


NOTICE OF CHANGE IN MEETING DATE, TIME AND/OR PLACE

In accordance with the Oklahoma Open Meeting Act (Title 25 of the Oklahoma Statutes, Section 301 and following as amended) the Tulsa County Conservation District Board of Directors, a governmental subdivision and public body of the State of Oklahoma, with offices located at 6660 S Sheridan Rd. Suite 120 Tulsa, OK 74133 files this Notice of Change of Meeting, Date, Time and/or Place with the County Clerk of Tulsa County, Oklahoma.

Original Meeting Date, Time and Place Thursday July 10, 2014 4:00 PM 6660 S. Sheridan Rd Suite 120, Tulsa, OK 74133
This is a: <input checked="" type="checkbox"/> Special Meeting <input type="checkbox"/> Emergency Meeting <input type="checkbox"/> Canceled Meeting <input type="checkbox"/> Continued or Reconvened <input type="checkbox"/> Rescheduled Regular Meeting
New Meeting Date, Time and Place Thursday July 17, 2014 4:00 PM 6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133
Remarks: There was a lack of quorum at our original meeting time and date.

NAME OF PERSON REPORTING: Name (Type or Print) <u>Gabriel Parker</u> Title <u>District Secretary</u> Signature <u></u> Date <u>July 15, 2014</u>
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AGENDA
Board of Directors Special Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
July 17, 2014 - 4:00 PM

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
4. Consideration of Consent Agenda:
 - A. Approval of Minutes from the June 12, 2014 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending June 2014
 - C. Review of TACF Financials for Period Ending June 2014
 - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
 - E. Approval of District Employee Timesheet & Leave Records for the Month of June
 - F. Acceptance of Conservation Program Specialist Reports
 - G. Acceptance of District Conservationist Agency Report
 - H. Acceptance of NRCS Farm Bill performance worksheets
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost Share Program Year 15
7. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Board Position Recruitment and Recommendation:
 - a) Elected (Appointed) Director Position #1
 - B. Creek Clean-Up Results
 - C. Fiscal Year 2014 Audit – Bid from Anne M. Elfrink
 - D. OACD Dues
 - E. Discussion of Long Range Plan
 - F. District Allocation for FY 2015
 - G. Approval of TACF 2014 By-Laws
 - H. 7/7/2014 TACF Board Meeting Notes
 - I. Discussion about AT&T Issues
8. Public Comments:
9. Adjourn:

Next regularly scheduled meeting is August 14, 2014 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



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

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **July 17, 2014** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **August 25, 2014**

Scott Couder
Chair, Board of Directors

8/25/14
Date

Attest:

Matthew Parker

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

Date: July 17, 2014

Time: 4:00 PM

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

Members Absent: None

Others Present: Cleon Bradford, Acting District Conservationist NRCS
Gabriael Parker, District Secretary
Zach Kilburn, Public

1. Meeting Called to Order:

Chairman Beasley called the meeting to order at 4:07 PM. He noted this was a Special meeting and is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on June 11, 2014 in the front window at 6660 S. Sheridan Rd. Suite 120. Tulsa, Oklahoma 74133.

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
4. Consideration of Consent Agenda:
 - A. Approval of Minutes from the June 12, 2014 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending June 2014
 - C. Review of TACF Financials for Period Ending June 2014
 - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
 - E. Approval of District Employee Timesheet & Leave Records for the Month of June
 - F. Acceptance of Conservation Program Specialist Reports
 - G. Acceptance of District Conservationist Agency Report
 - H. Acceptance of NRCS Farm Bill performance worksheets

After a brief discussion, Scott VanLoo made a motion to accept the consent agenda as presented. Roy Foster 2nd 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 15

Gabriel Parker said that she had no recent developments with the cost share participants. No further action needed to be taken.

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

A. Board Position Recruitment and Recommendation:

a) Elected (Appointed) Director Position #1

John Beasley introduced Zack Kilburn as a person who was interested in becoming a board member. Other members of the board gave a brief overview of the district and what role they play within the Tulsa area. Gabriel said that if Zach was interested in becoming a board member, she would need to have him fill out some paperwork at the next meeting and the board would need to vote to approve him as a member. No further action needed to be taken at this time.

B. Creek Clean-Up Results

Scott VanLoo said that there were an estimated amount of 75 bags of trash was collected by about 60 volunteers. He also said that the Tulsa Zoo now has some permanent signage along the bridge as you walk up to the entrance of the zoo for the City of Tulsa and other sponsors of the event. Overall the event was a huge success even with a few setbacks with the registration.

C. Fiscal Year 2014 Audit – Bid from Anne M. Elfrink

Gabriel Parker said that this was just an FYI. This was the second bid that we have received for FY 2014's full audit. In the letter from Ms. Elfrink, she said it would cost \$3,500.00 to complete.

D. OACD Dues

Gabriel said the deadline to have the membership fees into the OACD was July 15, 2014. She said they since they were not mandatory, she felt like at this particular time we could not afford the \$400.00. No further action needed to be taken.

E. Discussion of Long Range Plan

After a brief discussion, Craig Thurmond made a motion to accept the Long Range Plan as presented. Scott VanLoo 2nd the motion. Nays: None. The motion carries.

F. District Allocation for FY 2015

This was an FYI for the board to let them know what we were allocated for this fiscal year. Everyone was pleased to see that the allocation had monies for the new Community Outreach Coordinator. No further action needed to be taken.

G. Approval of TACF 2014 By-Laws

Scott VanLoo wanted to say that Richard Smith from the TACF did a phenomenal job in drafting the TACF By-Laws. He wanted to say that he appreciated all of his hard work in doing so. After that brief discussion, Craig Thurmond made a motion to accept the TACF By-Laws as presented. Scott VanLoo 2nd the motion. Nays: None. The motion carries.

H. 7/7/2014 TACF Board Meeting Notes

There was a brief discussion on what was talked about at the TACF meeting on July 7, 2014. One of the main topics up for discussion was the possibility of planning a spring 2015 RMC. Richard Smith stated it would be a good time to pull things together to host one. He had mentioned that

they should put together a planning committee to start the planning process in the next month or two.

I. Discussion about AT&T Issues

Gabriel had informed the board of all the issues we were having with moving the phone line and internet from the old building to the new one. It had become a huge thorn in her side. She had been in talks with cox to see what kind of deal they could give TCCD and discovered is they switched, it could save them anywhere from \$40.00 to \$80.00 a month. One big problem that she was having with AT&T is not only did the botch the move, but they changed the phone number twice without notification. She said that AT&T could not bring the old phone number to the new building. Gabriel said she had spoken to NRCS State Office in Stillwater about getting rid of the TCCD line (since AT&T switched the number anyway) and just using the NRCS phone lines. She also said that she had spoken to OCC and they did not have a problem with that either. Roy Foster stated that he thought switching would be a good idea. He said that if he would not mind paying a little more if we can somehow keep our old number 918-280-1595 with Cox. The board instructed Gabriel to go ahead and set up the switch to Cox. They said if we can keep the old numbers proceed with phone and internet, but if we could not keep the number, to just set up internet and use the NRCS phone lines.

8. Public Comments: None

9. Adjourn: Scott VanLoo made a motion to adjourn the meeting, Craig Thurmond 2nd the motion. Nays: None. The motion carries.

Next regularly scheduled meeting is August 14, 2014 at 4:00 PM at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

Tulsa County Conservation District
Profit & Loss Detail
 June 2014

10:21 AM
 07/28/14
 Accrual Basis

Type	Date	Num	Name	Memo	Cir	Split	Amount	Balance
Income								
Administrative Income								
Deposit	6/12/2014		TCCD	Sale of office...		Arvest Special...	200.00	200.00
Deposit	6/30/2014		Arvest	Interest Pay...		Arvest Checki...	0.22	200.22
Deposit	6/30/2014		Arvest	Interest Pay...		Arvest Special...	0.01	200.23
Deposit	6/30/2014		Arvest	Interest Pay...		Arvest Money ...	0.21	200.44
Total Administrative Income								
							200.44	200.44
OCC Reimbursements								
Deposit	6/19/2014		OCC	Reimburse...		Arvest Checki...	2,260.84	2,260.84
Total OCC Reimbursements								
							2,260.84	2,260.84
Total Income								
							2,461.28	2,461.28
Expense								
Director Fees								
Check	6/13/2014	8284	John Beasley	4th Quarter D...		Arvest Checki...	50.00	50.00
Check	6/16/2014	8286	Roy Foster	4th Quarter D...		Arvest Checki...	75.00	125.00
Check	6/24/2014	8287	Craig Thurmond	4th Quarter D...		Arvest Checki...	50.00	175.00
Total Director Fees								
							175.00	175.00
Employee Benefits								
Check	6/4/2014	8281	OCC	June 2014 Pr...		Arvest Checki...	116.68	116.68
Total Employee Benefits								
							116.68	116.68
Office Supplies								
Check	6/13/2014	8289	Wal-Mart	Supplies for ...		Arvest Checki...	20.44	20.44
Total Office Supplies								
							20.44	20.44
Payroll								
Check	6/13/2014	8282	Gabriel S Parker	June 1-15th ...		Arvest Checki...	839.67	839.67
Total Payroll								
							839.67	839.67
Payroll Tax								
Check	6/10/2014		IRS	941 Tax Pay...		Arvest Checki...	572.16	572.16
Check	6/20/2014		Oklahoma Tax Com...	May 2014 Pa...		Arvest Checki...	75.00	647.16
Total Payroll Tax								
							647.16	647.16
Telephone and Internet								
Check	6/23/2014		AT&T	May 2014 Pa...		Arvest Checki...	128.32	128.32
Total Telephone and Internet								
							128.32	128.32

