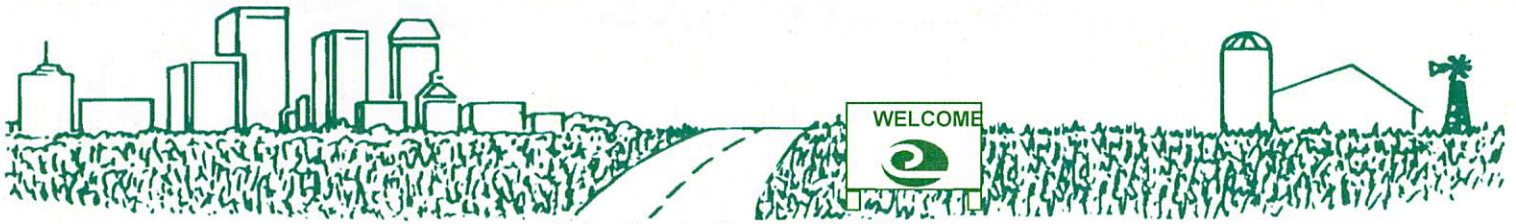


**AGENDA**  
**Board of Directors Regular Meeting**  
**Tulsa County Conservation District**  
**6660 S. Sheridan Rd. Suite 120**  
**Tulsa, OK 74133**  
**November 8, 2018 - 4:00 PM**

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
4. Consideration of Consent Agenda:
  - A. Approval of Minutes from the October 11, 2018 Special Meeting
  - B. Approval of Financial Statements & District Budget for Period Ending October 31, 2018
  - C. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
  - D. Approval of District Employee Timesheet & Leave Records for the Month of October 2018
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Discussion and/or Possible Action on the Following District Operation Items:
  - A. Discussion with the Local Work Group Partners
  - B. Discussion and Approval of District Conservationist Agency Report
  - C. Discussion of Locally Led Meeting
  - D. Discussion and Approval of the NRCS Farm Bill Performance Worksheet
  - E. Discussion of the TCCD Monthly Activities and Outreach Report
  - F. Discussion and Approval of 2019 Meeting Schedule
  - G. Discussion and Approval of FY-2018 Annual Compilation
  - H. Discussion and Approval of FY – 2019 Financial Request from TACF
  - I. Board Member Recruitment
7. New Business:
8. Public Comments:
9. Adjourn:

Next regularly scheduled meeting is December 13, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



Tulsa County Conservation District  
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133  
918-877-9566 Fax: 1-855-421-7632 E-Mail: [Tulsaccd@conservation.ok.gov](mailto: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 **November 8, 2018** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **December 13, 2018**

Jana Beck  
Chair, Board of Directors

12-13-18  
Date

Attest:

Matthias Paulsen

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

Date: November 8, 2018  
Time: 4:00 PM

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

Members Absent: Tom Tolbert, Member

Others Present: Gabrael Parker, District Secretary  
Cleaoon Bradford, Resource Conservationist  
Christopher Best, District Conservationist

**1. Meeting Called to Order:**

Vice-Chair, Jana Black called the meeting to order at 4:22 PM. She noted this was a regular meeting and held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on November 7, 2018 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

**2. Roll Call**

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

**4. Consideration of Consent Agenda:**

- A. Approval of Minutes from the October 11, 2018 Special Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending October 31, 2018**
- C. Approval of District Reimbursement Claims and Payment of Bills Owed by the District**
- D. Approval of District Employee Timesheet & Leave Records for the Month of October 2018**

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



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

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

**A. Discussion with the Local Work Group Partners**

The board decided to table this agenda item until the December meeting. No further action needed to be taken at this time.

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

Clemon Bradford introduced the new Team 17 District Conservationist Christopher Best. Chris said he was happy to meet the Tulsa County Board of Directors. He said he started out at BLM in Farmington New Mexico. From New Mexico he transferred to NRCS in Okemah. He spent nine years in the Major, Dewey, and Fairview field offices. From there he became the District Conservationist in El Reno. He said he made his home office the Tulsa Field Office. He said since moving to the team structure, his goal is to get rid of the old boundaries, so we can get information and practice on the ground. He said he is looking forward to working with all the counties in the NE part of the state.

CSP – Clemon Bradford the team has about 258 payments to make. Participants can either choose to have payment in calendar year 2018 or wait to receive payment until 2019. For those participants who would like to have their payments in 2018, the deadline to have those submitted is December 15, 2018. All others will receive payment in 2019. As of now, Muskogee has the most CSP payments to make, so Freddy has helped get those payments processed.

Currently, we have 18 CSP renewals from the team. One of which is in Tulsa. The deadline for participants to sign up to renew their CSP is November 30, 2018. As of now, a deadline has not been set for new CSP applications. As soon as there is one, he will let everyone know.

EQIP – A deadline date had been set for EQIP applications. However, we should be getting instructions for the new year soon.

State Cost-Share Program – All cost share conservation plans had been completed by the October 31<sup>st</sup> deadline. Now it is just getting the producers to complete their practices.

Outreach – We had a very successful outreach meeting on the 1st of November. Turnout was encouraging. Micha Anderson, Extension Educator for Horticulture at Langston University provided great information about nontraditional backyard gardening. He demonstrated how you can grow veggies in the large feed containers. He also showed how to make better planters out of the planters you get at the store. It would require some assembly and ingenuity, but they work great. Clemon said it seemed like Clark Nelson could speak all day about bee keeping. He provided more information than one could absorb in 30 minutes. He was fun and passionate. Clemon said he did not know much about bee keeping, but it was very interesting. Gabriela Parker said she did not know bees could make so many different types of honey based on plant availability. Anwar T.

