

**AGENDA**  
**Board of Directors Regular Meeting**  
**Tulsa County Conservation District**  
**6660 S. Sheridan Rd. Suite 120**  
**Tulsa, OK 74133**  
**July 13, 2017 - 4:00 PM**

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
4. Consideration of Consent Agenda:
  - A. Approval of Minutes from the June 8, 2017 Regular Meeting
  - B. Approval of Financial Statements & District Budget for Period Ending June 2017
  - C. Review of TACF Financials for Periods Ending in June 30, 2017
  - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
  - E. Approval of District Employee Timesheet & Leave Records for the Month of June 2017
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost-Share Program Year 18
  - A. Approval of Cooperator Agreement for Terry Young
  - B. Approval of Program Year 18 Application for James Adkins
  - C. Approval of Program Year 18 Application for Terry Young
7. Discussion and/or Possible Action on the Following District Operation Items:
  - A. Discussion and Acceptance of District Conservationist Agency Report
  - B. Approval of the NRCS Farm Bill Performance Worksheet
  - C. Crow Creek update with Jean Lemmon
  - D. TCCD Monthly Activities and Outreach Report
  - E. NRCS/TCCD/MCCD Staff Meeting Update, with Possible Action Approval
  - F. Set Dates for Locally Led Meeting
  - G. NACD Urban Agriculture Conservation Grant Update
  - H. Discussion and Approval of the Reorganization of the Board
  - I. Discussion and Approval of the 2017-2018 Joint Plan of Operations
  - J. Discussion and Approval of TCCD/NRCS Operational Agreement
  - K. FY 17 Audit Information
8. New Business:
9. Public Comments:
10. Adjourn:

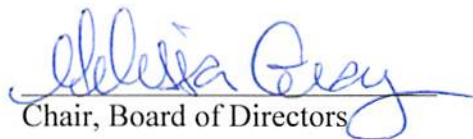
Next regularly scheduled meeting is August 10, 2017 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

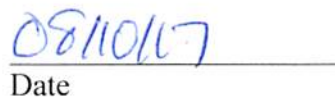


Tulsa County Conservation District  
5401 S. Sheridan Road, Suite 201 \* Tulsa, Oklahoma 74145-7522  
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## STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes from the **Regular Meeting** of the Tulsa County Conservation District Board of Directors held on **July 13, 2017** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **August 10, 2017**

  
Chair, Board of Directors

  
Date

Attest:



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

Date: July 13, 2017

Time: 4:00 PM

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

Members Absent: Jana Black, Vice Chairwoman

Others Present: Gabriel Parker, District Secretary

**1. Meeting Called to Order:**

Chairwoman, Melissa Gray called the meeting to order at 4:07 PM. She noted this was a regular meeting and is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on July 12, 2017 in the front window at 6660 S. Sheridan Rd. Suite 120, Tulsa, Oklahoma 74133.

**2. Roll Call**

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

**4. Consideration of Consent Agenda:**

- A. Approval of Minutes from the June 8, 2017 Regular Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending June 2017**
- C. Review of TACF Financials for Periods Ending in June 30, 2017**
- D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District**
- E. Approval of District Employee Timesheet & Leave Records for the Month of June**

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

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

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

**A. Approval of Cooperator Agreement for Terry Young**

After a brief discussion, John Beasley made a motion to approve the Cooperator Agreement for Terry Young. Tom Tolbert 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**B. Approval of Program Year 18 Application for James Adkins**

After a brief discussion, John Beasley made a motion to approve the Cost-Share Program Year 18 application for James Adkins. Tom Tolbert 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**C. Approval of Program Year 18 Application for Terry Young**

After a brief discussion, John Beasley made a motion to approve the Cost-Share Program Year 18 application for Terry Young. Tom Tolbert 2<sup>nd</sup> the motion. Nays: None. The motion carries.

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

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

Gabriel Parker said Cleon Bradford said he was going to be out this week and would not be able to attend this month's meeting. She said we should table this agenda item until the August 10<sup>th</sup> meeting. The board agreed to table the Agency Report until next month's meeting. No further action needed to be taken at this time.

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

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

**Zach Kilburn entered the meeting at 4:16 PM**

**C. Crow Creek update with Jean Lemmon**

Gabriel Parker said Jean would not be able to make tonight's meeting, but would give the update. She said after the Buffalo sod had been installed, communication in how to keep the sod watered fell through. As a result, many parts of the sod looked like it had died or went dormant. We had a leadership meeting on July 7, 2017 to discuss our options. We decided to have a volunteer go every other day for the next 3 weeks, for two hours in the morning to water the sod. Someone from the Stormwater group would meet the volunteer to connect a hose to the hydrant across the street to water the meadow. We decided the members of the planning group would volunteer to water the sod. Gabriel said the hope is that with a little more water we can bring the sod back to life. If that does not work, we talked a little bit about possibly seeding the dead spots in the fall. Other than that, we have a wait and see plan going forward. No further action needed to be taken at this time.

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

Gabriel said she participated in the Sapulpa Fishing Derby on June 3, 2017. She said it went well. Cheryl Cheadle also set up the fish print activity. Gabriel said there were about 50 people there, but overall a fun event. She said as a side note, she got eaten up by chiggers, which was not pleasant at all. Gabriel said we have started planning the next RMC. We decided to host one on alternative energy. We have picked a rough timeframe of sometime in February of 2018 to have the conference. Melissa Gray said she attended the RMC meeting July 6<sup>th</sup>. She said the meeting consisted of Gabriel, herself, Vernon Seaman, and Jana Black. We talked about potential locations for the RMC. Ray West had looked at the Garden Center, but there was a question on whether or not they were going to charge us to use the space. Another place that was discussed was the Community Center at Centennial Park. She said it would be free to use for City of Tulsa functions. It has a huge room that could potentially hold about 200 people. During the week the center is open from 9 AM-5 PM, but on the weekends they have limited hours. That may be a problem if we hold the conference on a Saturday. We thought about the target audience being the public rather than industry like in previous RMC's. The problem with that, is we would need to charge maybe \$25 in order to get people in the door. That means in order to make it worth our while, we would need to have at least 200 people including vendors to make up the difference. So we may need to revisit the audience and location. The main conference theme would be alternative energy which, to most on the committee, is in unfamiliar territory. Vernon has recruited some of his colleagues at INCOG to help support us in planning this RMC. The next meeting is going to be in two weeks or so. We are looking at other events going on in February to see if there will be any that could conflict with ours. Hopefully, we will have a better idea of what is going on in February, so we can set the date and the location. After that, we can start to plan the agenda, who the speakers will be, and food options. We will keep everyone updated along the way. No further action needed to be taken at this time.

**E. Discussion and Approval of A TCCD Board Member Attending NRCS Staff Meetings**

Melissa Gray said she attended the NRCS Joint Staff meeting on the 29<sup>th</sup>, and thought it was very informative. She was concerned with the timeframe in which a TCCD board member could attend the meetings in the future. Cleon Bradford thought the meetings could be held once a quarter, with each meeting alternating between the Pryor office and the TCCD office. If this was the case, a TCCD Director would only attend two meetings a year. Melissa was concerned with that possibility. She would like at least one member from the board to be able to attend every meeting. Since Cleon was not able to make this board meeting, she would like to wait until we could get input from him in order to make a final decision on future attendance. She did say that Cleon told her to tell the other board members that they have an open invitation to come to the field with him or Freddy Trujillo, to see what they do when they are out talking to a landowner. Melissa said she would love to take them up on that in the future. No further action needed to be taken at this time.

**F. Set Dates for Locally Led Meeting**

After a brief discussion, the board decided the Locally Led Meeting will be Wednesday September 13, 2017 at 6:00 PM. No further action needed to be taken at this time.

**G. NACD Urban Agriculture Conservation Grant Update**

Gabriel Parker said she had put this on the agenda in hopes that we would have heard about our grant submission. Gabriel said as of this afternoon, she had not seen any emails from NACD. Gabriel said she will send an email out as soon as she heard. No further action needed to be taken at this time.

**H. Discussion and Approval of the Reorganization of the Board**

After a brief discussion, the board decided to table discussion of reorganizing of the board until Jana Black was present. No further action needed to be taken at this time.

**I. Discussion and Approval of the 2017-2018 Joint Plan of Operations**

Gabriel Parker said she did not make many changes from last year's Joint Plan of Operations. The board noticed the wording on page 9, action item number 5 under the "When", was worded incorrectly. The board advised Gabriel to change the wording from "Whenever", to "As needed". The board also advised Gabriel to add an additional action item on page 6 related to grants. The action item should say, "Provide administrative and technical support to fulfill grant obligations", with the number throughout the year being set at "As needed". Who will help provide this support set as "all staff, the DC and TCCD board of Directors". When the support will be provided set to "When available". Zach Kilburn made a motion to approve the Joint Plan of Operations for FY- 2018 with the changes state above. John Beasley 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**J. Discussion and Approval of TCCD/NRCS Operational Agreement**

Gabriel Parker said we are supposed to approve the Operational Agreement each year, and she realized we not discuss and approved the Operational Agreement for 2016. She said she put this on the agenda, but since Cleon Bradford was not here to discuss the agreement, we should table this agenda item until he is present. The board agreed to table the discussion until next meeting.