Tulsa County Conservation District
Profit & Loss Detail
 June 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Travel Check	6/13/2014	8283	Gabriel S Parker	May 2014 Mil...		Arvest Checki...	115.25	115.25
Total Travel							115.25	115.25
Total Expense							2,042.52	2,042.52
Net Income							418.76	418.76

10:22 AM

07/28/14

Accrual Basis

Tulsa County Conservastion District
Profit & Loss
June 2014

	<u>Jun 14</u>
Income	
Administrative Income	200.44
OCC Reimbursements	2,260.84
Total Income	2,461.28
Expense	
Director Fees	175.00
Employee Benefits	116.68
Office Supplies	20.44
Payroll	839.67
Payroll Tax	647.16
Telephone and Internet	128.32
Travel	115.25
Total Expense	2,042.52
Net Income	<u><u>418.76</u></u>

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Statement Date: 6-30-14
Account No: 002 555 142 E
Enclosures: 7

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!

TULSA COUNTY CONSERVATION DISTRICT
5401 S SHERIDAN RD STE 201
TULSA OK 74145-7522

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

Balance Last Statement 5-31-14 142
+Deposits/Credits 1 5,710.14
-Withdrawals/Debits 10 2,260.84
-Service Charge .00
+Interest Paid .22
Balance This Statement 5,928.68

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

Date	Tracer	Description	Amount
6-30	9990000000000001	INTEREST PMT	.22

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

Date	Tracer	Description	Amount
6-10	161000000004216	IRS USATAXPYMT	572.16-
6-19	170000000197174	TULSA COUNTY CONSERVAT VENDOR PAYMENTS MISC REIMB	2,260.84
6-20	171000000080486	TULSA COUNTY CONSERVAT TAX PAYMENTS OK TAX PMT	75.00-

6-23 174000000085514 ATT Payment 128.32-
Tulsa Co Conservation

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

Check No.	Date	Amount	Check No.	Date	Amount
8281	6-04	116.68	8286*	6-16	75.00
8282	6-13	839.67	8287	6-24	50.00
8283	6-13	115.25	8289*	6-13	20.44
8284	6-13	50.00			

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

Interest Paid this Year .99
Interest Withheld this Year .00
Average Collected Balance 5,382.85

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

Date	Rate	Date	Rate	Date	Rate
5-31	.050				

Continued on Next Page

Statement Date: 6-30-14
Account No:

TULSA COUNTY CONSERVATION DISTRICT

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

Date	Balance	Date	Balance	Date	Balance
5-31	5710.14	6-04	5593.46	6-10	5021.30
6-13	3995.94	6-16	3920.94	6-19	6181.78
6-20	6106.78	6-23	5978.46	6-24	5928.46
6-30	5928.68				

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 6-30-14
Account No:
002 555 150 E
Enclosures:

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!

TULSA COUNTY CONSERVATION DISTRICT
5401 S SHERIDAN RD STE 201
TULSA OK 74145-7522

```
***** BUSINESS MONEY MARKET *****
                                           150
Balance Last Statement 5-31-14          2,501.05
+Deposits/Credits                      .00
-Withdrawals/Debits                     .00
-Service Charge                          .00
+Interest Paid                           .21
Balance This Statement                    2,501.26
***** DESCRIPTIVE TRANSACTIONS *****
Date      Tracer      Description      Amount
6-30 999000000000001 INTEREST PMT          .21
***** INTEREST SUMMARY *****
Interest Paid this Year                1.82
Interest Withheld this Year            .00
Average Collected Balance            2,501.05
***** INTEREST RATE SUMMARY *****
Date      Rate      Date      Rate      Date      Rate
5-31      .100
***** DAILY BALANCE SUMMARY *****
Date      Balance    Date      Balance    Date      Balance
5-31      2501.05    6-30      2501.26
```

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Statement Date: Page 1
6-30-14
Account No:
002 555 142 E
Enclosures: 1

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!

TULSA COUNTY CONSERVATION DISTRICT
5401 S SHERIDAN RD STE 201
TULSA OK 74145-7522

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

Balance Last Statement	5-31-14	183.18	142
+Deposits/Credits	1	200.00	
-Withdrawals/Debits		.00	
-Service Charge		.00	
+Interest Paid		.01	
Balance This Statement		383.19	

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

Deposit	Date
200.00	6-12

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

Date	Tracer	Description	Amount
6-30	9990000000000001	INTEREST PMT	.01

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

Interest Paid this Year	.06
Interest Withheld this Year	.00
Average Collected Balance	309.84

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

Date	Rate	Date	Rate	Date	Rate
5-31	.050				

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

Date	Balance	Date	Balance	Date	Balance
5-31	183.18	6-12	383.18	6-30	383.19

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR 72745

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

Statement Date: 6-30-14

Customer Service: (866) 952-9523

Account No:
002 555 150

Enclosures:

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!

*****AUTO**5-DIGIT 74133
15084 0.6130 AV 0.381 59 1 234


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

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

Balance Last Statement	5-31-14	15,525.24
+Deposits/Credits		.00
-Withdrawals/Debits		.00
-Service Charge		.00
+Interest Paid		1.91
Balance This Statement		15,527.15

***** DESCRIPTIVE TRANSACTIONS *****
Date Tracer Description Amount
6-30 9990000000000001 INTEREST PMT 1.91

***** INTEREST SUMMARY *****
Interest Paid this Year 11.55
Interest Withheld this Year .00
Average Collected Balance 15,525.24

***** INTEREST RATE SUMMARY *****
Date Rate Date Rate Date Rate
5-31 .150

***** DAILY BALANCE SUMMARY *****
Date Balance Date Balance Date Balance
5-31 15525.24 6-30 15527.15



ARVEST BANK
P O BOX 1670
LOWELL AR 72745

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

Customer Service: (866) 952-9523

Page 1
Statement Date: 6-30-14

Account No:
002 555 142

Enclosures:

GET AS LOW AS 2.49% APR DURING OUR SUMMER LOAN SALE!

*****AUTO**5-DIGIT 74133
15083 0.6130 AV 0.381 59 1 233

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

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

Balance Last Statement	5-31-14		
+Deposits/Credits		5,705.14	
-Withdrawals/Debits		.00	
-Service Charge		.00	
+Interest Paid		.00	
Balance This Statement		5,705.37	

***** DESCRIPTIVE TRANSACTIONS *****
Date Tracer Description Amount
6-30 9990000000000001 INTEREST PMT .23

***** INTEREST SUMMARY *****
Interest Paid this Year 1.44
Interest Withheld this Year .00
Average Collected Balance 5,705.14

***** INTEREST RATE SUMMARY *****
Date Rate Date Rate Date Rate

***** DAILY BALANCE SUMMARY *****
Date Balance Date Balance Date Balance
5-31 5705.14 6-30 5705.37

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

950114
 OMB No. 1545-0029

Employer identification number (EIN) -

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

Trade name (if any)

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

TULSA **OK** **74145**
 City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2014
 (Check one.)

