

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
February 8, 2018 - 4:00 PM

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
4. Consideration of Consent Agenda:
 - A. Approval of Minutes from the January 11, Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending January 31, 2018
 - C. Review of TACF Financials for Periods Ending in January 31, 2018
 - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
 - E. Approval of District Employee Timesheet & Leave Records for the Month of January 31, 2018
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost Share Program Year 18
 - A. OCC Appeal Letter to Bill Wiginton
7. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Acceptance of District Conservationist Agency Report
 - B. Approval of the NRCS Farm Bill Performance Worksheet
 - C. TCCD Monthly Activities and Outreach Report
 - D. Discussion and Possible Approval of Meeting Day/Time Change per Melissa Gray's Request
 - E. 2018 RMC Update
 - F. Home & Garden Show Update
 - G. Discussion and Possible Approval of 2018 OACD Dues
 - H. Discussion and Possible Approval of 2018 NACD Dues
 - I. Discussion of TCCD District Financials
 - J. Discussion of Financial Request to TACF
8. New Business:
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is March 15, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



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 **February 8, 2018** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **March 14, 2018**

Jana Back
Chair, Board of Directors

3-14-18
Date

Attest:

Malissa Faulkner

**Minutes
Tulsa County Conservation District
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74107
Regular Board Meeting**

Date: February 8, 2018

Time: 4:00 PM

Members Present: Jana Black, Vice Chairwoman
Zach Kilburn, Treasure
John Beasley, Member
Tom Tolbert, Member

Members Absent: Melissa Gray, Chairwoman

Others Present: Gabrael Parker, District Secretary
Cleon Bradford, Acting District Conservationist

1. Meeting Called to Order:

Vice Chair, Jana Black called the meeting to order at 4:06 PM. She noted 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 February 7, 2018 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

2. Roll Call

3. Consider, Discuss, and Take possible action on the following agenda items:

4. Consideration of Consent Agenda:

- A. Approval of Minutes from the January 11, 2018 Regular Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending January 31, 2018**
- C. Review of TACF Financials for Periods Ending in January 31, 2018**
- D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District**
- E. Approval of District Employee Timesheet & Leave Records for the Month of January 31, 2018**

After a brief discussion, John Beasley made a motion to approval the consent agenda as presented. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

5. Consideration of and Possible Action on Items to be Removed Consent Agenda
None

6. Cost Share Program Year 18

A. OCC Appeal Letter to Bill Wiginton

Gabriel Parker said she put this in the packet, so everyone could see the final appeals decision letter sent to Bill Wiginton from OCC. No further action needed to be taken at this time.

7. Discussion and/or Possible Action on the Following District Operation Items:

A. Discussion and Acceptance of District Conservationist Agency Report

Clemon Bradford said the state office is allowing more time for ranking going forward to allow for better planning. The state office will require offices to write conservation plans on all contracts as well as Conservation Technical Assistance or CTA General. They have found that many offices have contracts on people who do not have conservation plans, and that is not how the offices are supposed to be doing. The State Office will also require conservation plans on the State Cost-Share participants as well. However, because writing a conservation plan, even on CTA, takes a lot of time, the state office has giving field offices more time with the ranking. April 13th is the first ranking deadline. This is the deadline to have all EQIP applications rank for statewide fund pools. The second is April 20th. That is the deadline to have ranking completed for all local LEA fund pools.

Clemon would like to find out how much interest there is in hosting an outreach event or even several outreach events. The board suggested we contact our partners to help get a survey out to the community. We could do something through SurveyMonkey.com or something similar. We must be able to show a need for an LEA before Tulsa can get funding for an LEA. We need to provide documentation showing an interest in a different group priority. The only way to get that documentation, is to have some outreach meetings. This will become very important when the restructuring is complete. Zach Kilburn made a motion to accept the District Conservationist's Agency Report. John Beasley 2nd the motion. Nays: None. The motion carries.

B. Approval of the NRCS Farm Bill Performance Worksheet

After a brief discussion, John Beasley made a motion to approve the NRCS Farm Bill Performance Worksheet. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

C. TCCD Monthly Activities and Outreach Report

Gabriel Parker said it had been a relatively quiet month in terms of events. She said that the RMC Planning Committee decided to cancel the RMC scheduled for March. She said because it was on a topic that was unfamiliar to most on the committee, and having to rely on guidance from outside groups, a lack of interest from the public, we decided to cancel the RMC and try for a possible Stormwater related one in the fall. She said she would put it on the TACF agenda to get some ideas from the board members next week.

Gabriel said she is gearing up for the Home and Garden Show next month. She said met with Brian Lewis and Jacob Hagen from the City of Tulsa to get an idea of where they were on their booth planning as well as bounce some ideas off them for the TCCD booth. Gabriel said she wanted to do a Project WET activity, but had not decided on the activity.

She had not been able to make the first TU Earth Day meeting because she did not know Katherine had moved them to Thursday's this year and she had been in the financials that day. No further action needed to be taken at this time.

