

**AGENDA**  
**Board of Directors Regular Meeting**  
**Tulsa County Conservation District**  
**6660 S. Sheridan Rd. Suite 120**  
**Tulsa, OK 74133**  
**May 11, 2017 - 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 April 13, 2017 Regular Meeting
  - B. Approval of Financial Statements & District Budget for Period Ending April 2017
  - C. Review of TACF Financials for Periods Ending in April, 2017
  - 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 April 2017
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost-Share Program Year 18
  - A. Approval of Cooperator Agreement for Greg Harris, and Sonya Summers
  - B. Approval of Program Year 18 Application for Greg Harris
  - C. Discussion and Approve Changes to Application Deadline Period in Director Check List
  - D. Discussion and Approve Allocation of Funds
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. TACF Board Meeting Update
  - E. Discussion of the NACD Urban Agriculture Conservation Grant
  - F. Fiscal Year 2019 Budget Request
  - G. Discussion and Approval of Recommendations for Appointed Director Position
  - H. 2018 Home and Garden Show Renewal
8. New Business:
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is June 8, 2017 at the Tulsa County Conservation District Office:  
6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

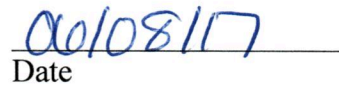


Tulsa County Conservation District  
5401 S. Sheridan Road, Suite 201 \* Tulsa, Oklahoma 74145-7522  
918-280-1595 Fax: 280-1594 E-Mail: [Tulsacd@conservation.ok.gov](mailto:Tulsacd@conservation.ok.gov)

## STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes from the **Regular Meeting** of the Tulsa County Conservation District Board of Directors held on **May 11, 2017** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **June 8, 2017**

  
Chair, Board of Directors

  
Date

Attest:



**Minutes  
Tulsa County Conservation District  
Regular Board Meeting**

Date: May 11, 2017  
Time: 4:00 PM

Members Present: Melissa Gray, Chairwoman  
Jana Black, Vice Chairwoman  
Zach Kilburn, Treasure  
John Beasley, Member

Members Absent: Tom Tolbert, Member

Others Present: Gabriael Parker, District Secretary  
Cleon Bradford, Acting District Conservationist – NRCS  
Katie Plohocky, President and Executive Director of the  
Healthy Community Store Initiative

**1. Meeting Called to Order:**

Chairwoman, Melissa Gray called the meeting to order at 4:06 PM. She noted this was a regular meeting and 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 May 10, 2017 in the front window at 6660 S. Sheridan Rd. Suite 120, Tulsa, Oklahoma 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 April 13, 2017 Regular Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending April 2017**
- C. Review of TACF Financials for Periods Ending in April 30, 2017**
- 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 April**

After a brief discussion, Zach Kilburn made a motion to remove 4A of the consent agenda for further discussion, and approve the rest of the consent agenda minus item 4A. John Beasley 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**5. Consideration of and Possible Action on Items to be Removed Consent Agenda**

Zach said he noticed the time that the previous month's meeting adjourned, looked like it was incorrect. He said he remember the meeting being adjourned at 7:14 PM and not 6:14PM. Gabrielael said she would fix the adjournment time for the April 13, 2017 meeting. Zach Kilburn made a motion to approve the April 13, 2017 meeting minutes contingent of correcting the adjournment time to 7:14 PM. John Beasley 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**6. Cost-Share Program Year 18**

**A. Approval of Cooperator Agreement for Greg Harris, and Sonya Summers**

Gabriel Parker said Greg Harris was currently a Cost-Share Applicant and Sonya Summers was currently an EQIP participant. John Beasley made a motion to approve the cooperator agreements for Greg Harris and Sonya Summers. Jana Black 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**Katie Plohocky entered the meeting at 4:15 PM**

**B. Approval of Program Year 18 Application for Greg Harris**

Gabriel Parker said this was the gentleman Cleon Bradford had spoken too last week about doing some spraying, cross fencing, and possibly a pond on his property. Gabrielael said she did not know the exact acreage for spraying, or feet for the cross fencing, because Cleon had not given her that information as of yet. She did say the cost would be close to the max payment we could provide. Jana Black made a motion to approve Greg Harris's Cost-Share application for program year 18 for spraying, cross fencing, and a pond. Zach Kilburn 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**C. Discussion and Approve Changes to Application Deadline Period in Director Check List**

Gabriel Parker said she did not realize back in March, we had set the deadline for accepting applications for May 31, 2017. She said some of the participants who are planning on spraying or planting grass seed would like to do it this year. According to NRCS standards, those practices have to be completed by June 15<sup>th</sup>. If they cannot do it by then, they will have to wait until next spring. Gabrielael suggested we set the deadline to accept applications to either today or tomorrow, so we can allocate our funds tonight, providing we do not receive more applications between tonight and end of the day tomorrow. Gabrielael also said, if we have more people interested in the State Cost-Share later, we can transfer approximately \$12,500 from program year 17. John Beasley made a motion to change the deadline for accepting applications in the Director Checklist from May 31, 2017 to May 12, 2017. Jana Black 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**D. Discussion and Approve Allocation of Funds**

Gabriel said she calculated the amount of the funds leftover from program year 17, after she cancels two if not the three remaining participants, to be about \$12,500. That would give us a total of \$37,500 to allocate to this year's participants. Gabriel said she would need to request the funds from program 17 via email, but we are allowed to roll over those funds. She said she had, on numerous occasions, tried to contact Stephen Halcomb to get a status update, but he had yet to reply. She said she left him voicemails, and several emails. She said if he does not respond soon she will send him a letter letting him know that he has been cancelled. Gabriel said she was told by NRCS that Nathan Shultz did not meet the requirement for a resource concern, and therefore made him ineligible to get assistance from the district and NRCS. Freddy Trujillo said if he would put some livestock on his property, he would be eligible, but had failed to do so. Gabriel said she attempted to contact Nathan as well with no reply. Which meant she could cancel him at any time. Gabriel said she had spoken to Charissa McCreary about two weeks ago. She said she was looking for a contractor to dig the well. I emailed her the list on all the contractors we had, but could not recommend one over another. She had yet to hear back on what she decided. Gabriel said the deadline to have everything completed and paperwork into OCC for program year 17 was August 31, 2017. Gabriel recommended we allocated the maximum payment amount of \$5,000 to Ron Clark, Bill Wiginton, Tony Warford, Aaron Kern, and Greg Harris. She suggested we allocate \$2,000 to Drew Ary, and Bruce Galbierz. With Bruce and Drew, their practices shouldn't go over \$1,500, but \$2,000 should leave a little wiggle room if does. The total amount given to the district for program year 18 was \$25,000. Currently, we can request \$7,500 from program year 17, with the cancellation of two of the three remaining participants. That leaves us with \$32,500 we could allocate to program year 18. That will cover the \$29,000 in funds allocated if the above amounts remain the same. If we end up canceling the third, we will have \$5,000 on top of the \$32,500 to allocate. The board agreed. Zach Kilburn made a motion to allocated State Cost-Share Program Year 18 funds in the amount of \$5,000 to Ron Clark, Bill Wiginton, Tony Warford, Aaron Kern, and Greg Harris, and \$2,000 to Drew Ary, and Bruce Galbierz. John Beasley 2<sup>nd</sup> the motion. Nays: None. The motion carries.

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

**A. Discussion and Acceptance of District Conservationist Agency Report**

Cleao Bradford said he had seven out of nine contracts signed by the participants. There is a deadline of June 2, 2017 to have all nine of them obligated. We had a deadline of May 5, 2017 to renew any CSP contracts, but there were not any for Tulsa. We had one WREP application in Tulsa, but it had been determined by the State Office to be ineligible. Cleao said he did not know all that went into determining WREP eligibility. Cleao said he had an outreach meeting in Osage County for CSP. He said the deadline to have any new CSP application rank was June 20, 2017. John Beasley made a motion to accept the District Conservationist's Agency Report. Jana Black 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**B. Approval of the NRCS Farm Bill Performance Worksheet**

After a brief discussion, Jana Black made a motion to approve the NRCS Farm Bill Performance Worksheet. Zach Kilburn 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**C. TCCD Monthly Outreach Report**

Gabriel Parker said it had been a relatively quiet month. She did say she was going to do a watershed presentation at South Haven Manor on the 18<sup>th</sup>. She said she did not know exactly what the place was, but would email her contact to get more information. No further action needed to be taken at this time.