**K. FY 17 Audit Information**

Gabriel said it was that time of year again. However, this year is an audit and not the usual compilation. That means it was going to be more expensive. Gabriel said if we go with Kimberley Meyer CPA, it will be about \$1200 including the filing fee of \$100. Gabriel said as of right now she looks to be the best price, and we have had great service with her. Zach Kilburn made a motion to approve Kimberley Meyer CPA to conduct the FY – 2017 Audit. Tom Tolbert 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**8. New Business:**

None

**9. Public Comments:**

None

**10. Adjourn:**

Meeting adjourned at 5:10 PM

Next regularly scheduled meeting is August 10, 2017 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

3:43 PM

07/05/17

Accrual Basis

**Tulsa County Conservation District**  
**Profit & Loss**  
**June 2017**

	<u>Jun 17</u>
<b>Income</b>	
Administrative Income	0.40
OCC Reimbursements	<u>139.83</u>
<b>Total Income</b>	140.23
<b>Expense</b>	
Administrative Expense	57.30
Director Fees	350.00
Employee Benefits	191.28
Payroll	803.23
Payroll Tax	806.03
Telephone and Internet	123.39
Travel	<u>88.38</u>
<b>Total Expense</b>	<u>2,419.61</u>
<b>Net Income</b>	<u><u>-2,279.38</u></u>

3:44 PM

07/05/17

Accrual Basis

**Tulsa County Conservasion District**  
**Profit & Loss Detail**  
**June 2017**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Income</b>								
<b>Administrative Income</b>								
Deposit	6/30/2017		Arvest	Interest Pay...		Arvest Checki...	0.39	0.39
Deposit	6/30/2017		Arvest	Interest Pay...		Arvest Special...	0.01	0.40
Total Administrative Income							0.40	0.40
<b>OCC Reimbursements</b>								
Deposit	6/22/2017		OCC	May 2017 Ge...		Arvest Checki...	139.83	139.83
Total OCC Reimbursements							139.83	139.83
Total Income							140.23	140.23
<b>Expense</b>								
<b>Administrative Expense</b>								
Check	6/13/2017		Wal-Mart	Board Meetin...		Arvest Checki...	8.48	8.48
Check	6/13/2017		Academy Sports & ...	Purchase of ...		Arvest Checki...	48.82	57.30
Total Administrative Expense							57.30	57.30
<b>Director Fees</b>								
Check	6/9/2017	8545	John Beasley	4th Quarter D...		Arvest Checki...	75.00	75.00
Check	6/9/2017	8542	Melissa Gray	4th Quarter D...		Arvest Checki...	75.00	150.00
Check	6/12/2017	8544	Zach Kilburn	4th Quarter D...		Arvest Checki...	75.00	225.00
Check	6/14/2017	8546	Tom Tolbert	4th Quarter D...		Arvest Checki...	50.00	275.00
Check	6/16/2017	8543	Jana Black	4th Quarter D...		Arvest Checki...	75.00	350.00
Total Director Fees							350.00	350.00
<b>Employee Benefits</b>								
Check	6/8/2017	8540	OCC	June 2017 P...		Arvest Checki...	191.28	191.28
Total Employee Benefits							191.28	191.28
<b>Payroll</b>								
Check	6/15/2017	8548	Gabriel S Parker	June 1-15th ...		Arvest Checki...	803.23	803.23
Total Payroll							803.23	803.23
<b>Payroll Tax</b>								
Check	6/12/2017		IRS	941 Tax Pay...		Arvest Checki...	650.84	650.84
Check	6/15/2017		Oklahoma Tax Com...	May 2017 Pa...		Arvest Checki...	90.00	740.84
Check	6/27/2017		Oklahoma Employ...	2nd Quarter ...		Arvest Checki...	65.19	806.03
Total Payroll Tax							806.03	806.03
<b>Telephone and Internet</b>								
Check	6/29/2017		COX Communicatio...	June 2017 P...		Arvest Checki...	123.39	123.39
Total Telephone and Internet							123.39	123.39

3:44 PM

07/05/17

Accrual Basis

**Tulsa County Conservastion District**  
**Profit & Loss Detail**  
**June 2017**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Travel								
Check	6/12/2017	8547	Gabriel S Parker	May 2017 Mil...		Arvest Checki...	88.38	88.38
Total Travel							88.38	88.38
Total Expense							2,419.61	2,419.61
Net Income							-2,279.38	-2,279.38

4:54 PM  
07/05/17  
Accrual Basis

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

	<u>Jul '16 - Jun 17</u>
<b>Income</b>	
Administrative Income	11,421.88
Cost-Share Reimbursements	2,429.39
OCC Reimbursements	<u>28,355.86</u>
<b>Total Income</b>	<b>42,207.13</b>
<b>Expense</b>	
Aministrative Expense	1,625.51
Cost-Share Payments	4,445.63
Director Fees	675.00
Employee Benefits	2,070.27
Office Supplies	45.56
Outreach Programs	72.92
Payroll	19,391.75
Payroll Tax	9,071.16
Postage	47.00
Professional Fees	545.00
Telephone and Internet	1,478.70
Travel	<u>1,133.36</u>
<b>Total Expense</b>	<b><u>40,601.86</u></b>
<b>Net Income</b>	<b><u><u>1,605.27</u></u></b>

4:55 PM  
07/05/17  
Accrual Basis

# Tulsa County Conservation District Profit & Loss Detail July 2016 through June 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Income</b>								
<b>Administrative Income</b>								
Deposit	7/22/2016		TCCD	DDA Deposit ...		Arvest Checki...	5,200.00	5,200.00
Deposit	7/29/2016		Arvest	Interest Pay...		Arvest Checki...	0.08	5,200.08
Deposit	8/31/2016		Arvest	Interest Pay...		Arvest Checki...	0.20	5,200.28
Deposit	9/30/2016		Arvest	Interest Pay...		Arvest Checki...	0.14	5,200.42
Deposit	10/31/2016		Arvest	Interest Pay...		Arvest Checki...	0.15	5,200.57
Deposit	11/30/2016		Arvest	Interest Pay...		Arvest Checki...	0.13	5,200.70
Deposit	12/30/2016		Arvest	Interest Pay...		Arvest Checki...	0.10	5,200.80
Deposit	1/31/2017		Arvest	Interest Pay...		Arvest Checki...	0.11	5,200.91
Deposit	2/28/2017		Arvest	Interest Pay...		Arvest Checki...	0.06	5,200.97
Deposit	3/31/2017		Arvest	Interest Pay...		Arvest Checki...	0.06	5,201.03
Deposit	4/28/2017		Arvest	Interest Pay...		Arvest Checki...	0.11	5,201.14
Deposit	4/28/2017		Arvest	Interest Pay...		Arvest Checki...	0.01	5,201.15
Deposit	5/16/2017		TACF	From TACF ...		Arvest Special...	6,220.00	11,421.15
Deposit	5/31/2017		Arvest	Interest Pay...		Arvest Checki...	0.32	11,421.47
Deposit	5/31/2017		Arvest	Interest Pay...		Arvest Special...	0.01	11,421.48
Deposit	6/30/2017		Arvest	Interest Pay...		Arvest Checki...	0.39	11,421.87
Deposit	6/30/2017		Arvest	Interest Pay...		Arvest Special...	0.01	11,421.88
							11,421.88	11,421.88
<b>Total Administrative Income</b>								
<b>Cost-Share Reimbursements</b>								
Deposit	12/23/2016		OCC	Cost-Share Y...		Arvest Checki...	2,429.39	2,429.39
							2,429.39	2,429.39
<b>Total Cost-Share Reimbursements</b>								
<b>OCC Reimbursements</b>								
Deposit	7/29/2016		OCC	July 2016 Sal...		Arvest Checki...	2,044.46	2,044.46
Deposit	8/9/2016		OCC	August 2016 ...		Arvest Checki...	2,044.46	4,088.92
Deposit	9/1/2016		OCC	July 2016 Ge...		Arvest Checki...	151.82	4,240.74
Deposit	9/21/2016		OCC	September 2...		Arvest Checki...	2,499.10	6,739.84
Deposit	10/7/2016		OCC	October 2016 ...		Arvest Checki...	2,044.46	8,784.30
Deposit	11/2/2016		OCC	November 20...		Arvest Checki...	2,044.46	10,828.76
Deposit	11/4/2016		OCC	September 2...		Arvest Checki...	224.75	11,053.51
Deposit	11/29/2016		OCC	October 2016...		Arvest Checki...	262.24	11,315.75
Deposit	12/6/2016		OCC	December 20...		Arvest Checki...	2,044.46	13,360.21
Deposit	12/22/2016		OCC	November 20...		Arvest Checki...	932.82	14,293.03
Deposit	1/4/2017		OCC	January 2017...		Arvest Checki...	2,000.14	16,293.17
Deposit	1/23/2017		OCC	February 201...		Arvest Checki...	2,206.15	18,499.32
Deposit	2/24/2017		OCC	January 2017...		Arvest Checki...	190.44	18,689.76
Deposit	2/27/2017		OCC	March 2017 ...		Arvest Checki...	2,460.02	21,149.78
Deposit	3/29/2017		OCC	April 2017 Sa...		Arvest Checki...	2,001.43	23,151.21
Deposit	3/31/2017		OCC	February 201...		Arvest Checki...	458.26	23,609.47
Deposit	4/12/2017		OCC	3rd Quarter ...		Arvest Checki...	325.00	23,934.47
Deposit	4/25/2017		OCC	May 2017 Sa...		Arvest Checki...	2,001.43	25,935.90
Deposit	5/1/2017		OCC	March 2017 ...		Arvest Checki...	213.51	26,149.41
Deposit	5/24/2017		OCC	Director Elect...		Arvest Checki...	65.19	26,214.60