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

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

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

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1

2 Wages, tips, and other compensation 2

3 Federal income tax withheld from wages, tips, and other compensation 3

4 If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6.

	Column 1		Column 2
5a Taxable social security wages . . .	<input type="text" value="8405.02"/>	$\times .124 =$	<input type="text" value="1042.22"/>
5b Taxable social security tips . . .	<input type="text" value="0.00"/>	$\times .124 =$	<input type="text" value="0.00"/>
5c Taxable Medicare wages & tips. . .	<input type="text" value="8405.02"/>	$\times .029 =$	<input type="text" value="243.75"/>
5d Taxable wages & tips subject to Additional Medicare Tax withholding	<input type="text" value="0.00"/>	$\times .009 =$	<input type="text" value="0.00"/>

5e Add Column 2 from lines 5a, 5b, 5c, and 5d 5e

5f Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions) 5f

6 Total taxes before adjustments. Add lines 3, 5e, and 5f 6

7 Current quarter's adjustment for fractions of cents 7

8 Current quarter's adjustment for sick pay 8

9 Current quarter's adjustments for tips and group-term life insurance 9

10 Total taxes after adjustments. Combine lines 6 through 9 10

11 Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, 944-X (PR), or 944-X (SP) filed in the current quarter 11

12 Balance due. If line 10 is more than line 11, enter the difference and see instructions 12

13 Overpayment. If line 11 is more than line 10, enter the difference Check one: Apply to next return. Send a refund.

Name (not your trade name)

Tulsa County Conservation District

Employer identification number (EIN)

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

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see Pub. 15 (Circular E), section 11.

14 Check one: [] Line 10 on this return is less than \$2,500 or line 10 on the return for the prior quarter was less than \$2,500, and you did not incur a \$100,000 next-day deposit obligation during the current quarter. If line 10 for the prior quarter was less than \$2,500 but line 10 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.

[X] 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 1 977. 65

Month 2 572. 16

Month 3 572. 16

Total liability for quarter 2121. 97 Total must equal line 10.

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

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

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

16 If you are a seasonal employer and you do not have to file a return for every quarter of the year [] Check here.

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

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

[X] Yes. Designee's name and phone number Gabriel Parker District Secretary

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

[] No.

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

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



Sign your name here

[Signature box]

Print your name here

Gabriel Parker

Print your title here

District Secretary

Date / /

Best daytime phone (918) 280-1595

Paid Preparer Use Only

Check if you are self-employed []

Preparer's name

PTIN

Preparer's signature

Date / /

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

EIN

Address

Phone

City State

ZIP code

**CPS Report
July 2014**

Meetings:

7/11/2014 Environmental Education Committee Meeting

Special Events: None

Up Coming Events: None

Work Duties Performed:

- ❖ Assist with agenda and minutes for meetings
- ❖ Answer phones
- ❖ Long Range Plan
- ❖ Cost-Share Year 15 assistance
- ❖ Office Move

TULSA COUNTY CONSERVATION DISTRICT
TULSA F.O. NRCS REPORT
July 10, 2014

Conservation Stewardship Program (CSP)

- Preapproved application 4
- Currently conducting field verification due by 7/11/14
- Contracts Obligated by 7/24/14

Environmental Quality Incentive Program (EQIP)

- Applications 22
- Sent pending eligibility letters 6/19/14
- Zone 2 Cropland Application Ranking completed 4 applications
- Zone 2 Socially Disadvantage Ranking completed 5 applications
- Zone 2 Beginning Farmer/Rancher Ranking completed 5 applications
- Tulsa County Grazing Lands Ranking due by 8/1/14. 12 applications

State Cost-share

Tommy Curtsinger- completed pond construction. Freddy has completed checkout. Practice meets specs. Payment is needed.

Outreach Event

NONE

Office Relocation

The landlord signed condition survey agreeing to how the office was left after relocating to the new office. All items were removed from the old office building. We have requested shelves for organizing and storing items.

Performance Worksheet/Operational Tasks

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

Tulsa County

Conservation District: _____

June-14

Month & Year

Day of Month

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

Conservation Planning

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

Outreach for Farm Bill Programs

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

Administrative Assistance for Farm Bill Programs

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

Farm Bill Contracting

Explain and promote farm bill programs																														
Local work group coordination																														
Complete program applications																														
Program application rankings																														
Compile and file applications																														
Prepare and mail form letters						X																								
Plan and contract development																														
Provide technical assistance																														
Update and maintain LTP-003																														

Other Farm Bill Activities (add as needed)

Office Move	X	X	X	X	X				X	X	X	X			X	X	X	X			X	X	X	X	X	X				X
-------------	---	---	---	---	---	--	--	--	---	---	---	---	--	--	---	---	---	---	--	--	---	---	---	---	---	---	--	--	--	---

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 60 Hours

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

Conservation District Board Representative (Signature & Date)

NRCS District Conservationist (Signature & Date)

Anne Marie Elfrink, MS, CPA

Member of the AICPA, OSCP, and GFOA

3119 E 87th Street
Tulsa, Oklahoma 74137

Anne.Elfrink@CPA.com

918-361-2133
Fax: 918-512-4280

July 1, 2014

To the Board of Trustees and Gabrielae Parker
Tulsa County Conservation District
6660 S Sheridan Road, Suite 120
Tulsa, OK 74133

I am pleased to confirm our understanding of the services we are to provide to Tulsa County Conservation District for the Year ended June 30, 2014. I will audit the financial statements – cash basis of the Tulsa County Conservation District as of and for the year ended June 30, 2013.

Audit Objectives

The objective of my audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with a cash basis of accounting, which is a special purpose framework other than accounting principles generally accepted in the United States of America. My 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 the Tulsa County Conservation District and other procedures I consider necessary to enable me to express an opinion. I will issue a written report upon completion of our audit of the Tulsa County Conservation District's financial statements. My report will be addressed to management and the governing board of the Tulsa County Conservation District. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify my opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions on the financial statements are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed opinions, I may decline to express an opinion or issue reports, or may withdraw from this engagement.

I 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 and other matters will include a paragraph that states (1) 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 on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during my audit I become aware that the Tulsa County Conservation District is subject to an audit requirement that is not encompassed in the terms of this engagement, I will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. As part of the audit, I will assist with preparation of your financial statements and related notes. 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*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help 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 in conformity with U.S. generally accepted accounting principles, 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 me 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 I may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

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

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government 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 me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that I 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 for me 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 me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on my 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.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment 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 presentation of the financial statements. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. 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 I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by me, 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 governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential, and of any material abuse that comes to my attention. My responsibility as auditor is limited to the period covered by my audit and does not extend to later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I 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 my audit, I 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

My audit will include obtaining an understanding of the government 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. My 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 my 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, I will communicate to management and those charged with governance internal control related matters 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, I 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 my audit will not be to provide an opinion on overall compliance and I will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

I may from time to time, and depending on the circumstances, use third-party service providers in serving your account. I may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, I will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that I am unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by any such third-party service providers.

I understand that your employees will prepare all cash or other confirmations I request and will locate any documents selected by me for testing.

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

The audit documentation for this engagement is the property of Anne Marie Elfrink, CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Oklahoma State Auditor and Inspector or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Anne Marie Elfrink, CPA's personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oklahoma State Auditor and Inspector.

If I am aware that a federal awarding agency or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

I expect to begin my audit on approximately August 1, 2014 and to issue my reports no later than November 30, 2014. Anne Elfrink is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

My fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that I agree that my gross fee, including expenses, will not exceed \$3,500. My standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

We appreciate the opportunity to be of service to the Tulsa County Conservation District and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



Anne Marie Elfrink, MS, CPA

RESPONSE:

This letter correctly sets forth the understanding of The Tulsa County Conservation District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Accountant's Technical Qualifications

Firm Information:

Anne Marie Elfrink, CPA is registered with the Oklahoma State Board of Accountancy as performing government. She is an active member in good standing with the Oklahoma Society of Certified Public Accountants (OSCPA) and the American Institute of Certified Public Accountants (AICPA) and participates in the OSCP A Peer Review Program and the AICPA Peer Review Program. She is a member of the Government Financial Officers Association (GFOA) and serves as a reviewer for the Certificate of Excellence in Financial Reporting program, specializing in the review of financial statements of small municipalities (less than \$200 MM in annual revenue) nationwide.