Anderson with FSA was a great speaker as well. He spotlighted some of their youth loan programs as well as farm equipment programs.

John Beasley made a motion to approve the District Conservationists Agency Report. Zach Kilburn 2<sup>nd</sup> the motion. Nays: None. The motion carries

**C. Discussion of Locally Led Meeting**

Gabriel said since Cleon talked about it in his report she did not have much more add. She did say she was very happy with the turnout. Most of the people who showed up heard about the event from someone working in NRCS or FSA or a friend. She said she did not see that anyone heard from the NPR advertising. There might have been a few that heard via Facebook, but mostly from word of mouth. Other than what Cleon said, she did not have much to add on the outreach meeting. No further action needed to be taken at this time.

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

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

**E. TCCD Monthly Activities and Outreach Report**

Gabriel Parker said October was a slow month. The Monarch's on the Mountain wrap-up meeting was good. Since this was the 3rd year we had the event, a lot of the kinks have been worked out. There will be some new challenges with the event moving to the Gathering Place next year. Chris Best organized his introduction team meeting on the 24th. I sat in on it. It went well. We went over office functions and future changes. Gabriel attempted to go to BooHaHa, but the organizers change the times around this year. Instead of the parade ending at 3PM or so, all activities were done by 1 PM. She got there at 2PM. She helped Jean Lemmon and Cheryl Cheadle pick up trash for about an hour. There was not a lot of trash to pick which she thought was a good thing. No further action needed to be taken at this time.

**F. Discussion and Approval of 2019 Meeting Schedule**

After a brief discussion, the board decided to keep the monthly board meetings on the 2<sup>nd</sup> Thursday of the month. John Beasley made a motion to approve the 2019 Meeting Schedule as presented in the packet. Zach Kilburn 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**G. Discussion and Approval of FY-2018 Annual Compilation**

Gabriel Parker said she looked over the compilation and did not see anything that stood out to her. It looked like the same compilation as all other years. John Beasley wanted to comment on the District's annual net worth statement. He said he was happy to see that we are worth a whopping \$31.00. He laughed a bit. John Beasley made a motion to approve the Annual Compilation for FY-2018. Zach Kilburn 2<sup>nd</sup> the motion. Nays: None. The motion carries.



**H. Discussion of FY – 2019 Financial Request from TACF**

The board decided to table this agenda item until the next board meeting. No further action needed to be taken at this time.

**I. Board Member Recruitment**

John Beasley said he had not been able to follow-up with Robyn Stroup to find out if she is still interested in becoming a board member. He would contact her tomorrow to touch base with her. No further action needed to be taken at this time.

**7. New Business:**

None

**8. Public Comments:**

None

**9. Adjourn:**

Meeting Adjourned at 5:30 PM

Next regularly scheduled meeting is December 13, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

2:23 PM  
11/07/18  
Accrual Basis

**Tulsa County Conservation District**  
**Profit & Loss**  
**October 2018**

	<u>Oct 18</u>
<b>Income</b>	
Interest Income	0.43
OCC Cost-Share Reimbursements	5,000.00
OCC General Exp Reimbursements	390.79
OCC Salary Reimbursements	4,280.66
<b>Total Income</b>	<u>9,671.88</u>
<b>Expense</b>	
Cost-Share Payments	5,000.00
Employee Benefits	384.90
Internet	149.56
Payroll	988.07
Payroll Tax	749.87
Travel	115.01
<b>Total Expense</b>	<u>7,387.41</u>
<b>Net Income</b>	<u><u>2,284.47</u></u>

2:18 PM  
11/07/18  
Accrual Basis

**Tulsa County Conservasion District**  
**Profit & Loss Detail**  
**October 2018**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Income</b>								
<b>Interest Income</b>								
Deposit	10/29/2018		Arvest	Interest Paye...		Arvest Checki...	0.02	0.02
Deposit	10/31/2018		Arvest	Interest Pay...		Arvest Checki...	0.41	0.43
Total Interest Income							0.43	0.43
<b>OCC Cost-Share Reimbursements</b>								
Deposit	10/19/2018		OCC	Cost Share Y...		Arvest Checki...	5,000.00	5,000.00
Total OCC Cost-Share Reimbursements							5,000.00	5,000.00
<b>OCC General Exp Reimbursements</b>								
Deposit	10/29/2018		OCC	September G...		Arvest Checki...	101.57	101.57
Deposit	10/29/2018		OCC	August Gene...		Arvest Checki...	289.22	390.79
Total OCC General Exp Reimbursements							390.79	390.79
<b>OCC Salary Reimbursements</b>								
Deposit	10/26/2018		OCC	October Sala...		Arvest Checki...	2,140.33	2,140.33
Deposit	10/29/2018		OCC	November S...		Arvest Checki...	2,140.33	4,280.66
Total OCC Salary Reimbursements							4,280.66	4,280.66
Total Income							9,671.88	9,671.88
<b>Expense</b>								
<b>Cost-Share Payments</b>								
Check	10/23/2018	8646	Michael Henley	Cost-Share P...		Arvest Checki...	5,000.00	5,000.00
Total Cost-Share Payments							5,000.00	5,000.00
<b>Employee Benefits</b>								
Check	10/19/2018	8637	OCC	October 2018...		Arvest Checki...	192.45	192.45
Check	10/19/2018	8638	OCC	September 2...		Arvest Checki...	192.45	384.90
Total Employee Benefits							384.90	384.90
<b>Internet</b>								
Check	10/1/2018		COX Communicatio...	September 2...		Arvest Checki...	74.78	74.78
Check	10/29/2018		COX Communicatio...	October 2018...		Arvest Checki...	74.78	149.56
Total Internet							149.56	149.56
<b>Payroll</b>								
Check	10/5/2018		OK Tax Commission	September 2...		Arvest Checki...	105.00	105.00
Check	10/26/2018	8625	Gabriel S Parker	July 16-31st ...		Arvest Checki...	883.07	988.07
Total Payroll							988.07	988.07
<b>Payroll Tax</b>								
Check	10/5/2018		Oklahoma Employ...	3rd Quarter ...		Arvest Checki...	28.79	28.79
Check	10/30/2018		IRS	941 Tax Pay...		Arvest Checki...	721.08	749.87
Total Payroll Tax							749.87	749.87



