

AGENDA
Board of Directors Special Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
January 8, 2015 - 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 December 9, 2014 Special Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending December 2014
 - C. Review of TACF Financials for Period Ending October and December 2014
 - 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 December
 - F. Acceptance of Community Outreach Coordinator Reports
 - G. Acceptance of NRCS Farm Bill performance worksheets
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cooperator Agreements
 - A. Greg Daubney Cost Share applicant program year 2016
7. Cost Share Program Year 16
 - A. Cost Share Program Year 16 Check List corrections
8. Discussion and/or Possible Action on the Following District Operation Items:
 - A. 10–Minute Guide: Working with Legislatures
 - B. Tulsa Remodel & Landscape Show 2015
 - C. Natural Resource Day update
 - D. Discussion and acceptance of District Conservationist Agency Report
 - E. 19th Oklahoma Environmental Education Expo
 - F. Discussion on purchasing plastic folding tables for easier staff use
 - G. Seedling purchase for H&G Show
9. Public Comments:
10. Adjourn:


Next regularly scheduled meeting is February 12, 2015 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: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **January 8, 2015** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **February 12, 2015**.



Chair, Board of Directors



Date

Attest:



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

Date: January 8, 2015

Time: 4:00 PM

Members Present: John Beasley, Chairman
Roy Foster, Treasurer
Scott VanLoo, Vice Chairman
Zach Kilburn, Member

Members Absent: Craig Thurmond, Member

Others Present: Gabrielael Parker, District Secretary
Cynthia Short, Community Outreach Coordinator
Cleaon Bradford, Acting District Conservationist

1. Meeting Called to Order:

Chairman Beasley called the meeting to order at 4:10 PM. He noted this was a Special 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 January 7, 2015 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 December 9, 2014 Special Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending December 2014**
- C. Review of TACF Financials for Period Ending October and December 2014**
- 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 December**
- F. Acceptance of Community Outreach Coordinator Reports**
- G. Acceptance of NRCS Farm Bill performance worksheets**

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

Scott VanLoo said that he was unclear about the vacation leave for Gabrielae Parker. He said that the amount of hours added up, but he was confused on the dates. Gabrielae said that it was a bit confusing and that instead of breaking up the days, she could change it so they days she took off in a row would reflect on the leave form. She also said that she her reasoning behind it was because she was using different types of leave. Roy Foster made a motion to accept the consent agenda as presented, provided Gabrielae would change the dates on her leave form. Scott VanLoo 2nd the motion. Nays: None. The motion carries.

6. Cooperator Agreements

A. Greg Daubney Cost Share applicant program year 2016

After a brief discussion, Roy Foster made a motion to approve the cooperative agreement for Greg Daubney. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

7. Cost Share Program Year 16

A. Cost Share Program Year 16 Check List Corrections

Gabrielae Said that in the past they set the application closing date for about thirty days or about a week before the next board meeting. It worked out great in the past and it allowed us to approve, rank, and allocate funds to participants faster. If they kept the closing date to April 15, 2015, it would make it so the participants had to wait to start their practices much later in the spring. Roy Foster made a motion to amend the original check list to reflect a closing date of February 5, 2015. Scott VanLoo 2nd the motion. Nays: None. The motion carries.

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

A. 10–Minute Guide: Working with Legislatures

There was a brief discussion on the ten minute guide on time compensation for district employees. No further action needed to be taken.

B. Tulsa Remodel & Landscape Show 2015

Cynthia Short explained that we would not be able to get the booth for less than \$100.00. John said that since it is not on the agenda for approval of the \$100.00, he could approve it through his monthly discretionary spending. Cynthia said that she had several volunteers to help work the event. No further action needed to be taken.

C. Natural Resource Day update

Cynthia said that she had sent letters to twelve agencies and three of them had accepted. She was planning on holding the event on April 24, 2015 from 9:00 to 4:00 PM. She also said that the working plan was to have, in the morning, twenty elementary school kids per booth and in the afternoon, high school kids. No further action needed to be taken.

D. Discussion and acceptance of District Conservationist Agency Report

Cleaoon Bradford said that NRCS has one CSP participant's practice that was set to expire December 31, 2014, and that he has agreed to sign an extension for another five years. That extension will expire on 12-31-2019. Cleaoon also said that they have an EQIP application deadline of January 16, 2015, and that the rankings for those applications have to be completed by March 15, 2015. The only other thing that NRCS has is a huge push for Seasonal High Tunnels. They have a lot of funds available for that so that is why there is a push for it. Normally we would have an actual report in the packet, but it did not work out this way. Scott VanLoo made a motion to approve the District Conservationist Agency Report. Roy Foster 2nd the motion. Nays: None. The motion carries.

