreement? ☒ Yes ☐ No			
For which conservation practice(s) are you applying? Agricultural water well			
County where conservation practice(s) will be constructed. Tulsa		Do you own or rent this land? ☒ Own ☐ Rent	
If you are NOT 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.


Applicant Signature

06/28/24

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 _____

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

Name			
Address		City	State
Zip			
Phone Number	Email		
Do you have an approved conservation plan? ☐ Yes ☐ No			
Do you have a district cooperator agreement? ☐ Yes ☐ No			
For which conservation practice(s) are you applying?			
County where practice(s) will be installed.		Legal Description	
		____ 1/4 ____ 1/4 Section ____ Township ____ Range ____	
Do you own or rent this land? ☐ Own ☐ 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 _____

STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District		Tulsa County	
Name Stephen Clayman			
Address	City Tulsa	State OK	Zip 74101
Telephone	Email		
Do you have an approved conservation plan? ☒ Yes No			
Do you have a district cooperator agreement? ☒ Yes No			
For which conservation practice(s) are you applying? Brush Management / Habitat Improvement			
County where conservation practice(s) will be constructed. Tulsa		Do you own or rent this land? ☒ Own Rent	
If you are NOT 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.



Applicant Signature

11 July 2024

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 _____

Tulsa County Conservation District

Cost Share Program Year 26 Ranking

Participant Name: Mark DeMoss

Application Date: June 28, 2024

Application Number: 02-026-11

Total Score: +100

Practice Name		(642) Well
High Priority	+20 Points	+20
Medium Priority	+10 Points	
Low Priority	+5 Points	

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

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

- Has the applicant has received state cost share funds within the last three years?
A. Yes 0 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 -20 Points B. No 20 Points +20

Inadequate Water Source

Water Wells, Ponds, and Water Facility, Filter Strip

- Is there already a water source located on the Property?
A. Yes 0 Points B. No 20 Points

2. Current water supply: _____
- A. Municipal or well water only 5 Points +10
- ☒ B. Pond present but unreliable 10 Points
3. Will this be the primary or secondary water source? +5
- A. Primary 10 Points
- ☒ B. Secondary 5 Points
- C. Tertiary 0 Points
4. Purpose of the water: _____ (all that apply) +15
- ☒ 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 10 Points +10
- 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 26 Ranking

Participant Name: Stephen Clayman

Application Date: July 11, 2024

Application Number: 02-026-012

Total Score: 40

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

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

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

- Has the applicant has received state cost share funds within the last three years?
☒ A. Yes 0 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 -20 Points ☒ B. No 20 Points

Inadequate Water Source

Water Wells, Ponds, and Water Facility, Filter Strip

- Is there already a water source located on the Property?
☐ A. Yes 0 Points ☐ B. No 20 Points

2. Current water supply: _____
 - A. Municipal or well water only 5 Points
 - B. Pond present but unreliable 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 10 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
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+10

Tulsa County Conservation District

Cost Share Program Year 26 Ranking

Participant Name: Katheryn Robinson

Application Date: July 15, 2024

Application Number: 02-026-13

Total Score: +110

Practice Name		(340)(528)
High Priority	+20 Points	
Medium Priority	+10 Points	+10
Low Priority	+5 Points	

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

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

- Has the applicant has received state cost share funds within the last three years?
 - Yes 0 Points
 - 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?
 - Yes -20 Points
 - No 20 Points +20

Inadequate Water Source

Water Wells, Ponds, and Water Facility, Filter Strip

- Is there already a water source located on the Property?
 - Yes 0 Points
 - No 20 Points

2. Current water supply: _____
 - A. Municipal or well water only 5 Points
 - B. Pond present but unreliable 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 10 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

+10

+10

+10

+10

Name	Agreement & Practice Unit	Ranking Score &	Average Cost	Est Total Cost	Cost Share	Cost Share Cost	Amount Allocated	Payment
						Amount Allocated	\$ 47,000.00	
						Amount Used	\$ 46,200.00	
						Amount Remaining	\$ 800.00	
Mark DeMoss	13	85						
(642) Water Well	Each	1	\$6,090.92	\$ 6,090.92	85.00%	\$ 5,177.28	\$ 5,177.28	
02-026-11					Total	\$ 5,177.28	\$ 5,400.00	
App Date	6/28/2024							
Deadline								
Stephen Clayman		40						
(314) Bruh Managenent	AC	10	\$ 399.36	\$ 3,993.60	85.00%	\$ 3,394.56	\$ 3,394.56	
02-026-12				\$ 3,993.60	Total	\$ 3,394.56	\$ 3,500.00	
App Date	7/11/2024							
Deadline								
Kathryn Robinson								
(338) Prescribed Grazing	AC	2	\$ 11.87	\$ 23.74	85.00%	\$ 20.18	\$ 20.18	
(340) Cover Crop	kSqFt	8.1	\$ 56.87	\$ 460.65	85.00%	\$ 391.55	\$ 391.55	
02-026-13				\$ -	Total	\$ 411.73	\$ 1,000.00	
App Date	7/15/2024							
Deadline								
People in yellow currently potential alternates. Without Betty McCoy will be able to fund remaining three applicants						Amount Allocated	\$ 47,000.00	
						Amount Used	\$ 46,200.00	
						Amount Remaining	\$ 800.00	

Alternates Start

Cancellations

Betty McCoy		45						
(382) Fencing	FT	2000	\$ 2.99	\$ 5,980.00	85.00%	\$ 5,083.00	\$ 5,300.00	
02-026-10				\$ 5,980.00	Total	\$ 5,083.00	\$ 5,300.00	
App Date	5/14/2024							
Deadline								

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
Tuesday August 22 or 28, 2024 – 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 and Approval of FY – 2024 Annual Report
5. Discussion and Approval of FY - 2025 Spending Items
6. 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 the District Manager and possible raise increase for the District Manager.
 - a. As authorized by the Oklahoma Open Meeting Act in Section 307(B)(1) of Title 25 of the Oklahoma Statutes, an executive session may be held for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual public officer or employee.” Pursuant to this provision, the Tulsa County Conservation District Board proposes to hold an Executive Session for the purpose of discussing the Performance Review of Gabriael Parker, District Manager.
 - b. Vote by the Board of Directors on whether to hold Executive Session.
 - c. Designation of attendance of any additional persons
 - d. Executive Session held if authorized by the Board
 - e. Acknowledge return to open session
 - f. Announcement of Compliance Statement
 - g. Board votes on possible action(s) if any relating to the matter(s) discussed in the executive session.
7. Adjourn:

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

The next regularly scheduled meeting is Tuesday September 13th, 2024 at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133