2:18 PM

11/07/18

Accrual Basis

**Tulsa County Conservation District**  
**Profit & Loss Detail**  
**October 2018**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Travel								
Check	10/3/2018	8630	Gabriel S Parker	July 2018 Mil...		Arvest Checki...	38.31	38.31
Check	10/3/2018	8633	Gabriel S Parker	August 2018 ...		Arvest Checki...	49.91	88.22
Check	10/26/2018	8640	Gabriel S Parker	September 2...		Arvest Checki...	26.79	115.01
Total Travel							115.01	115.01
Total Expense							7,387.41	7,387.41
Net Income							2,284.47	2,284.47

2:25 PM  
11/07/18  
Accrual Basis

**Tulsa County Conservation District**  
**Profit & Loss**  
**July through October 2018**

	<u>Jul - Oct 18</u>
<b>Income</b>	
Interest Income	1.73
OCC Cost-Share Reimbursements	17,824.12
OCC General Exp Reimbursements	643.71
OCC Salary Reimbursements	<u>10,701.65</u>
<b>Total Income</b>	<b>29,171.21</b>
<b>Expense</b>	
Administrative Expense	139.83
Cost-Share Payments	17,824.12
Employee Benefits	769.80
Internet	224.34
Payroll	3,513.56
Payroll Tax	3,945.70
Postage	24.70
Telephone and Internet	74.78
Travel	<u>315.60</u>
<b>Total Expense</b>	<b><u>26,832.43</u></b>
<b>Net Income</b>	<b><u><u>2,338.78</u></u></b>



P O BOX 1670  
LOWELL AR 72745

**ADDRESS SERVICE REQUESTED**

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


**Statement Ending 10/31/2018**

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number

**Managing Your Accounts**

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

**Summary of Accounts**

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$3,200.75
Total Current Value		\$3,200.75

**NON-PROFIT INTEREST CHECKING**

**Account Summary**

Date	Description	Amount
10/01/2018	Beginning Balance	\$916.30
	5 Credit(s) This Period	\$9,671.86
	12 Debit(s) This Period	\$7,387.41
10/31/2018	Ending Balance	\$3,200.75

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.41
Interest Paid Year-to-Date	\$2.64
Interest Withheld Year-to-Date	\$0.00

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

**Electronic Credits**

Date	Description	Amount
10/19/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$5,000.00
10/26/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,140.33
10/26/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$289.22
10/29/2018	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,241.90

**Other Credits**

Date	Description	Amount
10/31/2018	INTEREST PMT	\$0.41

**Electronic Debits**

Date	Description	Amount
10/01/2018	COX COMM TUL BANK DRAFT Tulsa County Conservat	-\$74.78
10/05/2018	EMPL SEC COMM EMPL SEC 1803752832	-\$28.79



## Statement Ending 10/31/2018

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number.

### NON-PROFIT INTEREST CHECKING

#### Electronic Debits (continued)

Date	Description	Amount
10/16/2018	TAX PAYMENTS OK TAX PMT	-\$105.00
10/29/2018	COX COMM TUL BANK DRAFT Tulsa County Conservat	-\$74.78
10/30/2018	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$721.08

#### Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
8625	10/26/2018	\$883.07	8637*	10/19/2018	\$192.45	8646*	10/23/2018	\$5,000.00
8630*	10/03/2018	\$38.31	8638	10/19/2018	\$192.45			
8633*	10/03/2018	\$49.91	8640*	10/26/2018	\$26.79			

\* Indicates skipped check number

#### Daily Balances

Date	Amount	Date	Amount	Date	Amount
09/30/2018	\$916.30	10/16/2018	\$619.51	10/29/2018	\$3,921.42
10/01/2018	\$841.52	10/19/2018	\$5,234.61	10/30/2018	\$3,200.34
10/03/2018	\$753.30	10/23/2018	\$234.61	10/31/2018	\$3,200.75
10/05/2018	\$724.51	10/26/2018	\$1,754.30		





P O BOX 1670  
LOWELL AR 72745

**ADDRESS SERVICE REQUESTED**

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

**Statement Ending 10/31/2018**

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number

**Managing Your Accounts**



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



CUSTOMER  
SERVICE (866) 952-9523



MAILING  
ADDRESS PO BOX 799  
LOWELL AR 72745



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

**Summary of Accounts**

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$83.53
Total Current Value		\$83.53