E. 19th Oklahoma Environmental Education Expo

After a brief discussion, Scott VanLoo made a motion to approve \$40.00 to have Cynthia Short attend the Environmental Education Expo in Norman, OK provided Zack Kilburn, who was also looking to attend, could give her a ride. Roy Foster 2nd the motion. Nays: None. The motion carries.

F. Discussion on purchasing plastic folding tables for easier staff use

The board agreed with the need to have tables that staff could handle and fit in something other than a truck. Zach said that he saw some of the tables on the Home Depot website for \$39.99. The Board directed staff to check the Home Depot and send that information to TACF to have them put it up for a vote via email. No further action needed to be taken at this time.

G. Seedling purchase for H&G Show

Cynthia Short suggested that we have maybe some seedlings available to give away at the H&G Show in March. Scott VanLoo said that he would check Wayne Harring and Dana Hamersley on getting some wildflower seeds.

9. **Public Comments:** None

10. **Adjourn:**

John Beasley adjourned the meeting at 5:10 PM

Next regularly scheduled meeting is February 12, 2015 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

1:45 PM

01/14/15

Accrual Basis

Tulsa County Conservation District
Profit & Loss
December 2014

	<u>Dec 14</u>
Income	
Administrative Income	1,282.65
OCC Reimbursements	6,226.86
Total Income	7,509.51
Expense	
Administrative Expense	1,421.98
Office Supplies	20.26
Payroll	2,646.99
Payroll Tax	1,318.02
Professional Fees	1,085.00
Telephone and Internet	123.71
Travel	62.72
Total Expense	6,678.68
Net Income	<u><u>830.83</u></u>

Tulsa County Conservation District
Profit & Loss Detail
December 2014

1:45 PM
 01/14/15
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Administrative Income								
Deposit	12/23/2014		Arvest	Transfer from...		Arvest Special...	1,282.15	1,282.15
Deposit	12/23/2014		Arvest	Interest Pay...		Arvest Special...	0.07	1,282.22
Deposit	12/31/2014		Arvest	Interest Pay...		Arvest Checki...	0.40	1,282.62
Deposit	12/31/2014		Arvest	Interest Pay...		Arvest Special...	0.03	1,282.65
Total Administrative Income							1,282.65	1,282.65
OCC Reimbursements								
Deposit	12/1/2014		OCC	December S...		Arvest Checki...	4,781.90	4,781.90
Deposit	12/22/2014		OCC	General Oper...		Arvest Checki...	1,444.96	6,226.86
Total OCC Reimbursements							6,226.86	6,226.86
Total Income							7,509.51	7,509.51
Expense								
Administrative Expense								
Check	12/4/2014	8329	Fuzzell's Copier	Quarter Copi...		Arvest Checki...	139.83	139.83
Check	12/23/2014	CHK	Arvest	Closed Mone...		Arvest Money ...	1,282.15	1,421.98
Total Administrative Expense							1,421.98	1,421.98
Office Supplies								
Check	12/11/2014		Office Depot	Office Suppl...		Arvest Checki...	20.26	20.26
Total Office Supplies							20.26	20.26
Payroll								
Check	12/16/2014	8338	Cynthia Short	December 1-...		Arvest Checki...	987.65	987.65
Check	12/16/2014	8337	Gabrieal S Parker	December 1-...		Arvest Checki...	829.67	1,817.32
Check	12/31/2014	8339	Gabrieal S Parker	December 16...		Arvest Checki...	829.67	2,646.99
Total Payroll							2,646.99	2,646.99
Payroll Tax								
Check	12/10/2014		IRS	941 Tax Pay...		Arvest Checki...	1,112.73	1,112.73
Check	12/16/2014		Oklahoma Tax Com...	November 20...		Arvest Checki...	133.00	1,245.73
Check	12/23/2014		Oklahoma Employ...	4th Quarter 2...		Arvest Checki...	72.29	1,318.02
Total Payroll Tax							1,318.02	1,318.02
Professional Fees								
Check	12/17/2014	8324	Kimberley Meyer C...	FY 2014 Full ...		Arvest Checki...	1,085.00	1,085.00
Total Professional Fees							1,085.00	1,085.00
Telephone and Internet								
Check	12/3/2014		COX Communicatio...	November 20...		Arvest Checki...	123.71	123.71
Total Telephone and Internet							123.71	123.71

Tulsa County Conservation District
Profit & Loss Detail
 December 2014

1:45 PM
 01/14/15
 Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Travel								
Check	12/10/2014	8335	Cynthia Short	November 20...		Arvest Checki...	40.32	40.32
Check	12/16/2014	8336	Gabriel S Parker	November 20...		Arvest Checki...	22.40	62.72
Total Travel							62.72	62.72
Total Expense							6,678.68	6,678.68
Net Income							830.83	830.83

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Statement Date: Page 1
Account No: 12-31-14
002 555 142 E
Enclosures: 7

