

**AGENDA**  
**Board of Directors Regular Meeting**  
**Tulsa County Conservation District**  
**6660 S. Sheridan Rd. Suite 120**  
**Tulsa, OK 74133**  
**December 19, 2017 - 4:00 PM**

1. Meeting called to order
2. Roll Call
3. Discussion of and Approval of TCCD Board to Submit a Funding Request to TACF for staff support.
4. Adjourn:

Next regularly scheduled meeting is January 11, 2018 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](mailto:Tulsaccd@conservation.ok.gov)

## STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes from the **Special Meeting** of the Tulsa County Conservation District Board of Directors held on **December 19, 2017** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **January 11, 2018**

  
Chair, Board of Directors

01/11/18  
Date

Attest:



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

Date: December 19, 2017  
Time: 4:00 PM

Members Present: Melissa Gray, Chairwoman  
Zach Kilburn, Treasure  
John Beasley, Member  
Tom Tolbert, Member

Members Absent: Jana Black, Vice Chairwoman

Others Present: Gabrielael Parker, District Secretary  
Lisa Knauf Owen, Oklahoma Conservation Commission  
Assistant Director, (via conference call)

**1. Meeting Called to Order:**

Chairwoman, Melissa Gray called the meeting to order at 4:02 PM. She noted this was a regular meeting and is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on December 15, 2017 in the front window at 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

**2. Roll Call**

**A. Discussion of and Approval of TCCD Board to Submit a Funding Request to TACF for staff support.**

Lisa Knauf said she provided a breakdown of the Federal Income Taxes paid by the District and District Employees. She said the base salary, Medicare and FICA, are reimbursed by OCC to the district, but anything that comes from Locally Earned Funds (LEF) is not. The monthly tax deposit includes the employee their portion of Medicare, Social Security (FICA), and Federal tax withholdings, as well as the employer's portion of Medicare, and FICA. The salary reimbursement claim submitted each month includes the employer's portion of salary, Medicare and FICA. She said she has found over the years, district's do not realize when the board decides to supplement salaries via Locally Earned Funds (LEF), every dollar they allocate to salary out of LEF, will cost the district about \$0.25 in federal taxes. OCC does not reimburse districts for LEF. For Gabrielael's current rate of \$3.00 from LEF, it is costing the district \$.75 in taxes each month. Over

the course of the year, that adds up to be around \$1557. John Beasley said he did not know that, and that TCCD has been doing this for a long time. Lisa said she hoped the information she provided will help clarify questions in the future.

Please see attached breakdown for exact numbers.

**Lisa left the meeting at 4:19 PM**

Johns said we cannot request from TACF for prior years, but we can submit a request for FY – 18 explaining that when we request staff support funds, we need to request the additional \$.75 to cover the cost of the taxes for the year. Zach said the request needed to be prorated for the first six months of FY-18, and include the last six month of FY-2018. He calculated \$1,500 for FY-2018.  $\$1.25 * 12 = 1,500$ . The board agreed. Zach Kilburn made a motion to request an additional \$1,500 for staff support for FY – 18, to supplement the cost of federal taxes from the Locally Earned Funds, from the Tulsa Area Conservation Foundation. John Beasley 2<sup>nd</sup> the motion. Nays: None. Hearing none, the motion carries.

**3. Adjourn:**

Meeting adjourned at 4:38 PM

Next regularly scheduled meeting is January 11, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

**Gabriel**

		Qtr 1 2017						
		Line 12	Line 6	Line 13	Line 7	Line 8	Single Tax Payment	
Total tax payment for the month = Gabriel's Monthly total	January	\$ 2,171.79	\$ 2,290.50	\$ 300.00	\$ 142.01	\$ 33.21	\$ 650.44	
	February	\$ 2,171.79	\$ 2,290.50	\$ 300.00	\$ 142.01	\$ 33.21	\$ 650.44	
Formula = Line 7 + Line 8 *2 + Line 13 then add each employee for total	March	\$ 2,172.99	\$ 2,291.70	\$ 300.00	\$ 142.09	\$ 33.23	\$ 650.64	\$ 715.82
	Longevity	\$ 411.09	\$ 426.00		\$ 26.41	\$ 6.18	\$ 65.18	
	<b>Total</b>	<b>\$ 6,927.66</b>	<b>\$ 7,298.70</b>	<b>\$ 900.00</b>	<b>\$ 452.52</b>	<b>\$ 105.83</b>	<b>\$ 2,016.70</b>	
2017 Monthly Tax Liability			Line 5a calculation	\$ 905.04				
\$ 271.00			Line 5c calculation	\$ 211.66				
\$ 3,670.00			<b>Total</b>	<b>\$ 1,116.70</b>				
\$ 3,252.00			<b>Total all payments</b>	<b>\$ 2,016.70</b>				
\$ 418.00								

		Quarter 2 2017						
		Line 12	Line 6	Line 13	Line 7	Line 8	Single Tax Payment	
	April	\$ 2,172.99	\$ 2,291.70	\$ 300.00	\$ 142.09	\$ 33.23	\$ 650.44	
	May	\$ 2,172.99	\$ 2,291.70	\$ 300.00	\$ 142.09	\$ 33.23	\$ 650.84	
	June	\$ 2,172.99	\$ 2,291.70	\$ 300.00	\$ 142.09	\$ 33.23	\$ 650.61	
	<b>Total</b>	<b>\$ 6,518.97</b>	<b>\$ 6,875.10</b>	<b>\$ 900.00</b>	<b>\$ 426.27</b>	<b>\$ 99.69</b>	<b>\$ 1,951.89</b>	
	Line 5a calculation		\$ 852.51					
	Line 5c calculation		\$ 199.38					
	<b>Total Line 5a+5c</b>		<b>\$ 1,051.89</b>					
	<b>Total all payments</b>		<b>\$ 1,951.89</b>					