**NON-PROFIT INTEREST CHECKING**

**Account Summary**

Date	Description	Amount
10/01/2018	Beginning Balance	\$83.51
	1 Credit(s) This Period	\$0.02
	0 Debit(s) This Period	\$0.00
10/31/2018	Ending Balance	\$83.53

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.02
Interest Paid Year-to-Date	\$0.24
Interest Withheld Year-to-Date	\$0.00

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

**Other Credits**

Date	Description	Amount
10/31/2018	INTEREST PMT	\$0.02

**Daily Balances**

Date	Amount	Date	Amount
09/30/2018	\$83.51	10/31/2018	\$83.53

Oklahoma Employment Security Commission  
Online Payment Report

The Online Payment was processed successfully :

Payment Amount : \$28.79

Payment Submitted : 10/3/2018 9:34:49 AM

UserId: TulsaCCD918

Account No.	Qtr	Year	Employer	Amount	Status	Confirmation No.	Scheduled Date	Processed Date
	03	2018	TULSA COUNTY CONSERVATION DIST	\$28.79	Pending	1803752832	10/3/2018 12:00:00 AM	-

July, August, September 2018  
Payment

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 2018**  
(Check one.)

☐ 1: January, February, March

☐ 2: April, May, June

☒ 3: July, August, September

☐ 4: October, November, December

Go to [www.irs.gov/Form941](http://www.irs.gov/Form941) for instructions and the latest information.

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

**Part 1: Answer these questions for this quarter.**

<b>1</b>	<b>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)</b>	<b>1</b>	<input type="text"/> <b>1</b>
<b>2</b>	<b>Wages, tips, and other compensation</b>	<b>2</b>	<input type="text"/> <b>7208 . 64</b>
<b>3</b>	<b>Federal income tax withheld from wages, tips, and other compensation</b>	<b>3</b>	<input type="text"/> <b>1020 . 00</b>
<b>4</b>	<b>If no wages, tips, and other compensation are subject to social security or Medicare tax</b>	<input type="checkbox"/>	<b>Check and go to line 6.</b>
	<b>Column 1</b>		<b>Column 2</b>
<b>5a</b>	<b>Taxable social security wages</b>	<input type="text"/> <b>7472 . 04</b>	$\times 0.124 =$ <input type="text"/> <b>926 . 53</b>
<b>5b</b>	<b>Taxable social security tips</b>	<input type="text"/> <b>.</b>	$\times 0.124 =$ <input type="text"/> <b>.</b>
<b>5c</b>	<b>Taxable Medicare wages &amp; tips</b>	<input type="text"/> <b>7472 . 07</b>	$\times 0.029 =$ <input type="text"/> <b>216 . 69</b>
<b>5d</b>	<b>Taxable wages &amp; tips subject to Additional Medicare Tax withholding</b>	<input type="text"/> <b>.</b>	$\times 0.009 =$ <input type="text"/> <b>.</b>
<b>5e</b>	<b>Add Column 2 from lines 5a, 5b, 5c, and 5d</b>	<b>5e</b>	<input type="text"/> <b>1143 . 22</b>
<b>5f</b>	<b>Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)</b>	<b>5f</b>	<input type="text"/> <b>.</b>
<b>6</b>	<b>Total taxes before adjustments. Add lines 3, 5e, and 5f</b>	<b>6</b>	<input type="text"/> <b>2163 . 22</b>
<b>7</b>	<b>Current quarter's adjustment for fractions of cents</b>	<b>7</b>	<input type="text"/> <b>0 . 00</b>
<b>8</b>	<b>Current quarter's adjustment for sick pay</b>	<b>8</b>	<input type="text"/> <b>.</b>
<b>9</b>	<b>Current quarter's adjustments for tips and group-term life insurance</b>	<b>9</b>	<input type="text"/> <b>.</b>
<b>10</b>	<b>Total taxes after adjustments. Combine lines 6 through 9</b>	<b>10</b>	<input type="text"/> <b>2163 . 22</b>
<b>11</b>	<b>Qualified small business payroll tax credit for increasing research activities. Attach Form 8974</b>	<b>11</b>	<input type="text"/> <b>2163 . 22</b>
<b>12</b>	<b>Total taxes after adjustments and credits. Subtract line 11 from line 10</b>	<b>12</b>	<input type="text"/> <b>0 . 00</b>
<b>13</b>	<b>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</b>	<b>13</b>	<input type="text"/> <b>.</b>
<b>14</b>	<b>Balance due. If line 12 is more than line 13, enter the difference and see instructions</b>	<b>14</b>	<input type="text"/> <b>.</b>
<b>15</b>	<b>Overpayment. If line 13 is more than line 12, enter the difference</b>	<input type="text"/> <b>0 . 00</b>	Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.

► **You MUST complete both pages of Form 941 and SIGN it.**

Name (not your trade name)

Employer identification number (EIN)

Tulsa County Conservation District

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

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

- 16 Check one: ☐ Line 12 on this return is less than \$2,500 or line 12 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 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 1 721. 07

Month 2 721. 07

Month 3 721. 08

Total liability for quarter 2163. 22 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 Gabriel Parker 918-877-9566

Select a 5-digit Personal Identification Number (PIN) to use when talking to the IRS. 0 7 2 1 0

☐ 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.