SPECIAL RATES ON HOME EQUITY LINES FROM JANUARY 2 TO
FEBRUARY 28, 2015. ASK FOR DETAILS. EHL

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

***** NON-PROFIT INTEREST CHECKING *****

Balance Last Statement	11-30-14	6,918.83	142
+Deposits/Credits	2	6,226.86	
-Withdrawals/Debits	12	5,396.53	
-Service Charge		.00	
+Interest Paid		.40	
Balance This Statement		7,749.56	

***** DESCRIPTIVE TRANSACTIONS *****

Date	Tracer	Description	Amount
12-31	9990000000000001	INTEREST PMT	.40
***** ELECTRONIC ACTIVITY *****			
Date	Tracer	Description	Amount
12-01	332000000118055	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	4,781.90
12-03	337000000008726	COX COMM TUL BANK DRAFT NSERVATION TULSA COUNT	123.71-
12-10	3440000000026430	IRS USATAXPYMT	1,112.73-
12-11	3450000000061255	TULSA COUNTY CONSERVAT OFFICE DEPOT ONLINE PMT	20.26-
12-16	3500000000054415	TULSA CO CONSERVATION TAX PAYMENTS OK TAX PMT	133.00-
12-22	3560000000163598	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	1,444.96
12-23	3570000000107112	EMPL SEC COMM EMPL SEC	72.29-

***** CHECKS PAID *****

Check No.	Date	Amount	Check No.	Date	Amount
8324	12-17	1085.00	8337	12-16	829.67
8329*	12-04	139.83	8338	12-16	987.65
8335*	12-10	40.32	8339	12-31	829.67
8336	12-16	22.40			

***** INTEREST SUMMARY *****

Interest Paid this Year	2.21
Interest Withheld this Year	.00
Average Collected Balance	9,501.87

Continued on Next Page

Statement Date: 12-31-14

Account No:

TULSA COUNTY CONSERVATION DISTRICT

***** INTEREST RATE SUMMARY *****

Date	Rate	Date	Rate	Date	Rate
11-30	.050				

***** DAILY BALANCE SUMMARY *****

Date	Balance	Date	Balance	Date	Balance
11-30	6918.83	12-01	11700.73	12-03	11577.02
12-04	11437.19	12-10	10284.14	12-11	10263.88
12-16	8291.16	12-17	7206.16	12-22	8651.12
12-23	8578.83	12-31	7749.56		

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Statement Date: Page 1
Account No: 12-31-14
002 555 150 E
Enclosures:

SPECIAL RATES ON HOME EQUITY LINES FROM JANUARY 2 TO
FEBRUARY 28, 2015. ASK FOR DETAILS. EHL

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

```
***** BUSINESS MONEY MARKET *****
                                           150
Balance Last Statement 11-30-14          1,282.15
+Deposits/Credits                                     .00
-Withdrawals/Debits          1          1,282.15
-Service Charge                                           .00
+Interest Paid                                           .00
Balance This Statement                                     .00
***** ELECTRONIC ACTIVITY *****
Date      Tracer      Description      Amount
12-23    224000000010390    WEB XFER TO      1,282.15-
***** INTEREST SUMMARY *****
Interest Paid this Year                2.71
Interest Withheld this Year             .00
Average Collected Balance             909.91
***** INTEREST RATE SUMMARY *****
Date      Rate      Date      Rate      Date      Rate
11-30
***** DAILY BALANCE SUMMARY *****
Date      Balance      Date      Balance      Date      Balance
11-30      1282.15      12-23
```

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 12-31-14
Account No:
002 555 142 E
Enclosures:

SPECIAL RATES ON HOME EQUITY LINES FROM JANUARY 2 TO
FEBRUARY 28, 2015. ASK FOR DETAILS. EHL

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

***** NON-PROFIT INTEREST CHECKING *****

			142
Balance Last Statement	11-30-14	406.98	
+Deposits/Credits	2	1,282.22	
-Withdrawals/Debits		.00	
-Service Charge		.00	
+Interest Paid		.03	
Balance This Statement		1,689.23	

***** DESCRIPTIVE TRANSACTIONS *****

Date	Tracer	Description	Amount
12-31	9990000000000001	INTEREST PMT	.03
***** ELECTRONIC ACTIVITY *****			
Date	Tracer	Description	Amount
12-23	224000000010400	WEB XFER FROM	1,282.15
12-23	200	TRANSFER FROM	.07
		Account Closed	

***** INTEREST SUMMARY *****

Interest Paid this Year	.19
Interest Withheld this Year	.00
Average Collected Balance	779.23

***** INTEREST RATE SUMMARY *****

Date	Rate	Date	Rate	Date	Rate
11-30	.050				

***** DAILY BALANCE SUMMARY *****

Date	Balance	Date	Balance	Date	Balance
11-30	406.98	12-23	1689.20	12-31	1689.23

End of Statement

ARVEST Member FDIC
 ARVEST BANK www.arvest.com
 P O BOX 1670
 LOWELL AR 72745

24-hour Account Information: (877) 618-2648

Statement Date: 12-31-14

Customer Service: (866) 952-9523

Account No:
 002 555 142

Enclosures:

SPECIAL RATES ON HOME EQUITY LINES FROM JANUARY 2 TO FEBRUARY 28, 2015. ASK FOR DETAILS. EHL

*****AUTO**SCH 5-DIGIT 74133
 8559 0.4570 AV 0.381 24 1 235



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

***** NON-PROFIT INTEREST CHECKING *****
 142

Balance Last Statement	11-30-14	5,798.60
+Deposits/Credits		.00
-Withdrawals/Debits		.00
-Service Charge		.00
+Interest Paid		.25
Balance This Statement		5,798.85

***** DESCRIPTIVE TRANSACTIONS *****

Date	Tracer	Description	Amount
12-31	9990000000000001	INTEREST PMT	.25

***** INTEREST SUMMARY *****

Interest Paid this Year	2.88
Interest Withheld this Year	.00
Average Collected Balance	5,798.60

***** INTEREST RATE SUMMARY *****

Date	Rate	Date	Rate	Date	Rate
11-30	.050				

***** DAILY BALANCE SUMMARY *****

Date	Balance	Date	Balance	Date	Balance
11-30	5798.60	12-31	5798.85		

ARVEST Member FDIC
 ARVEST BANK www.arvest.com
 P O BOX 1670
 LOWELL AR 72745

24-hour Account Information: (877) 618-2648

Statement Date: 12-31-14

Customer Service: (866) 952-9523

Account No:
 002 555 150

Enclosures:

SPECIAL RATES ON HOME EQUITY LINES FROM JANUARY 2 TO FEBRUARY 28, 2015. ASK FOR DETAILS. EHL

*****AUTO**SCH 5-DIGIT 74133
 8560 0.4570 AV 0.381 24 1 236


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

***** BUSINESS MONEY MARKET *****
 150

Balance Last Statement	11-30-14	15,536.92
+Deposits/Credits	1	56.78
-Withdrawals/Debits		.00
-Service Charge		.00
+Interest Paid		1.99
Balance This Statement		15,595.69

***** DESCRIPTIVE TRANSACTIONS *****

Date	Tracer	Description	Amount
12-31	9990000000000001	INTEREST PMT	1.99

***** ELECTRONIC ACTIVITY *****

Date	Tracer	Description	Amount
12-03	337000000221864	EVENTBRITE INC 20141201 13046070147	56.78

***** INTEREST SUMMARY *****

Interest Paid this Year	23.31
Interest Withheld this Year	.00
Average Collected Balance	15,590.03

***** INTEREST RATE SUMMARY *****

Date	Rate	Date	Rate	Date	Rate
11-30	.150				

***** DAILY BALANCE SUMMARY *****

Date	Balance	Date	Balance	Date	Balance
11-30	15536.92	12-03	15593.70	12-31	15595.69

Form **941 for 2014: Employer's QUARTERLY Federal Tax Return**
 (Rev. January 2014) Department of the Treasury — Internal Revenue Service

950114
 OMB No. 1545-0029

Employer identification number (EIN) -

Name (not your trade name) **TULSA COUNTY CONSERVATION DISTRICT**

Trade name (if any)

Address **5401 S. SHERIDAN RD STE 201**
 Number Street Suite or room number

TULSA **PK** **74145**
 City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2014
 (Check one.)

1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December

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

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

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	<input type="text" value="2"/>
2	Wages, tips, and other compensation	2	<input type="text" value="13482.45"/>
3	Federal income tax withheld from wages, tips, and other compensation	3	<input type="text" value="1203.00"/>
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.	

	Column 1		Column 2
5a	Taxable social security wages	<input type="text" value="13955.34"/> × .124 =	<input type="text" value="1730.46"/>
5b	Taxable social security tips	<input type="text" value="."/> × .124 =	<input type="text" value="0.00"/>
5c	Taxable Medicare wages & tips	<input type="text" value="13955.34"/> × .029 =	<input type="text" value="404.70"/>
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	<input type="text" value="0.00"/> × .009 =	<input type="text" value="0.00"/>

5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	<input type="text" value="2135.17"/>
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f	<input type="text" value="0.00"/>
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	<input type="text" value="3338.19"/>
7	Current quarter's adjustment for fractions of cents	7	<input type="text" value="."/>
8	Current quarter's adjustment for sick pay	8	<input type="text" value="."/>
9	Current quarter's adjustments for tips and group-term life insurance	9	<input type="text" value="."/>
10	Total taxes after adjustments. Combine lines 6 through 9	10	<input type="text" value="3338.19"/>
11	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, 944-X (PR), or 944-X (SP) filed in the current quarter	11	<input type="text" value="3338.19"/>
12	Balance due. If line 10 is more than line 11, enter the difference and see instructions	12	<input type="text" value="."/>
13	Overpayment. If line 11 is more than line 10, enter the difference	<input type="text" value="."/>	Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.