**D. Discussion and Possible Approval of Meeting Day/Time Change per
Melissa Gray's Request**

Gabriel Parker said she had spoken Melissa Gray this week and she said that she has a class at 4:30 PM on Tuesdays and Thursdays this semester, and will not be able to make our Thursday meetings. She wanted me to ask the board if they would be interested in either changing the meeting to 3:00 PM or possibly moving the meeting to a Monday or Wednesday. The board said because they did not want her to worry about getting to class on time if we moved the meeting back an hour and the meeting go longer than 4:30 PM, that may not be the best option. Gabriel said we would only have to change the meetings until the end of the semester. The board said it would be better to hold the meetings on the second Wednesday at 4:00 PM, and that they all could make that. John Beasley made a motion to move our meetings from the 2nd Thursday at 4:00 PM to the 2nd Wednesday at 4:00 PM. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

E. 2018 RMC Update

Please see RMC update in TCCD Monthly Outreach Report in agenda item 7C

F. Home & Garden Show Update

Please see RMC update in TCCD Monthly Outreach Report in agenda item 7C

G. Discussion and Possible Approval of 2018 OACD Dues

After a brief discussion, Zach Kilburn made a motion to approve the 2018 OACD Dues. John Beasley 2nd the motion. Nays: Jana Black, Zach Kilburn, John Beasley, Tom Tolbert. The motion does not pass.

H. Discussion and Possible Approval of 2018 NACD Dues

After a brief discussion, Zach Kilburn made a motion to approve the 2018 OACD Dues. John Beasley 2nd the motion. Nays: Jana Black, Zach Kilburn, John Beasley, Tom Tolbert. The motion does not pass.

I. Discussion of TCCD District Financials

Gabriel Parker said she is keeping this on the agenda as a reminder to revisit the subject periodically. No further action needed to be taken at this time.

J. Discussion of Financial Request to TACF

Gabriel Parker said she wanted to include the letter that John Beasley drafted to the TACF board to make sure everyone had a chance to look at it and suggest any changes. The board said they thought it did not need any changes and to proceed with presenting it to the TACF board. No further action needed to be taken at this time.

8. New Business:

Jana Black said she would like to set up a planning meeting with Katie Plohocky to start writing the CFP grant that is due later this year. Gabriel Parker said she would send out a meeting request soon to her to see when she might be available.

9. Public Comments:

None

10. Adjourn:

Meeting Adjourned at 4:55 PM

Next regularly scheduled meeting is March 15, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

1:04 PM
02/02/18
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
July 2017 through January 2018

	<u>Jul '17 - Jan 18</u>
Income	
Administrative Income	484.29
Grant Income	250.00
Interest Income	1.27
OCC Cost-Share Reimbursements	10,346.32
OCC Director Exp Reimbursements	325.00
OCC General Exp Reimbursements	2,170.84
OCC Salary Reimbursements	16,639.41
TACF Gen Expense Reimbursements	<u>1,500.00</u>
Total Income	31,717.13
Expense	
Aministrative Expense	480.27
Cost-Share Payments	10,346.32
Director Fees	325.00
Employee Benefits	1,407.89
Office Supplies	70.21
Outreach Programs	410.83
Payroll	11,671.87
Payroll Tax	5,553.53
Postage	6.02
Telephone and Internet	658.71
Travel	<u>636.81</u>
Total Expense	<u>31,567.46</u>
Net Income	<u><u>149.67</u></u>

1:03 PM
02/02/18
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
January 2018

	<u>Jan 18</u>
Income	
Interest Income	0.17
OCC Cost-Share Reimbursements	4,928.04
OCC General Exp Reimbursements	1,248.50
OCC Salary Reimbursements	3,908.20
Total Income	<u>10,084.91</u>
Expense	
Cost-Share Payments	4,928.04
Employee Benefits	216.40
Payroll	1,227.05
Payroll Tax	773.86
Telephone and Internet	74.78
Travel	36.24
Total Expense	<u>7,256.37</u>
Net Income	<u><u>2,828.54</u></u>