Qualifications and Experience of Key Personnel:



Anne Marie Elfrink, MS, CPA

- MS, Professional Accountancy, Long Island University, January, 1987
- Certified Public Accountant in the State of Washington with reciprocal certification in the State of Oklahoma (since 1996) License # 13591
- More than 27 years professional accounting experience to include more than 15 years financial management experience in the government and non-profit arena
- CFO for the Little Rock School District (~\$330MM annual budget)
- Director of Accounting for Tulsa Public Schools (8 years) (~\$500MM annual budget)
- Controller for large non-profit in the Tulsa area (~\$100MM annual budget)
- Senior Audit Manager, managing all government and non-profit audits, for regional accounting firm in Tulsa, OK
- Audit Manager, managing all government and non-profit audits for firm in Tacoma, WA
- CFO for large road construction company with asphalt plant in southeast Georgia
- Ten years adjunct teaching experience in accounting and economics; full time faculty at Georgia Southern University teaching accounting
- Statewide payroll supervisor for the University of Alaska Systems

Anne Marie Elfrink, MS, CPA

Member of the AICPA, OSCP, and GFOA

3119 E 87th Street
Tulsa, Oklahoma 74137

Anne.Elfrink@CPA.com

918-361-2133
Fax: 918-512-4280

Audit Approach

- **Familiarization phase** – this phase includes a review of financial statements, communication with the prior auditor, meetings with key management officials and/or board members to become familiar with the various operations and concerns, a tour of major facilities or buildings, identification of significant federal and state funding sources, and review of major legal documents related to entity formation and capitalization.
- **Internal control evaluation**- during this phase, the internal control processes are mapped through interviews and questionnaires and a walkthrough is performed of key internal control processes. Financial systems are also identified and documented. The internal control system as it relates to federal programs is reviewed. Key control processes that may be relied upon are tested and test results are documented.
- **Risk assessment and audit planning**- through interviews and as a result of work performed in the above phases, a thorough assessment of risk – both inherent and control risk – is performed and documented. Materiality levels are set for both the audit in general as well as for federal award programs. An audit approach for each audit area is identified and a plan is prepared. The audit team meets to discuss risks, audit approach to minimize the risks, and resultant plan.
- **Federal program compliance work**- the Schedule of Expenditures of Federal Awards (SEFA) is reviewed for completeness and the major programs are identified. For each of the major programs, the specific compliance requirements are identified as well as the key internal controls over these compliance areas. The internal controls are tested (if not included in the testing of controls, above). Next, actual compliance with each of the 14 compliance areas is tested for each major program. Noted exceptions are investigated and documented.
- **Audit programs and procedures** – This phase involves the substantiation of the assertions of the financial statements through various testing of transaction details, inquiries, and observations. Assertions best supported through third party confirmations are identified and confirmations are prepared and sent to those parties. A separate program is performed for each of the audit areas. A significant amount of onsite work is necessary in this phase as the source documents are examined.
- **Evaluation of Audit Findings and Financial Statement Review** – the results of all work performed to date are assessed and issues or questions are resolved. Audit differences are identified and communicated to management. The financial statements, including all required disclosures, are reviewed and agreed to supporting documentation from the audit. Control deficiencies are aggregated and evaluated for reporting requirements.
- **Report and communications preparation** – The standard audit (financial statements), internal control (“Yellow Book” or Governmental Auditing Standards), and internal control over major programs (A-133) reports are prepared. A communication that involves a summary of audit observations is prepared for the governing board. A management letter may also be prepared for internal control issues that are not considered significant. Once the report package is finalized and converted to an electronic format, the Data Collection Form is filed electronically with the Federal Audit Clearinghouse. The SAI 2643 is prepared and is filed, along with an electronic copy of the report package. The audit is presented to the governing board.

Professional References – Anne Marie Elfrink, CPA

City of Morris, Oklahoma – Audit for fiscal year 2012 - 2014

Contact: Kimberly Johnson, City Clerk – kjimorrisclerk4@windstream.net 918-367-5517

City of Mustang, Oklahoma – Audit for fiscal years 2013 - 2014, including OMB Circular A133 audit

Contact: Janet Watts, Finance Director - jwatts@cityofmustang.org 405-376-7703

City of Crescent, Oklahoma – Audit for fiscal years 2013 – 2014

Contact: Ed Stanton, City Manager - estanton@cityofcrescent.com 405-969-2538

Claremore Industrial and Economic Development Authority- Audit for fiscal years 2009 through 2012, includes Claremore Regional Airport

Contact: Bob Waters, CPA - rwaters.wscpas@sbcglobal.net 918-341-5424

Town of Chouteau, Oklahoma – Audit for fiscal years 2010 through 2014

Contact: Cherry Dry, Town Clerk - cherry@chouteautel.com 918-476-5902

Town of Davenport, Oklahoma – Audit for fiscal years 2009 through 2014 – including initial fixed asset valuation and OMB Circular A133 audit

Contact: Jane Bromley, Town Clerk - jane@davenportok.com 918-377-2235

Town of Depew, Oklahoma – Audit for fiscal years 2008 through 2014, OMB Circular A133 audit in 2014

Contact: Susan B Case, Town Clerk - townofdepew@att.net 918-367-5517

Town of Avant, Oklahoma – AUP report for fiscal years 2013 – 2014

Contact: Earleen Reedy, Town Clerk/Treasurer - avantutilities@aol.com 918-263-3205

City of Yale, Oklahoma – Audit for fiscal years 2008 through 2011, including OMB Circular A133 audit

Contact: Clara Welch, City Manager – cwelch@yaleok.org 918-387-2405

Deep Fork Community Action Foundation, Inc. – Financial statement audit for fiscal years 2013 – 2014, including OMB Circular A133 audit, numerous governmental programs including child nutrition

Contact: Christie Baldrige, Executive Director, christiebaldrige-deepfork@yahoo.com 918-756-2826 Ext.110 or 115

Fayetteville Public Schools – Performance audit in 2009 related to general disbursements and cash, and in 2013 related to the child nutrition program

Contact: Dr. Lisa Morstad, CFO, lisa.morstad@fayar.net 479-444-3000

Crooked Oak Schools, OKC, OK – Performance audit of payroll remittances including reconciliation with Oklahoma Teachers Retirement records for fiscal years 2007 through 2012 (completed in 2013)

Contact: Brad Richards, Superintendent, BRichards@crookedoak.org 405-677-3452

Also engaged for FY2014:

Town of Prue, Oklahoma – Audits for FY2012, FY2013, and FY2014

City of Nowata, Oklahoma – Audit for FY2014

Chouteau Education Facilities Authority – Audit for FY2014

Steven F. Cundiff
Certified Public Accountant, Inc.
205 West Seventh, Suite 201-A, P.O. Box 187
Stillwater, Oklahoma 74076
(405) 372-4822 FAX (405) 372-4828

System Review Report

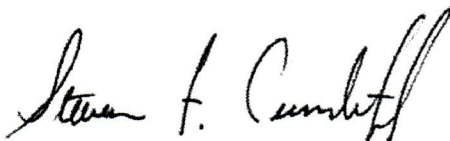
August 29, 2013

To Anne Marie Elfrink, MS, CPA
And the Peer Review Committee of the OSCPA

We have reviewed the system of quality control for the accounting and auditing practice of Anne Marie Elfrink, MS, CPA (the firm) in effect for the year ended May 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Anne Marie Elfrink, MS, CPA in effect for the year ended May 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Anne Marie Elfrink, MS, CPA has received a peer review rating of *pass*.



Steven F. Cundiff, CPA, Inc.



OSCPA Peer Review Program
Administered in Oklahoma by the
Oklahoma Society of CPAs



AICPA Peer Review Program
Administered in Oklahoma and South Dakota by the
Oklahoma Society of CPAs

October 23, 2013

Anne Marie Elfrink, CPA
Anne Marie Elfrink, MS, CPA
3119 E 87th St
Tulsa, OK 74137

Dear Ms. Elfrink:

It is my pleasure to notify you that on October 17, 2013 the Oklahoma Society of CPAs Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is **November 30, 2016**. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

David L. Eatmon, CPA
Peer Review Committee Chair

cc: Steven Frank Cundiff, CPA, Reviewer

Firm Number: 5220629

Review Number: 350922

Letter ID: 835776



Oklahoma Association of Conservation Districts

June 13, 2014

Dear Tulsa County Conservation District,

Many of you have asked if Clay Pope, Executive Director of OACD, is leaving the organization. The answer is yes. Clay has served the organization and helped us grow to where we are today, but has decided to pursue other opportunities effective July 1, 2014.

As the association navigates this transition, we'll be in touch with more details.

If you have any questions or concerns, feel free to contact me at 580.541.2699

Thank you for all of your hard work and commitment to preserve Oklahoma's natural resources.

Kim Farber, Board President

LOCAL
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GLOBAL
IMPACT

Dear District Board Members and Employees,

As we move into 2014, we are reminded more every day what challenges we will be presented with this year. We are at a crossroads as an organization and it is important now, more than ever, that each of you be aware and involved as we move forward to continue to do our work to protect our state's natural resources and maintain the strong partnership we have used to build one of the most successful conservation delivery systems in the country. OACD, the Districts, the Commission, and NRCS are all facing budget cuts that could be deeper than we have ever seen before. It is important that we work together to find new and innovative solutions to these complex problems and have the input from each and every district that wants to be part of the solution moving forward.