Name (not your trade name)

Employer identification number (EIN)

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 Pub. 15 (Circular E), section 11.

- 14 Check one: [] Line 10 on this return is less than \$2,500... [X] You were a monthly schedule depositor for the entire quarter.

Tax liability: Month 1 1112. 73

Month 2 1112. 73

Month 3 1112. 73

Total liability for quarter 3338. 19 Total must equal line 10.

- [] 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.

15 If your business has closed or you stopped paying wages... [] Check here, and enter the final date you paid wages / /

16 If you are a seasonal employer and you do not 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.

[X] Yes. Designee's name and phone number Gabriel Parker 918-280-1595

Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS. [0][9][2][1][5]

[] 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

[Signature box]

Print your name here

Gabriel Parker

Print your title here

District Secretary

Date

/ /

Best daytime phone

918-280-1595

Paid Preparer Use Only

Check if you are self-employed []

Preparer's name

[Preparer name box]

PTIN

[PTIN box]

Preparer's signature

[Preparer signature box]

Date

/ /

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

[Firm name box]

EIN

[EIN box]

Address

[Address box]

Phone

[Phone box]

City

[City box]

State

[State box]

ZIP code

[ZIP code box]

Payment Advice (050924737)

Remittance@omes.ok.gov

Sent: Friday, December 19, 2014 11:07 PM

To: Tulsa County CD

Attachments: ATT00001.txt (1 KB) ; Payment Detail CSV File.csv (358 B) ; Oklahoma State Seal.JPG (5 KB)



EFT Remittance Advice

Payee:

TULSA COUNTY CONSERVATION DISTRICT (0000056488-0002)
 5401 S SHERIDAN RD STE 201
 TULSA, OK 74145-7522
 USA

Payment Information:

Check Number: **050924737**

Payment Date: **2014-12-19**

Payment in the amount of **1444.96 (USD)** has been sent to your bank account ending in XXXXXX6407

The following details the invoices that are being paid:

November General Claim

Remitting Agency	Voucher	Invoice	Invoice Date	Amount	Message
CONSERVATION COMMISSION	00045758	519001	2014-12-09	1444.96	
			Grand Total	1444.96	

NOTE: Any questions regarding this payment should be directed to the Remitting Agency listed above.

CONFIDENTIALITY NOTICE: This e-mail and any files transmitted are solely for the use of the individual or entity to which they are addressed. If you have received this e-mail in error, please notify the system manager and delete this e-mail from you system. If you are not the named addressee you should not disseminate, distribute, or copy this email.

OSF Form 3
(Revised 10/03)

STATE OF OKLAHOMA
Notarized Claim Voucher

Disbursement of Payroll Withholdings

CLAIM OF Tulsa County CD

ALT. NAME

Vend I.D.: 73-0723957

LOC: 2

ASSIGNMENT SECTION

ASSIGNEE:

Vend I.D.:

LOC:

FOR AGENCY USE:
OSF - AUDITED BY:

I hereby assign this claim to the above assignee and authorize the State Treasurer to issue a warrant in payment to said assignee.

Claimant

Date

TOTAL CLAIM AMOUNT	AGENCY BUSINESS UNIT	CLAIM VOUCHER NO.	WARRANT NO.

ORDER NO.	AMOUNT	OBJECT ACCOUNT	OBJECT SUB-ACCT	FUNDING CLASS	ACT/SUB DEPT	BUDGET REF YR	CFDA CHARTFIELD	ROGRAM	PROJECT	OPER UNIT	RESERVED	RESERVED
11/1/2014	20	Office Supplies										
	60	FY 2014 Audit										
	69	Cytle Short October 2014 Mileage										
	69	November 2014 Mileage										
	72	November Telephone and Internet Expense										
	86	Quarterly Copier Rental										
TOTAL												

THE SECTION BELOW IS NOT REQUIRED FOR WITHHOLDING PAYMENTS-EXCEPT FOR WITHHOLDING REFUNDS

The undersigned contractor, vendor, individual, or duly sworn agent, of lawful age, upon oath says that this claim is true and correct. Affiant further states that the work, services, or materials as shown by this claim have been completed or supplied in accordance with the plans, specifications, orders, requests, and all other terms of the contract. Affiant also states that any refunds represented by this payment are due. (NOTE: Claimant signature only for payroll withholding refunds.)

TOTAL AMOUNT APPROVED \$ 1,444.96

I hereby approve this claim for payment and certify it complies with the purchasing laws of this State. And as appropriate, with the payroll withholding rules and regulations of this State.