X

Sign your name here

Gabriel Parker

Print your name here

Gabriel Parker

Print your title here

District Secretary

Date

10/15/18

Best daytime phone

918-877-9566

**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: September 30, 2018  
DUE DATE: October 22, 2018  
RECEIVED DATE: October 19, 2018

**WTH 10001**  
Revised 6-2011

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

	Number of Employees	
	..... Dollars .....	-- Cents --
1. Wages Paid		\$7,208.64
2 Tax Withheld		\$315.00
3 Interest (+)		\$0.00
4 Penalty (+)		\$0.00
5 Total Due (=)		\$315.00

FOR YOUR RECORDS ONLY  
DO NOT MAIL

Tulsa County

Conservation District:

November-18

Month &amp; 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
<b>Conservation Planning</b>																														
Customer service toolkit data entry												V																		
Conservation plan maintenance												E																		
Assemble plan components												T																		
Conducts on-site inspections												E																		
Provide practice check out services												R																		
Development of plan and soil maps												A																		
Other:												N																		
<b>Outreach for Farm Bill Programs</b>												S																		
News Article Development																														
Outreach Activities	X												X																	
Assist with monthly outreach report	X											D																		
Public presentations	X											A																		
Success stories												Y																		
Earth Team volunteer program																														
Assist with statewide media																														
Other: Locally Led Mtg	X																													
<b>Administrative Assistance for Farm Bill Programs</b>																														
Filing	X	X			X	X	X	X	X			O		X	X	X														
Updating General Manual and FOTG												F																		
Receptionist	X	X			X	X	X	X	X			F		X	X	X														
General office correspondence	X	X			X	X	X	X	X			I		X	X	X														
Record of meeting minutes									X			C																		
Maintain office schedules	X	X			X	X	X	X	X			E		X	X	X														
Maintain ledgers	X	X			X	X	X	X	X					X	X	X														
Other: SCSPY 19, Website Updates								X	X						X	X														
<b>Farm Bill Contracting</b>																														
Explain and promote farm bill programs																														
Local work group coordination	X											C		X	X	X														
Complete program applications												L																		
Program application rankings												O																		
Compile and file applications												S																		
Prepare and mail form letters												E																		
Plan and contract development												D																		
Provide technical assistance																														
Update and maintain LTP-003																														
<b>Other Farm Bill Activities:</b>																														
NRCS Scanning/Mail										X																			X	X

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 25 hours

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

*Jana Black* 12/13/18  
 Conservation District Board Representative (Signature & Date)

*Chris R.* 12/13/18  
 NRCS District Conservationist (Signature & Date)



# Urban Gardening 101 Workshop



**November 1, 2018 6:30 PM to 8:30 PM**

**Location**

**Tulsa OSU Extension Office  
4116 E 15th St, Tulsa, OK 74112**

Please join the Tulsa County Conservation District and the Natural Resources Conservation Service on Thursday November 1, 2018 for a backyard gardening workshop, featuring guest speaker Micah Anderson, Extension Educator for Horticulture at Langston University, Anwar T. Anderson, Loan Officer with FSA and Clark Nelson, Tulsa Beekeeper. Information will include raised bed gardening, high tunnel systems, beekeeping in Northeast Oklahoma and Conservation programs.



## High Tunnel Systems

Easy to build, maintain, and move, they provide an energy-efficient way to extend the growing season and improve plant health and vigor.

To register please contact the Tulsa County Conservation District either by phone (918) 877-9566 or email [tulsaccd@conservation.ok.gov](mailto:tulsaccd@conservation.ok.gov)

**Please RSVP by 4:30 PM October 29, 2018**

This workshop is free and open to the public both **Urban** and **Rural** residents.



Persons with disabilities who require accommodations to attend or participate in this meeting should contact Cleon Bradford at (918) 280-1596 or Federal Relay Service at (800) 877-8339. USDA is an equal opportunity employer, provider and lender.



# Urban Gardening 101 Agenda



**November 1, 2018 6:30 PM to 8:30 PM**

**6:00 PM to 6:30 PM: Registration**

**6:30 PM to 7:00 PM: Micah Anderson, Extension Educator for Horticulture at Langston University**

**7:15 PM to 7:30 PM: Clark Nelson, Tulsa Beekeeper**

**7:45 PM to 8:00 PM: Anwar T. Anderson, Loan Officer with FSA**

**8:15 PM to 8:30 PM: Cleon Bradford, Acting District Conservationist for Tulsa and Mayes Counties at NRCS**



## High Tunnel Systems

Easy to build, maintain, and move, they provide an energy-efficient way to extend the growing season and improve plant health and vigor.