**D. TACF Board Meeting Update**

John Beasley said he felt it was a very productive meeting. He said he was very happy to see Scott VanLoo. He had not seen him since December. TACF approved the funding request for TCCD support. Brian Hunter from Power of Partial Improvements came to talk about the organization. John said Vernon and Scott VanLoo talked about working with Brian to help provide some of the equipment he needed to do more of these river clean-ups. Scott said he could let Brian use some of the city resources since it is related to stormwater. John said he and Brian were scheduled to meet with the Riverview neighborhood Association to talk about a major river and neighborhood clean-up next month along Cry Baby Hill. TACF said they should be able to supply Brian with some of the items on his list if the City or INCOG could provide it. Melissa Gray asked if there had been any discussion of an RMC event this year. John said there was a little talk about an RMC. He said it was more of we need to have one to raise money for the foundation. We just approved a few funding projects and need to put some money back into the foundation for future use. He said the idea was to have one related to alternative energy, which everyone seems to be on board with. Gabriel said she did email Vernon and Scott this morning about having a planning meeting. Vernon said he was going to talk to a few people at INCOG to see if there is any interest in helping plan the RMC. No further action needed to be taken at this time.

**E. Discussion of the NACD Urban Agriculture Conservation Grant**

Melissa Gray introduced Katie Plohocky to the board and asked Katie to give a brief overview of what she does, and how she got involved in the grant project. Katie said she met Jana and Gabriel at the TU Earth Day event. She brought her chicken to show how she composts with chickens. She after talking for a bit, we started talking about the NACD grant. She said she might have an idea for the grant, and she wanted to set up a email chat about her idea. Jana said Katie had spent a great deal of time working on the grant and appreciated her effort. Katie said she is currently working on the timeline section. Making sure our milestones are correct with what we want to accomplish and when we want to have them accomplished. She said her goal is to have it 100% done by Sunday evening. Jana said she thought that we could get the board to look over what we had so far and make suggestions on it. Also, to make sure that we address everything in the guidelines, reasons for rejected proposals, and the frequently asked questions. The last thing Katie said she wanted to have done was the grammar and spelling, since that was not her area of expertise. Jana said she had asked a colleague of hers at the college

to help edit the grant. Jana said her colleague is also the person who might be making an app for the project.

The board discussed a little about changing the title from Tulsa Composting Initiative to Tulsa County Composting Initiative. The board said it should really be Tulsa County Composting Initiative because this is a project to benefit all of Tulsa County, not just those within the City of Tulsa limits. There was some more discussion on edits to the individual sections of the guidelines. Ultimately, Gabrielael said she could send the board a Google Docs link, so they can go and read it over outside of the meeting, and help edit the proposal. There was some discussion of support letters, and Gabrielael mentioned that she had all but the City of Tulsa's, and the Tulsa Health Departments. Katie said she had already attached it to the proposal on Google Docs. Gabrielael said Scott VanLoo had sent one, but when she went to print it out, it came out tiny. She said she was working on getting another version from Scott. Gabrielael said she did not realize we needed to have the board vote to adopt a resolution to submit with the Grant, and therefore did not put it on the agenda. John Beasley said since the grant is due on Monday, we will have to hold an emergency meeting to vote on that said resolution. In that resolution, we have to identify any potential conflicts of interest and how we will resolve them. Melissa asked if there will be any conflict of interest with Jana being employed by Tulsa Community College (TCC), TCC potentially providing the 11 acres of land, and the use of the horticulture building. John said he was wondering about that himself. Jana said we can address that issue and how we plan to resolve it. She said we can put in the resolution that she does work for TCC, and any work or time spent on the project will be in-kind, and will not receive compensation from TCC for time spent. Gabrielael said she could put the paperwork in tomorrow morning to hold that meeting. We would need at least 48 hour notice to the County Clerk's office. The board decided we would have the meeting on Monday May 15, 2017 at 9:15 AM. Zach Kilburn said he would not be able to make it then, but as long as we had at least three members, we should be able to have a quorum. Jana Black, John Beasley, and Melissa Gray said they would be able to make it on Monday morning. No further action needed to be taken at this time.

#### **F. Fiscal Year 2019 Budget Request**

Gabriael said she copied the majority of the requested amounts from last year except for State-Cost Share and the audit amount. She said we do not want to request an amount less than what we received this year. Since it is 2017, we will be required to submit a full audit instead of the usual compilation. Audits are a little more expensive than the compilation and that is why she request more funding. Gabrielael said she did not really understand the difference. We still submit the same about of information each year, regardless of the year. She said we are required to submit a full audit every three years, and a compilation every year that is not the audit year. The board instructed Gabrielael Parker to make sure she adds the current staff salary in the space listed as "other" under new funding request for programs and operations. Melissa Gray said the agenda item did not mention approval of the fiscal year 19 budget request, so we would not be able to vote on it in this meeting. Gabrielael said she wanted to give the board a chance to talk about it this meeting, and make the necessary changes to be voted on at next month's meeting. No further action needed to be taken at this time.

**G. Discussion and Approval of Recommendations for Appointed Director Position**

After a brief discussion, the board decided to submit recommendations for Jana Black and Roy Foster for reappointment/appointment to the TCCD board. Zach Kilburn made a motion to approve Jana Black and Roy Foster as recommendations for reappointment/appointment to the TCCD board. John Beasley 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**H. 2018 Home and Garden Show Renewal**

Gabriel Parker said this was just an FYI. She said she did not know where the booth will be, but will let everyone know as soon as she found out. No further action needed to be taken at this time.

**8. New Business:**

**9. Public Comments:**

None

**10. Adjourn:**

Meeting adjourned at 5:37 PM

Next regularly scheduled meeting is June 8, 2017 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



**Tulsa County Conservastion District**  
**Profit & Loss**  
July 2016 through April 2017

|                           | <u>Jul '16 - Apr 17</u> |
|---------------------------|-------------------------|
| <b>Income</b>             |                         |
| Administrative Income     | 5,201.14                |
| Cost-Share Reimbursements | 2,429.39                |
| OCC Reimbursements        | 25,935.90               |
| <b>Total Income</b>       | <u>33,566.43</u>        |
| <b>Expense</b>            |                         |
| Aministrative Expense     | 1,363.19                |
| Cost-Share Payments       | 4,445.63                |
| Director Fees             | 275.00                  |
| Employee Benefits         | 1,687.71                |
| Office Supplies           | 45.56                   |
| Outreach Programs         | 72.92                   |
| Payroll                   | 16,178.83               |
| Payroll Tax               | 7,524.69                |
| Postage                   | 47.00                   |
| Professional Fees         | 545.00                  |
| Telephone and Internet    | 1,231.92                |
| Travel                    | 819.19                  |
| <b>Total Expense</b>      | <u>34,236.64</u>        |
| <b>Net Income</b>         | <u><u>-670.21</u></u>   |

10:40 AM  
05/02/17  
Accrual Basis

**Tulsa County Conservastion District**  
**Profit & Loss**  
April 2017

|                        | <u>Apr 17</u>         |
|------------------------|-----------------------|
| <b>Income</b>          |                       |
| Administrative Income  | 0.11                  |
| OCC Reimbursements     | 2,326.43              |
| <b>Total Income</b>    | <u>2,326.54</u>       |
| <b>Expense</b>         |                       |
| Aministrative Expense  | 31.90                 |
| Director Fees          | 275.00                |
| Employee Benefits      | 191.28                |
| Payroll                | 1,170.53              |
| Payroll Tax            | 885.10                |
| Telephone and Internet | 123.39                |
| <b>Total Expense</b>   | <u>2,677.20</u>       |
| <b>Net Income</b>      | <u><u>-350.66</u></u> |