Claimant

State of _____ County of _____

Subscribed and sworn before me

My Commission expires _____

Notary Public (or Clerk or Judge)

Agency's Approving Officer

Title

Date

November General Claim

Payment Advice (050910739)

Remittance@omes.ok.gov

Sent: Wednesday, November 26, 2014 4:09 PM

To: Tulsa County CD

Attachments: ATT00001.txt (1 KB) ; Payment Detail CSV File.csv (361 B) ; Oklahoma State Seal.JPG (5 KB)



EFT Remittance Advice

Payee:

TULSA COUNTY CONSERVATION DISTRICT (0000056488-0002)
 5401 S SHERIDAN RD STE 201
 TULSA, OK 74145-7522
 USA

Payment Information:

Check Number: **050910739**

Payment Date: **2014-11-26**

Payment in the amount of **4781.90 (USD)** has been sent to your bank account ending in XXXXXX6407

The following details the invoices that are being paid:

December's Salaries Claim

Remitting Agency	Voucher	Invoice	Invoice Date	Amount	Message
CONSERVATION COMMISSION	00045579	518862	2014-11-20	4781.90	
			Grand Total	4781.90	

NOTE: Any questions regarding this payment should be directed to the Remitting Agency listed above.

CONFIDENTIALITY NOTICE: This e-mail and any files transmitted are solely for the use of the individual or entity to which they are addressed. If you have received this e-mail in error, please notify the system manager and delete this e-mail from you system. If you are not the named addressee you should not disseminate, distribute, or copy this email.

STATE OF OKLAHOMA
Notarized Claim Voucher

Disbursement of Payroll Withholdings

CLAIM OF Tulsa County CD

ALT. NAME

Vend I.D.: 73-0723957

LOC.: 2

ASSIGNMENT SECTION

ASSIGNEE:

Vend I.D.:

LOC.:

I hereby assign this claim to the above assignee and authorize the State Treasurer to issue a warrant in payment to said assignee.

Claimant

Date

TOTAL CLAIM AMOUNT	AGENCY BUSINESS UNIT	CLAIM VOUCHER NO.	WARRANT NO.

Agency, Board, Comm., Dept.:

ORDER NO.	AMOUNT	OBJECT ACCOUNT	OBJECT SUB-ACCT	FUNDING CLASS	ACT/SUB DEPT	BUDGET REF YR	CFDA CHARTFIELD	ROGRA	PROJECT	OPER UNIT	RESERVED	RESERVED
11/1/2014	1											
	11											
TOTAL												

December 2014 DS salary

ARTICLE

UNIT PRICE	AMOUNT CLAIMED	OBJECT ACCOUNT
\$ 2,121.01		
\$ 2,660.89		

THE SECTION BELOW IS NOT REQUIRED FOR WITHHOLDING PAYMENTS-EXCEPT FOR WITHHOLDING REFUNDS

The undersigned contractor, vendor, individual, or duly sworn agent, of lawful age, upon oath says that this claim is true and correct. Affiant further states that the work, services, or materials as shown by this claim have been completed or supplied in accordance with the plans, specifications, orders, requests, and all other terms of the contract. Affiant also states that any refunds represented by this payment are due. (NOTE: Claimant signature only for payroll withholding refunds.)

TOTAL AMOUNT APPROVED	\$	4,781.90

I hereby approve this claim for payment and certify it complies with the purchasing laws of this State. And as appropriate, with the payroll withholding rules and regulations of this State.

Claimant

State of

County of

Subscribed and sworn before me

My Commission expires

Notary Public (or Clerk or Judge)

Agency's Approving Officer

Date

December's Salaries Claim

Oklahoma Employment Security Commission

EMPLOYERS QUARTERLY CONTRIBUTION REPORT

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

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

1. Employee SSN	Change Type	2. Last Name	First Name	Middle Name	3. Total Wages Paid	4. Taxable Wages Paid
					\$6,985.46	\$6,985.46
					\$6,471.36	\$243.36
REPORT TOTAL					\$13,456.82	\$7,228.82

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

Month 1 Month 2 Month 3

15. Oklahoma Account Number:

16. Federal I.D. No:

17. Qtr / Yr:

18. Due Date:

19. Employer Name / Address

TULSA COUNTY CONSERVATION DIST
6660 S Sheridan Rd Ste 120

TULSA
74133 -

Confirmation No.: **36D47C2453**

5. TOTAL WAGES PAID.....	\$13,456.82
6. TAXABLE WAGES PAID.....	\$7,228.82
7. Contribution Rate for This Quarter.....	1%
8. Contributions Due.....	\$72.29
9. Interest Due.....	\$0.00
10. 10% Penalty Due + \$100.00 Penalty Due.....	\$0.00
11. Debit.....	\$0.00
12. AMOUNT DUE.....	\$72.29
13. Amount Paid.....	