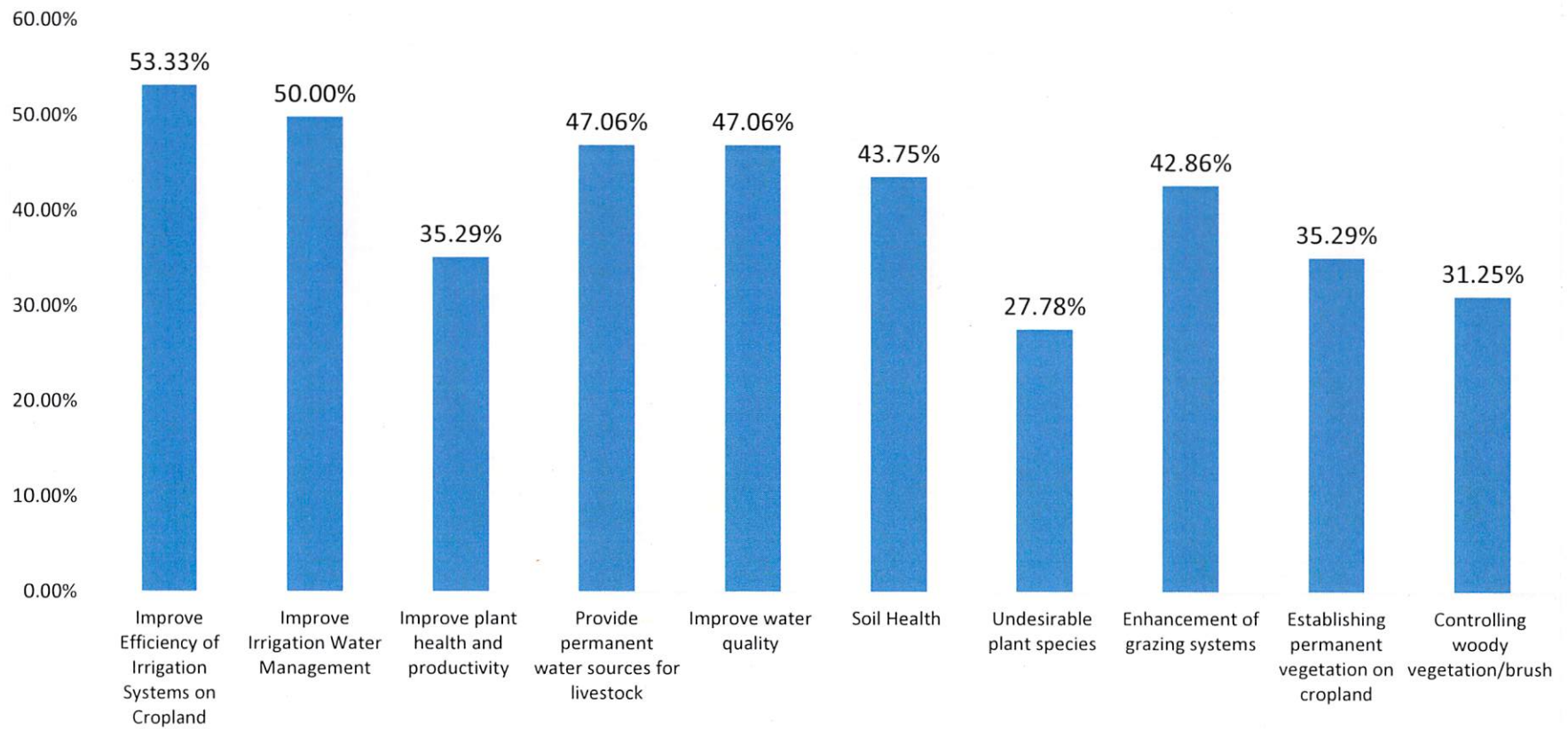


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## Tulsa County Priority Results



	1	2	3	4	5	Total	Total	Other Answers
Improve Efficiency of Irrigation Systems on Cropland	53.33%	13.33%	6.67%	6.67%	20.00%	100.00%	15	Land Erosion
Improve Irrigation Water Management	50.00%	18.75%	0.00%	25.00%	6.25%	100.00%	16	Plant fruit & nut trees in city parks
Improve plant health and productivity	35.29%	11.76%	35.29%	5.88%	11.76%	100.00%	17	Urban gardening
Provide permanent water sources for livestock	47.06%	17.65%	11.76%	5.88%	17.65%	100.00%	17	Wild Fires
Improve water quality	47.06%	29.41%	5.88%	0.00%	17.65%	100.00%	17	Provide aquatic & terrestrial wildlife
Soil Health	43.75%	12.50%	12.50%	12.50%	18.75%	100.00%	16	Herbicide & pesticide use education
Undesirable plant species	27.78%	22.22%	27.78%	11.11%	11.11%	100.00%	18	Increase soil organic matter & soil biology
Enhancement of grazing systems	42.86%	7.14%	14.29%	7.14%	28.57%	100.00%	14	Giving all community gradens legal ability to sell produce, and herbs
Establishing permanent vegetation on cropland	35.29%	11.76%	11.76%	29.41%	11.76%	100.00%	17	Plant Diversity
Controlling woody vegetation/brush	31.25%	31.25%	12.50%	6.25%	18.75%	100.00%	16	FFA
Other	50.00%	33.33%	0.00%	0.00%	16.67%	100.00%	6	Toll Usage -
Other	66.67%	0.00%	0.00%	0.00%	33.33%	100.00%	3	Financially sustained gardens
Other	66.67%	0.00%	0.00%	0.00%	33.33%	100.00%	3	Land Expectation
Other	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	1	Encourage Insect & Bee protections
Other	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0	

# TCCD Monthly Outreach and Activities Report

## October 2018



### Meetings:

10/01/2018	Monarch's on the Mountain Wrap-up Meeting @ Chewy's
10/04/2018	Sustainable Tulsa Meeting
10/11/2018	TCCD Board Meeting

### Special Events:

10/13/2018	Crow Creek Work Day (Did not Happen)	
10/24/2018	Team 17 Brush Management & Prescribed Grazing Training @Tulsa	FO
10/27/2018	BooHaHa @Brookside	