**Tulsa County Conservation District**  
**Profit & Loss Detail**  
April 2017

| Type                          | Date      | Num  | Name                  | Memo              | Clr | Split            | Amount         | Balance        |
|-------------------------------|-----------|------|-----------------------|-------------------|-----|------------------|----------------|----------------|
| <b>Income</b>                 |           |      |                       |                   |     |                  |                |                |
| Administrative Income         |           |      |                       |                   |     |                  |                |                |
| Deposit                       | 4/28/2017 |      | Arvest                | Interest Pay...   |     | Arvest Checki... | 0.11           | 0.11           |
| Total Administrative Income   |           |      |                       |                   |     |                  | 0.11           | 0.11           |
| <b>OCC Reimbursements</b>     |           |      |                       |                   |     |                  |                |                |
| Deposit                       | 4/12/2017 |      | OCC                   | 3rd Quarter ...   |     | Arvest Checki... | 325.00         | 325.00         |
| Deposit                       | 4/25/2017 |      | OCC                   | May 2017 Sa...    |     | Arvest Checki... | 2,001.43       | 2,326.43       |
| Total OCC Reimbursements      |           |      |                       |                   |     |                  | 2,326.43       | 2,326.43       |
| Total Income                  |           |      |                       |                   |     |                  | 2,326.54       | 2,326.54       |
| <b>Expense</b>                |           |      |                       |                   |     |                  |                |                |
| <b>Administrative Expense</b> |           |      |                       |                   |     |                  |                |                |
| Check                         | 4/12/2017 |      | American Assoc of ... | Noary Stamp       |     | Arvest Checki... | 21.90          | 21.90          |
| Check                         | 4/26/2017 |      | Secretary of State    | 2017-2021 N...    |     | Arvest Checki... | 10.00          | 31.90          |
| Total Administrative Expense  |           |      |                       |                   |     |                  | 31.90          | 31.90          |
| <b>Director Fees</b>          |           |      |                       |                   |     |                  |                |                |
| Check                         | 4/10/2017 | 8524 | John Beasley          | 3rd Quarter ...   |     | Arvest Checki... | 75.00          | 75.00          |
| Check                         | 4/10/2017 | 8525 | Jana Black            | 3rd Quarter ...   |     | Arvest Checki... | 75.00          | 150.00         |
| Check                         | 4/13/2017 | 8527 | Tom Tolbert           | 3rd Quarter ...   |     | Arvest Checki... | 50.00          | 200.00         |
| Check                         | 4/14/2017 | 8526 | Melissa Gray          | 3rd Quarter ...   |     | Arvest Checki... | 75.00          | 275.00         |
| Total Director Fees           |           |      |                       |                   |     |                  | 275.00         | 275.00         |
| <b>Employee Benefits</b>      |           |      |                       |                   |     |                  |                |                |
| Check                         | 4/24/2017 | 8530 | OCC                   | April 2017 Pr...  |     | Arvest Checki... | 191.28         | 191.28         |
| Total Employee Benefits       |           |      |                       |                   |     |                  | 191.28         | 191.28         |
| <b>Payroll</b>                |           |      |                       |                   |     |                  |                |                |
| Check                         | 4/18/2017 | 8521 | Gabrieal S Parker     | 4th Year Lon...   |     | Arvest Checki... | 367.30         | 367.30         |
| Check                         | 4/27/2017 | 8532 | Gabrieal S Parker     | April 1-15th P... |     | Arvest Checki... | 803.23         | 1,170.53       |
| Total Payroll                 |           |      |                       |                   |     |                  | 1,170.53       | 1,170.53       |
| <b>Payroll Tax</b>            |           |      |                       |                   |     |                  |                |                |
| Check                         | 4/4/2017  |      | Oklahoma Employ...    | 1st Quarter 2...  |     | Arvest Checki... | 69.28          | 69.28          |
| Check                         | 4/10/2017 |      | IRS                   | 941 Tax Pay...    |     | Arvest Checki... | 715.82         | 785.10         |
| Check                         | 4/17/2017 |      | Oklahoma Tax Com...   | March 2017 ...    |     | Arvest Checki... | 100.00         | 885.10         |
| Total Payroll Tax             |           |      |                       |                   |     |                  | 885.10         | 885.10         |
| <b>Telephone and Internet</b> |           |      |                       |                   |     |                  |                |                |
| Check                         | 4/28/2017 |      | COX Communicatio...   | April 2017 Pa...  |     | Arvest Checki... | 123.39         | 123.39         |
| Total Telephone and Internet  |           |      |                       |                   |     |                  | 123.39         | 123.39         |
| Total Expense                 |           |      |                       |                   |     |                  | 2,677.20       | 2,677.20       |
| <b>Net Income</b>             |           |      |                       |                   |     |                  | <b>-350.66</b> | <b>-350.66</b> |



P O BOX 1670  
LOWELL AR 72745

## Statement Ending 04/30/2017

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number: .

### ADDRESS SERVICE REQUESTED

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

### Managing Your Accounts



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



CUSTOMER  
SERVICE (866) 952-9523



MAILING  
ADDRESS PO BOX 799  
LOWELL AR 72745



WEBSITE [www.arvest.com](http://www.arvest.com)

### Summary of Accounts

| Account Type                 | Account Number | Ending Balance    |
|------------------------------|----------------|-------------------|
| NON-PROFIT INTEREST CHECKING |                | \$1,467.32        |
| <b>Total Current Value</b>   |                | <b>\$1,467.32</b> |

### NON-PROFIT INTEREST CHECKING

#### Account Summary

| Date       | Description              | Amount            |
|------------|--------------------------|-------------------|
| 04/01/2017 | <b>Beginning Balance</b> | <b>\$1,817.98</b> |
|            | 3 Credit(s) This Period  | \$2,326.54        |
|            | 13 Debit(s) This Period  | \$2,677.20        |
| 04/30/2017 | <b>Ending Balance</b>    | <b>\$1,467.32</b> |

#### Interest Summary

| Description                    | Amount |
|--------------------------------|--------|
| Annual Percentage Yield Earned | 0.00%  |
| Interest Days                  | 0      |
| Interest Earned                | \$0.00 |
| Interest Paid This Period      | \$0.11 |
| Interest Paid Year-to-Date     | \$0.34 |
| Interest Withheld Year-to-Date | \$0.00 |

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

#### Electronic Credits

| Date       | Description  | Amount     |
|------------|--|------------|
| 04/12/2017 | VENDOR PAYMENTS MISC REIMB<br>TULSA COUNTY CONSERVAT | \$325.00   |
| 04/25/2017 | VENDOR PAYMENTS MISC REIMB<br>TULSA COUNTY CONSERVAT | \$2,001.43 |

#### Other Credits

| Date       | Description  | Amount |
|------------|--------------|--------|
| 04/30/2017 | INTEREST PMT | \$0.11 |

#### Electronic Debits

| Date       | Description   | Amount    |
|------------|---|-----------|
| 04/04/2017 | EMPL SEC COMM EMPL SEC  | -\$69.28  |
| 04/10/2017 | IRS USATAXPYMT<br>TULSA COUNTY CONSERVAT                                  | -\$715.82 |
| 04/12/2017 | 815912 POS PUR FROM CHK<br>AMER ASSOC NOTARIESWE<br>713-644-2299, TX 5111 | -\$21.90  |
| 04/17/2017 | TAX PAYMENTS OK TAX PMT   | -\$100.00 |



**NON-PROFIT INTEREST CHECKING**

**Electronic Debits (continued)**

| <u>Date</u> | <u>Description</u>                                | <u>Amount</u> |
|-------------|---|---------------|
| 04/26/2017  | SECRETARY STATE BRS<br>REF#3340167                | -\$10.00      |
| 04/28/2017  | COX COMM TUL BANK DRAFT<br>Tulsa County Conservat | -\$123.39     |

**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> |
|------------------|-------------|---------------|------------------|-------------|---------------|------------------|-------------|---------------|
| 8521             | 04/18/2017  | \$367.30      | 8526             | 04/14/2017  | \$75.00       | 8532*            | 04/27/2017  | \$803.23      |
| 8524*            | 04/10/2017  | \$75.00       | 8527             | 04/13/2017  | \$50.00       |                  |             |               |
| 8525             | 04/10/2017  | \$75.00       | 8530*            | 04/24/2017  | \$191.28      |                  |             |               |

\* Indicates skipped check number

**Daily Balances**

| <u>Date</u> | <u>Amount</u> | <u>Date</u> | <u>Amount</u> | <u>Date</u> | <u>Amount</u> |
|-------------|---------------|-------------|---------------|-------------|---------------|
| 03/31/2017  | \$1,817.98    | 04/14/2017  | \$1,060.98    | 04/26/2017  | \$2,393.83    |
| 04/04/2017  | \$1,748.70    | 04/17/2017  | \$960.98      | 04/27/2017  | \$1,590.60    |
| 04/10/2017  | \$882.88      | 04/18/2017  | \$593.68      | 04/28/2017  | \$1,467.32    |
| 04/12/2017  | \$1,185.98    | 04/24/2017  | \$402.40      |             |               |
| 04/13/2017  | \$1,135.98    | 04/25/2017  | \$2,403.83    |             |               |



P O BOX 1670  
LOWELL AR 72745

## Statement Ending 04/30/2017

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number:

### ADDRESS SERVICE REQUESTED

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

### Managing Your Accounts

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

### Summary of Accounts

| Account Type                 | Account Number | Ending Balance |
|------------------------------|----------------|----------------|
| NON-PROFIT INTEREST CHECKING |                | \$83.11        |
| <b>Total Current Value</b>   |                | <b>\$83.11</b> |

### NON-PROFIT INTEREST CHECKING

#### Account Summary

| Date       | Description              | Amount         |
|------------|--------------------------|----------------|
| 04/01/2017 | <b>Beginning Balance</b> | <b>\$83.10</b> |
|            | 1 Credit(s) This Period  | \$0.01         |
|            | 0 Debit(s) This Period   | \$0.00         |
| 04/30/2017 | <b>Ending Balance</b>    | <b>\$83.11</b> |

#### Interest Summary

| Description                    | Amount |
|--------------------------------|--------|
| Annual Percentage Yield Earned | 0.00%  |
| Interest Days                  | 0      |
| Interest Earned                | \$0.00 |
| Interest Paid This Period      | \$0.01 |
| Interest Paid Year-to-Date     | \$0.01 |
| Interest Withheld Year-to-Date | \$0.00 |