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

Contact Name: **Gabriel Parker**
 Title: **District Secretary**
 Contact Phone: **918-280-1595**
 Date: **12/15/2014**

4th Quarter 2014 Payment & Report

Monthly Summary

Tulsa County Conservation District

Community Outreach Coordinator_Cyndie Short

December 2014

- Worked on Tulsa County Line
- Worked on COC work plan/long range plan
- Grant Writing_ on line class chapters 6 final
- Went to NRCS_ Safety Meeting , Okmulgee
- Researched Legislators for RMC
- Worked on Facebook
- Developed New Fact Sheet
- Re-developed old TCCD brochure
- Drafted and mailed letter to Rep. Brumbaugh
- Worked at Tulsa Farm Show
- Redo Seasonal High Tunnel brochure with new NRCS info
- Surveyed with Freddy on Cost Share Pond –Atkins Property
- Soil Health Training
- Monthly Board Meeting
- Set up Agencies letters for NR Days

Performance Worksheet/Operational Tasks

Use this form July 1, 2013 to June 30, 2014

Tulsa County

Conservation District:

December-14

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	29	30
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

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										X	X																					
Assist with monthly outreach report																																
Public presentations										X	X																					
Success stories																																
Earth Team volunteer program																																
Assist with statewide media																																
Other																																

Administrative Assistance for Farm Bill Programs

Filing	X	X	X	X	X					X	X	X	X	X								X	X									
Updating General Manual and FOTG															X	X	X	X	X				X	X								
Receptionist	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
Record of meeting minutes										X																						
Maintain office schedules	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									
Other				X											X	X	X	X	X			X	X									

Farm Bill Contracting

Explain and promote farm bill programs																																
Local work group coordination																																
Complete program applications																																
Program application rankings																																
Compile and file applications																																
Prepare and mail form letters		X	X							X																						
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: **20 Hours**

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

Conservation District Board Representative (Signature & Date)

NRCS District Conservationist (Signature & Date)

APPLICATION FOR CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is a formal application to have a Conservation District Cooperator Agreement executed between the Tulsa County Conservation District and the following person(s):

Name of Applicant(s) Greg A Daultrey

Mailing Address _____

Telephone Number (918) _____

E-mail Address * Tawangus@aol.com

Signature of Applicant(s): Greg A Daultrey Date 1-7-15

_____ Date _____

_____ Date _____

The next regular board meeting is scheduled on January 8, 2015
and this application and Cooperator Agreement will be a part of the meeting agenda.

District Representative _____ Date _____

OCC-2B (05/09)

CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County Conservation District, hereinafter referred to as District and Greg Daubney, hereinafter referred to as Cooperator(s).
Check either Landowner or Non-landowner box:

Landowner: Trustee

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) Greg A Daubney Date 1-7-15

Signature of District Chair _____ Date _____

Date approved by district board _____



Oklahoma Conservation Commission

District Directors' Responsibilities:

A 10-Minute Guide Series

This is one in a continuing series of informational/discussion topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. It is suggested that board members review these guides before a board meeting and then have a ten-minute discussion on them at a meeting.

Guide No. 29 - Working With Legislators / Congressmen

It is important that Oklahoma Legislators and U. S. Congress members be kept informed and educated of the conservation needs and successes in your district and the state. Their support is essential for conservation funding and legislation. Conservation district board members play a major role in this information and education effort. Here are a few tips on working effectively with lawmakers.

Working with State Legislators

Establishing Relationships With State Legislators

It is important to establish a relationship with new lawmakers as soon as possible. New state legislators may not be familiar with conservation districts or their mission. Once this relationship is established, it needs to be nurtured and maintained.

Ways to Get Acquainted With Lawmakers:

- ◆ Contact their office to schedule an appointment.
- ◆ Participate in events that are attended by legislators.
- ◆ Invite them to attend a district board meeting, an Oklahoma Association of Conservation District (OACD) area or state meeting, or other district meeting.
- ◆ Invite them to attend a conservation tour or other district event.
- ◆ Hold a legislative luncheon or breakfast.
- ◆ Participate in state capitol visits sponsored by the Oklahoma Association of Conservation Districts.

Develop a Legislative Plan

Districts can be more effective in working with legislators by developing a legislative plan. A plan will ensure that all board members are informed of what will be done and all will voice the same message.

The plan doesn't have to be long or in great detail, but could include such things as:

- ◆ Names of legislators that the district need to develop a better relationship with, or provide additional information and education about the district's needs.

- ◆ List of district needs or issues to present to legislators.
- ◆ Key messages to present to legislators.
- ◆ Methods of getting key messages to legislators (visits, mail, tours, etc.).
- ◆ Board members designated to carry out the plan.