### Holidays:

None

### Upcoming Meetings

11/01/2018	Sustainable Tulsa Meeting
11/08/2018	TCCD Board Meeting

### Up Coming Events:

11/01/2018	Locally Led Meeting/Urban Gardening 101 Workshop @ OSU Extension
11/3 – 11/4	Blue Thumb Training
11/13/2018	Area III Meeting
11/14/2018	RMC Planning Meeting

### Upcoming NRCS Deadlines:

11/30/2018	CSP Renewal Applications Due in FNM Inbox for 2 <sup>nd</sup> Level Review
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### Upcoming Holidays:

11/12/2018	Veteran's Day – Office Closed
11/25-11/26/2018	Thanksgiving Holiday – Office Closed

### Side Notes:

### Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ TCCD/TACF Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay/Financials Research
- ❖ TCCD File Organization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Meeting Organization and Coordination
- ❖ Office Scanning
- ❖ Meeting Minutes
- ❖ State Cost-Share Program Year 18 & 19
- ❖ Event Prep

## NOTICE OF SCHEDULE OF REGULAR MEETINGS FOR CALENDAR YEAR 2019

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

MEETING DATE	TIME	PLACE
January 10, 2019	4:00 PM	6660 S. Sheridan Rd., Ste. 120 Tulsa
February 14, 2019	4:00 PM	6660 S. Sheridan Rd., Ste. 120 Tulsa
March 14, 2019	4:00 PM	6660 S. Sheridan Rd., Ste. 120 Tulsa
April 11, 2019	4:00 PM	6660 S. Sheridan Rd., Ste. 120 Tulsa
May 9, 2019	4:00 PM	6660 S. Sheridan Rd., Ste. 120 Tulsa
June 13, 2019	4:00 PM	6660 S. Sheridan Rd., Ste. 120 Tulsa
July 11, 2019	4:00 PM	6660 S. Sheridan Rd., Ste. 120 Tulsa
August 8, 2019	4:00 PM	6660 S. Sheridan Rd., Ste. 120 Tulsa
September 12, 2019	4:00 PM	6660 S. Sheridan Rd., Ste. 120 Tulsa
October 10, 2019	4:00 PM	6660 S. Sheridan Rd., Ste. 120 Tulsa
November 14, 2019	4:00 PM	6660 S. Sheridan Rd., Ste. 120 Tulsa
December 12, 2019	4:00 PM	6660 S. Sheridan Rd., Ste. 120 Tulsa

Name of person reporting dates: Gabriel Parker  
(Print or Type)

Signature \_\_\_\_\_

Title District Secretary Date \_\_\_\_\_

**DUE IN OCC OFFICE BY DECEMBER 15 OF EACH YEAR**



TULSA COUNTY CONSERVATION DISTRICT  
ANNUAL FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2018

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Kimberlye R. Mayer, CPA, P.C.  
Certified Public Accountant

723 W Doolin  
Blackwell, OK 74631  
(580) 363-1453

TULSA COUNTY CONSERVATION DISTRICT  
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YEAR ENDED JUNE 30, 2018

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# Kimberlye R. Mayer, CPA, P.C.

723 West Doolin

Blackwell, OK 74631

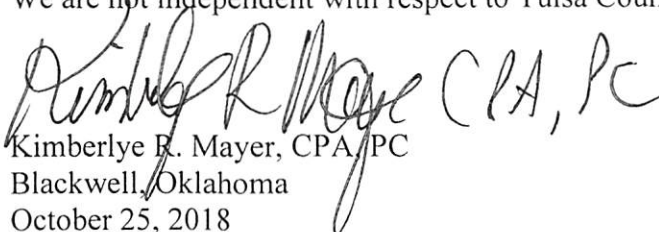
(580) 363-1453  
Fax (580) 363-0068

Board of Directors  
Tulsa County Conservation District

Management is responsible for the accompanying financial statements of the Tulsa County Conservation District which comprise the statement of assets, liabilities and net position as of June 30, 2018 and the related statement of revenues and expenses and changes in net position for the year then ended in accordance with the cash basis of accounting and the related notes to the financial statements. Management is responsible to determine that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy and completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

We are not independent with respect to Tulsa County Conservation District.

  
Kimberlye R. Mayer, CPA/PC  
Blackwell, Oklahoma  
October 25, 2018

FINANCIAL STATEMENTS

AND

NOTES

TULSA COUNTY CONSERVATION DISTRICT  
STATEMENT OF ASSETS, LIABILITIES, AND NET POSITION  
CASH BASIS  
JUNE 30, 2018

ASSETS

Current Assets:	
Operating account	\$ (53)
Special projects account	<u>83</u>
Total cash and cash equivalents	<u>30</u>
 Total Assets	 <u><u>\$ 30</u></u>

LIABILITIES AND NET POSITION

Current Liabilities:	
 Net Position:	
Net investment in capital assets	
Unrestricted	<u>30</u>
 Total Net Position	 <u>30</u>
 Total Liabilities and Net Position	 <u><u>\$ 30</u></u>

See accountant's notes and compilation report.