In addition to feeling the pressure of funding shortfalls, Mother Nature is also reminding us of how important our work really is and continues to be, no matter what our bank account may look like. In recent days, we have seen pictures from our own member districts in the panhandle that look as though they came straight out of Ken Burns' documentary about The Dust Bowl. In the face of exceptional drought conditions, just the wrong pattern of weather could cause those pictures to be more and more commonplace. It is during these times that we have to tell our story. We have to remind everyone why conservation districts were formed and why, after all these years, we are still a necessary and vital part of our state and nation's infrastructure. It is important for OACD to have our members directing that narrative to tell their stories.

We understand, however, that fighting to keep the doors open while you are facing a wall of dust that could cause damage, destruction, and even death is not a place anyone would want to be. That's why it is **so** important that each district be an active and engaged member of OACD in 2014. We need the districts to go beyond just writing the check for the dues that keep the organization going from day to day. Without the districts, there is no OACD and we, as an organization, are dedicated to that idea and hope that each district knows that OACD not only works for districts, but is right there with you every day. Moving into this difficult year, more than any time before, we are focused on supporting and fighting for each district that is willing to fight to keep their doors open. At the same time, we will continue to strive for new initiatives that will help insure that together we can weather the storm and maybe even come out on the other side a little better off than when we went in.

As always, please feel free to contact us with any questions, concerns, ideas, or thoughts. It's going to take all of us, but working together we can make a difference.

Sincerely,

Kim Farber
President, OACD

LOCAL
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IMPACT



2014 OACD Dues Invoice

OACD Annual Organizational Dues: \$400.00

- Payment fulfills requirement for district to be a member in good standing of OACD
- Payment in full (through one-time or installment payments) will qualify district for "Member Registration" pricing at the 2015 State Meeting

Dues payment options: One time installment of \$400.00

Two installments of \$200.00

Four installments of \$100.00

**Amount Due as of 7/15/2014 (unless
installment plan indicated): \$400.00**

Make checks payable to:

OACD

PO Box 2775

Oklahoma City, OK 73101

Also, in order to make sure we have current information for all districts, please return the form below with your payment **if** any of this information has changed. If everything is the same, you can simply send the payment via mail. Also, due to many districts requesting receipts last year, upon receiving payment, we will issue you a receipt via email. If you need the receipt sent via mail, please indicate that when you send your payment and we will send it to the district office address on file.

District: _____

Please list any new Directors or Employees since January, 2013:

Has the district moved or gotten a new address? Please provide up-to-date information here:

OACD thanks you for your hard work, dedication to, and support of conservation and the protection of Oklahoma's natural resources!

Duties to be performed at the Tulsa County Conservation District office:

District Programs

The District Manager will develop, conduct, and coordinate all conservation district programs relating to soil erosion, water quality, and other important urban environmental issues. To that end, the DM serves as the Conservation Cost Share Program Officer in publicizing the program, accepting applications, arranging for ranking of eligible applications, maintaining files on applicants, assisting participants complete applications and forms for payment, and submitting required reports to OCC. The DM serves as the district's representative to other agencies organizations and as district liaison to OCC.

Urban Conservation Education

The DM works to maintain an active conservation education program working with county schools, organizations, groups, agencies, and the general public. Activities may include working with schools to develop outdoor classrooms, natural resource days, making presentations to schools, civic clubs, and other groups, developing new education programs, and conducting or assisting with conservation workshops and events. Additional duties include education outreach to home owners, municipal employees, and city, county, and state legislators and decision makers.

Also, to increase awareness, the DM will write news releases, develop displays, write the TCCD newsletter, *The County Line*, develop pamphlets and brochures, and present those materials at informational programs for the general population.

Tulsa Area Conservation Foundation

The DM acts as the administrator of the Tulsa Area Conservation Foundation. In that capacity, the DM attends all meetings related to TACF business, coordinates TACF activities including, but not limited to, implementation of special projects, development and coordination of Resource Management Conferences, requests for donations, and writing grants.

Blue Thumb Program

The DM will coordinate Blue Thumb and other water quality programs in the county, working closely with Oklahoma Blue Thumb coordinator and staff. Duties include, water quality testing on creeks that are not being actively monitored, recruit new Blue Thumb volunteers, provide technical support and supplies to Tulsa volunteers, coordinate quarterly QA sessions, acquire guest speakers, assist with habitat assessments, fish collections, macroinvertebrate collections, and sub-sampling.

Earth Team Volunteer Program

The DM will coordinate volunteer programs opportunities. The DM will coordinate training, recruit volunteers, and oversee volunteer hours are being tracked and submitted, and that volunteers are recognized for their contributions to TCCD and TACF.

§27A-3-1-102. Legislative determination - Declaration of policy

In recognition of the ever-increasing demands on the renewable natural resources of the state and of the need to preserve, protect and develop such resources at such a rate and at such levels of quality as will meet the needs of the people of the state, it is hereby declared to be the policy of the State of Oklahoma to provide for the conservation of the renewable natural resources of this state, and for the control and prevention of soil erosion, and for the prevention of floodwater and sediment damages, and for furthering the conservation, development, utilization and disposal of water, and thereby to preserve and develop natural resources, control floods, conserve and develop water resources and water quality, prevent impairment of dams and reservoirs, preserve wildlife, preserve natural beauty, promote recreational development, protect the tax base, protect public lands and protect and promote the health, safety and general welfare of the people of this state. It is further the policy of the Legislature to authorize conservation districts established under the Conservation District Act to serve as the primary local unit of government responsible for the conservation of the renewable natural resources of this state, and competent to administer, in close cooperation with landowners and occupiers, with local governmental units, and with agencies of the government of this state and of the United States, projects, programs and activities suitable for effectuating the policy of the Conservation District Act. Provided, however, in those areas included within the existing jurisdiction of planning commissions created pursuant to the provisions of Titles 11 and/or 19, of the Oklahoma Statutes or their successors, such districts shall serve as the collateral units of government so responsible.

MARY FALLIN
GOVERNOR

TODD LAMB
LIEUTENANT GOVERNOR

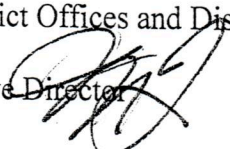
OKLAHOMA
CONSERVATION
COMMISSION

MIKE THRALLS
EXECUTIVE DIRECTOR

ROBERT W. TOOLE
ASSISTANT DIRECTOR

Responsible Care For Oklahoma's Natural Resources

TO: All Conservation District Offices and District Board Chairmen

FROM: Mike Thralls, Executive Director 

DATE: July 08, 2014

SUBJECT: District Allocation for Fiscal Year 2015
Director Meeting Expenses
Retirement Contributions
Employee Confirmation of Benefits
Deadline for Claims Paid From Fiscal Year 2014 Funds
Claims Procedures
Part-Time Employees
Sales Tax
District Audit / Compilation
NRCS Contributions Agreement

District Allocations For Fiscal Year 2015

Enclosed is a printout of your district's personnel and operating expenses allocation for fiscal year 2015. 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-2015. The employee costs that are not included in the allocation are paid directly by the Commission.

Director Meeting Expenses

The Commission has approved an allocation of \$1,500 for each conservation district for the reimbursement of 12 monthly board meetings at the current rate of \$25 per meeting per board member.

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.

Employee Confirmation of Benefits

The state legislature did not increase the employee benefit allowance during the 2014 legislative session. It will remain at the current level in calendar year 2014. New employee Confirmation of Benefits for Plan Year 2015 will be mailed to the district in December 2014 after the option period selections have been made. The current confirmation of benefits will continue to be used through the December 2014 payroll.

Deadline for Claims From Fiscal Year 2014

All claims for reimbursement of fiscal year 2014 expenses must be received in the Commission office no later than Thursday, July 31, 2014. 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, Operations Chief.

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

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 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" (available on the commission's website) must be submitted to the Commission no later than September 5, 2014. It must include the auditor's and board member's signatures. The form is available on the Commission's website.

NRCS Contributions Agreement

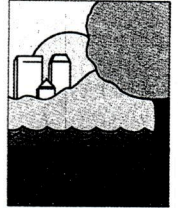
The Commission and NRCS are working on a new contributions agreement that would cover FY 2015 for conservation district staff to continue assisting with the delivery of Farm Bill conservation programs. Due to issues and uncertainty with the federal budget we have not yet finalized the agreement, but anticipate it will be in place in the next two months. We will initially be allocating \$3000 for operating expenses to each conservation district. When a contributions agreement has been put in place, we are hopeful that we can allocate additional operating expenses during the year. As in the past each district will be asked to consider approval of the local operational agreement with their NRCS field office that outlines the agreed to tasks the district will assist with in the delivery of federal conservation programs. A copy of the new local operational agreement will be sent out in a separate email from Lisa Knauf Owen, Operations Chief. Should you have questions regarding this agreement, please contact Lisa.