1:05 PM

02/02/18

Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
January 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	1/31/2018		Arvest	Interest Pay...		Arvest Checki...	0.14	0.14
Deposit	1/31/2018		Arvest	Interes Paym...		Arvest Special...	0.03	0.17
Total Interest Income							0.17	0.17
OCC Cost-Share Reimbursements								
Deposit	1/26/2018		OCC	Cost-Share p...		Arvest Checki...	4,928.04	4,928.04
Total OCC Cost-Share Reimbursements							4,928.04	4,928.04
OCC General Exp Reimbursements								
Deposit	1/30/2018		OCC	December G...		Arvest Checki...	1,248.50	1,248.50
Total OCC General Exp Reimbursements							1,248.50	1,248.50
OCC Salary Reimbursements								
Deposit	1/12/2018		OCC	January Sala...		Arvest Checki...	1,954.10	1,954.10
Deposit	1/30/2018		OCC	February 201...		Arvest Checki...	1,954.10	3,908.20
Total OCC Salary Reimbursements							3,908.20	3,908.20
Total Income							10,084.91	10,084.91
Expense								
Cost-Share Payments								
Check	1/29/2018	8596	James L Adkins	Cost-Share P...		Arvest Checki...	4,928.04	4,928.04
Total Cost-Share Payments							4,928.04	4,928.04
Employee Benefits								
Check	1/23/2018	8591	OCC	January 2018...		Arvest Checki...	216.40	216.40
Total Employee Benefits							216.40	216.40
Payroll								
Check	1/12/2018	8594	Gabriel S Parker	January 1-15...		Arvest Checki...	808.72	808.72
Check	1/29/2018	8592	Gabriel S Parker	December 16...		Arvest Checki...	418.33	1,227.05
Total Payroll							1,227.05	1,227.05
Payroll Tax								
Check	1/10/2018		IRS	941 Tax Pay...		Arvest Checki...	678.86	678.86
Check	1/17/2018		OK Tax Commission	December 20...		Arvest Checki...	95.00	773.86
Total Payroll Tax							773.86	773.86
Telephone and Internet								
Check	1/29/2018		COX Communicatio...	January 2018...		Arvest Checki...	74.78	74.78
Total Telephone and Internet							74.78	74.78

1:05 PM
02/02/18
Accrual Basis

Tulsa County Conservation District
Profit & Loss Detail
January 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Travel								
Check	1/29/2018	8593	Gabriel S Parker	December 20...		Arvest Checki...	36.24	36.24
Total Travel							36.24	36.24
Total Expense							7,256.37	7,256.37
Net Income							2,828.54	2,828.54



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 01/31/2018

TULSA COUNTY CONSERVATION

Page 1 of 4

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		\$3,642.25
Total Current Value		\$3,642.25

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
01/01/2018	Beginning Balance	\$813.74
	4 Credit(s) This Period	\$10,084.88
	8 Debit(s) This Period	\$7,256.37
01/31/2018	Ending Balance	\$3,642.25

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.14
Interest Paid Year-to-Date	\$0.14
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
01/12/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$1,954.10
01/26/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$4,928.04
01/30/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$3,202.60

Other Credits

Date	Description	Amount
01/31/2018	INTEREST PMT	\$0.14

Electronic Debits

Date	Description	Amount
01/10/2018	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$678.86
01/17/2018	TAX PAYMENTS OK TAX PMT	-\$95.00
01/29/2018	COX COMM TUL BANK DRAFT	-\$74.78

**Statement Ending 01/31/2018**

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number

NON-PROFIT INTEREST CHECKING**Electronic Debits (continued)**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
-------------	--------------------	---------------

*Tulsa County Conservat***Checks Cleared**

<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>
8591	01/23/2018	\$216.40	8593	01/29/2018	\$36.24	8596*	01/29/2018	\$4,928.04
8592	01/29/2018	\$418.33	8594	01/12/2018	\$808.72			

* Indicates skipped check number

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
12/31/2017	\$813.74	01/17/2018	\$1,185.26	01/29/2018	\$439.51
01/10/2018	\$134.88	01/23/2018	\$968.86	01/30/2018	\$3,642.11
01/12/2018	\$1,280.26	01/26/2018	\$5,896.90	01/31/2018	\$3,642.25



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 01/31/2018

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		\$333.32
Total Current Value		\$333.32

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
01/01/2018	Beginning Balance	\$333.29
	1 Credit(s) This Period	\$0.03
	0 Debit(s) This Period	\$0.00
01/31/2018	Ending Balance	\$333.32

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.03
Interest Paid Year-to-Date	\$0.03
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
01/31/2018	INTEREST PMT	\$0.03

Daily Balances

Date	Amount	Date	Amount
12/31/2017	\$333.29	01/31/2018	\$333.32



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD STE 120
TULSA OK 74133-1768

Statement Ending 01/31/2018

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		\$3,724.93
Total Current Value		\$3,724.93

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
01/01/2018	Beginning Balance	\$3,724.61
	1 Credit(s) This Period	\$0.32
	0 Debit(s) This Period	\$0.00
01/31/2018	Ending Balance	\$3,724.93

Interest Summary

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

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

Other Credits

Date	Description	Amount
01/31/2018	INTEREST PMT	\$0.32

Daily Balances

Date	Amount	Date	Amount
12/31/2017	\$3,724.61	01/31/2018	\$3,724.93



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD STE 120
TULSA OK 74133-1768

Statement Ending 01/31/2018

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		\$10,592.63
Total Current Value		\$10,592.63

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
01/01/2018	Beginning Balance	\$10,590.38
	1 Credit(s) This Period	\$2.25
	0 Debit(s) This Period	\$0.00
01/31/2018	Ending Balance	\$10,592.63

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$2.25
Interest Paid Year-to-Date	\$2.25
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
01/31/2018	INTEREST PMT	\$2.25

Daily Balances

Date	Amount	Date	Amount
12/31/2017	\$10,590.38	01/31/2018	\$10,592.63

Mailed 11/6/18

Form **941 for 2017: Employer's QUARTERLY Federal Tax Return**
(Rev. January 2017) Department of the Treasury — Internal Revenue Service

950117
OMB No. 1545-0029

Employer Identification number (EIN) -

Name (not your trade name)

Trade name (if any)

Address

Number Street Suite or room number

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2017
(Check one.)