TULSA COUNTY CONSERVATION DISTRICT  
STATEMENT OF REVENUES AND EXPENSES AND CHANGES IN NET POSITION  
CASH BASIS  
YEAR ENDED JUNE 30, 2018

Revenues:	
OCC reimbursements	\$ 27,936
Cost share received	13,493
Administrative income	3,950
Donations and grants	731
Other income	
Total Operating Revenues	<u>46,110</u>
Expenses:	
Payroll	28,601
Payroll taxes and employee benefits	1,961
Advertising and promotion	172
Telephone and internet	1,034
Office supplies and postage	636
Meetings and travel	981
Professional fees	1,130
Programs, projects and education	772
Director fees	325
Cost share paid	<u>13,493</u>
Total Operating Expenses	<u>49,105</u>
Operating Income (Loss)	(2,995)
Nonoperating Revenues (Expenses):	
Interest income	<u>2</u>
Total Nonoperating Revenue (Expenses)	<u>2</u>
Changes in net position	(2,993)
Net position at beginning of year	<u>3,023</u>
Net position at end of year	<u><u>\$ 30</u></u>

See accountant's notes and compilation report.



TULSA COUNTY CONSERVATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Organization

The Tulsa County Conservation District was created under Title 27A, sections 3-1-101 through 3-3-410, of the Oklahoma Statutes, as amended. The purpose of the District is to provide for the conservation of the renewable natural resources in the area for which the District is responsible.

Basis of Accounting

The District prepares its financial statements using the cash basis of accounting. This basis recognizes assets, liabilities, net position, revenues, and expenses when they result from cash transactions. This basis is a basis of accounting other than accounting principles generally accepted in the United States of America.

As a result of the use of the cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

Net Position

Net position presents the difference between assets and liabilities in the statement of net position. Net investment in capital assets are reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are legal limitations imposed on their use by District legislation or external restrictions by creditors, grantors, laws or regulations of other governments.

NOTE 2 – CASH AND CERTIFICATES OF DEPOSIT:

Bank balances and certificates of deposit are covered by FDIC insurance. All deposits are fully insured.

NOTE 3 – INVESTMENTS:

The State of Oklahoma allows governmental entities to invest in the following: direct obligations of the United State Government, its agencies or instrumentalities; collateralized or insured certificates of deposit; insured savings accounts or savings certificates; or county, municipal or school district direct debt.

TULSA COUNTY CONSERVATION DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2018

NOTE 4 - OCC REIMBURSEMENTS:

The District is reimbursed by the Oklahoma Conservation Commission for salaries, payroll taxes, mileage, telephone charges, office supplies, and certain other office expenses. When received, such reimbursements are recognized as revenues.

NOTE 5 - RETIREMENT PLAN:

Oklahoma public employees who work 1,599 hours or more per year were enrolled in the Oklahoma Public Employees Retirement System. On salaries paid from reimbursable funds from the Oklahoma Conservation commission the employers 16½% share of retirement was paid directly by the Commission. The employees' share of the retirement contribution was 3½% of locally earned wages and 3½% of state reimbursable wages.

NOTE 6 - CASH AND CASH EQUIVALENTS:

The District considers all checking accounts and deposits with a maturity of three months or less to be cash equivalents.

NOTE 7 – RISK MANAGEMENT:

The District is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District does not purchase commercial property insurance to cover any of the risks associated with the property.

NOTE 8 – CONTINGENCIES:

As of June 30, 2018, the District did not have any pending litigation or potential non-disclosed liabilities that management believes would have a material effect on the financial statements.

NOTE 9 – EVALUATION OF SUBSEQUENT EVENTS:

The District has evaluated subsequent events through October 25, 2018, the date which the financial statements were available to be issued.

**ANNUAL NET WORTH STATEMENT**

Conservation District		TULSA COUNTY CONSERVATION DISTRICT	
Address		6660 S SHERIDAN RD, STE 120	TULSA, OK 74135
<b>FOR THE PERIOD JULY 1, <u>2017</u>, TO JUNE 30, <u>2018</u></b> <b>FOR FISCAL YEAR <u>2018</u></b>			
<b>1. LIQUID ASSETS</b> (Checking Account, Savings Account, Certificate of Deposit, Petty Cash, Etc.)			
		<b>TOTAL</b>	\$ <u>30</u>
<b>2. WORKING ASSETS</b>			
Building	\$	<u>          </u>	<b>TOTAL WORKING ASSETS</b>
Equipment	\$	<u>          </u>	
Other (Seed, Etc.	\$	<u>          </u>	
			\$ <u>          </u>
<b>3. RECEIPTS</b> (from Annual Audit)			
	\$	<u>46,112</u>	
<b>4. DISBURSEMENTS</b>			
	\$	<u>49,104</u>	
<b>5. NET WORTH OF DISTRICT</b> (Lines 1+2)			
		<b>TOTAL</b>	\$ <u>30</u>

I, _____, the undersigned hereby certify the above to be true and correct.	
Signature (Chair, Board of Directors) _____	
Subscribed and sworn to before me this _____ day of _____, _____.	
Notary Public _____	
My Commission Expires _____	

**DUE IN OCC OFFICE BY NOVEMBER 1 OF EACH YEAR**

# Kimberlye R. Mayer, CPA, P.C.

Certified Public Accountant  
723 W Doolin  
Blackwell, OK 74631

Tulsa County Conservation District  
6660 S Sheridan Rd, Ste. 120  
Tulsa, OK 74133

October 25, 2018

---

Compilation for the year  
ended June 30, 2018:

\$ 570.00

Thank You!

**OUR ADDRESS HAS CHANGED**

723 W. DOOLIN AVE  
BLACKWELL, OK 74631