4:55 PM

07/05/17

Accrual Basis

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	5/25/2017		OCC	June 2017 S...		Arvest Checki...	2,001.43	28,216.03
Deposit	6/22/2017		OCC	May 2017 Ge...		Arvest Checki...	139.83	28,355.86
Total OCC Reimbursements							28,355.86	28,355.86
Total Income							42,207.13	42,207.13
<b>Expense</b>								
<b>Aministrative Expense</b>								
Check	7/11/2016		Arvest	NSF/OD CH...		Arvest Checki...	17.00	17.00
Check	7/18/2016		Arvest	Over Draft Fee		Arvest Checki...	17.00	34.00
Check	7/19/2016		Arvest	Over Draft Fee		Arvest Checki...	17.00	51.00
Check	7/19/2016		Go Daddy Web Hos...	Annual Go D...		Arvest Checki...	54.51	105.51
Check	8/11/2016		Wal-Mart	Board Meetin...		Arvest Checki...	9.46	114.97
Check	8/16/2016	8485	Fuzzell's Copier	Quarter Copi...		Arvest Checki...	139.83	254.80
Check	8/23/2016		Check Depot.com	Reorderd Ch...		Arvest Checki...	89.25	344.05
Check	9/8/2016		Wal-Mart	Board Meetin...		Arvest Checki...	6.00	350.05
Check	10/13/2016		Wal-Mart	Board Meetin...		Arvest Checki...	9.98	360.03
Check	11/7/2016	8497	OACD	Area III Meeti...		Arvest Checki...	70.00	430.03
Check	11/10/2016		Wal-Mart	Board Meetin...		Arvest Checki...	7.48	437.51
Check	11/18/2016	8500	Fuzzell's Copier	Quarter Copi...		Arvest Checki...	139.83	577.34
Check	11/28/2016		Go Daddy Web Hos...	Domain & W...		Arvest Checki...	95.88	673.22
Check	12/8/2016		Wal-Mart	Board Meetin...		Arvest Checki...	28.73	701.95
Check	1/12/2017		Wal-Mart	Board Meetin...		Arvest Checki...	9.74	711.69
Check	1/26/2017	8511	HBA	2017 HBA H...		Arvest Checki...	100.00	811.69
Check	2/9/2017		Wal-Mart	Board Meetin...		Arvest Checki...	17.94	829.63
Check	2/14/2017	8517	OACD	OACD State ...		Arvest Checki...	250.00	1,079.63
Check	2/22/2017		BuzzBanner	Custom Tabl...		Arvest Checki...	82.05	1,161.68
Check	3/9/2017		Home Depot	Purchase of ...		Arvest Checki...	8.98	1,170.66
Check	3/10/2017	8515	Fuzzell's Copier	Quarter Copi...		Arvest Checki...	139.83	1,310.49
Check	3/21/2017		OK Secretary of State	Notary Rene...		Arvest Checki...	20.80	1,331.29
Check	4/12/2017		American Assoc of ...	Noary Stamp		Arvest Checki...	21.90	1,353.19
Check	4/26/2017		Secretary of State	2017-2021 N...		Arvest Checki...	10.00	1,363.19
Check	5/16/2017	8537	Fuzzell's Copier	Quarter Copi...		Arvest Checki...	139.83	1,503.02
Check	5/16/2017	8533	Tulsa World	April 2017 El...		Arvest Checki...	65.19	1,568.21
Check	6/13/2017		Wal-Mart	Board Meetin...		Arvest Checki...	8.48	1,576.69
Check	6/13/2017		Academy Sports & ...	Purchase of ...		Arvest Checki...	48.82	1,625.51
Total Aministrative Expense							1,625.51	1,625.51
<b>Cost-Share Payments</b>								
Check	7/8/2016		Charles Sisler	Charles Sisle...		Arvest Checki...	2,016.41	2,016.41
Check	12/27/2016	8508	Greg Daubney	Greg Daubne...		Arvest Checki...	2,429.22	4,445.63
Total Cost-Share Payments							4,445.63	4,445.63

4:55 PM

07/05/17

Accrual Basis

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Director Fees</b>								
Check	4/10/2017	8524	John Beasely	3rd Quarter ...		Arvest Checki...	75.00	75.00
Check	4/10/2017	8525	Jana Black	3rd Quarter ...		Arvest Checki...	75.00	150.00
Check	4/13/2017	8527	Tom Tolbert	3rd Quarter ...		Arvest Checki...	50.00	200.00
Check	4/14/2017	8526	Melissa Gray	3rd Quarter ...		Arvest Checki...	75.00	275.00
Check	5/15/2017	8523	Zach Kilburn	3rd Quarter ...		Arvest Checki...	50.00	325.00
Check	6/9/2017	8545	John Beasely	4th Quarter D...		Arvest Checki...	75.00	400.00
Check	6/9/2017	8542	Melissa Gray	4th Quarter D...		Arvest Checki...	75.00	475.00
Check	6/12/2017	8544	Zach Kilburn	4th Quarter D...		Arvest Checki...	75.00	550.00
Check	6/14/2017	8546	Tom Tolbert	4th Quarter D...		Arvest Checki...	50.00	600.00
Check	6/16/2017	8543	Jana Black	4th Quarter D...		Arvest Checki...	75.00	675.00
<b>Total Director Fees</b>							<b>675.00</b>	<b>675.00</b>
<b>Employee Benefits</b>								
Check	8/1/2016	8478	OCC	July 2016 Pr...		Arvest Checki...	151.28	151.28
Check	8/4/2016	8482	OCC	August 2016 ...		Arvest Checki...	151.28	302.56
Check	8/29/2016	8487	OCC	September 2...		Arvest Checki...	151.28	453.84
Check	10/6/2016	8490	OCC	Octoberr 201...		Arvest Checki...	151.28	605.12
Check	10/31/2016	8496	OCC	November 20...		Arvest Checki...	151.28	756.40
Check	12/14/2016	8503	OCC	December 20...		Arvest Checki...	151.28	907.68
Check	1/3/2017	8507	OCC	January 2017...		Arvest Checki...	191.28	1,098.96
Check	2/2/2017	8513	OCC	February 201...		Arvest Checki...	191.28	1,290.24
Check	3/10/2017	8519	OCC	March 2017 ...		Arvest Checki...	206.19	1,496.43
Check	4/24/2017	8530	OCC	April 2017 Pr...		Arvest Checki...	191.28	1,687.71
Check	5/19/2017	8535	OCC	May 2017 Pr...		Arvest Checki...	191.28	1,878.99
Check	6/8/2017	8540	OCC	June 2017 P...		Arvest Checki...	191.28	2,070.27
<b>Total Employee Benefits</b>							<b>2,070.27</b>	<b>2,070.27</b>
<b>Office Supplies</b>								
Check	12/13/2016		Office Depot	Office Suppli...		Arvest Checki...	31.27	31.27
Check	1/13/2017		Office Depot	Office Suppli...		Arvest Checki...	14.29	45.56
<b>Total Office Supplies</b>							<b>45.56</b>	<b>45.56</b>
<b>Outreach Programs</b>								
Check	9/14/2016		Dollar Tree	Monarch On ...		Arvest Checki...	18.45	18.45
Check	9/15/2016		Home Depot	Monarch On ...		Arvest Checki...	7.96	26.41
Check	9/21/2016		Wal-Mart	Monarch On ...		Arvest Checki...	16.14	42.55
Check	10/19/2016		Wal-Mart	Seasonal Hlg...		Arvest Checki...	17.54	60.09
Check	10/21/2016		Abco Rentals	Industrial Cof...		Arvest Checki...	12.83	72.92
<b>Total Outreach Programs</b>							<b>72.92</b>	<b>72.92</b>

4:55 PM

07/05/17

Accrual Basis

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

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Payroll</b>								
Check	7/25/2016	8479	Gabriel S Parker	July 1st -15th...		Arvest Checki...	849.26	849.26
Check	7/29/2016	8481	Gabriel S Parker	July 16th - 31...		Arvest Checki...	849.26	1,698.52
Check	8/16/2016	8484	Gabriel S Parker	August 1st -1...		Arvest Checki...	849.26	2,547.78
Check	8/31/2016	8486	Gabriel S Parker	August 16th -...		Arvest Checki...	849.26	3,397.04
Check	9/15/2016	8488	Gabriel S Parker	Spetember 1...		Arvest Checki...	849.26	4,246.30
Check	9/30/2016	8491	Gabriel S Parker	September 1...		Arvest Checki...	849.26	5,095.56
Check	10/14/2016	8492	Gabriel S Parker	Octoberr 1-1...		Arvest Checki...	849.26	5,944.82
Check	10/31/2016	8495	Gabriel S Parker	Octoberr 16-...		Arvest Checki...	849.26	6,794.08
Check	11/15/2016	8501	Gabriel S Parker	November 1-...		Arvest Checki...	849.26	7,643.34
Check	11/30/2016	8502	Gabriel S Parker	November16-...		Arvest Checki...	849.26	8,492.60
Check	12/15/2016	8505	Gabriel S Parker	December1-1...		Arvest Checki...	849.26	9,341.86
Check	12/30/2016	8506	Gabriel S Parker	December16-...		Arvest Checki...	849.26	10,191.12
Check	1/13/2017	8510	Gabriel S Parker	January 1-15...		Arvest Checki...	802.68	10,993.80
Check	1/31/2017	8512	Gabriel S Parker	January 16-3...		Arvest Checki...	802.68	11,796.48
Check	2/15/2017	8516	Gabriel S Parker	February 1-1...		Arvest Checki...	802.68	12,599.16
Check	3/2/2017	8518	Gabriel S Parker	February 16-...		Arvest Checki...	803.23	13,402.39
Check	3/17/2017	8520	Gabriel S Parker	March 1-15th...		Arvest Checki...	802.68	14,205.07
Check	3/31/2017	8529	Gabriel S Parker	March 16-31...		Arvest Checki...	803.23	15,008.30
Check	4/18/2017	8521	Gabriel S Parker	4th Year Lon...		Arvest Checki...	367.30	15,375.60
Check	4/27/2017	8532	Gabriel S Parker	April 1-15th P...		Arvest Checki...	803.23	16,178.83
Check	5/17/2017	8534	Gabriel S Parker	April 16-30th ...		Arvest Checki...	803.23	16,982.06
Check	5/19/2017	8536	Gabriel S Parker	May 1-15th P...		Arvest Checki...	803.23	17,785.29
Check	5/31/2017	8541	Gabriel S Parker	May 16-30th ...		Arvest Checki...	803.23	18,588.52
Check	6/15/2017	8548	Gabriel S Parker	June 1-15th ...		Arvest Checki...	803.23	19,391.75
<b>Total Payroll</b>							<b>19,391.75</b>	<b>19,391.75</b>
<b>Payroll Tax</b>								
Check	7/11/2016		IRS	941 Tax Pay...		Arvest Checki...	646.60	646.60
Check	7/18/2016		Oklahoma Tax Com...	June 2016 P...		Arvest Checki...	85.00	731.60
Check	8/10/2016		IRS	941 Tax Pay...		Arvest Checki...	646.61	1,378.21
Check	8/16/2016		Oklahoma Tax Com...	July 2016 Pa...		Arvest Checki...	85.00	1,463.21
Check	9/12/2016		IRS	941 Tax Pay...		Arvest Checki...	646.61	2,109.82
Check	9/16/2016		Oklahoma Tax Com...	August 2016 ...		Arvest Checki...	85.00	2,194.82
Check	9/23/2016		Oklahoma Employ...	3rd Quarter ...		Arvest Checki...	37.46	2,232.28
Check	10/7/2016		IRS	941 Tax Pay...		Arvest Checki...	646.41	2,878.69
Check	10/11/2016		IRS	941 Addition...		Arvest Checki...	0.20	2,878.89
Check	10/17/2016		Oklahoma Tax Com...	September 2...		Arvest Checki...	85.00	2,963.89
Check	11/10/2016		IRS	941 Tax Pay...		Arvest Checki...	646.61	3,610.50
Check	11/16/2016		Oklahoma Tax Com...	October 2016...		Arvest Checki...	85.00	3,695.50
Check	12/9/2016		IRS	941 Tax Pay...		Arvest Checki...	646.60	4,342.10
Check	12/15/2016		Oklahoma Tax Com...	November 20...		Arvest Checki...	85.00	4,427.10
Check	1/10/2017		IRS	941 Tax Pay...		Arvest Checki...	646.61	5,073.71
Check	1/18/2017		Oklahoma Tax Com...	December 20...		Arvest Checki...	85.00	5,158.71
Check	2/10/2017		IRS	941 Tax Pay...		Arvest Checki...	650.44	5,809.15
Check	2/15/2017		Oklahoma Tax Com...	January 2017...		Arvest Checki...	90.00	5,899.15
Check	3/10/2017		IRS	941 Tax Pay...		Arvest Checki...	650.44	6,549.59
Check	3/16/2017		Oklahoma Tax Com...	February 201...		Arvest Checki...	90.00	6,639.59
Check	4/4/2017		Oklahoma Employ...	1st Quarter 2...		Arvest Checki...	69.28	6,708.87

4:55 PM

07/05/17

Accrual Basis

**Tulsa County Conservasion District**  
**Profit & Loss Detail**  
**July 2016 through June 2017**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	4/10/2017		IRS	941 Tax Pay...		Arvest Checki...	715.82	7,424.69
Check	4/17/2017		Oklahoma Tax Com...	March 2017 ...		Arvest Checki...	100.00	7,524.69
Check	5/10/2017		IRS	941 Tax Pay...		Arvest Checki...	650.44	8,175.13
Check	5/17/2017		Oklahoma Tax Com...	April 2017 Pa...		Arvest Checki...	90.00	8,265.13
Check	6/12/2017		IRS	941 Tax Pay...		Arvest Checki...	650.84	8,915.97
Check	6/15/2017		Oklahoma Tax Com...	May 2017 Pa...		Arvest Checki...	90.00	9,005.97
Check	6/27/2017		Oklahoma Employ...	2nd Quarter ...		Arvest Checki...	65.19	9,071.16
Total Payroll Tax							9,071.16	9,071.16
<b>Postage</b>								
Check	12/1/2016		USPS	Purchase Rol...		Arvest Checki...	47.00	47.00
Total Postage							47.00	47.00
<b>Professional Fees</b>								
Check	11/28/2016	8498	Kimberley Meyer C...	FY 2016 Ann...		Arvest Checki...	545.00	545.00
Total Professional Fees							545.00	545.00
<b>Telephone and Internet</b>								
Check	7/29/2016		COX Communicatio...	July 2016 Pa...		Arvest Checki...	123.12	123.12
Check	8/29/2016		COX Communicatio...	August 2016 ...		Arvest Checki...	123.12	246.24
Check	9/29/2016		COX Communicatio...	September 2...		Arvest Checki...	123.12	369.36
Check	10/31/2016		COX Communicatio...	October 2016...		Arvest Checki...	123.03	492.39
Check	11/29/2016		COX Communicatio...	November 20...		Arvest Checki...	123.15	615.54
Check	12/29/2016		COX Communicatio...	December 20...		Arvest Checki...	123.15	738.69
Check	1/30/2017		COX Communicatio...	January 2017...		Arvest Checki...	123.28	861.97
Check	3/1/2017		COX Communicatio...	February 201...		Arvest Checki...	123.28	985.25
Check	3/29/2017		COX Communicatio...	March 2017 ...		Arvest Checki...	123.28	1,108.53
Check	4/28/2017		COX Communicatio...	April 2017 Pa...		Arvest Checki...	123.39	1,231.92
Check	5/30/2017		COX Communicatio...	May 2017 Pa...		Arvest Checki...	123.39	1,355.31
Check	6/29/2017		COX Communicatio...	June 2017 P...		Arvest Checki...	123.39	1,478.70
Total Telephone and Internet							1,478.70	1,478.70
<b>Travel</b>								
Check	7/25/2016	8480	Gabriel S Parker	June 2016 Mi...		Arvest Checki...	69.12	69.12
Check	8/16/2016	8483	Gabriel S Parker	July 2016 Mil...		Arvest Checki...	97.31	166.43
Check	9/13/2016	8489	Gabriel S Parker	August 2016 ...		Arvest Checki...	102.44	268.87
Check	10/24/2016	8494	Gabriel S Parker	September 2...		Arvest Checki...	101.63	370.50
Check	11/14/2016	8499	Gabriel S Parker	October 2016...		Arvest Checki...	139.21	509.71
Check	12/12/2016	8504	Gabriel S Parker	November 20...		Arvest Checki...	124.96	634.67
Check	1/13/2017	8509	Gabriel S Parker	December 20...		Arvest Checki...	35.86	670.53
Check	2/13/2017	8514	Gabriel S Parker	January 2017...		Arvest Checki...	67.16	737.69
Check	3/29/2017	8528	Gabriel S Parker	February 201...		Arvest Checki...	81.50	819.19
Check	5/17/2017	8531	Gabriel S Parker	March 2017 ...		Arvest Checki...	150.45	969.64

4:55 PM

07/05/17

Accrual Basis

**Tulsa County Conservation District**  
**Profit & Loss Detail**  
**July 2016 through June 2017**

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	5/19/2017	8538	Gabriel S Parker	April 2017 Mil...		Arvest Checki...	75.34	1,044.98
Check	6/12/2017	8547	Gabriel S Parker	May 2017 Mil...		Arvest Checki...	88.38	1,133.36
Total Travel							1,133.36	1,133.36
Total Expense							40,601.86	40,601.86
Net Income							1,605.27	1,605.27



P O BOX 1670  
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

## Statement Ending 06/30/2017

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number:

### Managing Your Accounts



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



CUSTOMER  
SERVICE (866) 952-9523



MAILING  
ADDRESS PO BOX 799  
LOWELL AR 72745



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

### Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$3,742.77
Total Current Value		\$3,742.77

### NON-PROFIT INTEREST CHECKING

#### Account Summary

Date	Description	Amount
06/01/2017	Beginning Balance	\$6,022.16
	2 Credit(s) This Period	\$140.22
	14 Debit(s) This Period	\$2,419.61
06/30/2017	Ending Balance	\$3,742.77

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.39
Interest Paid Year-to-Date	\$1.05
Interest Withheld Year-to-Date	\$0.00

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

#### Electronic Credits

Date	Description	Amount
06/22/2017	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$139.83

#### Other Credits

Date	Description	Amount
06/30/2017	INTEREST PMT	\$0.39

#### Electronic Debits

Date	Description	Amount
06/12/2017	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$650.84
06/13/2017	172595 POS PIN PUR FROM CHK ACADEMY SPORTS #84 TULSA, OK 5941	-\$48.82
06/13/2017	588529 POS PUR FROM CHK Wal-Mart Super Center BROKEN ARROW, OK 5411	-\$8.48
06/15/2017	TAX PAYMENTS OK TAX PMT	-\$90.00

**Statement Ending 06/30/2017**

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number:

**NON-PROFIT INTEREST CHECKING**

(continued)

**Electronic Debits (continued)**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
06/27/2017	EMPL SEC COMM EMPL SEC	-\$85.19
06/29/2017	COX COMM TUL BANK DRAFT Tulsa County Conservat	-\$123.39

**Checks Cleared**

<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>
8540	06/08/2017	\$191.28	8544	06/12/2017	\$75.00	8547	06/12/2017	\$88.38
8542*	06/09/2017	\$75.00	8545	06/09/2017	\$75.00	8548	06/15/2017	\$803.23
8543	06/16/2017	\$75.00	8546	06/14/2017	\$50.00			