☐ 1: January, February, March

☐ 2: April, May, June

☐ 3: July, August, September

☒ 4: October, November, December

Instructions and prior year forms are available at www.irs.gov/form941.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	<input type="text" value="1"/>
2	Wages, tips, and other compensation	2	<input type="text" value="6799 . 38"/>
3	Federal income tax withheld from wages, tips, and other compensation	3	<input type="text" value="945 . 00"/>
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.	

	Column 1		Column 2
5a	Taxable social security wages <input type="text" value="7134 . 60"/>	$\times 0.124 =$	<input type="text" value="884 . 69"/>
5b	Taxable social security tips <input type="text" value=" ."/>	$\times 0.124 =$	<input type="text" value=" ."/>
5c	Taxable Medicare wages & tips <input type="text" value="7134 . 60"/>	$\times 0.029 =$	<input type="text" value="206 . 90"/>
5d	Taxable wages & tips subject to Additional Medicare Tax withholding <input type="text" value=" ."/>	$\times 0.009 =$	<input type="text" value=" ."/>
5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	<input type="text" value="1091 . 59"/>
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f	<input type="text" value=" ."/>
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	<input type="text" value="2036 . 59"/>
7	Current quarter's adjustment for fractions of cents	7	<input type="text" value="0 . 00"/>
8	Current quarter's adjustment for sick pay	8	<input type="text" value=" ."/>
9	Current quarter's adjustments for tips and group-term life insurance	9	<input type="text" value=" ."/>
10	Total taxes after adjustments. Combine lines 6 through 9	10	<input type="text" value="2036 . 59"/>
11	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11	<input type="text" value="2036 . 59"/>
12	Total taxes after adjustments and credits. Subtract line 11 from line 10	12	<input type="text" value=" ."/>
13	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	13	<input type="text" value=" ."/>
14	Balance due. If line 12 is more than line 13, enter the difference and see instructions	14	<input type="text" value=" ."/>
15	Overpayment. If line 13 is more than line 12, enter the difference <input type="text" value=" ."/>	Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.	

Name (not your trade name)

Employer identification number (EIN)

Tulsa County Conservation District

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

16 Check one: ☐ Line 12 on this return is less than \$2,500 or line 12 (line 10 if the prior quarter was the fourth quarter of 2016) on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter. If line 12 (line 10 if the prior quarter was the fourth quarter of 2016) for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

☐ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1

Month 2

Month 3

Total liability for quarter Total must equal line 12.

☐ You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.

17 If your business has closed or you stopped paying wages ☐ Check here, and

enter the final date you paid wages

18 If you are a seasonal employer and you don't have to file a return for every quarter of the year . . . ☐ Check here.

Part 4: May we speak with your third-party designee?

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

☐ Yes. Designee's name and phone number

Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS.

☐ No.

Part 5: Sign here. You MUST complete both pages of Form 941 and SIGN it.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.



Sign your
name here

Print your
name here

Print your
title here

Date

Best daytime phone

Paid Preparer Use Only

Check if you are self-employed . . . ☐

Preparer's name

PTIN

Preparer's signature

Date

Firm's name (or yours
if self-employed)

EIN

Address

Phone

City

State

ZIP code

MARY FALLIN
GOVERNOR

TODD LAMB
LIEUTENANT GOVERNOR



TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

January 22, 2018

Bill Wiginton
34498 S 4220 Rd
Inola OK 74036

Dear Mr. Wiginton:

This letter is in reference to your appeal of Tulsa County Conservation District's decision to deny payment on Cost-Share Program performance agreement 02-018-006. After reviewing documentation provided by yourself and the conservation district the Commission must respectfully deny your appeal.

We based our decision to deny your claim for cost-share payment due to fact that you did not meet the requirement to perform the work in accordance to conservation practice standards and specification as stated in Part II. Section 1 A. of your performance agreement. NRCS standards and specifications require chemical to be applied at a rate of one pint per one acre of land. According to information you provided to the conservation district you applied half the recommended rate of herbicide.

Should you have any questions regarding this matter, please contact me.

Sincerely:

A handwritten signature in blue ink that reads "Tammy Sawatzky".