		Quarter 3 2017						
		Line 12	Line 6	Line 13	Line 7	Line 8	Single Tax Payment	
Formula = Line 6 *.153 + Line 13	July	\$ 2,266.46	\$ 2,378.20	\$ 305.00	\$ 147.45	\$ 34.48	\$ 668.86	
	August	\$ 2,266.46	\$ 2,378.20	\$ 305.00	\$ 147.45	\$ 34.48	\$ 668.86	
	September	\$ 2,266.46	\$ 2,378.20	\$ 315.00	\$ 147.45	\$ 34.48	\$ 678.86	
	<b>Total</b>	<b>\$ 6,799.38</b>	<b>\$ 7,134.60</b>	<b>\$ 925.00</b>	<b>\$ 442.35</b>	<b>\$ 103.44</b>	<b>\$ 2,016.59</b>	
	Line 5a calculation		\$ 884.69	\$ 2,016.59				
	Line 5c calculation		\$ 206.90					
	<b>Total</b>		<b>\$ 1,091.59</b>					
	<b>Total all payments</b>		<b>\$ 2,016.59</b>					

		Quarter 4 2017						
		Line 12	Line 6	Line 13	Line 7	Line 8	Single Tax Payment	
	October	\$ 2,266.46	\$ 2,378.20	\$ 315.00	\$ 147.45	\$ 34.48	\$ 678.86	
	November	\$ 2,266.46	\$ 2,378.20	\$ 315.00	\$ 147.45	\$ 34.48	\$ 678.87	
	December	\$ 2,266.46	\$ 2,378.20	\$ 315.00	\$ 147.45	\$ 34.48	\$ 678.86	
	<b>Total</b>	<b>\$ 6,799.38</b>	<b>\$ 7,134.60</b>	<b>\$ 945.00</b>	<b>\$ 442.35</b>	<b>\$ 103.44</b>	<b>\$ 2,036.59</b>	
	Line 5a calculation		\$ 884.69					
	Line 5c calculation		\$ 206.90					
	<b>Total</b>		<b>\$ 1,091.59</b>					
	<b>Total all payments</b>		<b>\$ 2,036.59</b>					

DISTRICT EMPLOYEE PAYROLL WORKSHEET

EMPLOYEE 1

Employee Name	Gabriel Parker
Conservation District Name & Number	2
Period Beginning & Ending	October-2017

	OCC Reimbursable	Local	Totals (OCC + Local)
1 Monthly / Hourly Rate of Pay	\$10.50	\$3.00	\$13.50
2 Total Hours in Pay Status	173.00	173.00	173.00
3 Total Gross Earnings (Line 1 x Line 2)	\$1,816.50	\$519.00	\$2,335.50
4 EBA (enter zero if negative) (from Confirmation of Benefits)	\$42.70	\$0.00	\$42.70
5 Total Pre-Tax Amount (enter zero if negative) (from Confirmation of Benefits)	\$0.00	\$0.00	\$0.00
6 Total Social Security Earnings (Line 3 + Line 4 - Line 5)	\$1,859.20	\$519.00	\$2,378.20
7 Employee FICA (Line 6) * 6.2 Percent	\$115.27	\$32.18	\$147.45
8 Employee MQFE (Line 6) * 1.45 Percent	\$26.96	\$7.53	\$34.48
9 Employee's Share of Retirement (Line 3) * 3.5 Percent	\$63.58	\$18.17	\$81.74
10 Employee's Share of Retirement - Step Up (Line 3) * 2.91 Percent	\$30.00	\$0.00	\$30.00
11 Deferred Compensation	\$0.00	\$0.00	\$0.00
12 Pre-Tax Gross Earnings (Line 3 + Line 4 - Line 5 - Line 9 - Line 10 - Line 11)	\$1,765.62	\$500.84	\$2,266.46
13 Federal Withholding (figured on Line 12)	\$315.00	\$0.00	\$315.00
14 State Withholding (figured on Line 12)	\$95.00	\$0.00	\$95.00
15 EBA (enter zero if positive) (from Confirmation of Benefits)	\$0.00	\$0.00	\$0.00
16 Total Other Items Selected (from Confirmation of Benefits)	\$1.20	\$0.00	\$1.20
17 Total Deductions (Line 7 + Line 8 + Line 9 + Line 10 + Line 11 + Line 13 + Line 14 + Line 15 + Line 16)	\$647.01	\$57.87	\$704.87
18 EBA (enter zero if negative)	\$42.70	\$0.00	\$42.70
19 Net Earnings (Line 3 - Line 17 + Line 18)	\$1,212.19	\$461.13	\$1,673.33
20 Total OCC Reimbursable (Line 3 - (Line 6 * 7.65%) + Line 18)	\$2,001.43		

\$836.66

This is to certify that the above-named employee has been regularly employed by this district for the period specified

*Mahmud Faruk*  
 Employee  
 Oct 1 - 31  
 CR 10/17  
 10/13/17  
 CR 11 5573  
 MP

*Al Gray*  
 Chair  
 10/11/17  
 CR 10/17  
 10/11/17  
 CR 11 5573  
 MP