\* Indicates skipped check number

**Daily Balances**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
05/31/2017	\$6,022.16	06/13/2017	\$4,809.36	06/22/2017	\$3,930.96
06/08/2017	\$5,830.88	06/14/2017	\$4,759.36	06/27/2017	\$3,865.77
06/09/2017	\$5,680.88	06/15/2017	\$3,866.13	06/29/2017	\$3,742.38
06/12/2017	\$4,866.66	06/16/2017	\$3,791.13	06/30/2017	\$3,742.77



P O BOX 1670  
LOWELL AR 72745

**ADDRESS SERVICE REQUESTED**

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

**Statement Ending 06/30/2017**

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number:

**Managing Your Accounts**

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

**Summary of Accounts**

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$83.13
Total Current Value		\$83.13

**NON-PROFIT INTEREST CHECKING**

**Account Summary**

Date	Description	Amount
06/01/2017	Beginning Balance	\$83.12
	1 Credit(s) This Period	\$0.01
	0 Debit(s) This Period	\$0.00
06/30/2017	Ending Balance	\$83.13

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.01
Interest Paid Year-to-Date	\$0.03
Interest Withheld Year-to-Date	\$0.00

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

**Other Credits**

Date	Description	Amount
06/30/2017	INTEREST PMT	\$0.01

**Daily Balances**

Date	Amount	Date	Amount
05/31/2017	\$83.12	06/30/2017	\$83.13



P O BOX 1670  
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

## Statement Ending 06/30/2017

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

### Managing Your Accounts



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



CUSTOMER  
SERVICE (866) 952-9523



MAILING  
ADDRESS PO BOX 799  
LOWELL AR 72745



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

### Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$5,222.02
Total Current Value		\$5,222.02

### NON-PROFIT INTEREST CHECKING

#### Account Summary

Date	Description	Amount
06/01/2017	Beginning Balance	\$5,221.59
	1 Credit(s) This Period	\$0.43
	0 Debit(s) This Period	\$0.00
06/30/2017	Ending Balance	\$5,222.02

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.43
Interest Paid Year-to-Date	\$2.44
Interest Withheld Year-to-Date	\$0.00

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

#### Other Credits

Date	Description	Amount
06/30/2017	INTEREST PMT	\$0.43

#### Daily Balances

Date	Amount	Date	Amount
05/31/2017	\$5,221.59	06/30/2017	\$5,222.02



P O BOX 1670  
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

## Statement Ending 06/30/2017

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number.

### Managing Your Accounts

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

### Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$10,581.99
Total Current Value		\$10,581.99

### BUSINESS MONEY MARKET

#### Account Summary

Date	Description	Amount
06/01/2017	Beginning Balance	\$10,580.69
	1 Credit(s) This Period	\$1.30
	0 Debit(s) This Period	\$0.00
06/30/2017	Ending Balance	\$10,581.99

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$1.30
Interest Paid Year-to-Date	\$8.78
Interest Withheld Year-to-Date	\$0.00

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

#### Other Credits

Date	Description	Amount
06/30/2017	INTEREST PMT	\$1.30

#### Daily Balances

Date	Amount	Date	Amount
05/31/2017	\$10,580.69	06/30/2017	\$10,581.99

Mailed 7/10/17

Form **941 for 2017: Employer's QUARTERLY Federal Tax Return**  
(Rev. January 2017) Department of the Treasury — Internal Revenue Service

950117  
OMB No. 1545-0029

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

**Report for this Quarter of 2017**  
(Check one.)

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

Instructions and prior year forms are available at [www.irs.gov/form941](http://www.irs.gov/form941).

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

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

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	<input type="text" value="1"/>																				
2	Wages, tips, and other compensation	2	<input type="text" value="6518.97"/>																				
3	Federal income tax withheld from wages, tips, and other compensation	3	<input type="text" value="900.00"/>																				
4	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/>	Check and go to line 6.																				
<table border="1"><thead><tr><th></th><th>Column 1</th><th></th><th>Column 2</th></tr></thead><tbody><tr><td>5a</td><td>Taxable social security wages</td><td><input type="text" value="6875.10"/> × 0.124 =</td><td><input type="text" value="852.51"/></td></tr><tr><td>5b</td><td>Taxable social security tips</td><td><input type="text" value="."/> × 0.124 =</td><td><input type="text" value="."/></td></tr><tr><td>5c</td><td>Taxable Medicare wages &amp; tips</td><td><input type="text" value="6875.10"/> × 0.029 =</td><td><input type="text" value="199.38"/></td></tr><tr><td>5d</td><td>Taxable wages &amp; tips subject to Additional Medicare Tax withholding</td><td><input type="text" value="."/> × 0.009 =</td><td><input type="text" value="."/></td></tr></tbody></table>					Column 1		Column 2	5a	Taxable social security wages	<input type="text" value="6875.10"/> × 0.124 =	<input type="text" value="852.51"/>	5b	Taxable social security tips	<input type="text" value="."/> × 0.124 =	<input type="text" value="."/>	5c	Taxable Medicare wages & tips	<input type="text" value="6875.10"/> × 0.029 =	<input type="text" value="199.38"/>	5d	Taxable wages & tips subject to Additional Medicare Tax withholding	<input type="text" value="."/> × 0.009 =	<input type="text" value="."/>
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5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	<input type="text" value="1051.89"/>																				
5f	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	5f	<input type="text" value="."/>																				
6	Total taxes before adjustments. Add lines 3, 5e, and 5f	6	<input type="text" value="1951.89"/>																				
7	Current quarter's adjustment for fractions of cents	7	<input type="text" value="0.00"/>																				
8	Current quarter's adjustment for sick pay	8	<input type="text" value="."/>																				
9	Current quarter's adjustments for tips and group-term life insurance	9	<input type="text" value="."/>																				
10	Total taxes after adjustments. Combine lines 6 through 9	10	<input type="text" value="1951.89"/>																				
11	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11	<input type="text" value="1951.89"/>																				
12	Total taxes after adjustments and credits. Subtract line 11 from line 10	12	<input type="text" value="."/>																				
13	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	13	<input type="text" value="."/>																				
14	Balance due. If line 12 is more than line 13, enter the difference and see instructions	14	<input type="text" value="."/>																				
15	Overpayment. If line 13 is more than line 12, enter the difference	<input type="text" value="."/>	Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.																				

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

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher.

Cat. No. 17001Z

Form **941** (Rev. 1-2017)

Next ►

Name (not your trade name)

Employer identification number (EIN)

Tulsa County Conservation District

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

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

- 16 Check one: ☐ Line 12 on this return is less than \$2,500 or line 12 (line 10 if the prior quarter was the fourth quarter of 2016) on the return for the prior quarter was less than \$2,500, and you didn't incur a \$100,000 next-day deposit obligation during the current quarter. If line 12 (line 10 if the prior quarter was the fourth quarter of 2016) for the prior quarter was less than \$2,500 but line 12 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

- ☒ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

Tax liability: Month 1 650 . 44

Month 2 650 . 84

Month 3 650 . 61

Total liability for quarter 1951 . 89 Total must equal line 12.

- ☐ You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to Form 941.

**Part 3: Tell us about your business. If a question does NOT apply to your business, leave it blank.**

- 17 If your business has closed or you stopped paying wages . . . . . ☐ Check here, and enter the final date you paid wages / / .

- 18 If you are a seasonal employer and you don't have to file a return for every quarter of the year . . . ☐ Check here.

**Part 4: May we speak with your third-party designee?**

Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details.

- ☒ Yes. Designee's name and phone number Gabriel Parker (918) 280-1596 x3

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

0 9 2 1 0

- ☐ No.

**Part 5: Sign here. You MUST complete both pages of Form 941 and SIGN it.**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Sign your name here

Print your name here

Gabriel Parker

Print your title here

District Secretary

Date

/ /

Best daytime phone

(918) 280-1596 x3

**Paid Preparer Use Only**Check if you are self-employed . . . ☐

Preparer's name

PTIN

Preparer's signature

Date

/ /

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

EIN

Address

Phone

City

State

ZIP code

# Oklahoma Employment Security Commission

## EMPLOYERS QUARTERLY CONTRIBUTION REPORT

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

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

1. Employee SSN	Change Type	2. Last Name	First Name	Middle Name	3. Total Wages Paid	4. Taxable Wages Paid
					\$6,518.97	\$6,518.97
				REPORT TOTAL	\$6,518.97	\$6,518.97

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

Month 1  Month 2  Month 3

15. Oklahoma Account Number:

16. Federal I.D. No:

17. Qtr / Yr:

2/2017

18. Due Date:

7/31/2017

19. Employer Name / Address

TULSA COUNTY CONSERVATION DIST

6660 S Sheridan Rd Ste 120

TULSA

OK

74133

-

5. TOTAL WAGES PAID.....

\$6,518.97

6. TAXABLE WAGES PAID.....

\$6,518.97

7. Contribution Rate for This Quarter.....

1%

8. Contributions Due.....

\$65.19

9. Interest Due.....

\$0.00

10. 10% Penalty Due + \$100.00 Penalty Due.....

\$0.00

11. Debit.....

\$0.00

12. AMOUNT DUE.....

\$65.19

13. Amount Paid.....

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

Contact Name: **Gabriel Parker**

Title: **District Secretary**

Contact Phone: **918-280-1659**

Date: **6/19/2017**

Confirmation No.: **1C2FE12523**

April, May, June 2017

## Use this form July 1, 2011 to June 30, 2014

**Conservation District:**

July-17

Month &amp; Year

Day of Month

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

[illegible][illegible]

Filing	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
General office correspondence		X		X	X	X		X	X	X	X						X	X		X	X	X	X	X		X
Record of meeting minutes						X																				X
Maintain office schedules		X		X	X	X		X	X	X	X						X	X		X	X	X	X	X		X
Maintain ledgers		X		X	X	X		X	X	X	X						X	X		X	X	X	X	X		X
Other Office Scanning		X								X	X						X	X		X	X	X	X	X		X

[illegible]

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 satisfaction.

Abigail Gery 08/24/17  
Conservation District Board Representative (Signature & Date)

NRCS District Conservationist (Signature & Date)

# TCCD Monthly Outreach and Activities Report

June 2017



## **Meetings:**

06/01/2017	Sustainable Tulsa Meeting
06/05/2017	Crow Creek Sod Planting Meeting w/ Ray Volentine
06/08/2017	TCCD Board Meeting
06/12/2017	Monarchs on the Mountain Planning Meeting
06/13/2017	RMC Planning Meeting
06/26/2017	Monarchs on the Mountain Planning Meeting (Did not Attend)
06/29/2017	MCCD/TCCD NRCS Staff Meeting

## **Special Events:**

06/03/2017	Sapulpa Fishing Derby and Outreach Event
------------	--

## **Upcoming Meetings**

07/06/2017	RMC Planning Meeting
07/13/2017	TCCD Board Meeting

## **Up Coming Events:**

07/20 – 7/21	2017 Tulsa County Free Fair
07/25/2017	South Haven Manor Community Center Creek Clean-Up

## **Upcoming NRCS Deadlines:**

06/02/2017	Contracts Obligation Deadline
06/20/2017	CSP Ranking Deadline

## **Upcoming Holidays:**

07/04/2017	4 <sup>th</sup> of July – Office will be Closed
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## **Side Notes:**

06/30/2017	Review Deadline for NACD Urban Sustainable Agriculture Grant
07/31/2017	Award Notification for NACD Urban Sustainable Agriculture Grant

## **Work Duties Performed:**

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

## CONSERVATION EDUCATION PROGRAM REPORT

Conservation District <b>Tulsa County</b>	District Number <b>2</b>
Activity Number (See Choices on Back) <i>Sapulpa Fishing Derby &amp; Outreach</i>	Date <i>06/03/17</i>
If activity is a Natural Resource Day did you use any of the TEAM RESOURCE TRUNKS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
If yes: specify which ones: (i.e. pond ecology, soil, etc.) _____	
Number of Schools Participating <i>N/A</i>	

**Number Reached**

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

TOTAL PARTICIPANTS *~ 50 - 60 people*

MARY FALLIN  
GOVERNOR

TODD LAMB  
LIEUTENANT GOVERNOR



TREY LAM  
EXECUTIVE DIRECTOR

LISA RYAN FLOWEN  
ASSISTANT DIRECTOR

June 6, 2017

Tulsa County  
5401 S. Sheridan, Ste. 201  
Tulsa, OK 74135

Dear Directors:

During their meeting on June 5, 2017, members of the Oklahoma Conservation Commission declared Zach Kilburn elected to District Director Position One on the Tulsa County Conservation District Board of Directors. A Certificate of Election is enclosed for presentation at your July board meeting.

The three year term of office begins July 1, 2017 and expires June 30, 2020. The Oath of Office and Loyalty Oath must be administered at the beginning of the new term and should be filed with your County Clerk. The District Director position description should also be signed during your board meeting.

If you have any question regarding this action please let us know.

Sincerely,

A handwritten signature in blue ink that reads "Trey Lam". The signature is written in a cursive style with a large "T" and "L".

Trey Lam  
Executive Director

TL:cc  
Enclosure



## CERTIFICATE OF ELECTION

*To Whom These Presents Shall Come: Greetings*

PURSUANT to the provisions of the Conservation District Act (27A O.S. § 3-1-101 et. seq.)

*Zach Kilburn*

is hereby issued this Certificate of Election to Position One on the

*Tulsa County Conservation District Board of Directors*

TO HAVE AND TO HOLD the said Office of Director, together with all powers, privileges and emoluments provided by law, for a period of three (3) years from the 1<sup>st</sup> day of July, 2017.

Approved this 6<sup>th</sup> day of June, 2017 in Oklahoma City, Oklahoma.



OKLAHOMA CONSERVATION COMMISSION

BY:

A handwritten signature in blue ink, appearing to read "Scotty Sherman".

Chairman

ATTEST:

A handwritten signature in blue ink, appearing to read "Greg Ham".

Executive Director

MARY FALLIN  
GOVERNOR

TODD LAMB  
LIEUTENANT GOVERNOR



TREY LAM  
EXECUTIVE DIRECTOR

LISA KNAUF OWEN  
ASSISTANT DIRECTOR

June 5, 2017

Board of Directors  
Tulsa County Conservation District  
6660 S. Sheridan, Ste. 120  
Tulsa, OK 74135

Dear Directors:

During their board meeting on June 5, 2017, Conservation Commission members approved the appointment of Jana Black to your Board of Directors. A Certificate of Appointment is enclosed for presentation at your board meeting. The new term of office will expire on June 30, 2019.

The Oath of Office and Loyalty Oath must be administered to Ms. Black prior to the beginning of the new term. The oaths can be found on the Commission's website with other conservation district forms and must be filed with your County Clerk's office. Please also provide a copy of the new *Conservation District Director Position Description* for signature and attestation at that time as well.

If you need further information, or have any questions, please contact us.

Sincerely,

A handwritten signature in blue ink that reads "Trey Lam".

Trey Lam  
Executive Director

TL:cc  
Enclosure



## CERTIFICATE OF APPOINTMENT

*To Whom These Presents Shall Come: Greetings*

THAT, having special faith and confidence in the ability of the individual named herein, and acting under and by virtue of the provisions of the Conservation District Act (27A O.S. § 3-1-101 et. seq.), be it known that the Oklahoma Conservation Commission, in a regular meeting held on the 5<sup>th</sup> day of June, 2017 has appointed and does hereby commission

***Jana Black***

as a Director of the

***TULSA COUNTY CONSERVATION DISTRICT***

TO HAVE AND TO HOLD the said Office of Director, together with all powers, privileges and emoluments provided by law, for a term to expire June 30, 2019.

Approved this 5<sup>th</sup> day of June, 2017 in Oklahoma City, Oklahoma.



OKLAHOMA CONSERVATION COMMISSION

BY:

Chairman

ATTEST:

Executive Director



**Joint Business Plan/  
Plan of Operations**

**Tulsa County Conservation District #2**

**&**

**Natural Resources Conservation Service  
Tulsa Field Office**

**July 1, 2017 – June 30, 2018**

# **Personnel**

## **Conservation District Directors**

Melissa Gray	Chairwoman
Jana Black	Vice-Chairwoman
Zach Kilburn	Treasure
John Beasley	Member
Tom Tolbert	Member

## **Associate Conservation District Directors**

Craig Thurmond

## **District Personnel**

Gabriel Parker	District Secretary
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## **Natural Resources Conservation Service Personnel**

Cleon Bradford	Acting District Conservationist
Freddy Trujillo	Soil Conservation Technician

## **District Board Meetings**

The Tulsa County Conservation District holds a regular Board Meeting on the second Thursday of every month at 4 p.m. at 6660 S Sheridan Rd Suite 120. Meetings are held at the district office and are open to the public.

## Approval Page

**Melissa Gray, Chairperson**

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**Jana Black, Vice-Chairperson**

---

**Zach Kilburn, Treasure**

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**John Beasley Member**

---

**Tom Tolbert, Member**

---

# Joint Plan of Operations

## June 30, 2017 – July 1, 2018

### GOAL # 1: INFORM AND EDUCATE THE PUBLIC IN TULSA COUNTY

NRCS Mission Goal 1: High Quality, Productive Soils

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

**OBJECTIVE # 1:** Conduct public information campaign to make county residents aware of NRCS and District programs and services.

Action Items:	Number	Who	When	Progress
1. Publicize timely news articles regarding conservation practices, program sign-up periods, and other information of interest to county residents	As available	DC/DS	As available	
2. Provide conservation information at Tulsa Farm Show	1 exhibit	DC/DS/Volunteers	December	
3. Provide a conservation display at the Tulsa Home and Garden Show	1 exhibit	DC/DS/Volunteers	March	
4. Promote Backyard Conservation Program	At booth exhibits	DC/DS	Throughout the year	
7. Promote Tulsa Land Judging Event with Tulsa Community College	1 event	DC/TCC staff	April	
10. Participate in the M.e.t.'s Downtown Environmental Expo, when possible	1 event	DM/DS	April	
11. Assist educators with outdoor classrooms	As Requested	DC/SC	As requested	

**Comments:**

**Objective #2:** Conserve & Improve Water Quality through the Implementation of the Tulsa County Blue Thumb Water Quality Education Program

<b>Action Items:</b>	<b>Number</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
1. Conduct water quality assessments on Tulsa County streams	14 Stream Sites	Blue Thumb staff/Volunteers	As needed	
2. Monitor Blue Thumb stream testing sites monthly to establish database	14 Stream Sites	Blue Thumb staff/DS Volunteers	When Available	
3. Conduct habitat assessments & fish collections	As needed	Blue Thumb staff/DS/Volunteers	Summer, when needed and available	
4. Conduct macroinvertebrate collections	14 Streams	Blue Thumb staff/DS/Volunteers	Winter Summer, when needed and available	
5. Conduct macroinvertebrate subsampling	14 Streams	Blue Thumb staff/DS/Volunteers	Spring Fall, when needed and available	
6. Test for Blue Thumb stream sites for coliform bacteria	4 samples each month	Blue Thumb staff/Volunteers	May-August when needed and available	
7. Cooperate with Oklahoma Blue Thumb and Earth Team Volunteers to conduct QA session	Quarterly AM and PM sessions	Blue Thumb staff/DS/Volunteers	January, April , July November, when needed and available	
8. Conduct an annual Blue Thumb training session	1 session	Blue Thumb staff/DS	September, when needed and available	

**Comments:**

### **GOAL # 3 – PROVIDE OUTREACH TO UNDERSERVED GROUPS, TRADITIONAL AGRICULTURAL GROUPS, AND CLIENTS**

NRCS Mission Goal 1: High Quality, Productive Soils

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

**OBJECTIVE # 1:** Hold meetings and make special efforts to work with the general public in Tulsa County

<b>Action Items:</b>	<b>Number</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
1. Resource Management Conference	1	All Staff/ Directors	As available	
2. Conduct local work group meeting	1	DC/DS	November	
3. Tulsa State Fair exhibit	1	All Staff/ Volunteers/ Directors	October	
4. Home and Garden Show exhibit	1	All Staff/ Volunteers/ Directors	March	
5. M.e.t's Environmental Expo exhibit, as available	1	DS/Volunteers	April	
6. Tulsa Farm Show exhibit	1	DS/DC	December	
8. Submit timely conservation program news, articles, stories, and announcements	6	DS/DC	As created	
9. Locally led meetings conducted for inventorying citizen resource concerns	2	DM/DS	September October	
11. Provide Community service hours for students needing credit for scholarships, funding or awards	As needed	DM/DS	As needed	
12. Attend Environmental Education Committee meetings, when available	12	DS	TBA	
13. Conduct an annual educational Volunteer Appreciation Dinner	1	All staff/Directors	When Available	
14. Cultivate partnerships with Native American Tribes	2 Tribes	DC/ Directors	As needed	

**Comments:**

**GOAL # 4 – IMPLEMENT AVAILABLE PROGRAMS TO ADDRESS LOCALLY IDENTIFIED RESOURCE CONCERNS**

NRCS Mission Goal 1: High Quality, Productive Soils

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

NRCS Mission Goal 5: An Adequate Energy Supply

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

**OBJECTIVE # 1:** Fully utilize funding from State and USDA programs to address conservation concerns

<b>Action Items:</b>	<b>Number</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
1. Evaluate current ranking criteria and make necessary changes for EQIP implementation	1	DM/DS/DC	October	
2. Evaluate current ranking criteria and make necessary changes for State Cost-share Program	1	DM/DS/DC	As CSP Year begins	
3. Hold and conduct sign-up for State Cost-share Program	1	DM/DS	After Item 2	
4. Conduct rankings and evaluations for State Cost-share Program	8	DM/DS/DC	After Item 3	
5. Complete conservation plans on accepted State Cost-share Program applications	5	DM/DC/SC	After Item 4	
6. Complete status reviews on all 2014 Farm bill contracts within required deadline dates	15	DM/DC	September, January	

**Comments:**

## **GOAL # 5 – EFFICIENTLY AND EFFECTIVELY MANAGE THE LOCAL OFFICE TO IMPLEMENT THE CONSERVATION PARTNERSHIP**

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Clean Air

NRCS Mission Goal 5: An Adequate Energy Supply

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

**OBJECTIVE # 1:** Utilize Team, District, NRCS and other partners to direct the local conservation program

<b>Action Items:</b>	<b>Number</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
1. Update conservation needs assessment to reflect locally led meeting input and resource concern changes occurring in Tulsa county	1	DC/DS	February	
2. Attend/Conduct Team meetings to address localized concerns	4	Staff, as available	August, November March, June	
3. Complete HEL/WC compliance reviews in a timely manner and submit required reports to the State Office	1	DS/DC	October	
4. Update practices quarterly in Share Point as required	4	DC	October, January April, July	
5. Schedule Resource Specialist to complete conservation planning review	2	DS/DC	Whenever	
6. Attempt to utilize at least 1 Earth Team Volunteer to assist with the local conservation program	3	DC/DS	As needed	
7. Cooperate with Tulsa Volunteer Center in Volunteer recruitment	1 cooperative agreement	Directors/DS	On going	
8. Encourage cooperation and provide assistance to Units of Government	10 assists	DS/All staff	As needed	
9. Work with agencies to emphasize and coordinate conservation activities	8 activities	DS/All staff	As needed	
10. Assist with U.S. Fish & Wildlife Service with "Partners for Wildlife Program"	1 assist	DS/DC/SC	As needed	
11. Assist Tulsa County Commissioners and Staff with Emergency Watershed Protection	1 project	DS/DC/SC	As Needed	

**Comments:**

**OBJECTIVE # 2:** Conserve Soil and Water Resources through Implementation of State Cost Share Program

<b>Action Items:</b>	<b>Number</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
1. Designate District & Technical Representatives	2	DC and TCCD Chair	December	
2. Select Approved Cost Share Practices	As offered	Board of Directors	As CSPY guidelines are released	
3. Develop Evaluation	1	Board of Directors	After Item 2	
4. Determine & approve applicant cost-share rate	1	Board of Directors	After Item 3	
5. Determine & Approve maximum cost share payment	1	Board of Directors	After Item 4	
6. Determine & Approve application period	Monthly	Board of Directors	Monthly	
7. Advertise Cost Share Program	Multiple	All staff	When funding becomes available	

**Comments:**

**OBJECTIVE # 3:** Provide assistance to OCC, OACD and other conservation districts

<b>Action Items:</b>	<b>Number</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
1. Assist other conservation districts with environmental education events	As offered	DS	As needed, and available	

**Comments:**

## **GOAL # 6 – PROMOTE USDA AND STATE CIVIL RIGHTS POLICIES AND OBSERVE DIVERSITY RECOGNITION CELEBRATIONS**

NRCS Mission Goal 2: Clean and Abundant Water  
 NRCS Mission Goal 3: Healthy Plant and Animal Communities  
 Mission Goal 4: Clean Air  
 NRCS Mission Goal 5: An Adequate Energy Supply  
 NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

NRCS

**OBJECTIVE # 1:** Discuss and abide by Federal, State and Local civil rights policies in the Tulsa Conservation District

<b>Action Items:</b>	<b>Number</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
1. Update and maintain required civil rights posters and displays	1	DC/DS	October	
2. Ensure and maintain handicapped accessibility in the Tulsa Field Office	1	DC	October	
3. Review PRS parity reports on a quarterly basis to ensure that all clients in Tulsa County are receiving equal and fair assistance	4	DC	October, January April, July	
4. Discuss the Cooperative Working Agreement between NRCS, OCC and TCCD at the February Board Meeting	1	DC	February	
5. Discuss and encourage employee participation in civil rights activities and special observance during designated months	5	DC/SC	October, November January, February September	
6. Include the non-discrimination statement on all documents meant for public distribution	12	All staff	September	
7. Discuss NRCS policies regarding Titles VI and VII of the CRA, sexual harassment, workplace violence and outreach with staff members quarterly staff meetings	4	DC	November, February May, August	

**Comments:**

## **GOAL # 7 – UTILIZE DISTRICT RESOURCES TO BENEFIT CONSERVATION**

NRCS Mission Goal 2: Clean and Abundant Water

NRCS Mission Goal 3: Healthy Plant and Animal Communities

NRCS Mission Goal 4: Air Quality

NRCS Mission Goal 5: An Adequate Energy Supply

NRCS Mission Goal 6: Working Farm and Ranch Lands (Urban Sprawl)

**OBJECTIVE # 1:** Operate and maintain district equipment and programs to apply conservation practices in Tulsa County

<b>Action Items:</b>	<b>Number</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
1. Ensure district inventory of Blue Thumb chemicals and supplies is adequate to address the need for monitoring water quality.	1	DS	As needed	
2. Ensure that district inventory of storm drain stenciling materials is adequate.	1	DS	As needed while supplies last	
3. Purchase supplies necessary to complete the goals of the Conservation District board	As needed	DS	As needed	

**Comments:**

**OBJECTIVE # 2:** Efficiently manage district financial resources according to state policy in Tulsa County

<b>Action Items:</b>	<b>Number</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
1. Execute District Financial audit to ensure integrity and conform to state requirements.	1	DM/DS	July	
2. Keep financial and payroll account current accurate	1	DM/DS	July	

**Comments:**

**OBJECTIVE # 3: Efficiently manage district human resources to accomplish priority objectives**

<b>Action Items:</b>	<b>Number</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
1. Conduct employee performance reviews on an annual basis to ensure adequate accomplishments	1	Board of Director's	March	

**Comments:**

**OBJECTIVE # 4: Maintain District Director membership according to Oklahoma State Laws**

<b>Action Items:</b>	<b>Number</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
1. Conduct elections for District Director positions that expire this fiscal year	As needed	All staff	March	
2. Take necessary steps to reappoint District Director positions that expire this fiscal year	As needed	DS	March	
3. Maintain a list of eligible and interested potential directors	1	DS	March	

**Comments:**

**OBJECTIVE # 5: Maintain and improve legislative efforts.**

<b>Action Items:</b>	<b>Number</b>	<b>Who</b>	<b>When</b>	<b>Progress</b>
1. Directors attend legislative days and events	3	Directors	As needed	
2. Increase legislative correspondence	As needed	All staff/Directors	As needed	

**Comments:**

## 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 point of contact, 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

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

723 West Doolin

Blackwell, OK 74631

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

June 22, 2017

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

We are pleased to confirm our understanding of the services we are to provide for Tulsa County Conservation District for the year ended June 30, 2017. We will audit the cash basis financial statements, which comprise the statement of assets, liabilities and net position as of June 30, 2017 and the related statement of revenues, expenses and changes in net position for the year then ended and the related notes to the financial statements.

## **Audit Objectives**

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with the cash basis of accounting. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Tulsa County Conservation District and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Tulsa County Conservation District's financial statements. Our report will be addressed to the board of directors of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance will include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion of the effectiveness of internal control or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and to those charged with governance that an audit in accordance with generally accepted auditing standards in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Audit Procedures – General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgement about the number of transactions to be examined and the areas to be tested. 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 financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or regulations that are attributable to the entity or acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or government regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditor.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the account and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matter that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures- Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Tulsa County Conservation District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **Other Services**

We will assist in preparing the financial statements and related notes of Tulsa County Conservation District in conformity with the cash basis of accounting based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management responsibilities**

Management is responsible for designing, implementing and maintaining effective internal controls, including monitoring ongoing activities, and helping to ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the cash basis of accounting, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the association received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the association complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to assume all management responsibilities for the financial statement preparation services, and any other nonattest services we provide; you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Audit Administration, Fees and Other**

We understand that your employees will prepare all cash, contribution and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

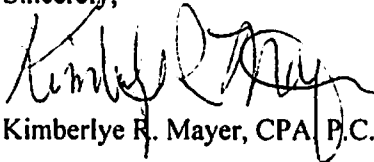
The audit documentation for this engagement will be retained for a minimum of five years after the report release date.

The audit documentation for this engagement is the property of Kimberlye R. Mayer, CPA, P.C., and constitutes confidential information. However, we may be requested to make certain audit documentation available to certain regulatory agencies pursuant to District given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of Kimberlye R. Mayer CPA, P.C.'s personnel.

Our fee for these service will be \$1,030. This fee includes up to 10 copies of the audit report. Our fee will be billed as work in progress and invoices will be payable upon presentation. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

If the above terms are acceptable to you and the services outlined are in accordance with your requirements, please sign the copy of this letter in the space provided and return it to us.

Sincerely,



Kimberlye R. Mayer, CPA P.C.

The terms and services described in the foregoing letter are in accordance with our requirements and are acceptable to us.

TULSA COUNTY CONSERVATION DISTRICT

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

723 West Doolin

Blackwell, OK 74631

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

June 22, 2017

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

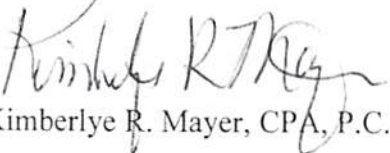
We were pleased to be able to perform the compilation for the Tulsa County Conservation District for the year ended June 30, 2016 and we hope you will consider us for the current year engagement.

The fee for an audit will be \$1,030 plus an additional \$100 for the State Auditor's fee for the year ending June 30, 2017.

Enclosed are two engagement letters. If the board approves the audit bid, please sign one copy and return it to us.

If you have any questions, please call.

Sincerely,



Kimberlye R. Mayer, CPA, P.C.

# FY-2018 District Allocation Summary

Last	District	Code	Hours	Wcomp	Hrly	Long Yrs	Long Amt	Total Allocation	Total Emp Costs
Parker	Tulsa County	01	2076	8810	10.50	5	426.00	<u>23,924.14</u>	<u>35,282.86</u>
TOTAL ALLOCATED PERSONNEL -								<u>23,924.14</u>	
(OBJECT CODE 12) UNALLOCATED -								<u>0.00</u>	
OPERATING EXPENSES -								<u>3,000.00</u>	
TOTAL FY-2018 ALLOCATION -								<u>26,924.14</u>	

## **ADOPTED POLICIES FOR FISCAL YEAR 2018**

1. All employee positions (District and Commission) that become vacant will be reviewed and will require justification before approval to fill the position; shared positions between 2 or more districts will be encouraged. Future employee allocations will be dependent on the level of legislative appropriations.
2. The maximum number of hours for a non-benefitted part-time district employee will be 1599 hours.
3. Failure to perform audits and/or submit preclaim payments (for retirement and insurance) within the established timeframe will result in OCC withholding payment of district claims until compliance is accomplished.
4. In order for a district to be eligible to continue receiving a personnel allocation from OCC; the districts must perform annual performance evaluations on all staff.

MARY FALLIN  
GOVERNOR

TODD LAMB  
LIEUTENANT GOVERNOR



Our Land • Our Heritage • Our Future

TREY LAM  
EXECUTIVE DIRECTOR

LISA RNAUF OWEN  
ASSISTANT DIRECTOR

TO: All Conservation District Offices and District Board Chairmen

FROM: Trey Lam, Executive Director

A handwritten signature in black ink, appearing to read "Trey Lam", is written over the printed name.

DATE: July 10, 2017

SUBJECT: District Allocation for Fiscal Year 2018  
Director Meeting Expenses  
Retirement Contributions  
Employee Confirmation of Benefits  
Deadline for Claims Paid From Fiscal Year 2017 Funds  
Claims Procedures  
Part-Time Employees  
Sales Tax  
District Audit / Compilation  
NRCS Contributions Agreement

#### **District Allocations For Fiscal Year 2018**

Enclosed is a printout of your district's personnel and operating expenses allocation for fiscal year 2018. Included in your personnel allocation is the gross allocation (hourly rate x number of allocated hours), longevity and FICA. Adjustments to your personnel allocation for any excess benefit allowance that is not used for benefits and is added to your monthly payroll will be made during the last quarter of FY-2018. The employee costs that are not included in the allocation are paid directly by the Commission.

#### **Director Meeting Expenses**

The Commission has set the reimbursement rate for director meeting expense not to exceed \$25 per meeting per board member. There is not a separate allocation for Director Meeting Expense this year. If a district chooses to be reimbursed for Director Meeting Expense this year, it will go against the balance of operating expense funds.

#### **Retirement Contributions**

The employee's contribution rate for all salary and longevity is 3.5 percent and the employer's contribution rate is 16.5 percent. Any additional salary paid through local funds is subject to the same contributions rates. It is the district's responsibility to pay the employer's share of retirement on all local salary.

### **Employee Confirmation of Benefits**

The state legislature did not increase the employee benefit allowance during the 2017 legislative session. It will remain at the current level in calendar year 2018. New employee Confirmation of Benefits for Plan Year 2018 will be mailed to the district in December 2017 after the option period selections have been made. The current confirmation of benefits will continue to be used through the December 2017 payroll.

### **Deadline for Claims From Fiscal Year 2017**

All claims for reimbursement of fiscal year 2017 expenses must be received in the Commission office no later than Friday, August 4, 2017. All claims submitted after this date will be returned unpaid and must be paid from locally earned funds.

### **Claims Procedures**

All monthly expenditures claimed for reimbursement should be submitted on one claim form with the exception of the following items: Watershed Rehabilitation, Water Quality and Cost Share payments.

Every item included on your claim for reimbursement must include the appropriate item code describing the type of expenditure. A list of authorized item codes is available on the Commission website and should be referenced when preparing claims. Salary items should be listed first on the claim with all other item codes listed in ascending numerical order. Each item code should be listed only once, with one total for all items under each code.

All funding information on the claim should be left blank. This will be completed at the Commission office.

All claims for reimbursement must be supported by appropriate backup documentation. Examples of appropriate backup documentation would include the employee payroll worksheet (OCC 4-D with original signatures), employee time sheet (OCC 4-B with original signatures), invoices, and a photocopy of the EFTPS payment confirmation of federal payroll taxes. Please remember that withholding payments are to be made monthly, not quarterly. All invoices that you provide as backup documents must include the word "OK", paid with check #, the date and your initials. All original signatures must be in blue ink. All claims received without the appropriate backup will be returned to the district office. If you have any questions about this procedure, please contact Lisa Knauf Owen, Assistant Director.

To assure the timely processing of all claims, it is necessary that all claims be filed immediately following approval by the district board of directors. This will enable the Commission to maintain and make available the most current information related to district funding.

### **Part-Time Employees**

For Conservation Districts with unallocated personnel funds, the maximum number of eligible work hours during a twelve month period is 1599. The 12-month period begins from the employee's date of hire. A part-time employee cannot work more than 1599 hours within this 12-month time frame. The district will be responsible for tracking the number of hours worked to make sure that each employee does not exceed the work hour limit. Hourly salary and the employer's share of FICA/Medicare can be reimbursed from the funds provided in your allocation for part-time employees.

### **Sales Tax**

Just a reminder that sales made by conservation districts are subject to sales tax, unless specifically exempt by Statute. Districts that offer goods (grass seed, trees, irrigation supplies, etc.) for sale are required to obtain a sales tax permit. All sales must be reported to the Oklahoma Tax Commission, whether or not sales tax is collected. For additional information go to the Oklahoma Tax Commission website: [www.oktax.state.ok.us](http://www.oktax.state.ok.us)

### **District Audit / Compilation**

Districts whose name begins with the letter O through Z will be required to secure an audit. All others will be required to secure a compilation. A listing of auditors that are authorized to perform government audits can be obtained at [http://www.ok.gov/oab\\_web](http://www.ok.gov/oab_web) and selecting Government Auditor List located on the right side of the page. If the district is required to have an audit this fiscal year, the auditor must be on this list. If the district is required to have a compilation, the auditor is not required to be on this list.

The form "Timeframe for Completing District Audit/ Compilation" must be submitted to the Commission no later than September 8, 2017. It must include the auditor's and board member's signatures. The form is available on the Commission's website.

### **NRCS Contributions Agreement**

The Commission and NRCS signed the contributions again this year. As in the past, each district and local NRCS field office should review the current local operational agreement and have a conversation in a board meeting that outlines the agreed upon tasks the district will assist with in the delivery of federal conservation programs. The local operational agreement and performance worksheet will be emailed to districts this week. Funds from the contribution agreement are used to help pay the cost of employee benefits. Should you have any questions regarding the agreement, please contact Lisa Knauf Owen, Assistant Director.