Keep Legislators Informed

- ◆ Include them on mailing list for newsletters, news releases, meeting notices, etc.
- ◆ Send them monthly board minutes, long range plans, joint plan of operations, annual reports, budget requests, O&M and rehabilitation plans.
- ◆ Provide them with pamphlets or brochures about the district.
- ◆ Send them letters on key issues or concerns.
- ◆ Phone calls to their offices are effective and a fast means of getting your message to them. But, be prepared before you call. Have your key message(s) organized in a few short sentences. If you call about specific legislation, know the proposed Bill Number and Name, so they will know immediately why you are calling.

Continued on back page.

Visiting a Legislator's Office:

- ◆ Use your time wisely, you will likely only have a few minutes with a legislator.
- ◆ Be prepared - Have your key points organized, so that you can get your message across in limited time. Keep it simple.
- ◆ Present your issue from the legislator's perspective. They will want to know how it will benefit their district, how much it will cost, what will happen if nothing is done, and if there is opposition from other groups or individuals.
- ◆ Be clear and specific in what action you are requesting.
- ◆ Be prepared to answer questions.
- ◆ Have your issue in a written format (one-page fact sheet) to leave with the legislator. It should contain what it is you are asking for and details about project or need including costs and benefits and other pertinent information.
- ◆ Leave your name and contact information on written information or business card.
- ◆ Be kind, courteous, and friendly to staff, assistants, and receptionists. Many times they are the gatekeeper to contacting the legislator. This is an important person to have a good relationship with.
- ◆ Follow up your visit with a note to the legislator, thanking them for meeting with you and for consideration of your proposal or needs.

Working With U. S. Congressmen

Many of the same tips related to state legislators also apply to working with U. S. Representatives and Senators. But there are a few things that are different. Here are a few additional things districts need to consider when working with Congressmen.

It is important to get acquainted with staffers. It is often easier to get access to them than a Congressman. Plus, staffers do much of the day-to-day work and they need to be informed on issues. Many staffers are young and may have limited knowledge about conservation.

Some staffers work in the Washington D. C. office, but there are also staffers in field offices in the state. Field office locations can be found on the Congressmen/Senators' websites.

Contacting Congressmen by mail used to be the most effective way to reach them. But today, because of security issues, it can take weeks for a letter to reach their office. If letters are used they should be faxed to their offices (both local and Washington D. C. offices).

Email can be used, but some Congressmen are cautious about opening attachments and some only accept email using the form on their website, which limits the size of messages. Phone calls are still effective.

Congressmen hold town-hall meetings that offer opportunities to express conservation needs or concerns and to get acquainted. This is an excellent opportunity for face time with a Congressman or their field staff. It also keeps conservation issues in the public eye of your community. Don't take for granted that they understand conservation issues.

General Tips:

In most cases you will be much more knowledgeable about conservation than your legislator or Congressman or their staffers.

Legislators and Congressmen work for you, so don't hesitate to contact them.

Districts should be the information resource for legislators and Congressmen on conservation issues. Encourage your Legislators and Congressmen to call the district office when they have questions about conservation or natural resource issues. They appreciate a constituent "expert" to consult with about matters of special interest.

Publicly recognize legislators for their service and support.

Oklahoma Conservation Commission
District Services Division
December 2009

This publication is issued by the Oklahoma Conservation Commission as authorized by Mike Thralls, executive director. Copies have not been printed but are available through the agency website. Two printout copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.

CHECKLIST OF BOARD ACTION REQUIRED

BOARD ACTION ITEM		DATE	ACTION TAKEN
<i>After current program year guidelines are approved and distributed by OCC and prior to advertising the current program year locally your district board <u>must</u> discuss and vote on items 1-9 listed below. The action taken <u>must</u> be recorded in the board meeting minutes and on this form.</i>			
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.	1/8/2015	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</u> immediately remove themselves from discussions and votes on program items at this time.	1/8/2015	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.	1/8/2015	John Beasley, Chairman
4	Designate the technical representative. <u>Must</u> meet the requirements stated in the Rules.	1/8/2015	Freddy Trujillo & Cleaon Bradford
5	Review the conservation practices listed in the Program Year Guidelines and approve practices your district will offer locally.	1/8/2015	All
6	Review and approve the average costs listed in the Program Year Guidelines for the practices your district will offer locally	1/8/2015	Yes
7	Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed 75% and the maximum cost-share payment amount can't exceed \$5,000 per participant.	1/8/2015	Yes, change the \$5,000 maximum payment to \$4,000.
8	Establish specific local eligibility and selection criteria/priority system that will be used to select successful applicants.	1/8/2015	No Change
9	Establish your district's application period and how the program will be advertised locally.	1/8/2015	Start 1/15/2015 and end 2/5/2015. Advertised in Neighborhood News, and Tulsa World
STOP STOP After the application period has closed your district can proceed to item 10. STOP STOP			
10	Review, rank and approve applications using the eligibility and selection criteria/priority system approved under item 8 above. Board meeting minutes <u>must</u> include the following for each approved participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount.		