

AGENDA
Board of Directors Special Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
December 9, 2014 - 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 16, 2014 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending October and November 2014
 - C. Review of TACF Financials for Period Ending October and November 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 October and November
 - 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. Cooperative Agreement Acceptance
 - A. Agreement for Payne Keith
7. Cost Share Program Year 16
 - A. Cost Share Program Year 16 Funds Allocation
 - B. Cost Share Program Year 16 Check List
8. Discussion and/or Possible Action on the Following District Operation Items:
 - A. 10-Minute Guide
 - B. New Reimbursement Claim Process
 - C. Discussion and possible change to 2015 meeting dates
 - D. Discussion and Approval of FY 2014 Audit
 - E. Approval of Annual Net Worth Statement
 - F. OCC allocated an additional \$1000.00 in Operating Funds to districts
 - G. Tulsa Remodel & Landscape Show 2015
 - H. Approval of the 2015 Local Operational Agreement
 - I. Planning a possible Natural Resource Day
 - J. Discussion and Possible Approval of Closing the Money Market Account
 - K. Discussion of TCCD Logo design contest
 - L. Discussion and possible approval of TCCD polo shirts
 - M. Possible office furniture purchase for the front office
 - N. Approval of the Modified Intergovernmental Agreement between OCC and TCCD for the COC position
 - O. Discuss the COC work plan for the remaining state fiscal year
9. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (7), to discuss and review the conservation plans for Payne Keith. If the executive session is approved, designate in open session the person keeping minutes.

 - A. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.
10. Public Comments:
11. Adjourn:

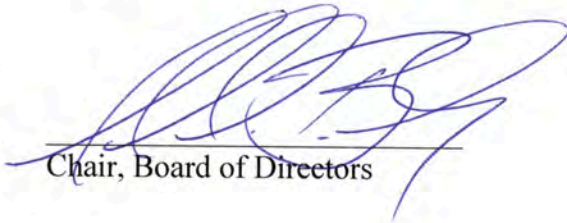
Next regularly scheduled meeting is January 15, 2015 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



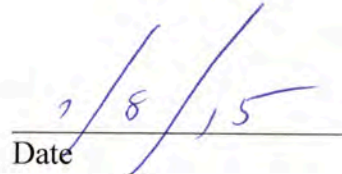
Tulsa County Conservation District
5401 S. Sheridan Road, Suite 201 * Tulsa, Oklahoma 74145-7522
918-280-1595 Fax: 280-1594 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **December 9, 2014** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **January 8, 2015**.



Chair, Board of Directors



Date

Attest:



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

Date: December 9, 2014
Time: 4:00 PM

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

Members Absent: None

Others Present: Gabriel Parker, District Secretary
Cynthia Short, Community Outreach Coordinator
Cleon Bradford, Acting District Conservationist
Stacy Hansen, OCC Communications Coordinator

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 December 5, 2014 in the front window at 6660 S. Sheridan Rd. Suite 120, Tulsa, Oklahoma 74133.

- 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 16, 2014 Regular Meeting**
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 - 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 October and November**
 - F. Acceptance of Community Outreach Coordinator Reports**
 - G. Acceptance of NRCS Farm Bill performance worksheet**

After a brief discussion, Roy Foster made a motion to accept the consent agenda as presented. Craig Thurmond 2nd the motion. Nays: None. The motion carries.

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

6. Cost Share Program Year 15

A. Cooperative Agreement for Payne Keith

After a brief discussion, Craig Thurmond made a motion to approve the cooperative agreement for Payne Keith. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

Scott VanLoo entered the meeting at 4:15 PM

7. Cost Share Program Year 16

A. Cost Share Program Year 16 Funds Allocation

Gabriel Parker just said this was for information purposes, letting the board know we received \$12,500 for program year 16 and we can move forward with accepting applications. No further action needed to be taken.

B. Cost Share Program Year 16 Check List

After going over each item in the cost share checklist, (please see packet for action taken), Roy Foster made a motion to accept the Cost-Share program year 16 board checklist as stated. Craig Thurmond 2nd the motion. Nays: None. The motion carries.

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

A. 10–Minute Guide

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

B. New Reimbursement Claim Process

Gabriel Parker informed the board on how she will submit the reimbursement claims for the time being. She said that she would submit the salary reimbursement claim for the current month at the beginning of the month instead of waiting for the next board to get reimbursed. She also said that she will continue to submit the general daily operating expenses for the previous month as usual. No further action needed to be taken.

C. Discussion and possible change to 2015 meeting dates

After a brief discussion, it had been decided that it would be better to move our regularly scheduled meetings from the third Thursday to the second Thursday of the month. Roy Foster made a motion to change the 2015 regularly scheduled meeting dates back to the second Thursday of the month. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

D. Discussion and Approval of FY 2014 Audit

After a brief discussion, Craig Thurmond made a motion to approve the FY 2014 full audit. Scott VanLoo 2nd the motion. Nays: None. The motion carries.

E. Approval of Annual Net Worth Statement

After a brief discussion, Scott VanLoo made a motion to approve of the Annual Net Worth statement as determined by the auditor for FY 2014. Roy Foster 2nd the motion. Nays: None. The motion carries.

F. OCC allocated an additional \$1000.00 in Operating Funds to districts

Gabriel Parker said that this was just an FYI and the no further action needed to be taken.

G. Tulsa Remodel & Landscape Show 2015

TCCD staff said that the show was January 16-18, 2015. It was not going to be as big as the farm Show or the Home & Garden show, but would be a good event to get some exposure to. Gabriel said that she had spoken to her contact for the show and it would be \$100.00 for a booth for all three days. John said he would like us to have a presence there, but wanted staff to see if we can get the booth fee waived as well as come up with some volunteers to help work the booth. Scott VanLoo made a motion to allow the staff to get the booth at the show but to see if they can waive the fee, as well as look for volunteer hours. Craig Thurmond 2nd the motion. Nays: None. The motion carries.

H. Approval of the 2015 Local Operational Agreement

After a brief discussion, Roy Foster made a motion to approve the FY 2014-2015 TCCD/NRCS Local Operational Agreement. Scott VanLoo 2nd the motion. Nays: None. The motion carries.

I. Planning a possible Natural Resource Day

Cyndie Short wanted to provide information and get feedback on planning a Natural Resource Day in mid-spring or around Earth Day. Cyndie provided a draft letter that could be sent to local schools and business to get community participation. The board said they liked the draft letter, and suggested Cyndie find a list of Tulsa area schools and start to contact them now. Cyndie said that most of the schools have only one off campus field trip so it may be hard to get a lot of school participation. John also suggested La Fortune Park as a great place to hold the event. Scott VanLoo told Cyndie if she could get a solid date down, he could possibly reserve some park gazebos for no cost.

J. Discussion and Possible Approval of Closing the Money Market Account

Gabriel Parker said because of the lack of funds the account and being charged a monthly service fee of \$10.00, she suggested we close the Money Market account. Scott VanLoo made a motion to have Gabriel Parker move the remaining funds to the Special Projects (savings) account, and close the Money Market account. Roy Foster 2nd the motion. Nays: None. The motion carries.

K. Discussion of TCCD Logo design contest

Gabriel Parker said she did not have much of an update, but did email Zach to find out if any of his students would be interested in a design contest. He had asked what the prize would be if they did have one. Scott VanLoo said possibly a gift certificate of some sorts. Scott advised TCCD staff to find out if we could get a gift certificate donated from a local business. No further action needed to be taken.

L. Discussion and possible approval of TCCD polo shirts

Gabriel and Cyndie told the board that when they went to look at purchasing polo shirts, the website had a minimum quantity for each order. They said that the cost of the shirts would have been around \$150.00 to \$200.00. Roy Foster asked how much it would cost to just go buy plain blue or green polo's and have them embroidered in town. Staff said they had not looked at that option but could. Roy Foster Made a motion to allow staff up to \$150.00 for the purchase of polo shirts and embroidery. Scott VanLoo 2nd the motion. Nays: None. The motion carries.

M. Possible office furniture purchase for the front office

Gabriel Parker said that Freddy Trujillo had some extra furniture that he would part with for the office for \$150.00. Freddy had four chairs as well as a two person seated couch. Gabriel said that she had pictures of the furniture but somehow deleted them from her phone. Scott VanLoo said they he did not feel comfortable with authorizing the purchase without seeing pictures. He said that after he saw the pictures, they might be interested in the four chairs. Gabriel said she would get the pictures from Freddy again and then show the board so they could determine if that is something the board would like purchase. No further action needed to be taken.

N. Approval of the Modified Intergovernmental Agreement between OCC and TCCD for the COC position

After a brief discussion with Stacy who joined the meeting via conference call, Roy Foster Made a motion to approve the modified Intergovernmental Agreement between OCC and TCCD for the COC position. Zach Kilburn 2nd the motion. Nays: None. The motion carries.

O. Discuss the COC work plan for the remaining state fiscal year

TCCD board and Stacy Hansen discussed the ongoing modifications to the work plan, which included an obtainable timeframe for completing the tasks outlined in the plan. Stacy said that if at any point question come up about when and how things are completed between now and June 2015, they can revisit the plan and modify it as necessary. It is a working document and she was completely open for suggests, comments or concerns. She said that she wanted to make every effort to make sure Cyndie succeeds as well as the position. The TCCD board was equally determined to see that this position succeeds. No further action needed to be taken.

9. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (7), to discuss and review the conservation plans for Payne Keith. If the executive session is approved, designate in open session the person keeping minutes.

Craig Thurmond made a motion to enter into Executive Session with all staying and Gabriel Parker taking minutes. Scott VanLoo 2nd the motion. Nays: None. The motion carries.
Enter into Executive Session at 4:37 PM

A. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.

Exited Executive Session at 4:40 PM. Craig Thurmond made a motion to approve the conservation plan for Payne Keith. Roy Foster 2nd the motion. Nays: None. The motion carries.

Clemon Bradford exited the meeting at 4:47 PM.

Craig Thurmond exited the meeting at 4:54 PM

11. Public Comments:

None

12. Adjourn: John adjourned the meeting at 5:46 PM

Next regularly scheduled meeting is February 12, 2014 at the Tulsa County Conservation District Office: 5401 S. Sheridan Rd., Suite 201, Tulsa, OK 74145.

9:00 AM
11/06/14
Accrual Basis

Tulsa County Conservation District
Profit & Loss
October 2014

	<u>Oct 14</u>
Income	
Administrative Income	1,213.21
OCC Reimbursements	4,029.97
Total Income	<u>5,243.18</u>
Expense	
Advertising and Promotion	273.20
Administrative Expense	1,280.00
Director Fees	175.00
Employee Benefits	210.09
Office Supplies	8.99
Payroll	3,553.79
Payroll Tax	994.81
Telephone and Internet	156.59
Travel	63.28
Total Expense	<u>6,715.75</u>
Net Income	<u><u>-1,472.57</u></u>

Tulsa County Conservation District

Profit & Loss Detail

October 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Administrative Income								
Deposit	10/7/2014		TCCD	Reimburse...		Anvest Checki...	12.92	12.92
Deposit	10/13/2014		TCCD	To cover Pay...		Anvest Checki...	1,200.00	1,212.92
Deposit	10/31/2014		Anvest	Interest paym...		Anvest Checki...	0.12	1,213.04
Deposit	10/31/2014		Anvest	Interest Pay...		Anvest Special...	0.02	1,213.06
Deposit	10/31/2014		Anvest	Interest Pay...		Anvest Money ..	0.15	1,213.21
Total Administrative Income							1,213.21	1,213.21
OCC Reimbursements								
Deposit	10/20/2014		OCC	Reimburse...		Anvest Checki...	4,029.97	4,029.97
Total OCC Reimbursements							4,029.97	4,029.97
Total Income							5,243.18	5,243.18
Expense								
Advertising and Promotion								
Check	10/14/2014	8316	Tulsa World	Advertiseme...		Anvest Checki...	273.20	273.20
Total Advertising and Promotion							273.20	273.20
Administrative Expense								
Check	10/13/2014		Checking Acct 6407	Money Marke...		Anvest Money ...	1,200.00	1,200.00
Check	10/31/2014	8312	OACD	Area III meeti...		Anvest Checki...	70.00	1,270.00
Check	10/31/2014		Anvest	MM acct serv...		Anvest Money ..	10.00	1,280.00
Total Administrative Expense							1,280.00	1,280.00
Director Fees								
Check	10/6/2014	8308	John Beasley	1st Quarter D...		Anvest Checki...	50.00	50.00
Check	10/7/2014	8309	Scott VanLoon	1st Quarter D...		Anvest Checki...	75.00	125.00
Check	10/17/2014	8311	Craig Thurmond	1st Quarter D...		Anvest Checki...	50.00	175.00
Total Director Fees							175.00	175.00
Employee Benefits								
Check	10/15/2014	8315	OCC	October 2014...		Anvest Checki...	210.09	210.09
Total Employee Benefits							210.09	210.09
Office Supplies								
Check	10/16/2014	8314	Office Depot	Office supplie...		Anvest Checki...	8.99	8.99
Total Office Supplies							8.99	8.99
Payroll								
Check	10/15/2014	8320	Cynthia Short	October 1-15...		Anvest Checki...	987.65	987.65
Check	10/16/2014	8319	Gabriel S Parker	October 1-15...		Anvest Checki...	829.67	1,817.32
Check	10/30/2014	8322	Cynthia Short	October 16-3...		Anvest Checki...	906.80	2,724.12
Check	10/31/2014	8321	Gabriel S Parker	October 16-3...		Anvest Checki...	829.67	3,553.79
Total Payroll							3,553.79	3,553.79

Tulsa County Conservation District
Profit & Loss Detail
October 2014

9:01 AM
11/06/14
Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Payroll Tax								
Check	10/1/2014		Oklahoma Employ...	3rd Quarter		Arvest Checki...	76.02	76.02
Check	10/10/2014		IRS	941 Tax Pay...		Arvest Checki...	917.81	917.81
Check	10/15/2014		Oklahoma Tax Com...	September 2...		Arvest Checki...	994.81	994.81
Total Payroll Tax							994.81	994.81
Telephone and Internet								
Check	10/14/2014		COX Communicatio...	September 2...		Arvest Checki...	32.89	32.89
Check	10/30/2014		COX Communicatio...	October 2014...		Arvest Checki...	123.70	156.59
Total Telephone and Internet							156.59	156.59
Travel								
Check	10/21/2014	8317	Gabriel S Parker	September M...		Arvest Checki...	63.28	63.28
Total Travel							63.28	63.28
Total Expense							6,715.75	6,715.75
Net Income							-1,472.57	-1,472.57

4:26 PM

12/03/14

Accrual Basis

Tulsa County Conservastion District
Profit & Loss
November 2014

	<u>Nov 14</u>
Income	
Administrative Income	104.90
OCC Reimbursements	10,033.50
Total Income	<u>10,138.40</u>
Expense	
Aministrative Expense	96.84
Employee Benefits	413.81
Office Supplies	32.99
Payroll	3,634.64
Payroll Tax	1,245.73
Travel	171.28
Total Expense	<u>5,595.29</u>
Net Income	<u><u>4,543.11</u></u>

Tulsa County Conservastion District

Profit & Loss Detail

November 2014

4:27 PM
12/03/14
Accrual Basis

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Administrative Income								
Deposit	11/4/2014		TCCD	Repayment o...		Arvest Checki...	80.86	80.86
Deposit	11/19/2014		TCCD	Sale of Soils ...		Arvest Special...	23.69	104.55
Deposit	11/28/2014		Arvest	Interest Pay...		Arvest Checki...	0.22	104.77
Deposit	11/28/2014		Arvest	Interest Pay...		Arvest Special...	0.02	104.79
Deposit	11/28/2014		Arvest	Interest Pay...		Arvest Money ...	0.11	104.90
Total Administrative Income							104.90	104.90
OCC Reimbursements								
Deposit	11/12/2014		OCC	November S...		Arvest Checki...	4,781.90	4,781.90
Deposit	11/18/2014		OCC	October Rei...		Arvest Checki...	5,251.60	10,033.50
Total OCC Reimbursements							10,033.50	10,033.50
Total Income							10,138.40	10,138.40
Expense								
Administrative Expense								
Check	11/19/2014		Vista Print	PAYPAL Tra...		Arvest Checki...	2.96	2.96
Check	11/28/2014		Go Daddy Web Hos...	Domain Nam...		Arvest Checki...	83.88	86.84
Check	11/28/2014		Arvest	MM acct serv...		Arvest Money ...	10.00	96.84
Total Administrative Expense							96.84	96.84
Employee Benefits								
Check	11/5/2014	8323	OCC	November 20...		Arvest Checki...	210.09	210.09
Check	11/25/2014	8332	OCC	December 20...		Arvest Checki...	203.72	413.81
Total Employee Benefits							413.81	413.81
Office Supplies								
Check	11/12/2014		Office Depot	Office supplie...		Arvest Checki...	32.99	32.99
Total Office Supplies							32.99	32.99
Payroll								
Check	11/14/2014	8327	Gabriel S Parker	November 1...		Arvest Checki...	829.67	829.67
Check	11/17/2014	8328	Cynthia Short	November 1...		Arvest Checki...	987.65	1,817.32
Check	11/26/2014	8331	Cynthia Short	November 16...		Arvest Checki...	987.65	2,804.97
Check	11/28/2014	8330	Gabriel S Parker	November 16...		Arvest Checki...	829.67	3,634.64
Total Payroll							3,634.64	3,634.64
Payroll Tax								
Check	11/10/2014		IRS	941 Tax Pay...		Arvest Checki...	1,112.73	1,112.73
Check	11/18/2014		Oklahoma Tax Com...	October 2014...		Arvest Checki...	133.00	1,245.73
Total Payroll Tax							1,245.73	1,245.73

4:27 PM

12/03/14

Accrual Basis

Tulsa County Conservation District

Profit & Loss Detail

November 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Travel								
Check	11/3/2014	8318	Cynthia Short	September M...		Arvest Checki...	5.00	5.00
Check	11/24/2014	8325	Gabriel S Parker	October Mile ...		Arvest Checki...	152.84	157.84
Check	11/26/2014	8326	Cynthia Short	October Mile...		Arvest Checki...	13.44	171.28
Total Travel							171.28	171.28
Total Expense							5,595.29	5,595.29
Net Income							4,543.11	4,543.11

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Statement Date: 10-31-14
Account No: 002 555 142
Enclosures: 14

HELP US PROVIDE 1 MILLION MEALS TO HUNGRY FAMILIES.
DONATE TODAY!

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

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

142
Balance Last Statement 9-30-14 2,652.28
+Deposits/Credits 3 5,242.89
-Withdrawals/Debits 17 5,505.75
-Service Charge .00
+Interest Paid .12
Balance This Statement 2,389.54

***** DEPOSITS POSTED *****

Deposit Date
12.92 10-07
1200.00 10-13

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

Date	Tracer	Description	Amount
10-31	9990000000000001	INTEREST PMT	.12
***** ELECTRONIC ACTIVITY *****			
Date	Tracer	Description	Amount
10-01	274000000126303	EMPL SEC COMM EMPL SEC	76.02-
		IRS	
10-10	283000000020587	USATAXPYMT	841.79-
10-14	286000000016351	TULSA COUNTY CONSERVAT COX COMM TUL BANK DRAFT	32.89-
		NSERVATION TULSA COUNT	
10-15	288000000169664	TAX PAYMENTS OK TAX PMT	77.00-
10-20	293000000098935	VENDOR PAYMENTS MISC REIMB	4,029.97
		TULSA COUNTY CONSERVAT	
10-30	303000000072053	COX COMM TUL BANK DRAFT	123.70-
		NSERVATION TULSA COUNT	

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

Check No.	Date	Amount	Check No.	Date	Amount
8308	10-06	50.00	8316	10-14	273.20
8309	10-07	75.00	8317	10-21	63.28
8311	*10-17	50.00	8319	*10-16	829.67
8312	10-31	70.00	8320	10-15	987.65
8314	*10-16	8.99	8321	10-31	829.67
8315	10-15	210.09	8322	10-30	906.80

Continued on Next Page

Page 2
Statement Date: 10-31-14
Account No:

TULSA COUNTY CONSERVATION DISTRICT

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

Interest Paid this Year 1.59
Interest Withheld this Year .00
Average Collected Balance 2,730.54

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

Date	Rate	Date	Rate	Date	Rate
9-30	.050				

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

Date	Balance	Date	Balance	Date	Balance
9-30	2652.28	10-01	2576.26	10-06	2526.26
10-07	2464.18	10-10	1622.39	10-13	2822.39
10-14	2516.30	10-15	1241.56	10-16	402.90
10-17	352.90	10-20	4382.87	10-21	4319.59
10-30	3289.09	10-31	2389.54		

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 10-31-14
Account No:
002 555 142
Enclosures:

HELP US PROVIDE 1 MILLION MEALS TO HUNGRY FAMILIES.
DONATE TODAY!

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

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

142
Balance Last Statement 9-30-14 383.25
+Deposits/Credits .00
-Withdrawals/Debits .00
-Service Charge .00
+Interest Paid .02
Balance This Statement 383.27

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

Date	Tracer	Description	Amount
10-31	9990000000000001	INTEREST PMT	.02

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

Interest Paid this Year .14
Interest Withheld this Year .00
Average Collected Balance 383.25

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

Date	Rate	Date	Rate	Date	Rate
9-30	.050				

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

Date	Balance	Date	Balance	Date	Balance
9-30	383.25	10-31	383.27		

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 10-31-14
Account No:
002 555 150 E
Enclosures: 1

HELP US PROVIDE 1 MILLION MEALS TO HUNGRY FAMILIES.
DONATE TODAY!

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

```
***** BUSINESS MONEY MARKET *****
                                           150
Balance Last Statement 9-30-14          2,501.89
+Deposits/Credits                               .00
-Withdrawals/Debits      1          1,200.00
-Service Charge                               10.00
+Interest Paid                               .15
Balance This Statement          1,292.04
***** DESCRIPTIVE TRANSACTIONS *****
Date   Tracer   Description   Amount
10-31  9990000000000001  INTEREST PMT      .15
10-31  9990000000000002  SERVICE CHARGE    10.00-
***** CHECKS PAID *****
Check No.  Date      Amount   Check No.  Date      Amount
      *10-13      1200.00
***** INTEREST SUMMARY *****
Interest Paid this Year          2.60
Interest Withheld this Year      .00
Average Collected Balance      1,766.40
***** INTEREST RATE SUMMARY *****
Date      Rate      Date      Rate      Date      Rate
9-30      .100
***** DAILY BALANCE SUMMARY *****
Date      Balance   Date      Balance   Date      Balance
9-30      2501.89   10-13     1301.89   10-31     1292.04
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End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 11-30-14
Account No:
002 555 142
Enclosures: 10

THE ARVEST GIFT CARD CAN BE USED ANYWHERE VISA DEBIT
IS ACCEPTED - GET YOURS TODAY!

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

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

Balance Last Statement 10-31-14 2,389.54
+Deposits/Credits 3 10,114.36
-Withdrawals/Debits 14 5,585.29
-Service Charge .00
+Interest Paid .22
Balance This Statement 6,918.83

***** DEPOSITS POSTED *****

Deposit Date
80.86 11-04

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

Date	Tracer	Description	Amount
11-28	9990000000000001	INTEREST PMT	.22
***** ELECTRONIC ACTIVITY *****			
Date	Tracer	Description	Amount
11-10	314000000022246	IRS USATAXPYMT	1,112.73-
11-12	316000000170018	TULSA COUNTY CONSERVAT	
		VENDOR PAYMENTS MISC REIMB	4,781.90
11-12	316000000028096	TULSA COUNTY CONSERVAT	
		OFFICE DEPOT ONLINE PMT	32.99-
		TULSA CO CONSERVATION	
11-18	322000000136968	VENDOR PAYMENTS MISC REIMB	5,251.60
		TULSA COUNTY CONSERVAT	
11-18	3220000000050020	TAX PAYMENTS OK TAX PMT	133.00-
11-19	323000000154577	PAYPAL INST XFER	2.96-
		TULSA COUNTY CONSERVAT	
11-28	332000000175069	GO DADDY WEB ORDER	83.88-
		Secretary	

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

Check No.	Date	Amount	Check No.	Date	Amount
8318	11-03	5.00	8328	11-17	987.65
8323*	11-05	210.09	8330*	11-28	829.67
8325*	11-24	152.84	8331	11-26	987.65
8326	11-26	13.44	8332	11-25	203.72
8327	11-14	829.67			

Continued on Next Page

Page 2
Statement Date: 11-30-14
Account No:

TULSA COUNTY CONSERVATION DISTRICT

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

Interest Paid this Year 1.81
Interest Withheld this Year .00
Average Collected Balance 5,455.51

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

Date	Rate	Date	Rate	Date	Rate
10-31	.050				

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

Date	Balance	Date	Balance	Date	Balance
10-31	2389.54	11-03	2384.54	11-04	2465.40
11-05	2255.31	11-10	1142.58	11-12	5891.49
11-14	5061.82	11-17	4074.17	11-18	9192.77
11-19	9189.81	11-24	9036.97	11-25	8833.25
11-26	7832.16	11-28	6918.83		

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 11-30-14
Account No:
002 555 142
Enclosures: 1

THE ARVEST GIFT CARD CAN BE USED ANYWHERE VISA DEBIT
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TULSA COUNTY CONSERVATION DISTRICT
6660 S SHERIDAN RD STE 120
TULSA OK 74133-1768

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

Balance Last Statement	10-31-14	383.27	142
+Deposits/Credits	1	23.69	
-Withdrawals/Debits		.00	
-Service Charge		.00	
+Interest Paid		.02	
Balance This Statement		406.98	

***** DEPOSITS POSTED *****

Deposit	Date
23.69	11-19

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

Date	Tracer	Description	Amount
11-28	9990000000000001	INTEREST PMT	.02

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

Interest Paid this Year	.16
Interest Withheld this Year	.00
Average Collected Balance	392.74

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

Date	Rate	Date	Rate	Date	Rate
10-31	.050				

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

Date	Balance	Date	Balance	Date	Balance
10-31	383.27	11-19	406.96	11-28	406.98

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 11-30-14
Account No:
002 555 150
Enclosures:

THE ARVEST GIFT CARD CAN BE USED ANYWHERE VISA DEBIT
IS ACCEPTED - GET YOURS TODAY!

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

```
***** BUSINESS MONEY MARKET *****
                                           150
Balance Last Statement 10-31-14          1,292.04
+Deposits/Credits                      .00
-Withdrawals/Debits                     .00
-Service Charge                         10.00
+Interest Paid                          .11
Balance This Statement                  1,282.15
***** DESCRIPTIVE TRANSACTIONS *****
Date      Tracer      Description      Amount
11-28  9990000000000001  INTEREST PMT          .11
11-28  9990000000000002  SERVICE CHARGE       10.00-
***** INTEREST SUMMARY *****
Interest Paid this Year                2.71
Interest Withheld this Year            .00
Average Collected Balance            1,292.04
***** INTEREST RATE SUMMARY *****
Date      Rate      Date      Rate      Date      Rate
10-31      .100
***** DAILY BALANCE SUMMARY *****
Date      Balance      Date      Balance      Date      Balance
10-31      1292.04      11-28      1282.15
```

End of Statement

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

Page 1

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

Statement Date: 10-31-14

Account No:

Customer Service: (866) 952-9523

002 555 142

Enclosures:

HELP US PROVIDE 1 MILLION MEALS TO HUNGRY FAMILIES.
DONATE TODAY!

*****AUTO**SCH 5-DIGIT 74133
8583 0.4570 AV 0.381 24 1 242

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

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

Balance Last Statement	9-30-14	5,706.08
+Deposits/Credits		.00
-Withdrawals/Debits		.00
-Service Charge		.00
+Interest Paid		.24
Balance This Statement		5,706.32

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

Date	Tracer	Description	Amount
10-31	9990000000000001	INTEREST PMT	.24

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

Interest Paid this Year	2.39
Interest Withheld this Year	.00
Average Collected Balance	5,706.08

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

Date	Rate	Date	Rate	Date	Rate
9-30	.050				

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

Date	Balance	Date	Balance	Date	Balance
9-30	5706.08	10-31	5706.32		

End of Statement

ARVEST

Member FDIC
www.arvest.com

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1

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

Statement Date: 10-31-14

Account No:

Customer Service: (866) 952-9523

002 555 150

Enclosures:

HELP US PROVIDE 1 MILLION MEALS TO HUNGRY FAMILIES.
DONATE TODAY!

*****AUTO**SCH 5-DIGIT 74133
8584 0.4570 AV 0.381 24 1 243



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

BUSINESS MONEY MARKET

150

Balance Last Statement	9-30-14	15,533.02
+Deposits/Credits		.00
-Withdrawals/Debits		.00
-Service Charge		.00
+Interest Paid		1.98
Balance This Statement		15,535.00

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

Date	Tracer	Description	Amount
10-31	9990000000000001	INTEREST PMT	1.98

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

Interest Paid this Year	19.40
Interest Withheld this Year	.00
Average Collected Balance	15,533.02

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

Date	Rate	Date	Rate	Date	Rate
9-30	.150				

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

Date	Balance	Date	Balance	Date	Balance
9-30	15533.02	10-31	15535.00		

End of Statement

ARVESTMember FDIC
www.arvest.comARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1

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

Statement Date: 11-30-14

Account No:

002 555 150

Enclosures:

THE ARVEST GIFT CARD CAN BE USED ANYWHERE VISA DEBIT
IS ACCEPTED - GET YOURS TODAY!*****AUTO**SCH 5-DIGIT 74133
8582 0.4570 AV 0.381 24 1 239TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD STE 120
TULSA OK 74133-1768

BUSINESS MONEY MARKET

150

Balance Last Statement	10-31-14	15,535.00
+Deposits/Credits		.00
-Withdrawals/Debits		.00
-Service Charge		.00
+Interest Paid		1.92
Balance This Statement		15,536.92

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

Date	Tracer	Description	Amount
11-28	9990000000000001	INTEREST PMT	1.92

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

Interest Paid this Year	21.32
Interest Withheld this Year	.00
Average Collected Balance	15,535.00

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

Date	Rate	Date	Rate	Date	Rate
10-31	.150				

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

Date	Balance	Date	Balance	Date	Balance
10-31	15535.00	11-28	15536.92		

End of Statement



Member FDIC
www.arvest.com

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1

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

Statement Date: 11-30-14

Account No:

002 555 142

Enclosures:

1

THE ARVEST GIFT CARD CAN BE USED ANYWHERE VISA DEBIT
IS ACCEPTED - GET YOURS TODAY!

*****AUTO**SCH 5-DIGIT 74133
8581 0.6140 AV 0.381 24 1 238


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

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

Balance Last Statement	10-31-14	5,706.32
+Deposits/Credits	1	142.04
-Withdrawals/Debits	1	50.00
-Service Charge		.00
+Interest Paid		.24
Balance This Statement		5,798.60

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

Date	Tracer	Description	Amount
11-28	9990000000000001	INTEREST PMT	.24

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

Date	Tracer	Description	Amount
11-05	309000000213697	EVENTBRITE INC 20141101 13046070147	142.04

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

Check No.	Date	Amount	Check No.	Date	Amount
6081	11-13	50.00			

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

Interest Paid this Year	2.63
Interest Withheld this Year	.00
Average Collected Balance	5,799.42

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

Date	Rate	Date	Rate	Date	Rate
10-31	.050				

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

Date	Balance	Date	Balance	Date	Balance
10-31	5706.32	11-05	5848.36	11-13	5798.36
11-28	5798.60				

End of Statement

Payment Advice (050883702)

Remittance@omes.ok.gov

Sent: Friday, October 17, 2014 11:05 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:** 050883702**Payment Date:** 2014-10-17

Payment in the amount of **4029.97 (USD)** has been sent to your bank account ending in
XXXXXX6407

The following details the invoices that are being paid:

September's Claim

Remitting Agency	Voucher	Invoice	Invoice Date	Amount	Message
CONSERVATION COMMISSION	00045249	518613	2014-10-09	4029.97	
			Grand Total	4029.97	

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

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Payment Advice (050903044)

Remittance@omes.ok.gov

Sent: Monday, November 17, 2014 11:02 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:** 050903044**Payment Date:** 2014-11-17

Payment in the amount of **5251.60 (USD)** has been sent to your bank account ending in
 XXXXXX6407

The following details the invoices that are being paid:

October's Claim

Remitting Agency	Voucher	Invoice	Invoice Date	Amount	Message
CONSERVATION COMMISSION	00045465	518773	2014-11-10	5251.60	
			Grand Total	5251.60	

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

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



November Salaries Claim

[https://wehmail.ok.gov/owa/?ae=Item&t=IPM Note&id=D A A A CDD9D700/2ED3D6-W/7-VW](https://wehmail.ok.gov/owa/?ae=Item&t=IPM+Note&id=D%20A%20A%20CDD9D700/2ED3D6-W/7-VW)

[illegible]

Tulsa CCD

Community Outreach Coordinator

Monthly Summary November 2014

- Attended Bug Picking-Blue Thumb Training at City of Tulsa Storm Water Office
- Attended Board Meeting TCCD Office
- Worked on Power Point Presentation for Conservation Districts
- Obtained clearance for Federal E-quip card in at DOI in Muskogee
- Developed contact list for Natural Resource Days
- Attended Environmental Education Council meeting
- Attended B2B Sustainability Council Meeting at OSU Tulsa
- Finished sections 4 and 5 of Grant Training Class on line
- Sent seasonal high tunnel (SHT) brochures to 12 farmers markets and whole foods
- Put TCCD events and new information for cost share and SHT on TCCD Facebook Page
- Set up curb marking event with Boy Scouts in Owasso
- Contacted 3 new volunteers received from volunteermatch.com
- Read NRCS Soils Primer and Tulsa Physical Environment
- Met with Paula Templeton for direction for legislature outreach at Wagoner County Conservation District

Performance Worksheet/Operational Tasks

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

Tulsa County

Conservation District:

October-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
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Conservation Planning

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

Outreach for Farm Bill Programs

News Article Development																														
Outreach Activities																														
Assist with monthly outreach report														X																
Public presentations																														
Success stories																														
Earth Team volunteer program																														
Assist with statewide media									X	X																				
Other																														

Administrative Assistance for Farm Bill Programs

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

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																														
Plan and contract development																														
Provide technical assistance						X																								
Update and maintain LTP-003																														

Other Farm Bill Activities (add as needed)

Office Organization									X																					
---------------------	--	--	--	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 35 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:

Conservation District Board Representative (Signature & Date)

NRCS District Conservationist (Signature & Date)

Performance Worksheet/Operational Tasks

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

Tulsa County

Conservation District:

November-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
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Conservation Planning

Customer service toolkit data entry																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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Outreach for Farm Bill Programs

News Article Development																													
Outreach Activities																													
Assist with monthly outreach report																													
Public presentations																													
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	X	X				X	X			
Updating General Manual and FOTG																													
Receptionist			X	X	X	X	X			X		X	X	X			X	X	X	X	X				X	X			
General office correspondence			X	X	X	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	X	X				X	X			
Maintain ledgers			X	X	X	X	X			X		X	X	X			X	X	X	X	X				X	X			
Other																													

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																													
Plan and contract development																													
Provide technical assistance																													
Update and maintain LTP-003																													

Other Farm Bill Activities (add as needed)

Office Organization																													
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Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 40 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)

CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County Conservation District, hereinafter referred to as District and Payne Keith, hereinafter referred to as Cooperator(s).

Check either Landowner or Non-landowner box:

☒ **Landowner:**

The Cooperator(s) Agrees to:

1. Cooperate with the representative of the District to develop as rapidly as feasible, a conservation plan for his/her land.
2. Start applying one or more conservation practices as provided in the conservation plan and which meets the technical standards of the District.
3. Maintain all conservation practices established in an effective condition and continue the use of all conservation measures put into effect.

The District Agrees to:

1. Furnish Cooperator(s) with technical assistance as needed in developing a conservation plan based upon a soil and plant inventory of the land.
2. Furnish the Cooperator(s) a conservation soils map, aerial photo and job sheets for needed conservation practices.
3. Furnish the Cooperator(s) with information, guidance and needed technical assistance as available for proper maintenance of established conservation measures.
4. Keep Cooperator(s) informed of conservation programs suitable for implementation on their land.

☐ **Individual Non-Landowner, Organization or Business:**

The Cooperator Agrees to:

1. Work with representatives of the District to carry out planned projects, assist with district activities and participate in district events.
2. Become knowledgeable about the District. Suggested ways to do this are attend board meetings, volunteer to help with District activities, read District materials, attend conservation meetings or visit with district directors or staff.
3. Provide input to the District as they develop their conservation goals and needs assessments.

The District Agrees to:

1. Provide information and education to the Cooperator(s) so they will be informed about the District, conservation programs, and District activities.
2. Provide opportunities for Cooperator(s) to become involved in information and education events and activities, and other District activities and projects.
3. Provide recognition to Cooperator(s) for assistance to the District.

It is mutually agreed that:

1. Provisions of this agreement are understood by the Cooperator(s) and the District and that neither shall be liable for damage to the other's property resulting from carrying out this agreement unless such damage is caused by negligence or misconduct.
2. This agreement supersedes any previous Cooperator Agreement between the Cooperator(s) and the District.
3. This agreement will become effective on the date of the last signature and may be terminated by either party upon written notice.

Signature of Cooperator(s)

Payne Keith

Date 11/11/14

Date _____

Signature of District Chair _____

Date approved by district board _____

MARY FALLIN
GOVERNOR

TODD LAMB
LIEUTENANT GOVERNOR



Our Land • Our Heritage • Our Future

TREY LAM
EXECUTIVE DIRECTOR

ROBERT W. TOOLE
ASSISTANT DIRECTOR

To: All Conservation Districts
From: Tammy Sawatzky, Conservation Programs Division
Date: December 2, 2014
Subject: Conservation Locally Led Cost-Share Program Year 16

The Commission is pleased to be launching Program Year 16 of the Locally Led Cost-Share Program.

PROGRAM YEAR 16 ITEMS OF INTEREST

- Cost-Share Program applicant **eligibility requirements have changed.**
- Program Year 16 begins on **December 1, 2014** and ends on **June 30, 2016.**
- Program Year 16 allocation period is **December 1, 2014 – June 30, 2015.**
- Practices added for Program Year 16 are **338-Prescribe Burning, 340-Cover Crop, and 394-Firebreak.**

ELIGIBILITY

The Cost-Share Program rule that addresses eligibility was changed earlier this year. Applicants are no longer required to have at least 20 acres of land and produce \$1,000 of soil dependent products. The new rule is:

155:20-1-5. Eligibility for Conservation Cost-Share Program

(a) **Eligible land.** The determination whether land is eligible for cost-share payments shall be pursuant to any restrictions established by the conservation district in whose jurisdiction the land is located and pursuant to 27A O. S. Ann. 3-3-114.

Your district can maintain the 20 acres of land and/or \$1,000 of soil dependent products requirements if they choose. Your board would need to clearly state the requirements when establishing their local Cost-Share Program guidelines.

ALLOCATION

Program Year 16 allocations have been based on your district's FY 2016 budget request and performance during program years 12, 13 and 14. Allocations for each conservation district can be found on page 12 of the guidelines.

ALTERNATES

If your district has more qualified applicants than funds, the district may choose to approve those applicants meeting your district established criteria on the condition that funding becomes available. Performance Agreements for approved alternates must be signed and dated by both the participant and the district on or before **June 30, 2015**. Work cannot begin until the approved alternate is notified by the district that funds are available to fund their Performance Agreement. **Participants approved as alternates need to understand that there is no guarantee that funds will become available to them during the program year.**

PAYMENT OF CLAIMS

Recently OCC began transitioning to a new cost-share claim processing procedure. **The new procedure applies to all Cost-Share Program Year 15, 16 and emergency drought claims.** The new procedure is:

- The claim will be submitted in the district's name.
- Multiple agreements can be submitted on one claim.
- OCC will make the payment to the district electronically.
- After confirmation of the payment the district will write a check to the participant.

You will be notified by email if the cost-share payment amount for a participant is changed by OCC staff due to a calculation error. Before a check is written to the participant it is very important that you confirm the electronic payment made to the district is the correct amount.

With this change the district will also be responsible for preparing and submitting an IRS 1099-MISC Form for each participant they write checks to for \$600 or more of cost-share funds during the calendar year. The district will also be required to submit an IRS 1096 Form.

While several districts have made the transition to the new procedure, many more have not. **Your district is required to implement the new cost-share claim procedure by December 15th.** OCC **will not** accept cost-share claims in the participant's name after December 15th.

FORMS

The Cost-Share Program handbook, including all forms, has been updated and is available on the OCC website. Begin using the updated forms for Program Year 16.

Your board and district staff are responsible for implementation and management of your Locally Led Cost-Share Program. Please take the time to carefully review the Guidelines before your board takes action. It is your responsibility to read and understand the Guidelines. Your district board must take action: make a motion, vote, and document in the minutes all items listed on the Checklist of Board Action Required. You are not required to return it to OCC.

Director Participation Form

After your board has taken action on item 2 of the Checklist of Board Action Required, complete the Director Participation Form and email a copy to me at tammy.sawatzky@conservation.ok.gov.

TRAINING

Training is available for employees that have been hired since we launched the last Cost-Share Program or any employee that needs a refresher. If you are interested in cost-share training email me at tammy.sawatzky@conservation.ok.gov by December 15th.

DO YOU REMEMBER?

- District board members **are eligible** to participate in the Program (refer to page 4 of the Guidelines).
- **ALL** Conservation Commissioners, Conservation Commission staff, conservation district employees or the spouses of any of these people are **not eligible** to participate in the Program.
- **ALL** Performance Agreements must be signed **and** dated by both the participant **and** the district on or before **June 30, 2015**.
- **ALL** Performance Agreements must be completed and the check in the hand of the participant on or before **June 30, 2016**.
- Work **can not** begin until the Performance Agreement is signed **and** dated by both the participant **and** the district.
- If the applicant is **not the owner** of the land a **Consent** form must be completed and attached to the Application **prior to** your board considering the application.
- The Monthly Report is due in the Commission office on the **5th of each month**.

With the assistance of select district staff OCC has developed a list of Helpful Tips for a Successful Cost-Share Program. I have attached the tips sheet for your use. Cost-Share Program questions should be directed to me at tammy.sawatzky@conservation.ok.gov or 405-521-4823.

Attachments

CSPY 16 Guidelines

CSPY 16 Dates to Remember

Helpful Tips for a Successful Cost-Share Program

**STATE GUIDELINES
FOR THE
CONSERVATION COST-SHARE PROGRAM**

PROGRAM YEAR 16

Program Year Begins: December 1, 2014
Program Year Ends: June 30, 2016

Allocation Period Begins: December 1, 2014
Allocation Period Ends: June 30, 2015

Oklahoma Conservation Commission
in cooperation with
Oklahoma's 86 Conservation Districts

Approved by the Conservation Commission on December 1, 2014.

1. GENERAL

The Oklahoma Conservation Commission hereby declares that the following problems are having a detrimental affect on the renewable natural resources of our state:

Oklahoma's water and soil resources are an important foundation of the state's economic infrastructure. Natural climatic events as well as human activity are impacting these two natural resources. As long as farmers and ranchers produce food from the land to feed the world and the wind blows and the rain falls, we will continue to see impacts on soil and water. Our task as stewards of these natural resources is to minimize these impacts. Protecting these vital natural resources is paramount in preserving the state's economic future. In order to accomplish this goal, the Conservation Commission hereby establishes the following goals and objectives to address these problems affecting our renewable natural resources:

Make cost-share funds available to conservation districts so that they can implement cost-share practices which will protect our soil and water natural resources.

The Conservation Commission herein establishes the complete list and description of the conservation Cost-Share Program policies and conservation practices approved for use by the conservation districts during Program Year 16. See Section II for the approved list of conservation practices with their respective range of cost-share rates for each of the Conservation Cost-Share Program initiatives. State cost-share average costs (unit cost) are based on Oklahoma Natural Resources Conservation Service (NRCS) data.

Any exceptions from these established Conservation Cost-Share Program policies and guidelines shall be approved by the Conservation Commission.

II. ALLOCATION OF FUNDS

A. Locally Led Conservation Initiative

The Conservation Commission allocates the \$1,389,394.00 FY 2015 appropriation and \$20,606.00 of the un-obligated balance from previous program years for a total of \$1,410,000.00 to the Conservation Cost-Share Fund for the purposes of providing cost-share payments to eligible participants for implementing approved cost-share conservation practices.

B. Conservation District Allocation

The amount of funds allocated to each conservation district appears on page 12. These funds will be available to conservation districts on December 1, 2014.

III. POLICIES

A. Allocation Period

The allocation period shall start December 1, 2014 and end June 30, 2015. Any funds allocated to districts and not obligated during the allocation period for Program Year 16 will be released by the district and made available for reallocation by the Conservation Commission. Funds become obligated to a participant after approval of the application by the board and a performance agreement has been signed and dated by the district board and the participant.

B. Authorized/Designated Representatives

The district board must designate an authorized district representative. This person can sign all forms. The authorized district representative must be a district board member. It cannot be a district employee.

The district must designate a technical representative. The designated technical representative will assist in developing conservation plans and determining the need for conservation practices. The representative will also be responsible for design and layout of approved conservation practices, determining compliance with approved standards and specifications, and certifying conservation practice quantities and completion of conservation practices.

C. Conservation Practices

Each district board may select any of the approved cost-share conservation practices within the Locally Led Conservation Initiative for inclusion in the district's local guidelines. The selection should be based on which practices will best address the district's highest priority problems affecting renewable natural resources.

Cost-share practices shall be implemented according to NRCS standards and specifications. In the event NRCS standards and specifications do not exist, conservation practices must meet Conservation Commission approved standards and specifications.

D. Average Costs

State average cost (unit cost) for these practices is based on Oklahoma NRCS data. In order for a variance to be considered the request must be in writing and accompanied by supporting data compiled by the district. The variance rate must be approved by the Conservation Commission prior to the board's approval of Program applications and performance agreements being signed.

E. Cost-Share Payments

The minimum cost-share payment amount that shall be made to any participant from these funds is \$100. The maximum cost-share payment amount that shall be made to any participant from these funds is \$5,000.

F. Cost-Share Rate

The maximum cost-share rate for these practices is 75%. District boards may choose to set cost-share rate less than the specified rate.

G. Eligibility

Applicants for the Conservation Cost-Share Program must be a district cooperator with a conservation plan.

Conservation Commissioners, Conservation Commission staff, conservation district employees or the spouses of any of these people shall not be eligible to participate in the Conservation Cost-Share Program.

On November 1, 1999 conservation district directors became eligible to participate in the Conservation Cost-Share Program. Due to the limited amount of funds available for Program Year 16 individual directors should give careful consideration to public perception when making their decision to participate in the Program. If the local board decides that board members can apply and board members choose to apply for Program Year 16 the guidelines below must be followed.

1. Individual district board members applying cannot discuss any element of the Cost-Share Program including but not limited to practices, rates, average costs, selection criteria, application approval/disapprovals, cost-share payments, and extensions.
2. Individual district board members applying for the Cost-Share Program must abstain from voting on all elements of the Program.
3. Individual district board members cannot use their position as a conservation district board member to improve or elevate their individual chances of becoming a successful applicant.

H. Agreements

All Program Year 16 performance agreements must be signed and dated by the district board and participant on or before June 30, 2015. All Program Year 16 performance agreements must be completed and the check in the hand of the participant on or before June 30, 2015. Installation of conservation practices can not begin until an effective performance agreement is in place. A performance agreement becomes effective on the last date of signature. Each participant should have only one performance agreement.

Each participant is required to sign a maintenance agreement. Completion of the maintenance agreement and signature of the participant are required prior to the disbursement of the cost-share payment.

IV APPROVED CONSERVATION PRACTICES

Contained in this section is a list of all conservation practice's approved for use in the Program Year 16 Locally Led Conservation Initiative. The conservation district shall only use conservation practices listed here unless a special request is approved by the Conservation Commission. In order for a conservation practice special request to be considered the request must be in writing and accompanied by supporting documentation. The special request must be approved by the Conservation Commission prior to the board's approval of Program applications and performance agreements being signed.

State average cost (unit cost) for these practices is based on Oklahoma NRCS data. In order for a variance to be considered the request must be in writing and accompanied by supporting data compiled by the district. The variance rate must be approved by the Conservation Commission prior to performance agreements being signed.

Below are the conservation practices approved for Program Year 16.

314 - Brush Management

Definition: Removal, reduction, or manipulation of non-herbaceous plants.

Purpose: This practice may be applied as part of a conservation management system to accomplish one or more of the following purposes:

- Restore natural plant community balance.
- Create the desired plant community.
- Reduce competition for space, moisture, and sunlight between desired and unwanted plants.
- Manage noxious woody plants.
- Restore desired vegetative cover to protect soils, control erosion, reduce sediment, improve water quality and enhance stream flow.
- Maintain or enhance wildlife habitat including that associated with threatened and endangered species.
- Improve forage accessibility, quality and quantity for livestock.
- Protect life and property from wildfire hazards.
- Improve visibility and access for handling livestock.

315 – Herbaceous Weed Control

Definition: Removal or control of herbaceous weeds including invasive, noxious and prohibited plants.

Purpose: Enhance accessibility, quantity, and quality of forage and/or browse. Restore or release native or create desired plant communities and wildlife habitats consistent with the ecological site. Protect soils and control erosion. Reduce fine-fuels fire hazard and improve air quality.

338 – Prescribed Burning

Definition: Controlled fire applied to a predetermined area.

Purpose:

- Control undesirable vegetation.
- Prepare sites for harvesting, planting or seeding.
- Control plant disease.
- Reduce wildfire hazards.
- Improve wildlife habitat.
- Improve plant production quantity and/or quality.
- Remove slash and debris.
- Enhance seed and seedling production.
- Facilitate distribution of grazing and browsing animals.
- Restore and maintain ecological sites.

340 – Cover Crop

Definition: Crops including grasses, legumes, and forbs for seasonal cover and other conservation purposes.

Purpose: Reduce erosion from wind and water. Increase soil organic matter content. Capture and recycle or redistribute nutrients in the soil profile. Promote biological nitrogen fixation and reduce energy use. Increase biodiversity. Suppress weeds. Manage soil moisture. Minimize and reduce soil compaction.

342 - Critical Area Planting

Definition: Planting vegetation on highly erodible or critically eroding areas.

Purpose: To stabilize the soil, reduce damage from sediment and runoff to downstream areas.

362 - Diversion (new structures only)

Definition: A channel constructed across the slope with a supporting ridge on the lower side.

Purpose: To divert excess water from one area for use or safe disposal in other areas.

378 - Pond (new structures only)

Definition: A water impoundment made by constructing a dam or an embankment or by excavating a pit or dugout.

Purpose: To maintain or improve water quality.

382 - Fencing

Definition: Enclosing or dividing an area of land with a suitable permanent structure that acts as a barrier to livestock, big game, or people. (Does not include temporary fence.)

Purpose: Exclude livestock or big game permanently from areas that should be protected from grazing (vegetated and seeded areas, tree planting, wildlife areas, recreational areas, brush management areas, structural measures, cropland or other areas requiring special treatment).

NOTE: This practice is to be used only in conjunction with the Pond (378) or as cross fencing for grazing management.

394 – Firebreak

Definition: A permanent or temporary strip of bare or vegetated land planned to retard fire.

Purpose:

- Reduce the spread of wildfire.
- Contain prescribed burns.

410 - Grade Stabilization Structure

Definition: A structure used to control the grade and head cutting in natural or artificial channels.

Purpose: To stabilize the grade and control erosion in natural or artificial channels, to prevent the formation or advance of gullies, and to enhance environmental quality and reduce pollution hazards.

412 - Grassed Waterway (new structures only)

Definition: A natural or constructed channel that is shaped or graded to required dimensions and established in suitable vegetation for the stable conveyance of runoff.

Purpose: To convey runoff from terraces, diversions, or other water concentrations without causing erosion or flooding and to improve water quality.

512 - Forage and Biomass Planting

Definition: Establishing native or introduced forage species.

Purpose: Reduce soil erosion by wind and/or water.

516 - Pipeline

Definition: Pipeline installed for conveying water for livestock.

Purpose: To convey water from a source of supply to points of use.

533 - Pumping Plant

Definition: A pumping facility including required pumps, their associated power units and all plumbing and appurtenances required to enable the facility to convey water from one location to another.

Purpose: To provide adequate stock water.

550 - Range Planting

Definition: Establishing adapted plants by seeding on native grazing land.

Purpose: To prevent excessive soil and water loss and improve water quality.

561 - Heavy Use Area Protection

Definition: The stabilization of areas frequently and intensively used by people, animals or vehicles by establishing vegetative cover, surfacing with suitable materials, and/or installing needed structures.

Purpose: To provide a stable, non-eroding surface for areas frequently used by animals, people or vehicles. To protect and improve water quality.

595 - Pest Management

Definition: Manage weeds (including invasive and non-invasive species) that directly or indirectly cause damage or annoyance.

Purpose: Minimize negative impacts of pest control on soil resources, water resources, air resources, plant resources, animal resources and/or humans.

600 - Terrace

Definition: An earth embankment, a channel, or a combination ridge and channel constructed across the slope.

Purpose: To reduce erosion, reduce sediment content in runoff water, and improve water quality.

614 - Watering Facility

Definition: A trough or tank, with needed devices for water control and waste water disposal installed to provide drinking water for livestock.

Purpose: To provide watering facilities for livestock at selected locations that will protect vegetative cover through proper distribution of grazing or through better grassland management for erosion control. Another purpose on some sites is to reduce or eliminate the need for livestock to be in streams, which reduces livestock waste there.

642 - Water Well

Definition: A well constructed or improved to provide water for livestock.

Purpose: To facilitate proper use of vegetation on rangeland, pastures, to supply the water requirements of livestock.

V CONSERVATION PRACTICE STANDARDS AND SPECIFICATIONS

Please refer to the Natural Resources Conservation Service standards and specifications book.

IV CONSERVATION PRACTICE COST-SHARE STATE AVERAGE COSTS

Practice Code	Practice Name	Component	Life Span	Units	Unit Cost
314	BRUSH MANAGEMENT		10 yrs		
		Mechanical 11-30% Canopy Cover		AC	\$149.01
		Mechanical 31-50% Canopy Cover		AC	\$238.41
		Mechanical >51% Canopy Cover		AC	\$372.47
		Chemical-Individual Plant Treatment Low (50-200 plants per acre)		AC	\$26.29
		Chemical-Individual Plant Treatment High (201-400 plants per acre)		AC	\$58.54
		Chemical-Broadcast, Aerial, or Ground		AC	\$41.83
		Chemical-Broadcast Tebuthiuron 1.0 lb rate		AC	\$59.64
		Chemical-Broadcast Tebuthiuron 2.0 lb rate		AC	\$97.10
		Chemical-Broadcast Imazapyr		AC	\$50.66
315	HERBACEOUS WEED CONTROL		10 yrs		
		Chemical Application		AC	\$25.46
		Mechanical		AC	\$21.23
338	PRESCRIBED BURNING				
		Rangeland-Level Terrain, Herbaceous Fuel		AC	\$6.99
		Rangeland-Steep Terrain, herbaceous Fuel		AC	\$13.49
340	COVER CROP		10 yrs		
		Mixed Species (mechanical/chemical kill)		AC	\$90.74
		Non-Legume-Dead Litter		AC	\$71.40
		Legume-N Fixation		AC	\$71.40
		Organic Cover Crop		AC	\$88.41
		Multispecies Cover Crop on Pasture		AC	\$72.47
342	CRITICAL AREA PLANTING		10 yrs		
		Introduced Grass with NPK (normal tillage)		AC	\$206.86
		Introduced Grass with NPK and Lime (normal tillage)		AC	\$270.72
		Native Grass with Lime (normal tillage)		AC	\$424.63
362	DIVERSION		10 yrs		
		Diversion		CY	\$1.70
378	POND		20 yrs		
		Excavated or Embankment Pond without Pipe		CY	\$2.37
		Embankment, Pipe Material 1000 Diameter Inch Foot or Smaller		CY	\$2.99
		Embankment, Pipe Material 1001-1500 Diameter Inch Foot		CY	\$3.19

Practice Code	Practice Name	Component	Life Span	Units	Unit Cost
382	FENCE		20 yrs		
		Barbed/Smooth Wire		LF	\$s.33
		Wire Difficult		LF	\$2.82
394	FIREBREAK		10 yrs		
		Constructed-Light Equipment		FT	\$0.05
		Constructed-Medium Equipment, flat-medium slopes		FT	\$0.18
		Constructed-Medium Equipment, steep slopes		FT	\$0.64
		Vegetated, Permanent Firebreak		FT	\$0.13
		Re-Constructed Firebreaks (where prior firebreaks existed and are not useable)		FT	\$0.09
410	GRADE STABILIZATION STRUCTURE		20 yrs		
		Embankment, Pipe Material > 1000 Diameter Inch Foot		CY	\$2.91
		Embankment, Pipe Material 1001-1499 Diameter Inch Foot		CY	\$3.10
		Rock Chute		CY	\$57.93
		Concrete Chute		CY	\$522.50
412	GRASSED WATERWAY		10 yrs		
		Base Waterway		AC	\$1,411.75
512	FORAGE AND BIOMASS PLANTING		10 yrs		
		Native Perennial Grass (one species)		AC	\$203.68
		Seedbed Prep, Seed & Seeding-Introduced Perennial Warm Season Grasses		AC	\$327.78
		Overseeding Legumes		AC	\$44.66
		Sprigging with Lime Application		AC	\$426.40
		Overseeding Legumes with Lime Application		AC	\$97.73
516	PIPELINE		20 yrs		
		.75 in – 1.25 in Plastic, Normal Trenching		LF	\$1.84
		.75 in – 1.25 in Plastic, Rock Trenching		LF	\$2.88
		1.5 in – 2 in Plastic, Normal Trenching		LF	\$2.16
		1.5 in – 2 in Plastic, Rock Trenching		LF	\$3.20
533	PUMPING PLANT		15 yrs		
		Electric Powered Pump, 2 HP or Less		HP	\$1,310.54
		Electric Powered Pump, 2 HP or Less, Pressure Tank		HP	\$1,742.67
		Electric Powered Pump, > 2 HP and ≤ 10 HP		HP	\$600.57
		Electric Powered Pump, > 10 HP and ≤ 40 HP		HP	\$437.68
		Electric Powered Pump, > 40 HP		HP	\$277.24
		Solar Powered Pumping Plant, 150 ft or Less (of total head on pump)		EACH	\$3,209.11
		Solar Powered Pumping Plant, 151-300 ft (of total head on pump)		EACH	\$4,876.89

Practice Code	Practice Name	Component	Life Span	Units	Unit Cost
550	RANGE PLANTING		10 yrs		
		Native Plants (standard seedbed prep)		AC	\$211.95
561	HEAVY USE AREA PROTECTION		10 yrs		
		Rock on Geotextile		SF	\$1.35
		Rock in GeoCell on Geotextile		SF	\$3.78
		Reinforced Concrete with sand or gravel foundation		SF	\$2.46
595	INTEGRATED PEST MANAGEMENT				
		Basic IPM One Resource Concern		AC	\$14.95
		Basic IPM More than One Resource Concern		AC	\$20.15
		Advanced IPM, All Resource Concerns		AC	\$29.91
		Basic IPM Fruit/Veg, One Resource Concern		AC	\$83.08
		Basic IPM Fruit/Veg, More than One Resource Concern		AC	\$106.35
		Advanced IPM Fruit/Veg, All Resource Concerns		AC	\$162.03
		IPM Small Farm One Resource Concern		AC	\$506.79
		IPM Small Farm More than One Resource Concern		AC	\$648.10
		Advanced IPM Small Farm All Resource Concerns		AC	\$972.15
600	TERRACE		10 yrs		
		Terrace Construction		LF	\$0.70
		Terrace Reconstruction		LF	\$0.95
614	WATERING FACILITY		10 yrs		
		Freeze Proof Trough		EACH	\$1,442.77
		Energy Free Fountains		GAL	\$28.39
		Watering Facility < 1000 gallons		GAL	\$1.77
		Watering Facility 1001-1400 gallons		GAL	\$1.16
		Watering Facility 1401-2100 gallons		GAL	\$0.99
		Watering Facility 2101-3000 gallons		GAL	\$0.81
		Watering Facility 3001-5000 gallons		GAL	\$0.66
		Watering Facility > 5000 gallons		GAL	\$0.55
642	WATER WELL		20 yrs		
		Well 50 feet or less in depth		EACH	\$1,668.30
		Well 50-100 feet in depth		LF	\$35.56
		Well 100-600 feet in depth		LF	\$20.73
		Well > 600 feet in depth		LF	\$17.39

CONSERVATION DISTRICT COST-SHARE PROGRAM YEAR 16 ALLOCATIONS

Adair	\$22,500.00	LeFlore	\$17,500.00
Alfalfa	\$10,000.00	Lincoln	\$13,750.00
Arbuckle	\$18,750.00	Little River	\$13,750.00
Atoka	\$10,000.00	Logan	\$17,500.00
Beaver	\$17,500.00	Love	\$15,000.00
Blaine	\$18,750.00	Major	\$21,250.00
Bryan	\$16,250.00	Marshall	\$11,250.00
Caney Valley	\$15,000.00	Mayes	\$18,750.00
Central North Canadian River	\$16,250.00	McClain	\$13,750.00
Checotah	\$18,750.00	McIntosh	\$16,250.00
Cherokee	\$12,500.00	Murray	\$18,750.00
Cimarron County	\$13,750.00	Muskogee	\$18,750.00
Cimarron Valley	\$11,250.00	Noble	\$20,000.00
Cleveland	\$10,000.00	North Caddo	\$15,000.00
Coal	\$10,000.00	North Fork of Red River	\$11,250.00
Comanche	\$10,000.00	Nowata	\$18,750.00
Cotton	\$20,000.00	Okfuskee	\$16,250.00
Craig	\$21,250.00	Oklahoma	\$18,750.00
Creek	\$22,500.00	Okmulgee	\$11,250.00
Custer	\$13,750.00	Osage	\$22,500.00
Deer Creek	\$11,250.00	Ottawa	\$21,250.00
Delaware	\$17,500.00	Pawnee	\$13,750.00
Dewey	\$22,500.00	Payne	\$22,500.00
East Canadian	\$22,500.00	Pittsburg	\$20,000.00
Ellis	\$21,250.00	Pontotoc	\$11,250.00
Garfield	\$17,500.00	Pushmataha	\$12,500.00
Garvin	\$18,750.00	Rogers	\$20,000.00
Grady	\$17,500.00	Seminole	\$20,000.00
Grant	\$17,500.00	Sequoyah	\$11,250.00
Greer	\$15,000.00	Shawnee	\$13,750.00
Harmon	\$22,500.00	South Caddo	\$22,500.00
Harper	\$18,750.00	Stephens	\$18,750.00
Haskell	\$15,000.00	Talihina	\$17,500.00
Hughes	\$11,250.00	Texas	\$16,250.00
Jackson	\$17,500.00	Tillman	\$21,250.00
Jefferson	\$20,000.00	Tulsa	\$12,500.00
Johnston	\$15,000.00	Upper Washita	\$11,250.00
Kay	\$15,000.00	Valliant	\$10,000.00
Kiamichi	\$11,250.00	Wagoner	\$11,250.00
Kingfisher	\$20,000.00	Washita	\$17,500.00
Kiowa	\$13,750.00	West Caddo	\$17,500.00
Konawa	\$17,500.00	Woods	\$12,500.00
Latimer	\$15,000.00	Woodward	\$22,500.00



IMPORTANT DATES To REMEMBER

- ✓ **December 1, 2014**
Program Year 16 Begins
- ✓ **5th Of Each Month**
Monthly Reports are due in the
Commission Office
- ✓ **June 30, 2015**
End of Allocation Period for Program
Year 16
- ✓ **June 30, 2016**
All Program Year 16 Performance
Agreements must be completed. The
claim must be in the Commission Office
by this date.

CHECKLIST OF BOARD ACTION REQUIRED

After current program year guidelines are approved and distributed by OCC and prior to advertising the current program year locally your district board must discuss and vote on items 1-10 listed below. The action taken must be recorded in the board meeting minutes and on this form.

BOARD ACTION ITEM	DATE	ACTION TAKEN
1 Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.		
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.		
3 Designate the authorized district representative. Must 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.		
4 Designate the technical representative. <u>Must</u> meet the requirements stated in the Rules.		
5 Review the conservation practices listed in the Program Year Guidelines and approve practices your district will offer locally.		
6 Review and approve the average costs listed in the Program Year Guidelines for the practices your district will offer locally		
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.		
8 Establish specific local eligibility and selection criteria/priority system that will be used to select successful applicants.		
9 Establish your district's application period and how the program will be advertised locally.		
<i>STOP STOP After the application period has closed your district can proceed to item 10. STOP STOP</i>		
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.		



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. 31 - Compensatory Time / Work Week Adjustment

District employees can be compensated for hours worked in excess to their normal 40 hour work week or 80 hour flex-time work period. There are different rules for employees dependent on whether or not they are considered exempt or nonexempt employees. Conservation district directors should have a good understanding of how compensatory time, work week adjustment and overtime pay can be authorized, earned and used.

Are Your Employees Considered Exempt or Nonexempt Employees?

The Fair Labor Standards Act (FLSA), a federal law that establishes such things as minimum wage and overtime pay, recognizes two basic categories of jobs:

Non-exempt -those employees covered by this act.

Exempt- those employees not covered by the this act

Directors need to understand which category their employees fit in to because there are different rules for each. Part-time employees are not eligible for compensatory time or workweek adjustment.

The Oklahoma Conservation Commission has classified the following district positions as follows:

Non-exempt:

Secretary I & II
Engineering Aide
Equipment Manager
Temporary/Seasonal

Exempt:

District Administrative Officer
District Manager
Program's Coordinator
Water Quality Specialist
Education Coordinator

If your district has a question about the proper category for your employee, contact the Oklahoma Conservation Commission District Services Division.

Regardless of an employee's FLSA status all compensatory time and workweek adjustments must be pre-approved by the board. Accrual of comp time and/or adjusting the workweek should be the exception not the rule. An employee who chooses to come in early or stay late on any given day does not constitute a proper accrual of compensatory time.

Non-Exempt Employees

There are two ways non-exempt employees may be compensated for hours worked in excess of their established 40 hour work week or 80 hour flex time work period:

(1) Work week adjustment:

This is the method most often used to compensate employees for working more than 40 hours in a work week (or 80 hours for those with flex-time schedules) and the method recommended by the Oklahoma Conservation Commission.

Compensatory time at the rate of hour-for-hour must be given within the work week it was accrued. For example, an employee who normally works from 8 a.m. to 5 p.m., Monday through Friday, and has worked 40 hours by 1 p.m. Friday, may be given time off from 1 p.m. to 5 p.m. on that Friday. If an employee is scheduled to work on a Friday or Saturday, the work week can be adjusted so the employee can take off time during the first part of the week so they won't exceed 40 hours.

(Continued on back)

(2) Compensatory Time in Lieu of Work Week

Adjustment:

In this case compensatory time is earned at the rate of 1.5 hours for every hour over 40 or 80 hours worked. Any balance of any unused compensatory time not taken within 180 days must be paid to the employee at the regular pay rate for the period in which it was earned. Accrued compensatory time must be exhausted prior to taking annual leave.

Conservation districts are to restrict employees to a 40 hour work week (or 80 hours in a two-week work period for those with flex-time schedules) except in those cases where excessive hours of work are necessary due to additional activities or emergencies.

Compensatory Time Compensation for Exempt Employees

Exempt employees are not entitled to overtime pay or compensatory time. However, a district board may vote to allow compensatory time to exempt employees on an hour for hour basis, one hour off for each hour worked over their scheduled 40-hour week.

The maximum compensatory time which may be accrued is 240 hours. The hours must be taken within 180 days. The time period may be extended to an additional 180 days upon approval by the district board.

Requests for compensatory time must be made and approved in advance.

Compensatory time must be exhausted prior to any annual leave being taken.

If exempt employees attend out of town meetings requiring overnight stay, only the time actually spent in the meeting would be considered over time.

District Policy on Compensatory and Overtime

It is important for a district board to:

1. Establish a district policy on work week adjustments and how compensatory and overtime will be approved
2. Ensure district employees have a copy of that policy (a signed copy of the policy signifying receipt should be placed in the employee's personnel file)
3. Require in the policy that employees make a request in advance for work week adjustment, compensatory or overtime hours
4. Monitor the hours approved, used, and currently available to employees

Districts need to remember that if an employee resigns their position or is terminated, the district will be required to pay that employee for all compensatory hours with local funds.

If districts have questions about compensatory or overtime rules for employees or would like help with a district policy on the issue they can contact the Oklahoma Conservation Commission, District Services Division.

Overtime Pay

If a district board authorizes overtime pay for employees, the overtime payment must be paid from local earned funds. Requests for overtime must also be requested and approved in advance by the district board.

No state funds will be used for payment of overtime. Also, retirement contributions are not paid on overtime hours.

Oklahoma Conservation Commission
District Services Division
June 2010

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.

NOTICE OF SCHEDULE OF REGULAR MEETINGS FOR CALENDAR YEAR 2015

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. Suite 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 8, 2015	4:00 PM	6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133
February 12, 2015	4:00 PM	6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133
March 12, 2015	4:00 PM	6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133
April 9, 2015	4:00 PM	6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133
May 14, 2015	4:00 PM	6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133
June 11, 2015	4:00 PM	6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133
July 9, 2015	4:00 PM	6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133
August 13, 2015	4:00 PM	6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133
September 10, 2015	4:00 PM	6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133
October 8, 2015	4:00 PM	6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133
November 12, 2015	4:00 PM	6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133
December 10, 2015	4:00 PM	6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133

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, 2014

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

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

TULSA COUNTY CONSERVATION DISTRICT
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Kimberlye R. Mayer, CPA, P.C.

723 West Doolin

Blackwell, OK 74631

(580) 363-1453

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Independent Auditor's Report

Board of Directors
Tulsa County Conservation District

Report on Financial Statements

We have audited the accompanying statements of assets, liabilities and net position – cash basis of Tulsa County Conservation District as of June 30, 2014 and the related statements of revenues and expenses, and changes in net position – cash basis for the year then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting as described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such an opinion. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

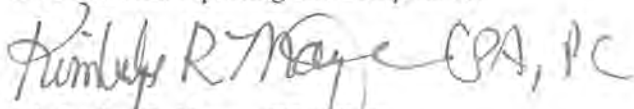
In our opinion, the financial statements referred to above, present fairly, in all material respects, the assets, liabilities and net position – cash basis of Tulsa County Conservation District as of June 30, 2014; the changes in revenues, expenses and changes in net position – cash basis for the year then ended in conformity with the basis of accounting described in Note 1.

Basis of Accounting

We draw attention to Note 1 of the financial statements that describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required By Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated October 30, 2014 on our consideration of Tulsa County Conservation District's internal control over financial reporting and on our tests of its compliance with certain laws, regulations, contracts and grants and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Tulsa County Conservation District's internal control over financial reporting and compliance.



Kimberly R. Mayer, CPA, P.C.
Blackwell, Oklahoma
October 30, 2014

INDEPENDENT AUDITOR'S REPORT
ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS

Board of Directors
Tulsa County Conservation District

We have audited the financial statements of Tulsa County Conservation District as of and for the year ended June 30, 2014, and have issued our report thereon dated October 30, 2014. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The financial statements were prepared on the cash basis of accounting which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Tulsa County Conservation District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Tulsa County Conservation District's internal control. Accordingly, we do not express an opinion on the effectiveness of the Tulsa County Conservation District's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified a certain deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of control deficiencies, in internal control that there is reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and questioned costs to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Tulsa County Conservation District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could

have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Response to Findings

Tulsa County Conservation District's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. Tulsa County Conservation District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Kimberly R. Mayer, CPA, P.C.
Blackwell, Oklahoma
October 30, 2014

TULSA COUNTY CONSERVATION DISTRICT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2014

Material Weakness Communicated in a Prior Year:

Material Weakness in Internal Control Over Financial Reporting: Inadequate Segregation of Duties:

Criteria:

The segregation of duties and responsibilities between different individuals and the reconciliation of those asset accounts is an important control activity needed to adequately protect the entity's assets and ensure accurate financial reporting.

Condition:

Presently, the same individual is responsible for billing invoices and receiving payments; making and recording deposits; maintaining accounts receivable; and reconciling the monthly bank statements. Only limited oversight is provided over this individual in the conduct of their daily functions.

Cause:

The entity's limited size has made it difficult for management to fully segregate the duties.

Effect or Potential Effect:

Without sufficient segregation of duties, the risk significantly increases that errors and/or fraud related to the billing and collection activities, including misappropriation of assets, could occur and not be detected within a timely basis.

Recommendation:

The board should evaluate the risks associated with the lack of segregation of duties and consider implementing controls that could mitigate these risks.

Board's Response:

The board has concluded that due to the limited number of personnel, an adequate segregation of duties is not achievable and that the cost of correcting the weakness would exceed the benefits that would be derived from it.

FINANCIAL STATEMENTS
AND
NOTES

TULSA COUNTY CONSERVATION DISTRICT
STATEMENT OF ASSETS, LIABILITIES, AND NET POSITION
CASH BASIS
JUNE 30, 2014

ASSETS

Current Assets:	
Operating account	\$ 5,929
Savings account	2,501
Special projects account	<u>383</u>
Total cash and cash equivalents	<u>8,813</u>
 Total Assets	 <u><u>\$ 8,813</u></u>

LIABILITIES AND NET POSITION

Current Liabilities:	
 Net Position:	
Unrestricted	<u>8,813</u>
 Total Net Position	 <u>8,813</u>
 Total Liabilities and Net Position	 <u><u>\$ 8,813</u></u>

TULSA COUNTY CONSERVATION DISTRICT
STATEMENT OF REVENUES AND EXPENSES AND CHANGES IN NET POSITION
CASH BASIS
YEAR ENDED JUNE 30, 2014

Revenues:	
OCC reimbursements	\$ 57,022
Aerials and maps	136
Administrative income	<u>3,380</u>
Total Operating Revenues	60,538
Expenses:	
Payroll	50,179
Payroll taxes and employee benefits	5,044
Advertising and promotion	394
Telephone and internet	1,488
Office supplies and postage	824
Meetings and travel	2,031
Professional fees	917
Programs, projects and education	63
Director fees	875
Other expenses	<u>19</u>
Total Operating Expenses	<u>61,834</u>
Operating Income (Loss)	(1,296)
Nonoperating Revenues (Expenses):	
Sale of furniture	200
Interest income	<u>4</u>
Total Nonoperating Revenue (Expenses)	<u>204</u>
Changes in net position	(1,092)
Net position at beginning of year	<u>9,905</u>
Net position at end of year	<u>\$ 8,813</u>

TULSA COUNTY CONSERVATION DISTRICT
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED JUNE 30, 2014

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 comprehensive 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, 2014

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. The Oklahoma Conservation Commission provides liability and workmans compensation insurance for the District.

NOTE 8 – CONTINGENCIES:

As of June 30, 2014, 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 30, 2014, the date which the financial statements were available to be issued.

Kimberlye R. Mayer, CPA, P.C.

723 West Doolin

Blackwell, OK 74631

(580) 363-1453

Fax (580) 363-0068

October 30, 2014

To the Board

Tulsa County Conservation District

We have audited the financial statements of the statements of assets, liabilities and net position – cash basis and the related statement of revenues and expenses and changes in net position of Tulsa County Conservation District for the year ended June 30, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 21, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Tulsa County Conservation District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year ended June 30, 2014. We noted no transactions entered into by the organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For the purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation dated October 30, 2014.

Management Consultations with Other Independent Accountants


In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board and management of Tulsa County Conservation District and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,


Kimberlye R. Mayer, CPA, P.C.

October 30, 2014

Kimberlye R. Mayer, CPA, P.C.
723 West Doolin
Blackwell, OK 74631

Dear Ms. Mayer:

This representation letter is provided in connection with your audit of the financial statements of Tulsa County Conservation District which comprise the statements of assets, liabilities and net position as of June 30, 2014 and the related statements of revenues, expenses and changes in net position for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements presented fairly, in all material respects in accordance with the cash basis of accounting.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of October 30, 2014, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 21, 2014, including our responsibility for the preparation and fair presentation of the financial statements.
2. The financial statements referred to above are fairly presented in conformity with the cash basis of accounting.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the modified cash basis of accounting.
7. All events subsequent to the date of the financial statements and for which the modified cash basis of accounting requires adjustment or disclosure have been adjusted or disclosed.
8. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole.
9. The effects of all known or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with the cash basis of accounting.

10. Material concentrations have been appropriately disclosed in accordance with the cash basis of accounting.
11. Guarantees, whether written or oral, under which the organization is contingently liable, have been properly recorded or disclosed in accordance with the cash basis of accounting.

Information Provided

1. We have provided you with access to all information, of which we are aware, that is relevant to the preparation and fair presentation of all the financial statements, such as records, documentation, and other matters; additional information that you have requested from us for the purpose of the audit and unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any fraud or suspected fraud that affects the organization and involves management, employees who have significant roles in internal control, or others where the fraud could have a material effect on the financial statements.
5. We have no knowledge of any allegations of fraud or suspected fraud affecting the organization's financial statements communicated by employees, former employees, grantors, regulators or others.
6. We have no knowledge of any allegations of fraud or suspected fraud affecting the organization's regulations whose effects should be considered when preparing financial statements.
7. We have disclosed to you all known actual or possible litigation, claims, and assessment whose effects should be considered when preparing the financial statements.
8. We have disclosed to you the identity of the organization's related parties and all the related party relationships and transactions of which we are aware.
9. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

TULSA COUNTY CONSERVATION DISTRICT

Signed: _____

Title: _____

October 30, 2014

Kimberlye R. Mayer, CPA, P.C.
723 W. Doolin Avenue
Blackwell, OK 74631

Dear Ms. Mayer:

We understand that you prepared the trial balance for use during the audit and that your preparation of the trial balance was limited to formatting the information in the District's general ledger into a working trial balance. Also, as part of the District's audit, you prepared the draft financial statements and related notes from the trial balance. We have reviewed and approved those financial statements and related notes and believe they are adequately supported by the books and records of Tulsa County Conservation District.

Signature

Date

ANNUAL NET WORTH STATEMENT

Conservation District		TULSA COUNTY CONSERVATION DISTRICT	
Address		660 S SHERIDAN RD, STE 120	TULSA, OK 74135
FOR THE PERIOD JULY 1, <u>2013</u>, TO JUNE 30, <u>2014</u> FOR FISCAL YEAR <u>2014</u>			
1. LIQUID ASSETS			
(Checking Account, Savings Account, Certificate of Deposit, Petty Cash, Etc.)		TOTAL	\$ <u>8,813</u>
2. WORKING ASSETS			
Building	\$ _____		
Equipment	\$ _____		
Other (Seed, Etc.)	\$ _____	TOTAL WORKING ASSETS	\$ _____
3. RECEIPTS			
(from Annual Audit)	\$ <u>60,742</u>		
4. DISBURSEMENTS			
	\$ <u>61,834</u>		
5. NET WORTH OF DISTRICT			
(Lines 1+2)		TOTAL	\$ <u>8,813</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

Additional Operating Expenses

Lisa Knauf

Sent: Tuesday, December 02, 2014 2:35 PM

To: OCC All Districts

The Conservation Commission took action yesterday to add an additional \$1,000 of operating expenses to each conservation district's allocation.

This is a direct result of the continued support that conservation districts provide to NRCS for assistance in delivering Farm Bill programs.

Lisa Knauf Owen

Oklahoma Conservation Commission

Operations Chief

2800 N Lincoln Blvd. Suite 160

Oklahoma City, OK 73105

Email: Lisa.Knauf@conservation.ok.gov

Phone: (405) 521-6797

Cell Phone: (405) 990-1947

FAX: (405) 521-6686

Exhibit 1: Operational Agreement

Local Operational Agreement
For
Technical Assistance in Support of Conservation Program Delivery

Conservation District: Tulsa County

NRCS Field Office: Tulsa

Items noted as "Possible Work Task" are items that can be completed for reimbursement to be completed in accordance with this agreement. These tasks shall be discussed between the NRCS District Conservationist and the local Conservation District Board to determine which tasks will be completed. It is expected that the tasks will be identified during a discussion with the DC and the District Board and will be documented on this form. If additional work tasks are identified, that are not on the available list included in Exhibit 1, they can be added as additional tasks. The agreed to tasks will be documented at the field office and District level utilizing this Exhibit Operational Agreement. A signed copy of Exhibit 1 will be retained at the local office with a copy provided to the OCC. OCC will retain a record copy of Exhibit 1 for each participating District which will be available to the NRCS state office upon request. The work tasks identified in Exhibit 1 will also be identified on the Performance Worksheet (Exhibit 2) and sent to OCC each month for documentation. If no work tasks are identified that can be completed by the District, then this information needs to be documented and sent to OCC so an adjustment in allocation of operating funds can be made.

1) CONSERVATION PLANNING

a) Possible Work Tasks:

- ☐ Enter conservation plans and contracts in Customer Service Toolkit or other databases as requested by the local District Conservationist
- ☒ Assembly, maintenance and correspondence for conservation plans
- ☒ Gathering conservation planning components (job sheets, O&M plans, soils descriptions, CPA-52 and CPA-4) as needed
- ☐ Conduct field visit to accomplish inventory and evaluation, on-site planning, locating practice locations
- ☒ Assists in surveys for the purpose of design, planning and layout of conservation practices
- ☐ Conducts on-site construction inspection reviews
- ☐ Provides practice checkout services
- ☐ Development of plan and soil maps

2) OUTREACH AND MARKETING

a) Possible Work Tasks:

- Development of farm bill related news articles for local news outlets. This includes article development, including downloading NRCS prepared articles, delivery of article to local media sources, and distribution of articles to ASTC (FO)
- Plan and assist in the development, implementation and documentation of outreach, informational and locally led meetings (preparation of minutes, sign-in sheets, agendas and photographs)
- Assist with the preparation of the report on the above activities to the ASTC (FO) on a monthly basis
- Making presentation to local farm groups and other interested organizations on conservation of natural resources and farm bill programs
- Developing success stories on local clients who have achieved noteworthy accomplishments through conservation activities for the local media
- Assist with the administration of the Earth Team Volunteer Program
- OCC will also assist with statewide media when agreed upon by OCC and NRCS

ADMINISTRATIVE DUTIES

b) Possible Work Tasks:

- Filing of all correspondence, directives, policy, FOTG (Field Office Tech Guide)
- Updating table of contents for General Manual and FOTG
- Serves as office receptionist, routing phone calls and customers to the appropriate individual and/or assisting customer
- Develop general office correspondence
- Maintain file of time and attendance records, schedules, and actual work documentation
- Develop and maintain minutes of staff meeting, locally led meetings, and local work group meetings
- Assist with development, maintenance and tracking of field office schedule

3) FARM BILL CONTRACTING

a) Possible Work Tasks:

- Explain and promote farm bill programs
- Assist with local work group coordination.
- Assist customers to complete program applications
- Assist with program application rankings by gathering preliminary customer information
- Compile applications in order of rankings, and file completed applications according to NRCS policy
- Prepare and mail form letters and other correspondence to program applicants

- ☒ Assist in assembling supporting documentation needed for contract payments and or modifications
- ☐ Delivery of direct technical assistance to support contract practice application and complete status review

Concurrence in this agreement and the performance tasks to be delivered.

Chairperson

Date

District Conservationist

Date

COMMUNITY OUTREACH COORDINATOR

**INTERGOVERNMENTAL AGREEMENT BETWEEN
OKLAHOMA CONSERVATION COMMISSION
and
TULSA COUNTY CONSERVATION DISTRICT**

This intergovernmental agreement is made and entered into on this 15th day of September, 2014, by and between the Oklahoma Conservation Commission, 2800 N. Lincoln Boulevard, Suite 160, Oklahoma City, Oklahoma 73105-4210, hereinafter referred to as "Commission," and the Tulsa County Conservation District, 6660 S. Sheridan Road, Suite 120, Tulsa, OK 74133, hereinafter referred to as "District."

WITNESSETH:

WHEREAS, the Commission is an agency of the State of Oklahoma and is created and established pursuant to the provisions of Title 27A of the Oklahoma Statutes, Sections 3-1-101 and following, and is authorized under the provisions of those statutes along with 74 O.S. ' 581 to enter into this agreement; and,

WHEREAS, the District is a governmental subdivision of the State of Oklahoma and a body corporate and politic as set out in Title 27A of the Oklahoma Statutes, Sections 3-1-101 and following, and is authorized under the provisions of those statutes along with 74 O.S. ' 581 to enter into this agreement; and,

WHEREAS, the Commission is involved in the conservation of natural resources, to include the providing of funds and technical assistance to conservation districts in order to enable said districts to perform the operations and meet planning goals; and,

WHEREAS, monies from the Commission are necessary to provide funding to the District so that it may in turn use said funding for operations.

NOW, THEREFORE, in consideration of One Dollar (\$1.00) and the mutual covenants and provisions herein set forth, the parties to this agreement hereby mutually agree and understand as follows:

1. SCOPE OF OBLIGATION OF COMMISSION. Commission agrees to:

- a) provide funds for a full time employee (FTE) to include salary plus benefits up to \$55,000 dollars, provided this employee satisfies all duties, assignments, and work plans established for the position and dedicates at least fifty percent of the position's time to community outreach.
- b) allocate funds for this employee beginning September 15, 2014 and ending June 30, 2015, at a salary rate of \$14 per hour. The job title of this position will be Community Outreach Coordinator (COC) and the job description will be that of Community Outreach Coordinator, as prescribed and defined by the Commission and District. The term community outreach as it applies to this position is defined as follows:

"Finding and approaching community member groups and "marketing" conservation districts by presenting information to raise awareness specifically about why conservation districts exist, what they do, and the local and cumulative benefits to society of conservation districts and their programs. While it is expected that most often this information will be delivered in person, the information may also be delivered through demonstration tours, legislative briefings, public service announcements, press interviews, newspaper articles, advertising, fliers, postcards, social media posts, a web page, phone calls, etc. Community outreach, as defined for this position, is not the same as delivering educational programs such as Blue Thumb trainings, enviroscape, or community cleanups."
- c) provide funds for community outreach-related mileage, equipment, supplies and materials as deemed necessary and approved by Commission project manager and requested by District per Commission policies and procedures, contingent on the availability of funds;
- d) provide COC with technical tools, training, and support as deemed necessary by Commission project manager, contingent on the availability of funds;
- e) participate in writing the job description, interviewing, hiring and supervision of the employee who will perform community outreach under this agreement;
- f) provide co-management of this agreement and all provisions herein, including the planning, budgeting, supervision and evaluation of the employee;
- g) report verbally or in writing at least monthly to District project manager through the assigned Commission project manager;
- h) coordinate, collaborate and communicate with District through District project manager to maximize the success and accomplishments of this agreement.

2. SCOPE OF OBLIGATION OF DISTRICT. District agrees to:

- a) use the above-mentioned COC position as per this agreement;
- b) participate in the recruitment, interviewing, hiring and supervision of the employee who will perform community outreach;
- c) in collaboration with Commission project manager, develop a work plan annually outlining goals, objectives, time frame and budget that is mutually agreed upon by Commission and District;

- d) actively participate in the co-management of the agreement and the COC, including but not limited to, appointing one director as a day-to-day contact, participating in meetings with the employee and Commission project manager as needed to strategize, plan, prioritize, budget, supervise and evaluate activities and the COC's performance;
- e) provide adequate office space for the COC;
- f) provide the COC with unrestricted access to district owned tools, equipment, office supplies and files;
- g) provide administrative assistance to the COC as needed including but not limited to time and attendance records, leave tracking, and other administrative requirements;
- h) allow the COC time to adapt community outreach presentations tools and methods to other conservation districts if requested by Commission;
- i) report verbally or in writing at least monthly to District Board of Directors and Commission project manager;
- j) coordinate, collaborate and communicate with Commission through Commission project manager to maximize the success and accomplishments of this agreement;
- k) allow the COC, all equipment and supplies provided by Commission, and any equipment and supplies available through District to be temporarily detailed outside of the project area upon the request from Commission to assist other districts with the community outreach model.
- l) allow the COC to participate in meetings, seminars and workshops assigned by Commission, and work with Commission project manager to resolve any schedule conflicts that arise over tasks assigned to or planned for the COC by District and Commission.

3. TERM OF AGREEMENT. This agreement shall be in effect beginning on September 15, 2014 and ending June 30, 2015.

4. AGREEMENT CONTINGENT ON FUNDING. In the event the Commission does not receive sufficient funding for this agreement, then notification of such event from the Commission to the District will result in the termination of this agreement with no further obligation on the part of the Commission or the District. Should that event occur, Commission will pay District for any work that has been performed up to that time.

5. AMENDMENT. The parties mutually agree that, subject to and with the mutual written consent and approval of both parties, this agreement may be amended or modified at any time.

6. AUDITS. It is further understood and agreed that any books, records, documents, accounting procedures, practices, or any other items of the District relevant to this agreement are subject to examination and copying by the Oklahoma Conservation Commission and the Oklahoma State Auditor and Inspector.

APPROVED AND AGREED TO by and between the parties hereto the day and year first above appearing.

TULSA COUNTY CONSERVATION DISTRICT

John Beasley
Chair

OKLAHOMA CONSERVATION COMMISSION

Trey Lam
Executive Director

COMMUNICATIONS DEPARTMENT
OF THE
OKLAHOMA CONSERVATION COMMISSION

COMMUNITY OUTREACH COORDINATOR
WORK PLAN
FOR
JULY 2014 - JUNE 2015

IN PARTNERSHIP WITH TULSA CCD

The community outreach coordinator plays very critical roles in the Tulsa County Conservation District. Under the joint supervision of the Oklahoma Conservation Commission and the Tulsa County Conservation District board, this position delivers community outreach and education and serves as the administrator to the district. The goals of the position are:

GOAL 1: Increase the awareness of the public and decision-makers about conservation districts' mission, purpose, programs, and benefits to society.

GOAL 2: Strengthen Oklahoma's grassroots natural resources conservation delivery system.

GOAL 3: Advance the stewardship of Oklahoma's natural resources to improve the quality of life for current and future generations.

Definition of Community Outreach for Tulsa CCD COC

Finding and approaching community member groups and "marketing" conservation districts by presenting information to raise awareness specifically about why conservation districts exist, what they do, and the local and cumulative benefits to society of conservation districts and their programs. While it is expected that most often this information will be delivered in person, the information may also be delivered through demonstration tours, legislative briefings, public service announcements, press interviews, newspaper articles, advertising, fliers, postcards, social media posts, a web page, phone calls, etc. Community outreach, as defined for this position, is **not** the same as delivering educational programs such as Blue Thumb trainings, enviroscape, or community cleanups.

District Administrator: Be responsible for day to day activities of the Tulsa CCD

Action Items & Tasks	Unit of Measure	Start	End	Progress
1. Help prepare for and attend Tulsa CCD board meetings.	Monthly	9/14	6/15	
2. Develop, conduct, and coordinate all conservation district programs relating to soil health, water quality and other important environmental issues.	Daily	9/14	6/15	
3. Act as liaison between Tulsa CCD and other agencies.				
a) Participate in partnership meetings.	As Needed	9/14	6/15	
b) Participate on committees.	As Needed	9/14	6/15	
4. Explore training and professional development opportunities to increase employee retention rates.	Yearly	9/14	6/15	

Community Outreach: Increase community awareness of conservation district programs and benefits to society

Action Items & Tasks	Unit of Measure	Start	End	Progress
1. Coordinate/conduct informational programs for community groups and stakeholders on the mission, purpose, programs and benefits to society of the Tulsa CCD and conservation districts in general.				
<u>Planning</u>				
a) Work with the Conservation Commission to develop a community outreach presentation and supplemental materials.	1	9/14	3/15	
b) Research and develop a list of groups for outreach presentations.	1	9/14	3/15	
c) Develop a planning document that includes each stakeholder group or organization and dates of scheduled presentations.	1	9/14	3/15	
<u>Marketing</u>				
d) Advertise the outreach seminars in various newsletters, websites, and other venues.	Weekly	1/14	6/15	
<u>Implementation</u>				
e) Contact community groups, schedule, and deliver outreach presentations.	Monthly	12/14	6/15	
f) Exhibit at meetings and events	Monthly	2/14	6/15	
g) Present at meetings and events	Monthly	2/14	6/15	
h) Find new audiences.	Monthly	9/14	6/15	
i) Track results	Monthly	2/14	6/15	

Tulsa Area Conservation Foundation Administrator: Act as administrator of the Tulsa Area Conservation Foundation (TACF) and coordinate TACF activities

Action Items & Tasks	Unit of Measure	Start	End	Progress
1. Attend meetings related to TACF business.	As requested	9/14	6/15	
2. Implementation of special projects.	As requested	9/14	6/15	
3. Development and coordination of Resource Management Conferences.	1	9/14	6/15	
4. Requests for donations and writing grants.	2	9/14	6/15	
5. Explore ways of partnering with and accessing resources from businesses, non-profits, and associations.	2	9/14	6/15	

Volunteer Program: Manage the volunteer program activities

Action Items & Tasks	Unit of Measure	Start	End	Progress
1. Act as Blue Thumb Program volunteer coordinator.	As requested	9/14	6/15	
a) Attend Blue Thumb trainings and conferences to learn and keep skills current.				
b) Act as Tulsa CCD liaison to Blue Thumb Oklahoma by attending trainings and meetings.	2	9/14	6/15	
c) Work with Blue Thumb staff to organize, lead, and support volunteer groups.	As needed	9/14	5/15	

Education Program: Increase public awareness about the conservation of natural resources.

Action Items & Tasks	Unit of Measure	Start	End	Progress
1. Work to maintain current level of funding for education programs				
a) Develop & setup program budget proposal.				
b) Maintain program budget.				
c) Write grants to supplement funding				
2. Attend and staff Tulsa CCD exhibit at events.				
3. Deliver educational programs to various groups.				
4. Educational Tools				

a) Maintain checkout materials. b) Develop new checkout materials 5. Events a) Present activities for various audiences.					
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Administration: Utilize effective planning and reporting to achieve and document work progress

Action Items & Tasks	Unit of Measure	Start	End	Progress
1. Develop activity schedule.	Weekly	9/14	6/15	
2. Track progress of all activities in COC workplan to make sure they tie to Tulsa CCD strategic plan	Semi-Annually	9/14	6/15	
3. Prepare activity report.	Monthly	9/14	6/15	
4. Strengthen skills by exploring leadership development and professional development opportunities	1	9/14	6/15	
5. Attend Conservation Commission meetings	2	9/14	6/15	