TAMMY SAWATZKY

Director

Conservation Programs Division

Copy: Tulsa County Conservation District
Scotty Herriman, Area III Commissioner
Trey Lam, Executive Director
Lisa Knauf Owen, Assistance Director



Tulsa County Conservation District
6660 S. Sheridan Road, Suite 120, Tulsa, Oklahoma 74133
918-280-1595 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

To The Oklahoma Conservation Commission,

In the Tulsa County Conservation District's (TCCD) December 14, 2017 board meeting, the board of directors determined that Mr. Wiginton did not meet all the requirements in his performance agreement (improper application rate of herbicide), and therefore denied payment on the Herbaceous Weed Control Practice. The board was informed by NRCS staff that the rate at which Mr. Wiginton applied the herbicide did not adhere to NRCS standards and specifications for Sericea Lespedeza removal of one pint of Remedy per one acre of land.

The NRCS Standards and Specifications for the application of Remedy for herbaceous weed control require the user to apply one pint of chemical per one acre of land. NRCS staff determined Mr. Wiginton applied half the proper rate of one pint of Remedy Ultra per one acre of land to accurately clear his properties of Sericea Lespedeza. Based on this information, the board determined Bill Wiginton did not meet the Performance Agreement requirements outline in Part II. Section 1A.

Mr. Wiginton came to the TCCD Office to talk about applying for the State Cost Share Program on April 13, 2017. Freddy Trujillo, Soil Technician with NRCS, asked Mr. Wiginton details about what species he wanted to remove as well as what chemical he planned on using. Mr. Wiginton discussed using Remedy Ultra to spray for Sericea Lespedeza. Mr. Trujillo informed Mr. Wiginton of the timing for the use of Remedy, the application rate, and that he would receive a CPA-16 from NRCS. Gabriela Parker, TCCD District Secretary, Mr. Trujillo informed him the maximum payment he could receive under the program would be \$5,000.00, however the program would only pay 75% of state-wide average or actual cost to implement the practice.

Bill Wiginton applied for the Cost-Share Program on April 13, 2017. When Gabriela Parker gave the District Board of Directors his application for approval in the May 11, 2017 board meeting, she informed the board that the initial estimated acreage was 200ac. The TCCD board approved Bill Wiginton's Cost-Share application for Herbaceous Weed Control (315), in the amount not to exceed \$5000.00.

At the end of July, When Mr. Trujillo went to verify completion of the practice he requested multiple meetings with Mr. Wiginton on his property and informed Mr. Wiginton he had questions about the spraying. When Mr. Trujillo attempted to access to the properties, he encountered locked gates. Mr. Trujillo was able to see that Mr. Wiginton sprayed seven and half acres of Sericea Lespedeza on the properties he was able to access, but Mr. Wiginton informed Mr. Trujillo that he had applied half the recommended rate of application and used a mixture of Cimarron Max, and Remedy Ultra.

Melissa Gray
Chairman

Jana Black
Vice Chairman

Zach Kilburn
Treasurer

John Beasley
Member

Tom Tolbert
Member

Therefore the practice, according to NRCS staff was not implemented according to NRCS Standards and Specifications as is stated in the Cost-Share agreement that Mr. Wiginton signed. The Tulsa County Board of Directors collectively decided that the district not allow cost-share funding to be granted to Mr. Wiginton if the practice was not implemented according to NRCS standards and specifications for Herbaceous Weed Control and denied payment.

This was explained to Mr. Wiginton at the TCCD Board Meeting on December 14, 2017. Before Mr. Wiginton left the board meeting, Cleaon Bradford, NRCS Acting District Conservationist, invited him to apply for brush management under the Environmental Quality Incentives Program. The District Board also extended an invitation to participate in the Cost-Share Program for Brush management. Mr. Wiginton respectfully declined both invitations.



TCCD Board Chair,
Melissa Gray

I am writing this letter to file a formal appeal of the decision Tulsa County CD not to pay the \$5000 for 200 acres I sprayed in accordance with the attached signed conservation cost-share program performance agreement.

The Tulsa board denied my payment based on what a sprayed for sericea but my performance agreement was not for sericea only but for (315) Herbaceous Weed Control.

According Natural Resources Conservation Service Practice Standard for Herbaceous Weed Control. NRCS, OK August 2011 the Definition is: "The removal or Control of herbaceous weeds including invasive, noxious and prohibited plants". This does not specify anywhere I was only spraying sericea as was stated in the board meeting. However I did use remedy ultra which does and did control the sericea. The board denial was seemed to be based the fact I used Cimarron Max and not Remedy Ultra. I did use Remedy Ultra but the board seem to key on the fact that I also used Cimarron Max which also helps in Herbaceous Weed Control. I do realize in using the amount I used and using both of the chemicals may have been over kill however this is a very labor-intensive process and I wanted to be sure it was successful. The result was a very successful control of all Herbaceous Weeds.

Please find attached some of the receipts showing the purchase of Remedy Ultra for this purpose.