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

#### Other Credits

| Date       | Description  | Amount |
|------------|--------------|--------|
| 04/30/2017 | INTEREST PMT | \$0.01 |

#### Daily Balances

| Date       | Amount  | Date       | Amount  |
|------------|---------|------------|---------|
| 03/31/2017 | \$83.10 | 04/28/2017 | \$83.11 |



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 04/30/2017**

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

**Managing Your Accounts**

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

**Summary of Accounts**

| Account Type                 | Account Number | Ending Balance    |
|------------------------------|----------------|-------------------|
| NON-PROFIT INTEREST CHECKING |                | \$6,791.08        |
| <b>Total Current Value</b>   |                | <b>\$6,791.08</b> |

**NON-PROFIT INTEREST CHECKING**

**Account Summary**

| Date       | Description              | Amount            |
|------------|--------------------------|-------------------|
| 04/01/2017 | <b>Beginning Balance</b> | <b>\$6,790.52</b> |
|            | 1 Credit(s) This Period  | \$0.56            |
|            | 0 Debit(s) This Period   | \$0.00            |
| 04/30/2017 | <b>Ending Balance</b>    | <b>\$6,791.08</b> |

**Interest Summary**

| Description                    | Amount |
|--------------------------------|--------|
| Annual Percentage Yield Earned | 0.00%  |
| Interest Days                  | 0      |
| Interest Earned                | \$0.00 |
| Interest Paid This Period      | \$0.56 |
| Interest Paid Year-to-Date     | \$1.50 |
| Interest Withheld Year-to-Date | \$0.00 |

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

**Other Credits**

| Date       | Description  | Amount |
|------------|--------------|--------|
| 04/30/2017 | INTEREST PMT | \$0.56 |

**Daily Balances**

| Date       | Amount     | Date       | Amount     |
|------------|------------|------------|------------|
| 03/31/2017 | \$6,790.52 | 04/28/2017 | \$6,791.08 |



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 04/30/2017

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

### Managing Your Accounts

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

### Summary of Accounts

| Account Type               | Account Number | Ending Balance     |
|----------------------------|----------------|--------------------|
| BUSINESS MONEY MARKET      |                | \$15,579.03        |
| <b>Total Current Value</b> |                | <b>\$15,579.03</b> |

### BUSINESS MONEY MARKET

#### Account Summary

| Date       | Description              | Amount             |
|------------|--------------------------|--------------------|
| 04/01/2017 | <b>Beginning Balance</b> | <b>\$15,577.11</b> |
|            | 1 Credit(s) This Period  | \$1.92             |
|            | 0 Debit(s) This Period   | \$0.00             |
| 04/30/2017 | <b>Ending Balance</b>    | <b>\$15,579.03</b> |

#### Interest Summary

| Description                    | Amount |
|--------------------------------|--------|
| Annual Percentage Yield Earned | 0.00%  |
| Interest Days                  | 0      |
| Interest Earned                | \$0.00 |
| Interest Paid This Period      | \$1.92 |
| Interest Paid Year-to-Date     | \$5.82 |
| Interest Withheld Year-to-Date | \$0.00 |

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

#### Other Credits

| Date       | Description  | Amount |
|------------|--------------|--------|
| 04/30/2017 | INTEREST PMT | \$1.92 |

#### Daily Balances

| Date       | Amount      | Date       | Amount      |
|------------|-------------|------------|-------------|
| 03/31/2017 | \$15,577.11 | 04/28/2017 | \$15,579.03 |



# TREASURER'S REPORT FOR TULSA AREA CONSERVATION FOUNDATION

Prepared by Ray West, TACF Board Treasurer

TACF Treasurer's Spreadsheet - based upon bank statements

Reconciled through: **April 30, 2017**

## TACF CHECKING ACCOUNT: 37907192

| DATE    | NUMBER | NAME / PURPOSE       | DEPOSIT | W/DRAWAL | BALANCE  |
|---------|--------|----------------------|---------|----------|----------|
| 1/31/17 |        | Interest             | 0.35    |          | 7,042.01 |
| 2/28/17 |        | Interest             | 0.27    |          | 7,042.28 |
| 3/2/17  |        | GO DADDY (WEB ORDER) |         | 60.32    | 6,981.96 |
| 3/20/17 |        | GO DADDY (WEB ORDER) |         | 191.76   | 6,790.20 |
| 3/31/17 |        | Interest             | 0.32    |          | 6,790.52 |
| 4/30/17 |        | Interest             | 0.56    |          | 6,791.08 |

## TACF SAVINGS ACCOUNT: 37907202

| DATE    | NUMBER | NAME / PURPOSE | DEPOSIT | W/DRAWAL | BALANCE   |
|---------|--------|----------------|---------|----------|-----------|
| 1/31/17 |        | Interest       | 1.32    |          | 15,574.53 |
| 2/28/17 |        | Interest       | 1.19    |          | 15,574.40 |
| 3/31/17 |        | Interest       | 1.39    |          | 15,574.60 |
| 4/30/17 |        | Interest       | 1.92    |          | 15,576.45 |

### SUMMATION:

|                                |         | TOTAL to Date                    | At 1-1-09 start  | Net Difference   |
|--------------------------------|---------|----------------------------------|------------------|------------------|
| Years since budget start date: |         |                                  |                  |                  |
| (since 1/1/09)                 | 8.3     |                                  |                  |                  |
| AS OF:                         | 4/30/17 |                                  |                  |                  |
|                                |         | <b>CHECKING ACCOUNT:</b>         | <b>6,791.08</b>  | <b>14,294.45</b> |
|                                |         | <b>SAVINGS ACCOUNT:</b>          | <b>15,576.45</b> | <b>14,251.48</b> |
|                                |         | <b>TOTAL SAVINGS + CHECKING:</b> | <b>22,367.53</b> | <b>28,545.93</b> |
|                                |         |                                  |                  | <b>-7,503.37</b> |
|                                |         |                                  |                  | <b>1,324.97</b>  |
|                                |         |                                  |                  | <b>-6,178.40</b> |

### NOTES:

This May 3, 2017 report shows reconciliation with bank statements through 4/30/17. This cover page shows transactions through 4/30/17 for Checking and Savings. Grey blocks = EOM reconciled statement values.

## FINANCIAL STATEMENT FOR 2016 RESOURCE MANAGEMENT CONFERENCE

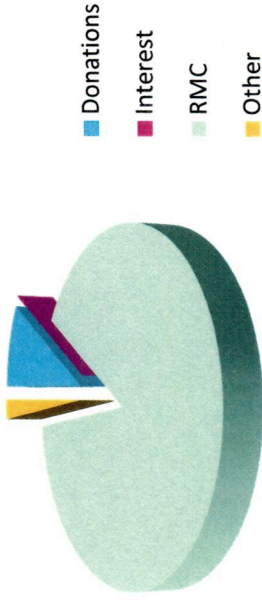
| DATE    | CHECK | TRANSACTION DESCRIPTION  | DEPOSIT         | PAYMENT         |
|---------|-------|--|-----------------|-----------------|
| 4/19/16 |       | EVENTBRITE, INC. (RMC EDI PYMNTS)                              | 307.61          |                 |
| 4/26/16 |       | DDA Deposit (RMC registration)                                 | 565.00          |                 |
| 5/3/16  |       | EVENTBRITE, INC. (RMC EDI PYMNTS)                              | 650.63          |                 |
| 5/4/16  |       | DDA Deposit (RMC registration)                                 | 130.00          |                 |
| 5/17/16 |       | EVENTBRITE, INC. (RMC EDI PYMNTS)                              | 492.17          |                 |
| 5/25/16 |       | DDA Deposit (RMC registration)                                 | 1,425.00        |                 |
| 6/1/16  | 6088  | City of Muskogee (RMC refund for 2 'early bird' registrations) |                 | 130.00          |
| 6/3/16  |       | EVENTBRITE, INC. (RMC EDI PYMNTS)                              | 515.58          |                 |
| 6/20/16 |       | DDA Deposit (RMC registration)                                 | 320.00          |                 |
| 8/1/16  |       | DDA Deposit (RMC registration)                                 | 875.00          |                 |
| 8/2/16  |       | EVENTBRITE, INC. (RMC EDI PYMNTS)                              | 75.73           |                 |
| 8/16/16 |       | EVENTBRITE, INC. (RMC EDI PYMNTS)                              | 1,041.43        |                 |
| 8/19/16 |       | DDA Deposit (RMC registration)                                 | 880.00          |                 |
| 8/24/16 |       | EVENTBRITE, INC. (RMC EDI PYMNTS)                              | 414.28          |                 |
| 8/30/16 | 6091  | CITY OF MUSKOGEE (2 RMC registration refunds)                  |                 | 145.00          |
| 1/26/17 | 6093  | Homebuilder's Assoc. of Tulsa (2016 RMC lunch catering)        |                 | 1,423.12        |
|         |       | <b>TOTALS</b>  | <b>7,692.43</b> | <b>1,698.12</b> |
|         |       | <b>NET INCOME FROM 2016 RMC:</b>                               | <b>5,994.31</b> |                 |