FY-2015 CONSERVATION DISTRICT ALLOCATION SUMMARY

Last Name	District Name	Object Code	Allocated Hours	OCC Hourly	Longevity Years	Longevity Amount	TOTAL ALLOCATION
Parker	Tulsa County	1	2076	\$10.50	2	\$250.00	\$23,734.67
Vacant	Tulsa County	11	2076	\$12.50	0	\$0.00	\$27,935.18
				TOTAL ALLOCATED PERSONNEL -			\$51,669.85
				(OBJECT CODE - 12) UNALLOCATED -			\$0.00
					OPERATING EXPENSES -		\$3,000.00
					TOTAL FY-2015 ALLOCATION -		\$54,669.85



TULSA AREA
CONSERVATION
FOUNDATION



TULSA AREA
CONSERVATION
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AGENDA

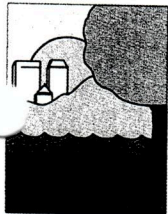
Final

Special Board Meeting

Tulsa Area Conservation Foundation
6660 S. Sheridan Rd., Suite 120, Tulsa, OK
Monday, July 7, 2014 – 3:00 pm

1. Meeting call to order.
2. Roll call.
3. Consider, Discuss and Take Appropriate Action on the Following Items:
 - a) Approval of Minutes from the April 7, 2014 TACF Board meeting.
 - b) Acceptance of Treasurer's Report through June 2014.
 - c) Signing new Arvest Bank signatory form on TACF checking and savings bank accounts.
 - d) Discuss new TCCD office issues and needs that TACF can address.
 - e) Discuss status of updating TACF and TCCD print materials.
 - f) Approve amendments to TACF By-Laws.
 - g) Discuss new members to fill existing and anticipated vacant TACF positions.
 - h) Approve new TACF Board Chair officer position.
 - i) Discuss TCCD environmental projects, including the median project at 10th & Elgin.
 - j) Approve regular TACF meeting dates and times.
 - k) Discuss status of filling vacant TCCD office positions.
 - l) Discuss Spring 2015 and future Resource Management Conference planning.
4. New Business.
5. Adjournment.

The next TACF Board meeting date and location have not yet been determined.



TULSA AREA
CONSERVATION
FOUNDATION

Minutes

Tulsa Area Conservation Foundation 5401 S. Sheridan Rd., Tulsa, OK Special Board Meeting

Date: April 7, 2014
Time: 5:00 PM

Members Present: Todd Wagner, Chairman
Dana Hamersley, Vice-Chair
Richard Smith, Secretary
Ray West, Treasurer
Vernon Seaman, Member

Members Absent: None

Others Present: John Beasley, TCCD Board Chairman
Scott VanLoo, TCCD Board Vice Chairman
Gabrielae Parker, District Office District Secretary

1. Meeting called to order.

The TACF Board Chair, Todd Wagner called the meeting to order at 5:03 PM.

2. Roll call.

3. Consider, Discuss and Take Appropriate Action on the Following Items:

a) Approval of Minutes from the January 13, 2014 TACF meeting.

Richard Smith stated that he had received a copy of the minutes along with the other board members in late January, and that he had read them. Others nodded in agreement of having received the minutes. Richard Smith made a motion to approve the January 13, 2014 meeting minutes. Dana Hamersley 2nd the motion. Ayes: none. The motion carries.

b) Acceptance of Treasurer's Report through December 2013.

Ray West provided copies of the latest Treasurer's Report that had also been emailed to members of both boards earlier today. He said that only minor transactions had taken place since the last Treasurer's Report through December 2013, and that included interest in both accounts and two \$75 payments for lifetime membership for both TCCD and TACF boards in the Blue Thumb foundation. Richard Smith made a motion to accept the Treasurer's Report through February 2014. Vernon Seaman 2nd the motion. Ayes: none. The motion carries.

c) Approval Changes to Signatories on TACF Checking and Savings Bank Accounts.

Richard Smith said that he and Gabrielae had been working with Arvest Bank to get all paperwork done to make these changes. He said it was a two-step process. The first step is to have each new signatory

(Richard Smith, Ray West, Dana Hamersley and Todd Wagner) get their personal information bank form to Chris Barnes at the Arvest Bank at 51st and Yale. The second step would be to sign the signature page generated by the bank after all personal information is received from all signatories. So far Richard and Ray have taken their forms to the bank, and Richard said he thought Dana's was somewhere in the works. Dana said that she had faxed her form to the bank, and Gabrielae said that she had contacted Chris Barnes today but he could not confirm having received Dana's information because the bank computers were down. Todd said that, since tonight was to be his last meeting (having formally resigned at the January 13, 2014 TACF Board meeting), he declined to be a signatory. Richard asked Gabrielae if she thought that we needed another vote on signatories for the TACF Board minutes and records for the bank, and it was agreed that a new vote would be beneficial. Richard said that the bank could then process a signature page. Ray West and Richard Smith could drop by the bank anytime and sign the form, while Dana could sign at the July 2014 TACF Board meeting. This was agreed to by all board members. Richard Smith made a motion to accept the following as new signatories: Dana Hamersley as Vice-Chair, Ray West as Treasurer, and Richard Smith as Secretary. Todd Wagner 2nd the motion. Ayes: none. The motion carries.

d) Approve Not-To-Exceed \$300 for Food for May 31st Tulsa Zoo & TYPros Creek Cleanup Event.

Scott VanLoo said that we are anticipating the need to feed at least 120 volunteers at this year's creek cleanup. He said that he needed to touch base with Julie Monnot from the City of Tulsa on some of the plans for food that the Tulsa zoo is discussing. Scott VanLoo stated that we are looking to get pizza for lunch on that day to peak and keep peoples' interest in the event. He also said that in the past a few local restaurants have donated food, and this has encouraged Julie to work on those kinds of donations as well. If that happens then TACF and TCCD would not have purchase any additional items. Scott VanLoo said that he was asking for \$300.00 maximum and not to exceed \$300.00 for the purchase of food as a safety net in case we cannot get food donations. Richard Smith made a motion to provide funding not to exceed \$300 for purchase of food for the Tulsa Zoo Creek Cleanup event. Dana Hamersley 2nd the motion. Ayes: none. The motion carries.

e) Discuss Move of TCCD Office to 6660 S. Sheridan Rd, Ste 120 on June 30, 2014.

Gabrielae Parker stated that the new office move was just an FYI for TACF. She also stated that the next meeting in July 2014 will be at 6660 S Sheridan Rd, Ste 120. There was some discussion on the new office space as far as what part of the build it is in, as well as new janitorial services. Members of the TACF board as well as TCCD said they would provide help with moving boxes or any other office stuff, and that Gabrielae just needed to let them know. No action needed to be taken at this time.

f) Discuss Need for Updating TACF Print Materials for Future Use.

Todd Wagner said that they have talked about the need to update outdated printed material in past TCCD Board meetings such as brochures, flyers etc. Vernon Seaman pointed out that this would be a good time to get the updated materials while the office is moving to a new location and will need to have information with the new address on them. Gabrielae Parker said the things that the Foundation would need to update with the new address on them are the TACF letterhead, envelopes, thank you cards and any flyers/brochures. John Beasley said that TCCD is looking to do the same thing with its printed material as well. He also said that the district staff is working on a similar list to present at their next meeting. John also stated that TCCD will submit a request to the Foundation to help pay for that request as well. Todd had asked if the Foundation could get an inventory of the materials that needed to be updated as well as a possible estimate of the cost to update the material for the next meeting in July. He thought that would give TCCD enough time to get estimates for their printed materials and submit the

funding request as well. Todd also wanted to see if we could find out a timeline between the time we place the order and when we would receive the updated material. No action needed to be taken on this agenda item at this time.

g) Discuss Potential New Members to Fill Existing and Anticipated Vacant TACF Positions.