I do believe that I met the requirements for attached Signed Conservation Cost-Share Program Performance Agreement and can see no reason I should not be reimbursed the \$5000 owed me per this agreement. In good faith I put forward the labor, fuel and expense for chemicals believing in turn I would be reimbursed based on this agreement

Thank You

Bill R Wiginton

TULSA COUNTY CONSERVATION DISTRICT
TULSA F.O. NRCS REPORT
Feb 8, 2018

Environmental Quality Incentive Program (EQIP)

- December 15, 2017: EQIP Sign up deadline for FY 2018 Funding
- EQIP Applications received by deadline (18)
- April 13, 2018: Ranking completed for Statewide Fund Pools
- April 20, 2018: Ranking completed for all Local and LEA Fund Pools

Conservation Stewardship Program (CSP)

- March 2, 2018: CSP 2018-1 sign up deadline
- March 15, 2018: All 2017 CSP annual payments must be processed

Outreach Meeting/Other

- Attended Team 5 Meeting in Osage County 1/10/18
- Attended Mayes County Cattlemen's Annual Meeting 1/18/18
- Planning to attend OACD State Meeting Feb 27-28, 2018
- Soils Health Demonstration for Pasture/Crop 2018

Tulsa County

Conservation District:

February-18

Month & Year

Day of Month

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
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Conservation Planning

Customer service toolkit data entry																												
Conservation plan maintenance																												
Assemble plan components																												
Conducts on-site inspections																												
Provide practice check out services																												
Development of plan and soil maps																												
Other																												

Outreach for Farm Bill Programs

News Article Development																												
Outreach Activities, H&G Plng Mtg		X											X					H			X							
Assist with monthly outreach report		X												X	X			O			X							
Public presentations																		L										
Success stories																		I										
Earth Team volunteer program																		D										
Assist with statewide media																		A										
Other: Earth Day Mtg, CC Plng Mtg													X					Y			X							

Administrative Assistance for Farm Bill Programs

Filing	X	X			X	X	X	X	X				X	X	X	X				X	X	X	X			X	X	X
Updating General Manual and FOTG																			O									
Receptionist	X	X			X	X	X	X	X				X	X	X	X			F	X	X	X	X			X	X	X
General office correspondence	X	X			X	X	X	X	X				X	X	X	X			F	X	X	X	X			X	X	X
Record of meeting minutes								X											I		X							
Maintain office schedules	X	X			X	X	X	X	X				X	X	X	X			C	X	X	X	X			X	X	X
Maintain ledgers	X	X			X	X	X	X	X				X	X	X	X			E	X	X	X	X			X	X	X
Other																												

Farm Bill Contracting

Explain and promote farm bill programs																												
Local work group coordination		X						X					X					C			X							
Complete program applications																		L										
Program application rankings																		O										
Compile and file applications																		S							X			
Prepare and mail form letters																		E										
Plan and contract development																		D										
Provide technical assistance																												
Update and maintain LTP-003																												

Other Farm Bill Activities:

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Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: **20 hours**

I certify that the above items as marked have been accomplished according to the terms of this agreement and meet with my full satisfaction:

Jana Back 3/11/18
 Conservation District Board Representative (Signature & Date)

Chen Bras
 NRC S District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

January 2018



Meetings:

01/04/2018	Sustainable Tulsa Meeting
01/04/2018	TCCD Special Board Meeting (Cancelled)
01/09/2018	RMC Planning Meeting
01/11/2018	TCCD Board Meeting
01/24/2018	RMC Planning Meeting
01/25/2018	TU Earth Day Planning Meeting

Special Events:

None

Holidays:

01/01/2018	New Year's Day - Office Closed
01/15/2018	Martin Luther King Jr. Day - Office Closed

Upcoming Meetings

02/01/2018	Sustainable Tulsa Meeting
02/02/2018	Home and Garden Show Planning Meeting w/ COT
02/08/2018	TCCD Board Meeting
02/14/2018	TACF Board Meeting

Up Coming Events:

None

Upcoming NRCS Deadlines:

Upcoming Holidays:

02/19/2018	Presidents Day - Office Closed
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Side Notes:

None

Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ TCCD/TACF Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay/Financials Research
- ❖ NRCS/TCCD File Organization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Meeting Organization and Coordination
- ❖ Office Scanning
- ❖ RMC Event Planning
- ❖ Meeting Minutes
- ❖ Outreach Meetings
- ❖ 2018 State Cost-Share Program
- ❖ End of the Year Taxes

Blue Thumb Winter Newsletter

Bluethumb

Sent: Wednesday, January 10, 2018 2:57 PM

To: Robert Barossi



Blue Thumb Winter Newsletter 2017/2018



2017: A Year of Change for the Blue Thumb Team

Late in 2016, Jean Lemmon returned to Blue Thumb as the program's Director. Among many other duties, she attended volunteer trainings, joined the team in the field for fish and bug collections, and represented Blue Thumb at numerous events throughout the year, including Earth Day in Tulsa (right).



Early in 2017, our new Blue Thumb Educator, Rob Barossi, joined the team. He spent his first weeks attending events across the state as well as travelling with Kim Shaw, Candice Miller and Jeri Fleming for winter bug collections, visiting numerous creeks and meeting many of our dedicated volunteers like our team at Soldier Creek in Oklahoma City (left).

Another change occurred when Jeri transitioned away from work in the field to focus on outreach/promotion/public relations work, which gave the team an opportunity to reorganize statewide areas of responsibility. Kim continued to manage volunteers and monitoring in the Oklahoma City metro area, Edmond, Norman, and the southwestern part of the state. Candice retained all sites in the Tulsa area as well as the southeastern part of the state, while picking up the Stillwater region. Rob was given responsibility for the northeastern part of the state, including Tahlequah and Muskogee, the south-central part of the state, primarily Ada and the surrounding area, and sites in the panhandle. One last staffing change happened late in the year when Jeri left the Conservation Commission for a position at the University of Oklahoma.

Also in 2017, Blue Thumb welcomed the Project WET program! Project WET (Water Education for Teachers) is a water based curriculum for educators of all kinds. All of the Blue Thumb staff members became facilitators in January, allowing us to add to our education toolbox and provide more opportunities for volunteers!



A Record Setting Year for Blue Thumb Trainings!!

2017 set a new record with 9 volunteer trainings across the state! Many of these trainings took place because community members and organizations reached out to us and asked for a training in their area. This is a very exciting development for the present and future of Blue Thumb!



Oklahoma City



Pawhuska



Beaver County



Two
in
Ada



Stillwater



Tahlequah



Broken Arrow



Idabel

To all the
new volunteers
who joined
us in
2017,
Welcome to
Blue Thumb!!

Highlights of a Great Year!

Candice had a successful first year as the new statewide Project WET Coordinator. A total of 90 people attended 10 educator workshops and one facilitator training. In this photo from Howe, teachers are learning how to use the Incredible Journey activity.



We partnered with Grand River Dam Authority (GRDA) and Oklahoma State University (OSU) Extension for the second annual educator's workshop, titled Riverology 101. Teachers gained experience with Project WET activities and learned how to use some of the educational tools Blue Thumb has to offer, like the EnviroScape, pictured here.



Blue Thumb also partnered with GRDA and OSU Extension for TWO educational summer camps for kids, Journey to the Bottom of the Creek (left), held in Tahlequah, and A Grand Adventure (right), held in Langley. Between the two camps, a total of 42 kids attended, ranging in age from 6 to 13.



Blue Thumb staff and volunteers reached 5,000 people in April and another 4,000+ in May, at events like ScienceFest, pictured above. Earth Day and Natural Resource Days make it an especially busy time of year.



Staff and volunteers also participated in 125 benthic macroinvertebrate collections like the one above, at 80 sites statewide. There were also 9 Blue Thumb fish collections.

Looking Ahead to 2018

Some big and exciting changes are in store for Blue Thumb in 2018. Early in the year, we will be interviewing candidates to fill a new Blue Thumb position. That person will be bringing new energy, enthusiasm and ideas to the program, which we are very excited about. We're also excited to begin a new format and focus for our Blue Thumb volunteer training. The training will now be a one-day introduction to Blue Thumb and the volunteering options available to you, with a focus on volunteer education opportunities. We will cover a number of educational activities which you can use in your communities and provide every training participant with a Project WET book filled with more educational activities, tools and resources. For volunteers who want to monitor a creek, don't worry, you are not being left out. There will be a separate, one-day training that will focus on chemical monitoring, giving us even more time to spend with you going over the chemical tests, what the results mean for you and your stream, and how you can use those results to spread the message of stream protection. The change in training format is part of a bigger change as we begin to provide more opportunities for volunteers to get involved and really focus on their own interests and passions. We are excited to hear about what you would like to do as a Blue Thumb volunteer! What are your goals or objectives for volunteering? What are the ways you'd really like to be involved? We're excited to find out where these changes take us and are looking forward to a great 2018.

Jean

Linn

Candice

Rob



Supported by Friends of Blue Thumb, students from Oklahoma School for Innovation and Experiential Learning educated area 2nd graders.

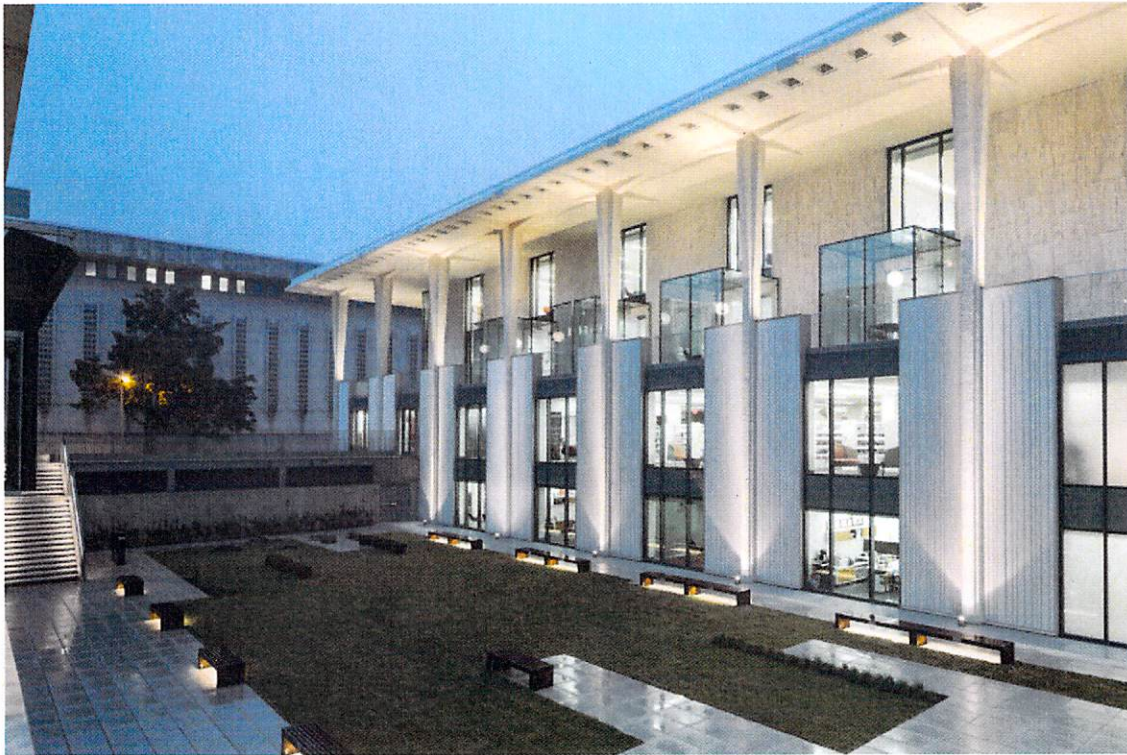
Friends of Blue Thumb offers grants for volunteers! Maybe you want to buy some materials for an exhibit about your monitoring data. Maybe your community is holding an Earth Day event and you want to participate. Maybe you see the value in having a presence at the local farmer's market, or you are going to be involved in a cleanup event. Friends of Blue Thumb is giving away ten mini-grants of up to \$200 to Blue Thumb volunteers. If you are interested, send a brief proposal (no more than one page) to Cheryl Cheadle (cheryl.c@camploughridge.org) by February 21, 2018. Include information about expected expenditures. Volunteers submitting winning proposals will be notified by March 10, 2018. Funds will be provided after the event or project is completed, and a brief report, including photographs, is submitted to FBT. Feel free to contact Cheryl with any questions. Proposals likely to be funded are those that will have far reaching educational impacts.

RMC 30

Resource Management Conference

Save the Date

Tulsa County Conservation District is proud to announce
the 30th Resource Management Conference,
to be held March 15, 2018 at Tulsa's Central Library.



A New Focus: Energy Efficient Facility Management

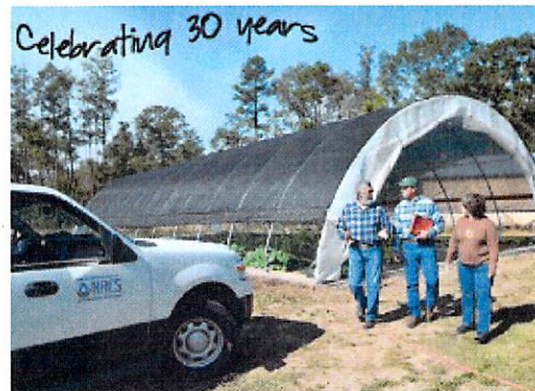
Buildings account for 39% of CO2 emissions and consume 70% of the electricity load in the US. All that wasted energy adds up, costing building owners, managers, and tenants billions of dollars each year.

Learn from local experts how to reduce your energy usage and save money. From energy efficient lighting and HVAC upgrades to materials management and renewable programs involving solar and wind, we'll give you the information you need to **improve your bottom line.**

All proceeds benefit the Tulsa County Conservation District.

2018 Resource Management Conference

March 15, 2018, 8 am-5 pm
Tulsa Central Library
400 Civic Center
Tulsa, OK 74103



Registration

Early bird (Until Feb. 16): \$75
Late Rate (After Feb. 16): \$125

Registration will open soon, and includes lunch and other refreshments throughout the day.

Become a Sponsor or Exhibitor

Several sponsorship and exhibitor opportunities are available. Please call Gabrielael at 918.280.1596, ext. 3 or [send an email](#) for more information.

Hosted by:



Questions? Contact us.

If you have any questions about the conference, Tulsa County Conservation District, or how to get involved, [email us](#) or call 918.280.1596, ext. 3.