**GRAPHS OF TACF INCOME AND EXPENDITURES FROM JANUARY 2009 THRU: April 30, 2017**  
 (does not include TACF Savings Account transactions)

**INCOME CATEGORIES**

Donations (non-RMC from agencies and private sector)  
 Interest (checking account only)  
 RMC Income (total of '09, '10, '12, '15, and '16 events)  
 Other Income (misc. admin and unknown)

| Category  | Amount (\$) | Percent |
|-----------|-------------|---------|
| Donations | 4,142.10    | 8.3     |
| Interest  | 42.54       | 0.1     |
| RMC       | 44,487.49   | 89.6    |
| Other     | 976.00      | 1.5     |



**TOTAL** 49,648.13

**NET INCOME OVER EXPENSES**

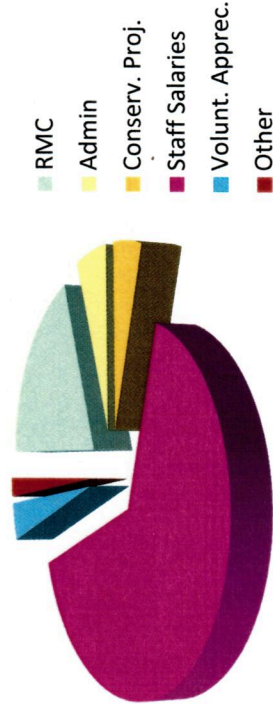
-6,517.21  
 -6,178.40

(Checking Account only)  
 (Check & savings combined)

**EXPENSE CATEGORIES**

RMC Expenses (total of '09, '10, '12, '15, and '16 events)  
 Admin (computer, office supplies, petty cash, etc.)  
 Conservation Projects (supplies, meeting supplies, etc.)  
 Staff Salaries (TCCD Board requests)  
 Volunteer Apprec. (Xmas parties, misc. costs)  
 Unknown (unspecified expenditures)

| Category        | Amount (\$) | Percent |
|-----------------|-------------|---------|
| RMC             | 10,780.60   | 19.2    |
| Admin           | 3,077.93    | 5.5     |
| Consrv.Proj.    | 2,783.68    | 5.0     |
| Staff Salaries  | 36,562.84   | 65.1    |
| Volunt. Apprec. | 1,963.27    | 3.5     |
| Other           | 997.02      | 1.8     |



**TOTAL** 56,165.34

Mailed 4/7/17 GP

Form 941 for 2017: Employer's QUARTERLY Federal Tax Return
Department of the Treasury - Internal Revenue Service

950117
OMB No. 1545-0029

Employer identification number (EIN)
Name (not your trade name) Tulsa County Conservation District
Trade name (if any)
Address 6660 S. Sheridan Rd. Suite 120
Number Street Suite or room number
Tulsa OK 74133
City State ZIP code
Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2017
(Choose one.)
[X] 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 1
2 Wages, tips, and other compensation 2 6927 . 66
3 Federal income tax withheld from wages, tips, and other compensation 3 900 . 00
4 If no wages, tips, and other compensation are subject to social security or Medicare tax [ ] Check and go to line 6.
5a Taxable social security wages . . . . . 7298 . 70 x 0.124 = 905 . 04
5b Taxable social security tips . . . . . x 0.124 =
5c Taxable Medicare wages & tips. . . . . 7298 . 70 x 0.029 = 211 . 66
5d Taxable wages & tips subject to Additional Medicare Tax withholding x 0.009 =
5e Add Column 2 from lines 5a, 5b, 5c, and 5d . . . . . 5e 1116 . 70
5f Section 3121(q) Notice and Demand - Tax due on unreported tips (see instructions) . . . . . 5f
6 Total taxes before adjustments. Add lines 3, 5e, and 5f . . . . . 6 2016 . 70
7 Current quarter's adjustment for fractions of cents . . . . . 7 0 . 00
8 Current quarter's adjustment for sick pay . . . . . 8
9 Current quarter's adjustments for tips and group-term life insurance . . . . . 9
10 Total taxes after adjustments. Combine lines 6 through 9 . . . . . 10 2016 . 70
11 Qualified small business payroll tax credit for increasing research activities. Attach Form 8974 11 2016 . 70
12 Total taxes after adjustments and credits. Subtract line 11 from line 10 . . . . . 12
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
14 Balance due. If line 12 is more than line 13, enter the difference and see instructions . . . . . 14
15 Overpayment. If line 13 is more than line 12, enter the difference [ ] Check one: [ ] Apply to next return. [ ] Send a refund.

You MUST complete both pages of Form 941 and SIGN it.
For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher.
Cat. No. 17001Z Form 941 (Rev. 1-2017)

|  |                                      |
|--|--------------------------------------|
| Name (not your trade name)<br>Tulsa County Conservation District | Employer identification number (EIN) |
|--|--------------------------------------|

**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 | 650  | . | 44 |                           |
|                             | Month 2 | 650  | . | 44 |                           |
|                             | Month 3 | 715  | . | 82 |                           |
| Total liability for quarter |         | 2016 | . | 70 | 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 |

ACCOUNT ID:  
FILING FREQUENCY: Quarterly

FILING PERIOD: March 31, 2017  
DUE DATE: April 20, 2017  
RECEIVED DATE: April 18, 2017

**WTH 10001**  
Revised 6-2011

OKLAHOMA EMPLOYERS WITHHOLDING TAX RETURN  
TAXPAYER COPY/WORKSHEET  
TULSA CO CONSERVATION

|                  | Number of Employees: _____ 1    |
|------------------|---------------------------------|
|                  | ----- Dollars ----- Cents ----- |
| 1. Wages Paid    | \$6,927.66                      |
| 2. Tax Withheld  | \$280.00                        |
| 3. Interest (+)  | \$0.00                          |
| 4. Penalty (+)   | \$0.00                          |
| 5. Total Due (=) | \$280.00                        |

January, February, March 2017

FOR YOUR RECORDS ONLY  
DO NOT MAIL

# TULSA WORLD

P.O. Box 1770 Tulsa, Oklahoma 74102-1770 | [tulsaworld.com](http://tulsaworld.com)

Account Number

1017584

TULSA COUNTY CONSERVATION DIST  
Attn GABRIEL PARKER  
6660 S SHERIDAN  
SUITE 120  
TULSA, OK 74133

Date

April 21, 2017

| Date       | Category      | Description                          | Ad Size      | Total Cost |
|------------|---------------|--------------------------------------|--------------|------------|
| 04/21/2017 | Legal Notices | NOTICE OF FILING PERIOD FOR ELECTION | 1 x 53.00 CL | 65.19      |

## Proof of Publication

359382  
Published in the Tulsa  
World, Tulsa County,  
Oklahoma, April 7 & 21,  
2017

### NOTICE OF FILING PERIOD FOR ELECTION OF DISTRICT DIRECTOR

#### TO ALL PERSONS INTERESTED:

Notice is hereby given that any person who is a registered voter and a resident of the Tulsa County Conservation District and has entered into or will enter into a Cooperator Agreement with the Directors of said District, may have their name placed on the official ballot of the District Director Election of said District for Position Number 1 Filing a Notification and Declaration of Candidacy with said District located at 6660 S. Sheridan Rd., Suite 120, Tulsa, OK 74133, between the dates of May 1st - May 12th. Notification and Declaration of Candidacy forms may be obtained at the above location and must be returned to the same location before close of business on the last day of the filing period. The Election will be held on Tuesday, June 6, 2017.

Jana Black  
Printed/Typed Name, Board  
of Directors Representative

/s/ Jana Black  
Signature, Board of  
Directors Representative

/s/ Gabriel Parker  
ATTEST: District  
Representative

I, of lawful age, being duly sworn, am a legal representative of the Tulsa World of Tulsa, Oklahoma, a Daily newspaper of general circulation in Tulsa County, a newspaper qualified to publish legal notices, advertisements and publications as provided in Section 106 of Title 25, Oklahoma Statutes 1971 and 1982 as amended, and thereafter, and complies with all other requirements of the laws of Oklahoma with reference to legal publications. That said notice, a true copy of which is attached hereto, was published in the regular edition of said newspaper during the period and time of publication and not in a supplement, on the DATE(S) LISTED BELOW

04/14, 04/21, 04/07/2017

Newspaper reference: 0000358382

*M. Marshall*  
Legal Representative

Sworn to and subscribed before me this date: 4-21-2017

*Nancy Carol Moore*  
Notary Public

My Commission expires 12-08-2018

NOTARY PUBLIC-STATE OF OKLAHOMA



NANCY CAROL MOORE  
COMMISSION # 06011684  
TULSA COUNTY

OK Paid  
ck# 8533  
4/24/17  
*[Signature]*

358382

Published in the Tulsa  
World, Tulsa County,  
Oklahoma, April 7 & 21,  
2017

**NOTICE OF FILING  
PERIOD FOR ELECTION  
OF DISTRICT DIRECTOR**

**TO ALL PERSONS  
INTERESTED:**

Notice is hereby given that any person who is a registered voter and a resident of the Tulsa County Conservation District and has entered into or will enter into a Cooperator Agreement with the Directors of said District, may have their name placed on the official ballot of the District Director Election of said District for Position Number 1 Filing a Notification and Declaration of Candidacy with said District located at 6660 S. Sheridan Rd. Suite 120 Tulsa, OK 74133, between the dates of May 1st - May 12th. Notification and Declaration of Candidacy forms may be obtained at the above location and must be returned to the same location before close of business on the last day of the filing period. The Election will be held on Tuesday, June 6, 2017.

Jana Black  
Printed/Typed Name, Board  
of Directors Representative

/s/ Jana Black  
Signature, Board of  
Directors Representative

/s/ Gabrielael Parker  
ATTEST: District  
Representative

# CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County Conservation District, hereinafter referred to as District and Greg Harris, 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.

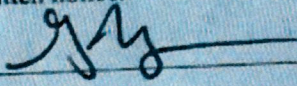
The District Agrees to:

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 5/1/17

Date \_\_\_\_\_

Signature of District Chair \_\_\_\_\_

Date approved by district board \_\_\_\_\_



OCC-2B (05/09)

# CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the \_\_\_\_\_ Conservation District, hereinafter referred to as District and \_\_\_\_\_, 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) X Tonya Simon

5/10/2017  
Date

Signature of District Chair \_\_\_\_\_

Date approved by district board \_\_\_\_\_

## CHECKLIST OF BOARD ACTION REQUIRED

Program Year 18

| BOARD ACTION ITEM  |   | DATE      | ACTION TAKEN  |
|--|---|-----------|---|
| 1  | Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.  | 3/16/2017 | Yes   |
| 2  | Are local board members allowed to make application in the local program? Complete the Director Participation form and return it to OCC. Any board member making application <u>must immediately</u> remove themselves from discussions and votes on program items at this time.  | 3/16/2017 | No  |
| 3  | Designate the authorized district representative. <u>Must</u> be a district board member. Any board member making application in the local program is <u>not</u> eligible to serve as the district representative.  | 3/16/2017 | Melissa Gray, Chairwoman  |
| 4  | Designate the technical representative. <u>Must</u> meet the requirements stated in the Rules.  | 3/16/2017 | Freddy Trujillo, NRCS<br>Cleon Bradford, NRCS   |
| 5  | Review the conservation practices listed in the Program Year Guidelines and approve practices your district will offer locally.   | 3/16/2017 | All   |
| 6  | Review and approve the average costs listed in the Program Year Guidelines for the practices your district will offer locally   | 3/16/2017 | Use State Average   |
| 7  | Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed <u>75%</u> and the maximum cost-share payment amount can't exceed <u>\$5,000</u> per participant.   | 3/16/2017 | Cost-Share rate of 75%<br>Maximum cost-share payment amount of \$5,000 per participant.                             |
| 8  | Establish specific local eligibility and selection criteria/priority system that will be used to select successful applicants.  | 3/16/2017 | Add a consideration for undeserved areas as well as pending new ranking information from NRCS                       |
| 9  | Establish your district's application period and how the program will be advertised locally.  | 3/16/2017 | Application period ends May 31, 2017. Will advertise in digital media, word of mouth, and other community partners. |
| <b>STOP STOP After the application period has closed your district can proceed to item 10. STOP STOP</b> |   |           |   |
| 10   | Review, rank and approve applications using the eligibility and selection criteria/priority system approved under item 8 above.<br><br>Board meeting minutes <u>must</u> include the following for <u>each</u> approved participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount. |           |   |

|          | ac     | lf          | spray    | sprig     | firebrakes |              |
|----------|--------|-------------|----------|-----------|------------|--------------|
|          |        |             | \$ 37.18 | \$ 282.79 | \$ 0.18    |              |
| ary      |        | \$ 8,000.00 |          |           |            | \$ 1,080.00  |
| clark    | 200.00 |             |          |           |            | \$ 5,577.00  |
| wigton   | 200.00 |             |          |           |            | \$ 5,577.00  |
| Galberiz | 40.00  |             |          |           |            | \$ 1,115.40  |
|          |        |             |          |           |            |              |
|          |        |             |          |           |            |              |
|          |        |             |          |           |            |              |
| warford  | 25.00  |             |          |           |            | \$ 5,302.31  |
| Kern     | 25.00  |             |          |           |            | \$ 5,302.31  |
|          |        |             |          |           |            | \$ 23,954.03 |
|          |        |             |          |           |            |              |
|          |        |             |          |           |            |              |
|          |        |             |          |           |            |              |
|          |        |             |          |           |            |              |
|          |        |             |          |           |            |              |
|          |        |             |          |           |            |              |
|          |        |             |          |           |            |              |

Need a cost estimate from Freddy for Greg Harris.

Performance Worksheet/Operational Tasks

Use this form July 1, 2013 to June 30,

Tulsa County

Conservation District:

May-17

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 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

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 Earth Day, Enviro Expo |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |
| Assist with monthly outreach report        |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |
| Public presentations                       |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |
| Success stories                            |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |
| Earth Team volunteer program               |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |
| Assist with statewide media                |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |
| Other: Creek Clean-up, Watershed Activity  |  |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  | 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 | X |  |
| Updating General Manual and FOTG    |   |   |   |   |   |  |  |   |   |   |   |   |  |  |   |   |   |   |   |  |  |  |  |   |   |   |   |  |
| Receptionist                        | X | X | X | X | X |  |  | X | X | X | X | X |  |  | X | X | X | X | X |  |  |  |  | X | X | X | X |  |
| General office correspondence       | X | X | X | X | X |  |  | X | X | X | X | X |  |  | X | X | X | X | X |  |  |  |  | X | X | X | X |  |
| Record of meeting minutes           |   |   |   |   |   |  |  |   |   | X | X |   |  |  |   |   |   |   |   |  |  |  |  |   |   |   |   |  |
| Maintain office schedules           | X | X | X | X | X |  |  | X | X | X | X | X |  |  | X | X | X | X | X |  |  |  |  | X | X | X | X |  |
| Maintain ledgers                    | X | X | X | X | X |  |  | X | X | X | X | X |  |  | X | X | X | X | X |  |  |  |  | X | X | X | X |  |
| Other: Labels and plan Organization | X |   | X |   |   |  |  | X |   |   |   |   |  |  | X |   |   |   |   |  |  |  |  | X |   |   |   |  |

Farm Bill Contracting

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

Other Farm Bill Activities (add as needed)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 30 Hours

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

*Chelissa E. Geary*  
 Conservation District Board Representative (Signature & Date)

*Charm R. M. / 6-15-17*  
 NRCS District Conservationist (Signature & Date)

# TCCD Monthly Outreach and Activities Report

## April 2017



### **Meetings:**

|            |  |
|------------|--|
| 04/05/2017 | Earth Day Planning Meeting                                     |
| 04/06/2017 | Sustainable Tulsa Meeting                                      |
| 4/12/2017  | Earth Day Planning Meeting                                     |
| 04/13/2017 | TCCD Board Meeting   |
| 04/14/2017 | Meeting w/ Ray Volentine Advance Sod Sales @ Crow Creek Meadow |
| 04/19/2017 | Earth Day Planning Meeting                                     |
| 04/24/2017 | Monarch on the Mountain Planning Meeting                       |

### **Special Events:**

|            |  |
|------------|--|
| 04/07/2017 | Tulsa Garden Center's Spring Fest          |
| 04/19/2017 | The M.e.t.'s Enviro Expo                   |
| 04/21/2017 | TPS's Earth Day: celebrate CommUNITY Event |
| 04/22/2017 | Sierra Club's Earth Day Festival           |
| 04/26/2017 | Campaign for Conservation @ The Capitol    |

### **Upcoming Meetings**

|            |   |
|------------|---|
| 05/03/2017 | NACD Urban Agriculture Conservation Grant Meeting |
| 05/04/2017 | Sustainable Tulsa Meeting                         |
| 05/09/2017 | NACD Urban Agriculture Conservation Grant Meeting |
| 05/10/2017 | TACF Board Meeting                                |
| 05/11/2017 | TCCD Board Meeting                                |
| 05/22/2017 | Monarch on the Mountain Planning Meeting          |

### **Up Coming Events:**

|            |  |
|------------|--|
| 05/06/2017 | Dirty Butter Creek, Creek Clean-Up           |
| 05/18/2017 | Education Outreach Class @ Stone Haven Manor |
| 05/29/2017 | Memorial Day Holiday – Office will be closed |

### **Upcoming Deadlines:**

|            |  |
|------------|--|
| 05/15/2017 | NACD Urban Agriculture Conservation Grant Deadline |
| 05/19/2017 | Participants Submitted for Second Level Review     |
| 06/02/2017 | Contracts Obligation Deadline                      |

### **Work Duties Performed:**

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ Cost-Share Year 17 & 18 Assistance
- ❖ TCCD/TACF Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay
- ❖ NRCS Contract Labels
- ❖ TCCD File Organization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Outreach Events
- ❖ Meeting Organization and Coordination

## CONSERVATION EDUCATION PROGRAM REPORT

|  |                               |
|--|-------------------------------|
| Conservation District <b>Tulsa County</b>  | District Number <b>2</b>      |
| Activity Number (See Choices on Back)<br><i>Enviro Expo</i>  | Date<br><i>April 19, 2017</i> |
| If activity is a Natural Resource Day did you use any of the <b>TEAM RESOURCE TRUNKS?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If yes: specify which ones: (i.e. pond ecology, soil, etc.) |                               |
| Number of Schools Participating<br><i>1-2 + Adults</i>   |                               |

**Number Reached**

|                 |                   |                             |
|-----------------|-------------------|-----------------------------|
| Preschool _____ | Grade 6 <u>10</u> | Grade 12 _____              |
| Grade 1 _____   | Grade 7 <u>10</u> | College _____               |
| Grade 2 _____   | Grade 8 _____     | Teachers _____              |
| Grade 3 _____   | Grade 9 _____     | Youth Leaders _____         |
| Grade 4 _____   | Grade 10 _____    | Higher Ed Instructors _____ |
| Grade 5 _____   | Grade 11 _____    | Adults <u>100</u>           |
|                 |                   | Special Needs _____         |

**TOTAL PARTICIPANTS** 80

## CONSERVATION EDUCATION PROGRAM REPORT

|   |                          |
|---|--------------------------|
| Conservation District <i>Tulsa County</i>   | District Number <i>2</i> |
| Activity Number (See Choices on Back)   | Date                     |
| If activity is a Natural Resource Day did you use any of the <b>TEAM RESOURCE TRUNKS?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If yes: specify which ones: (i.e. pond ecology, soil, etc.) |                          |
| Number of Schools Participating   |                          |

**Number Reached**

|                 |                |                             |
|-----------------|----------------|-----------------------------|
| Preschool _____ | Grade 6 _____  | Grade 12 _____              |
| Grade 1 _____   | Grade 7 _____  | College _____               |
| Grade 2 _____   | Grade 8 _____  | Teachers _____              |
| Grade 3 _____   | Grade 9 _____  | Youth Leaders _____         |
| Grade 4 _____   | Grade 10 _____ | Higher Ed Instructors _____ |
| Grade 5 _____   | Grade 11 _____ | Adults _____                |
|                 |                | Special Needs _____         |

**TOTAL PARTICIPANTS** \_\_\_\_\_

## CONSERVATION EDUCATION PROGRAM REPORT

|  |                               |
|--|-------------------------------|
| Conservation District <b>Tulsa County</b>  | District Number <b>2</b>      |
| Activity Number (See Choices on Back)<br><i>Project Wet</i>  | Date<br><i>April 21, 2017</i> |
| If activity is a Natural Resource Day did you use any of the <b>TEAM RESOURCE TRUNKS?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If yes: specify which ones: (i.e. pond ecology, soil, etc.) |                               |
| Number of Schools Participating<br><i>8-9</i>  |                               |

**Number Reached**

|                     |                |                             |
|---------------------|----------------|-----------------------------|
| Preschool _____     | Grade 6 _____  | Grade 12 _____              |
| Grade 1 <u>1000</u> | Grade 7 _____  | College _____               |
| Grade 2 <u>1000</u> | Grade 8 _____  | Teachers <u>50</u>          |
| Grade 3 _____       | Grade 9 _____  | Youth Leaders _____         |
| Grade 4 _____       | Grade 10 _____ | Higher Ed Instructors _____ |
| Grade 5 _____       | Grade 11 _____ | Adults <u>50</u>            |
|                     |                | Special Needs _____         |

**TOTAL PARTICIPANTS** 2100 ~

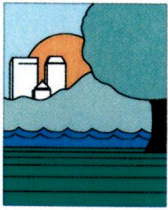
## CONSERVATION EDUCATION PROGRAM REPORT

|  |                               |
|--|-------------------------------|
| Conservation District <b>Tulsa County</b>  | District Number <b>2</b>      |
| Activity Number (See Choices on Back)<br><i>Clothes Pin Butterflies</i>  | Date<br><i>April 22, 2017</i> |
| If activity is a Natural Resource Day did you use any of the <b>TEAM RESOURCE TRUNKS?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br>If yes: specify which ones: (i.e. pond ecology, soil, etc.) |                               |
| Number of Schools Participating<br><i>N/A</i>  |                               |

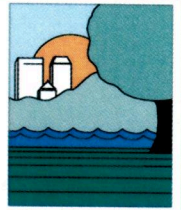
**Number Reached**

|                 |                |                             |
|-----------------|----------------|-----------------------------|
| Preschool _____ | Grade 6 _____  | Grade 12 _____              |
| Grade 1 _____   | Grade 7 _____  | College _____               |
| Grade 2 _____   | Grade 8 _____  | Teachers _____              |
| Grade 3 _____   | Grade 9 _____  | Youth Leaders _____         |
| Grade 4 _____   | Grade 10 _____ | Higher Ed Instructors _____ |
| Grade 5 _____   | Grade 11 _____ | Adults _____                |
|                 |                | Special Needs _____         |

**TOTAL PARTICIPANTS** ~ 100-150 All ages



TULSA AREA  
CONSERVATION  
FOUNDATION



TULSA AREA  
CONSERVATION  
FOUNDATION

**AGENDA**  
**Special Board Meeting**  
**Tulsa Area Conservation Foundation**  
**OSU Extension Office 4116 E 15th St, Tulsa, OK**  
**Wednesday May 10, 2017 – 5:00 PM**

1. Meeting call to order.
2. Roll call.
3. Consider, Discuss and Take Appropriate Action on the Following Items:
  - a) Approval of Minutes from the February 8, 2017 TACF Board Meeting
  - b) Acceptance of Treasurer's Report through April 30, 2017
  - c) Funding Request from TCCD for FY 18 for \$6,220
  - d) Discussion and Possible Approval of TACF Helping Fund a New Organization called Power of Partial Improvements with Brian Hunter
  - e) Discussion of the NACD Urban Agriculture Conservation Grant
  - f) Reimbursement for Julie Monnot with the City of Tulsa for \$100 Rib Crib Service Fee
  - g) RMC
4. Public Comment
5. Adjournment.

*The next regular quarterly TACF Board Meeting: August 9, 2017 5:00 PM*  
*OSU Extension Office 4116 E 15th St, Tulsa, OK 74112*



**Profit & Loss Statement**

| Tulsa County Conservation District | July               | August             | September          | October         | November           | December           |
|------------------------------------|--------------------|--------------------|--------------------|-----------------|--------------------|--------------------|
| <b>REVENUE</b>                     |                    |                    |                    |                 |                    |                    |
| Administrative Income              | \$ 5,200.08        | \$ 0.20            | \$ 0.14            | 0.15            | \$ 0.13            | \$ 0.10            |
| Aerials and Maps                   |                    |                    |                    |                 |                    |                    |
| Cost-Share Reimbursements          |                    |                    |                    |                 |                    | \$ 2,429.39        |
| OCC Reimbursements Revenue         | \$ 2,044.46        | \$ 2,044.46        | \$ 2,650.92        | 2,044.46        | \$ 2,531.45        | \$ 2,977.28        |
| Grant Income                       |                    |                    |                    |                 |                    |                    |
| <b>GROSS REVENUE</b>               | <b>\$ 7,244.54</b> | <b>\$ 2,044.66</b> | <b>\$ 2,651.06</b> | <b>2,044.61</b> | <b>\$ 2,531.58</b> | <b>\$ 5,406.77</b> |
| <b>EXPENSES</b>                    |                    |                    |                    |                 |                    |                    |
| Administrative Exp/ Misc Expenses  | \$ 105.51          | \$ 238.54          | \$ 6.00            | 9.98            | \$ 313.19          | \$ 28.73           |
| Advertising and Promotion          |                    |                    |                    |                 |                    |                    |
| Cost-Share Payments                | \$ 2,016.41        |                    |                    |                 |                    | \$ 2,429.22        |
| Director Fees                      |                    |                    |                    |                 |                    |                    |
| Employee Benefits                  |                    | \$ 453.84          |                    | 302.56          |                    | \$ 151.28          |
| Grant Expenses                     |                    |                    |                    |                 |                    |                    |
| Insurance                          |                    |                    |                    |                 |                    |                    |
| Membership Fees                    |                    |                    |                    |                 |                    |                    |
| Office Supplies                    |                    |                    |                    |                 |                    | \$ 31.27           |
| Outreach Programs                  |                    |                    | \$ 42.55           | 30.37           |                    |                    |
| Payroll Salaries                   | \$ 1,698.52        | \$ 1,698.52        | \$ 1,698.52        | 1,698.52        | \$ 1,698.52        | \$ 1,698.52        |
| Payroll Taxes                      | \$ 731.60          | \$ 731.61          | \$ 769.07          | 731.61          | \$ 731.61          | \$ 731.60          |
| Professional Fees                  |                    |                    |                    |                 | \$ 545.00          |                    |
| Shipping & Handling/ Postage       |                    |                    |                    |                 |                    | \$ 47.00           |
| Telephone & Internet               | \$ 123.12          | \$ 123.12          | \$ 123.12          | 123.03          | \$ 123.15          | \$ 123.15          |
| Travel                             | \$ 69.12           | \$ 97.31           | \$ 102.44          | 101.63          | \$ 139.21          | \$ 124.96          |
| <b>TOTAL EXPENSE</b>               | <b>\$ 4,744.28</b> | <b>\$ 3,342.94</b> | <b>\$ 2,741.70</b> | <b>2,997.70</b> | <b>\$ 3,550.68</b> | <b>\$ 5,365.73</b> |
| <b>NET INCOME</b>                  | <b>2500.26</b>     | <b>-1298.28</b>    | <b>-90.64</b>      | <b>-953.09</b>  | <b>-1019.10</b>    | <b>41.04</b>       |
| <b>INVENTORY VALUE</b>             |                    |                    |                    |                 |                    |                    |