Todd Wagner said that he has approached some of the members of his Bass Club to see if any of them would be interested in a position on the TACF board of Directors, and so far everyone that he has approached said at this time they could not commit due to time constraints. He said that he has not been able to find anyone able to fill the vacant positions. Ray said that he not been able to ask anyone yet, but said that he could ask people within the City of Tulsa organization. Scott VanLoo said that he has not asked anyone either but pointed out that he was not a member of the board so he did not think he could. Richard Smith said that this was a little later on the agenda, but he had talked to Kevin Gustavson, who is technically still a Foundation board member, about the fact that he would like to be an active member but cannot because the evening meeting times conflict with other obligations. He had asked Richard if they would consider holding daytime meetings like 3:00 PM, 3:30 PM or even 4:00 PM. He said 4:00 PM would be the best time for him. Richard said that he would talk about this more in agenda item 3i - Future Functions of TACF, Including Meeting Schedules, Meeting Times and Board Membership. However, Richard said that if they were to shift to a daytime meeting, some of the other members would still be able to attend them with very little problem but if we could not do daytime meetings, Kevin would most likely drop off as board member. Richard also stated that when we get to changing our By-Laws at the next meeting, then two of the District board members would then be able to serve on the Foundation board, so that would fill some of the vacancies and would only be a matter of formality of making that happen. Todd said that this would be his last meeting so that would leave Dana, Ray, Richard, Vernon, and three vacancies. Richard said that if we met at 4:00 PM and the meeting went past 5:00 PM, Kevin could still attend and just leave at 5:00 PM. Vernon said that we could put the important voting items at the front of the agenda while he was at the meeting. It was generally agreed that we should try for a 4:00 PM meeting time and see if Kevin can remain a board member. Dana Hamersley said that during the summer it would be no problem for her to do daytime meetings because school would be out. Richard said that even with the current composition of the four board members and the addition of two District members, it still leaves the Foundation in good shape to conduct Foundation business.

h) Discuss Proposed Draft Amendments to TACF By-Laws.

Richard Smith said that he had made a few modifications showing in green text in the meeting handout to the 3rd Draft of the proposed changes to the TACF By-Laws. He said that since we had discussed the 2nd draft changes (red text) at the January 13, 2014 meeting, he would only go over the latest 3rd draft changes. Richard added a short phrase in Article 1 to better show TACF support for the TCCD mission of promoting conservation. In Article 2, Richard added a short passage in Item 2.2 to allow removal of a TACF Board member for not attending 3 consecutive meetings. Others agreed that missing 3 consecutive meetings was appropriate justification for removal. Richard changed Article 3.1 from two meetings per year to four (quarterly). Others agreed that this is more appropriate for our purposes. Richard said that he realized that there was no By-Laws provision for creating inactive board member status or designating Honorary TACF Board members. He said he added Article 4.7 to allow voting on this since we presently have done so for Kevin Gustavson as inactive board member status and for Sue Grey as Honorary TACF Board member. A decision was made to delete "non-voting" from the inactive status as this is redundant. Richard said his last change to Draft 3 was to add signature lines for TACF Board adoption, followed by TCCD Board approval signature lines. He said this seemed necessary since the TACF Board first adopts the By-Laws followed by approval of the TCCD Board. Others agreed to this change. There was discussion about exactly what constitutes membership in the TACF, and whether or not TACF has

members other than Board members. Richard said that as he prepared the first and second drafts of these latest By-Laws changes, there were two paths to select from: no TACF membership other than TACF Board members, or including some type of regular Foundation membership such as dues paying. Scott VanLoo said that many years ago TACF had regular membership with dues, and some were "lifetime" memberships. But no one has kept track of any past regular memberships, and everyone agreed that there isn't TCCD staff time nor TACF Board member time or resources to create and nurture regular memberships. Richard cited two examples of boards with regular memberships, the Oklahoma Floodplain Managers Association (OFMA) and the recently created Blue Thumb Foundation; both are a 501(c)(3) like TACF. But Richard said, unlike TACF's circumstances of no manpower, both organizations have resources to support activities and interests of regular memberships. OFMA has hundreds of members who donate time and receive periodic stipends for providing administrative services. The Blue Thumb foundation has a full-time OCC staff person who can provide services to the Blue Thumb foundation. It was agreed that for now we should leave TACF membership solely for TACF Board members, and that the By-Laws can be amended in the future if ever additional "regular" memberships are desired. Richard said he would amend Article 2.3 to include non-voting and honorary members. Richard said that he will make these changes to the By-Laws pretty quickly and get the final draft to both boards for review, and he asked everyone to do a final review and comment. He will then prepare a Final version for voting at the July 2014 TACF Board meeting. John Beasley said that the TCCD Board can then approve the changes the following week at their July 2014 meeting.

i) Discuss Future Functions of TACF, Including Meeting Schedules, Meeting Times and Board Membership.

Todd Wagner said that the frequency of meetings had already been discussed as well as changes to meeting times from 5:00 PM to 4:00 PM.

j) Discuss Scott Grant Resignation from TCCD Employment.

John Beasley said that Scott Grant has started his new job in Kansas City working for an environmental consulting firm. His last day was April 3rd, the day of the LID Symposium. Everyone expressed their enthusiasm for wishing him well in his new career path.

k) Discuss 2014 Resource Management Conference Planning and Future RMC Events.

Richard Smith said that there would not be a convenient segway from the new OKR04 general stormwater permit for municipalities into a 2014 RMC event. ODEQ had already approached INCOG about hosting ODEQ speakers this summer for a 1-day workshop when OKR04 is expected to be finalized, and that INCOG agreed to do so on behalf of its Green Country Stormwater Alliance (GCSA) members. Richard said that there was not going to be any major stormwater related permits or issues in the coming year that could be used for an RMC event, and that even topics like Low Impact Development (LID) have already been covered by the recent LID Symposium and contest. Richard said he did not know of any topics for this year, and he doubted that there would be manpower from TCCD office and TCCD / TACF boards to host a 2014 RMC by around October. All agreed that November-December events are not feasible due to holidays. A spring 2015 RMC was discussed, with non-water quality topics generating most interest. What might be of greatest interest to the community could be earthquakes and potential underground fracturing ("fracking") causes, tornado shelters for homes and schools, and floodplain and flooding issues. It was agreed that a summer 2014 RMC initial planning meeting should be held to begin the process of hosting a spring 2015 RMC on one or more of these topics. Everyone agreed to begin collecting ideas, contacts and information about these types of topics.

-Tulsa Area Conservation Foundation By-Laws - July 2014

Article One – Purpose

The purpose of the Tulsa Area Conservation Foundation, also referred to as TACF or Foundation, is to provide educational, financial & technical support to the Tulsa County Conservation District, also referred to as TCCD. The TACF will serve as the tax-exempt foundation on behalf of the TCCD, and work with TCCD Board and staff to help promote conservation in the Tulsa area.

Article Two – Members

- 2.1 Anyone in the Tulsa area that supports conservation education and is approved for membership by a majority vote of the TACF Board of Directors shall be deemed a TACF member.
- 2.2 Any TACF member may be removed from the Foundation by the affirmative vote of the majority of the TACF Board for either missing three consecutive regular TACF Board meetings or for conduct detrimental to the interests of the Foundation. Any such member proposed to be removed shall be entitled to at least ten (10) days notice in writing by mail prior to the meeting at which such removal is to be voted upon and shall be entitled to appear before the TACF Board and be heard at such meeting.
- 2.3 Membership of the TACF shall consist of members of the TACF Board of Directors, non-voting members and Honorary Members. The Foundation will have no other types of membership. All TACF members shall be either Board of Directors Officers or At-Large members of the Board of Directors as defined in Article Four.

Article Three – Meetings

- 3.1 There shall be a TACF Board meeting held at least four times a year (quarterly).
- 3.2 All TACF Board meetings shall be held for the purposes of conducting Foundation business in accordance with the TACF By-Laws.
- 3.3 TACF Board members shall be notified at least ten (10) days in advance of every meeting unless a meeting is scheduled less than 10 days in advance, upon which all TACF Board members will be notified as soon as possible after the time of scheduling .
- 3.4 Meetings of the TACF Board of Directors shall be called as needed by the TACF Board Chair or by a majority of the TACF Board.

Article Four – Board of Directors

- 4.1 The TACF Board of Directors shall consist of the four officers and up to three (3) At-Large Directors.
- 4.2 The Board of Directors shall supervise the affairs and conduct the business of the Foundation to accomplish the goals specified in Article One of the Foundation By-Laws.
- 4.3 A quorum of the Board of Directors shall be a simple majority.
- 4.4 The Board of Directors may authorize such Committees to carry on the functions and to achieve the purposes of the Foundation as it may desire and may provide their appointment, functions and duties as members.
- 4.5 TCCD paid staff are ineligible to serve on the TACF Board during their term or employment. The TCCD District Manager or a TCCD Board member shall act as the liaison between the TACF and the TCCD Board of Directors.
- 4.6 Up to two TCCD Board members are eligible to concurrently serve as TACF Board members.
- 4.7 The TACF Board may, on a case-by-case basis and by a simple majority vote, approve of the designation of an active Board Member to inactive status, or approve of a new person to become an Honorary TACF Board Member in a non-voting capacity.