July 2016 - June 2017

| Tulsa County Conservation Dist   | January            | February           | March              | April              | May         | June        | TOTALS              |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|-------------|-------------|---------------------|
| <b>REVENUE</b>                   |                    |                    |                    |                    |             |             |                     |
| Administrative Income            | \$ 0.11            | \$ 0.06            | \$ 0.06            | \$ 0.11            |             |             | \$ 5,201.14         |
| Aerials and Maps                 |                    |                    |                    |                    |             |             | \$ -                |
| Cost-Share Reimbursements        |                    |                    |                    |                    |             |             | \$ 2,429.39         |
| OCC Reimbursements Revenue       | \$ 4,206.29        | \$ 2,650.46        | \$ 2,459.69        | \$ 2,326.43        |             |             | \$ 25,935.90        |
| Grant Income                     |                    |                    |                    |                    |             |             | \$ -                |
| <b>GROSS REVENUE</b>             | <b>\$ 4,206.40</b> | <b>\$ 2,650.52</b> | <b>\$ 2,459.75</b> | <b>\$ 2,326.54</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 33,566.43</b> |
| <b>EXPENSES</b>                  |                    |                    |                    |                    |             |             |                     |
| Administrative Exp/ Misc Expense | \$ 109.74          | \$ 349.99          | \$ 169.61          | \$ 31.90           |             |             | \$ 1,363.19         |
| Advertising and Promotion        |                    |                    |                    |                    |             |             | \$ -                |
| Cost-Share Payments              |                    |                    |                    |                    |             |             | \$ 4,445.63         |
| Director Fees                    |                    |                    |                    | \$ 275.00          |             |             | \$ 275.00           |
| Employee Benefits                | \$ 191.28          | \$ 191.28          | \$ 206.19          | \$ 191.28          |             |             | \$ 1,687.71         |
| Grant Expenses                   |                    |                    |                    |                    |             |             | \$ -                |
| Insurance                        |                    |                    |                    |                    |             |             | \$ -                |
| Membership Fees                  |                    |                    |                    |                    |             |             | \$ -                |
| Office Supplies                  | \$ 14.29           |                    |                    |                    |             |             | \$ 45.56            |
| Outreach Programs                |                    |                    |                    |                    |             |             | \$ 72.92            |
| Payroll Salaries                 | \$ 1,605.36        | \$ 802.68          | \$ 2,409.14        | \$ 1,170.53        |             |             | \$ 16,178.83        |
| Payroll Taxes                    | \$ 731.61          | \$ 740.44          | \$ 740.44          | \$ 885.10          |             |             | \$ 7,524.69         |
| Professional Fees                |                    |                    |                    |                    |             |             | \$ 545.00           |
| Shipping & Handling/ Postage     | \$ 123.28          |                    | \$ 246.56          |                    |             |             | \$ 47.00            |
| Telephone & Internet             | \$ 35.86           | \$ 67.16           | \$ 81.50           | \$ 123.39          |             |             | \$ 1,231.92         |
| Travel                           |                    |                    |                    |                    |             |             | \$ 819.19           |
| <b>TOTAL EXPENSE</b>             | <b>\$ 2,811.42</b> | <b>\$ 2,151.55</b> | <b>\$ 3,853.44</b> | <b>\$ 2,677.20</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 34,236.64</b> |
| <b>NET INCOME</b>                | <b>1394.98</b>     | <b>498.97</b>      | <b>-1393.69</b>    | <b>-350.66</b>     | <b>0.00</b> | <b>0.00</b> | <b>-670.21</b>      |
| <b>INVENTORY VALUE</b>           |                    |                    |                    |                    |             |             | <b>0</b>            |

NGBT Tools for Success System of this P&L to customize for your business at <http://NextGenBizTools.com/ngbttools>

## RECOMMENDATION FOR APPOINTMENT OR REAPPOINTMENT OF CONSERVATION DISTRICT DIRECTOR

|  |
|--|
| <p>During a board meeting held on _____, _____, Directors of the<br/>_____ Conservation District<br/>took action for:</p> <p><input type="checkbox"/> <b>Reappointment</b></p> <p><input type="checkbox"/> <b>Appointment due to:</b>   <input type="checkbox"/> Resignation   <input type="checkbox"/> Expiration of Term   <input type="checkbox"/> Death</p> <p>of: _____</p> <hr/> <p>Recommendation(s):</p> <p>Name: _____</p> <p>Address: _____</p> <hr/> <p>Name: _____</p> <p>Address: _____</p> |
|--|

|   |
|---|
| <p>For reappointment, the incumbent director attended _____ of _____ regular scheduled meetings during the immediate past term.</p> |
|---|

|   |
|---|
| <p>I have verified with the _____ County Election Board that the recommended person(s) is a registered voter within the boundaries of said conservation district.</p> <p>_____</p> <p>District Representative <span style="float: right;">Date</span></p> |
|---|

|   |
|---|
| <p>_____</p> <p>Board of Directors Representative <span style="float: right;">Date</span></p> |
|---|

**A COPY OF THE COOPERATOR AGREEMENT OR APPLICATION FOR  
COOPERATOR AGREEMENT MUST ACCOMPANY THIS FORM.**

**TO BE FILLED OUT BY RECOMMENDED APPLICANT:**

(Please print legibly)

|  |                    |
|--|--------------------|
| Name:  |                    |
| Date of Birth:   |                    |
| Mailing Address (street/city/zip):   |                    |
| Home Phone:  | Cell/Office Phone: |
| Primary E-mail Address:  |                    |
| Conservation District:   |                    |
| Have you previously served on this or any other Conservation District Board? _____ |                    |
| If yes, list district name and dates served: _____                                 |                    |
| _____  |                    |
| Signature: _____ Date: _____   |                    |



# 2018 EXHIBITOR RENEWAL FORM

## IMPORTANT: 2018 SHOW SHUFFLE YEAR

In 2018 the show layout will be reset - **ALL EXHIBITORS** must pick a **NEW LOCATION** a minimum of 10ft from their current location. Yes, we mean **EVERY EXHIBITOR** will get a **NEW BOOTH LOCATION**. The map is scheduled to be available online at TulsaHBA.com this summer for your review to make your requested selections. Booths will be assigned by Show seniority of consecutive years in the show and HBA membership.

**It is your responsibility to confirm this form is received.**

### 2018 SHOW DATES

March 8 to 11, 2018 at River Spirit Expo at Expo Square.

NOTE: Send NO money at this time. An actual contract will be mailed to you in October.

- Yes, I want to be in the 2018 Greater Tulsa Home & Garden Show. Please send me a booth request form when it is ready to make my selections.
- No, I do not wish to be in the 2018 Show - remove me from the mailing list.

Company Name: Tulsa County Conservation District

Contact: Gabriel Parker

Address: 14160 S Sheridan Rd Suite 120 City/State/Zip: Tulsa, OK 74133

Email: tulsa.ccd@conservation.ok.gov Phone: (918) 280-1596 x100

Product or Service: Environmental Education

This is NEW contact information, please update my records.

**PLEASE RETURN THIS FORM BY JUNE 29, 2017 VIA MAIL OR EMAIL TO**

**Gabby Bridenbaugh  
Director of Special Events**

Tulsa HBA | 11545 E. 43rd St., Tulsa OK 74146 | 918-663-5820 | gabby@tulsahba.com