Article Five – Election & Term of Board Members & Officers

- 5.1 The TACF Board Officers shall consist of the Chair, Vice-Chair, Secretary and Treasurer.
- 5.2 All Officers and At-Large Board Members shall be elected by the TACF Board of Directors during a TACF Board meeting, and installation shall begin at the next meeting of the TACF Board.
- 5.3 The term for each TACF Board Officer position is two years each, with the ability to serve two consecutive terms in each position by a simple majority vote of the TACF Board.

Article Six – Duties of TACF Board Officers

- 6.1 The Chair shall preside over all meetings of the Foundation and its Board of Directors.
- 6.2 The Vice-Chair, in the absence of the Chair, shall preside at all meetings of the Foundation and Board of Directors. In the absence of the Chair and Vice-Chair, the Secretary shall preside at the meeting of the Foundation and Board of Directors. The Vice-Chair and Secretary shall also perform such other duties as usually pertain to those officers or as may be assigned to them by the Chair or the Board of Directors.

- 6.3 The Treasurer shall present all pertinent financial information at the TACF Board of Directors meetings. Financials shall also be shared with the TCCD Board of Directors upon request.
- 6.4 The Secretary shall ensure that agendas and minutes of all TACF Board meetings are properly prepared and distributed to TACF Board members and TCCD Board members upon request. Minutes of the TACF Board meetings shall be on file at the TCCD office per the Foundation Secretary.

Article Seven – Voting

Votes may be made during the TACF Board meetings or by proxy with at least one day's advanced notice to either the TACF Board or the TCCD District Manager prior to the Foundation Board Meeting for those unable to attend in person. Special votes, when needed, are also allowable by proxy as deemed appropriate by the TACF Board Chair or majority of Board Officers.

Article Eight – Amendments

- 8.1 All proposed amendments to these Foundation By-Laws shall be approved by a simple majority vote of the TACF Board. Following approval, the proposed amendments will be submitted to the TCCD Board of Directors for review.
- 8.2 All amendments to the Foundation By-Laws shall be approved by the TCCD Board of Directors and shall become effective immediately following the approval by the TCCD Board.

Article Nine – Foundation Policies

- 9.1 The Foundation and its members will, at all times, abide by and be governed and controlled by the By-Laws and Policies of the TACF now in force or hereafter from time to time adopted, insofar as any provision of such By-Laws and Policies may be applicable.
- 9.2 An audit or other type of financial review will be performed periodically by an independent third party when authorized by a majority vote of the TACF Board to ensure compliance with all financial and tax laws and rules. The results of all audits and financial reviews will be shared with the TCCD District Board upon final acceptance by the TACF Board.
- 9.3 Upon the dissolution of this Foundation, all assets and remaining funds in TACF bank accounts shall be donated to the TCCD Board of Directors for distribution and use at the discretion of the TCCD Board as allowed by their authority. Any assets or funds not accepted by the TCCD Board shall be given to other local nonprofits with a similar mission to the Foundation.

TACF By-Laws adopted this 7 day of July, 2014.



TACF Board Chair



TACF Board Secretary

TACF By-Laws approved this _____ day of _____, 2014.

TCCD Board Chairman

TCCD District Secretary



Cox Account Rep:	Robert Valickus - 20072	Cox System Address:	
Phone Number:	888-263-0979		11811 East 51st Street South
Fax Number:	918-286-4010		Tulsa, OK 74146

Customer Information		Authorized Customer Representative Information	
Legal Company Name:	Tulsa County Conservation	Full Name:	Gabraiel .
Street Address:	6660 S SHERIDAN RD #120	Billing Contact:	9182801595
City/State/Zip:	Tulsa, Oklahoma 74133	Fax:	
Billing Address:		Contact Number:	9182801595
City/State/Zip:		Email Address:	
Cox Account #:			

Taxes and Fees Not Included						
Service Description	Prev QTY	New QTY	Unit Price	Term (Months)	Service Charges	
					Monthly Recurring	One Time Activation & Setup Fees
VoiceManager Office Line	0	1	\$36.95	12	\$36.95	
CBI 10 - 10 Mbps x 2 Mbps	0	1	\$104.95	12	\$104.95	
Dynamic IP Address - 1 IP	0	1	\$0.00	M-M	\$0.00	
-Cox Business Online Backup 5GB	0	1	\$0.00	12	\$0.00	
-Cox Business Security Suite 5 Licenses	0	1	\$0.00	M-M	\$0.00	
VoiceManager Initial Install Fee	0	1	\$0.00			\$0.00
Regular Install Fee	0	1	\$0.00			\$0.00
Money Back Guarantee	0	1	\$0.00			\$0.00
Totals:					\$141.90	\$0.00

Equipment Charges			
Description	Quantity	Unit Price	Total Fee
Commercial Cable Modem Purchase	1	\$0.00	\$0.00

If you are purchasing Dedicated Service Facilities.	For Dedicated Service Facilities (e.g. Private Line Type Services, Ethernet Services). By initialing here and signing below, Customer represents that at least 10% of the traffic on the designated circuit(s) is Inter-State in nature or is Internet traffic.	Merge Bill	No
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Special Conditions

Promotion Details

- Thank you for your business! As a valued Cox Business Customer, we would like to offer additional services to help your business grow. Cox Media consultants provide media solutions to help reach your audience more effectively and efficiently with advanced cable and digital advertising products. Call toll free 1-855-MEDIAMX (1-855-633-4269) or mediamx@coxmedia.com today for more information.

- Customer who is not satisfied with a Cox Business Internet, Cox Business VoiceManager or Cox Business Television Service may be entitled to a refund of up to the first forty-five (45) days of the monthly recurring charges for that Service, plus applicable taxes and surcharges. To qualify for this refund, the Customer must notify Cox Business in writing within 30-days of installation of the applicable Service that the Customer is exercising its rights under this 30-Day Satisfaction Guarantee to terminate that Service. If the Customer chooses to terminate such Service at that time, Cox will waive the early termination fees associated with the qualifying terminated Service(s). The refund excludes Service activations requiring construction or installation costs incurred by Cox in excess of \$300. The refund excludes all local and long distance usage charges which Customer shall be required to pay, and all taxes and fees associated with such usage charges. A Customer may obtain this refund only once for each applicable Cox Service. All Cox equipment rented or used by the Customer must be returned to Cox in good condition prior to any refunds or credits being issued.

By signing this Agreement, you represent that you are the authorized Customer representative and the information above is true and correct. This Agreement binds Customer to the terms and conditions attached to this Agreement and any other terms and conditions applicable to the Services selected above, including without limitation, the Cox tariffs, Service Guides, state and federal regulations, the General Terms located at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, and the Cox Acceptable Use Policy (the "AUP"). Customer acknowledges receipt and acceptance of the AUP and the General Terms by signing this Agreement. This Agreement is subject to credit approval and Customer authorizes Cox to check credit. The prices above do not include applicable taxes, fees, assessments or surcharges which are additional and may change. This proposal is valid provided Customer signs and delivers this Agreement to Cox unchanged within thirty (30) days from the date above. Cox may withdraw this proposal at any time prior to Customer's signature. If, within thirty (30) days after Customer's signature below, Cox determines that Customer's location is not serviceable under Cox's normal installation guidelines, Cox may terminate this Agreement without liability. If Customer terminates or decreases any Service that is part of a bundle offering, the remaining Services shall be subject to price increases for the remaining Term. Both parties agree that each party may use electronic signatures to sign this Agreement. Unless otherwise agreed to by the parties in a written amendment to this Agreement, Customer shall satisfy the MRC set forth above for the duration of the Term. Cox may charge Customer a termination fee equal to the amount of the MRC reduction resulting from a partial termination of a Service multiplied by the number of months remaining in the Term. If Cox performs any work including construction or incurs any costs to provide Service to Customer and Customer cancels this Agreement prior to Service installation, Customer shall be liable for Cox's reasonable costs in addition to any other termination charges. I acknowledge that I have read and understand the 911 disclosures in Section 2 of the Service Terms.

Customer Authorized Signature	CoxCom, LLC., Cox Oklahoma Telcom, LLC Signature
Signature:	Signature:
Print:	Print:
Title Position:	Title Position:
Date:	Date:

