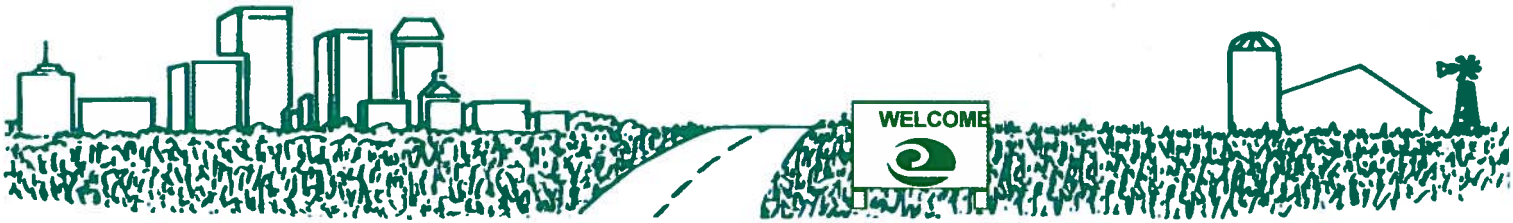


**AGENDA**  
**Board of Directors Regular Meeting**  
**Tulsa County Conservation District**  
**6660 S. Sheridan Rd. Suite 120**  
**Tulsa, OK 74133**  
**August 10, 2017 - 4:00 PM**

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
4. Consideration of Consent Agenda:
  - A. Approval of Minutes from the July 13, 2017 Regular Meeting
  - B. Approval of Financial Statements & District Budget for Period Ending July 2017
  - C. Review of TACF Financials for Periods Ending in July, 2017
  - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
  - E. Approval of District Employee Timesheet & Leave Records for the Month of July 2017
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost-Share Program Year 18
  - A. Approval of Cooperator Agreements:
    - a) Brian Tucker
    - b) Stephen Smith
  - B. Approval of Program Year 18 Application:
    - a) Brian Tucker
    - b) Stephen Smith
  - C. Discussion and Approve Allocation of Funds”
    - a) Terry Young \$1600
    - b) James Adkins \$5,000
    - c) Brain Tucker \$5,000
    - d) Stephen Smith \$3,825
7. Discussion and/or Possible Action on the Following District Operation Items:
  - A. Discussion and Acceptance of District Conservationist Agency Report
  - B. NRCS/TCCD/MCCD Staff Meeting Update, with Possible Action Approval
  - C. Approval of the NRCS Farm Bill Performance Worksheet
  - D. Crow Creek update with Jean Lemmon
  - E. TCCD Monthly Activities and Outreach Report
  - F. TACF Board Meeting Update
  - G. CFP and Other Grant Opportunities
  - H. RMC Planning Update
  - I. Discussion and Approval of the Reorganization of the Board
  - J. Discussion and Approval of TCCD/NRCS Operational Agreement
  - K. Discussion and Approval of 2017 Annual Report
  - L. Discussion and Approval of NACD 2018 Dues
  - M. Purchase of GoDaddy Standard SSL Security Certificate for Tulsaccd.org
  - N. America Recycles Day Banquet Presented by the M.e.t
8. New Business:
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is September 14, 2017 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



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

## STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes from the **Regular Meeting** of the Tulsa County Conservation District Board of Directors held on **August 10, 2017** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **September 14, 2017**

  
Chair, Board of Directors

9-14-17  
Date

Attest:



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

Date: August 10, 2017  
Time: 4:00 PM

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

Members Absent: None

Others Present: Gabrael Parker, District Secretary  
Jean Lemmon, Director of Education and Reporting for the  
Water Quality Division, Oklahoma Conservation  
Commission  
Cleon Bradford, NRCS Acting District Conservationist

**1. Meeting Called to Order:**

Chairwoman, Melissa Gray called the meeting to order at 4:00 PM. She noted this was a regular meeting and is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on August 9, 2017 in the front window at 6660 S. Sheridan Rd. Suite 120, Tulsa, Oklahoma 74133.

**2. Roll Call**

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

**4. Consideration of Consent Agenda:**

- A. Approval of Minutes from the July 13, 2017 Regular Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending July 2017**
- C. Review of TACF Financials for Periods Ending in July 31, 2017**
- D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District**
- E. Approval of District Employee Timesheet & Leave Records for the Month of July**

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

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

Cleao Bradford entered the meeting at 4:03 PM

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

**A. Approval of Cooperator Agreements:**

**a) Brian Tucker**

John Beasley made a motion to approve the Cooperator Agreement for Brian Tucker. Jana Black 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**b) Stephen Smith**

John Beasley made a motion to approve the Cooperator Agreement for Stephen Smith. Jana Black 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**B. Approval of Program Year 18 Applications:**

**a) Brian Tucker**

After a brief discussion, John Beasley made a motion to approve the Program Year 18 Application for Brian Tucker. Zach Kilburn 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**b) Stephen Smith**

After a brief discussion, John Beasley made a motion to approve the Program Year 18 Application for Stephen Smith. Jana Black 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**C. Discussion and Approve Allocation of Funds**

**a) Terry Young \$1600**

**b) James Adkins \$5,000**

**c) Brian Tucker \$5,000**

**d) Stephen Smith \$3,825**

After a brief discussion, Zach Kilburn made a motion to approve the funding amount of \$1600 for Terry Young, \$5,000 for James Adkins, \$5,000 for Brian Tucker, and \$3,825 Stephen Smith. Jana Black 2<sup>nd</sup> the motion. Nays: None. The motion carries.

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

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

Please see packet for Agency Report. No further action needed to be taken at this time.

**B. NRCS/TCCD/MCCD Staff Meeting Update, with Possible Action Approval**

After a brief discussion, the board decided it would be best to attend all quarterly NRCS Staff Meetings instead of just the two that will be held in the TCCD office. In order to attend the two meetings held in the Pryor office, they would need to attend via a conference call. Cleon Bradford welcomed the idea. Gabrielael Parker said if all board members would like to be on the conference call, she would need to put in for a special meeting, otherwise only two would be able to be on the call. The board agreed only two would be on the call, and the members would alternate between the five members. No further action needed to be taken at this time.

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

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

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

Jean Lemmon said the meadow has had a little bit of a setback. Unfortunately, the mowers never received the instructions from management to stop mowing when we originally asked them to stop. As a result of the miscommunication, mowing continued, and the milkweed seedlings and other things planted were killed. The mowers also scalped some of the buffalo sod that was still alive. Jean said luckily for us, Scott VanLoo said the contractor felt really bad about the miscommunication and offered to make it right. The contractor said to get him a list of what was damaged and a cost estimate, and he would see what he could do. Jean said that was awesome, and she was working on getting that list together. Jean said she was trying to get the OCC Staff meeting moved to Tulsa, to highlight the issues facing conservation in an urban area and urban district. She said she was also looking to have the staff plant a couple of trees in the morning. The trees will be donated, but did not know exactly what trees would be available, but was hoping to have a native nut tree, a rose bud, or possibly a sand plum available. The OCC meeting is September 20, 2017, and would keep the board informed on final details. Jean also said the leadership group was looking to have a cleanup event on September 16, 2017 for the International Coastal Cleanup Nationwide event. The event is a national event with the goal of keeping plastic and other debris out of the oceans. As soon as she had more information, she would make it available. No further action needed to be taken at this time.

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

Gabriael Parker said July was a busy month. She said she did not attend the Tulsa Free Fair due to being out sick. The creek cleanup at South Haven Community Center went well. Some of the younger kids did not really want to participate, but many of the older kids really enjoyed it. Brian Hunter with Power of Partial Improvements came with two other volunteers to help out. Gabrielael said she felt like it motivated some of the kids to get involved. Gabrielael said she was worried about having the event on the 31<sup>st</sup> in the heat of the day, but the weather was nice. Monarchs on the Mounting is moving right along. Ryan Howell with River Parks Authority said they have seen a 30% increase in the



number of people interested in the event over last year. No further action needed to be taken at this time.

**F. TACF Board Meeting Update**

Gabriel Parker informed the board that the TACF board did not have a quorum yesterday, so she was unable to provide an update. She suggested we table the agenda item until the TACF board meets again. No further action needed to be taken at this time.

**G. CFP and Other Grant Opportunities**

Jana Black wanted to research other grant opportunities that may be available, and get the opinion of the board. She said some of the grants in the packet were research grants and would not pertain to us, but she thought the CFPCGP (Community Food Project Competitive Grants Program) from the USDA would be a good fit. Jana said she wanted to get the opinion of the board before she moved forward with working with Katie Plohocky on the grant. After a brief discussion the board determined the CFPCGP would be the best option and said they would provide as much support as needed. Please see packet for grant guidelines and information.

**H. RMC Planning Update**

The RMC meetings are going well. The date has been set for February 15, 2018 at the Tulsa Central Library. Now we are working on registration fees, and speakers. We are also planning on getting the Save-the-Date flyer out and setting up payment methods. No further action needed to be taken at this time.

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

After a brief discussion, the board decided to keep the current organization of the board as is. Melissa Gray as Chairwoman, Jana Black as Vice-Chairwoman, Zach Kilburn as Treasure, John Beasley as a member, and Tom Tolbert as a member. Zach Kilburn made a motion to approve the current positions of the TCCD board as is, with Melissa Gray Chairwoman, Jana Black Vice-Chairwoman, Zach Kilburn Treasure, John Beasley member, and Tom Tolbert member. Jana Black 2<sup>nd</sup> the motion. Nays: None. The motion carries.

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

The board said we should look at previous years to see what needs to be updated. Melissa Gray suggested we table this until next meeting when everyone has had a chance to look at the previous versions. Gabriel said she would email those to the board in addition to putting those in next month's packet. The board decided to table this agenda item until next month. No further action needed to be taken at this time.

**K. Discussion and Approval of 2017 Annual Report**

After a brief discussion, Zach Kilburn made a motion to approve the 2017 Annual Report. John Beasley 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**L. Discussion and Approval of NACD 2018 Dues**

Gabriel said received notification from NACD regarding their 2018 dues. Even though it is the begging of the new fiscal year, we still do not have the funds to spare for NACD dues. Zach Kilburn made a motion to approve the 2018 NACD Dues. John Beasley 2<sup>nd</sup> the motion. Nays: Melissa Gray, Jana Black, Zach Kilburn, John Beasley, Tom Tolbert. The motion does not pass.

**M. Purchase of GoDaddy Standard SSL Security Certificate for Tulsaccd.org**

Gabriel Parker said TACF received a notification last week about new Google Chrome settings. Google's Chrome, will now indicate whether or not a website has purchased the Standard SSL Security Certificate. If a site has the security certificate, it will show an icon at the top near the address bar indicating the site is secure and one can precede with online financial transactions. She figured since TACF received notification, she would give the TCCD board the same information. The board said since TCCD does not have items for sale or require visitors to enter any personal information to use the site, they could not justify spending the extra money. The board members declined to approve the purchase of the SSL Security Certificate. No further action needed to be taken at this time.

**N. America Recycles Day Banquet Presented by the M.e.t**

Gabriel Parker said this was just an FYI if anyone was interested in attending. No further action needed to be taken at this time.

**Tom Tolbert left the meeting at 5:11 PM**

**8. New Business:**

Jana Black wanted to mention that Katie Plohocky wants TCCD and NRCS to have a short presentation at the Food Security Council Summit on October 20, 2017 from 8:30 – 4:00 PM. She was not sure what time slot we will have, but wanted to let everyone know about it and to put it on their calendars. No action could or needed to be taken at this time.

**9. Public Comments:**

None

**10. Adjourn:**

Meeting adjourned at 5:13 PM

Next regularly scheduled meeting is September 14, 2017 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



P O BOX 1670  
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

## Statement Ending 07/31/2017

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number

### Managing Your Accounts

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

### Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$2,091.45
<b>Total Current Value</b>		<b>\$2,091.45</b>

### NON-PROFIT INTEREST CHECKING

#### Account Summary

Date	Description	Amount
07/01/2017	Beginning Balance	\$3,742.77
	3 Credit(s) This Period	\$7,001.67
	10 Debit(s) This Period	\$8,652.99
07/31/2017	Ending Balance	\$2,091.45

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.24
Interest Paid Year-to-Date	\$1.29
Interest Withheld Year-to-Date	\$0.00

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

#### Electronic Credits

Date	Description	Amount
07/21/2017	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$5,000.00
07/25/2017	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,001.43

#### Other Credits

Date	Description	Amount
07/31/2017	INTEREST PMT	\$0.24

#### Electronic Debits

Date	Description	Amount
07/10/2017	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$650.61
07/13/2017	827585 PQS PIN PUR FROM CHK Wal-Mart Super Center TULSA, OK 5411	-\$20.80
07/17/2017	TAX PAYMENTS OK TAX PMT	-\$90.00





**Statement Ending 07/31/2017**

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number

**NON-PROFIT INTEREST CHECKING**

**Electronic Debits (continued)**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
07/31/2017	COX COMM TUL BANK DRAFT <i>Tulsa County Conservat</i>	-\$123.35

**Checks Cleared**

<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>
8549	07/03/2017	\$803.23	8551	07/14/2017	\$841.66	8553	07/25/2017	\$5,000.00
8550	07/07/2017	\$198.58	8552	07/14/2017	\$83.10	8554	07/31/2017	\$841.66

\* Indicates skipped check number

**Daily Balances**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
06/30/2017	\$3,742.77	07/13/2017	\$2,069.55	07/25/2017	\$3,056.22
07/03/2017	\$2,939.54	07/14/2017	\$1,144.79	07/31/2017	\$2,091.45
07/07/2017	\$2,740.96	07/17/2017	\$1,054.79		
07/10/2017	\$2,090.35	07/21/2017	\$6,054.79		



P O BOX 1670  
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

## Statement Ending 07/31/2017

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number

### Managing Your Accounts

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

### Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$83.14
<b>Total Current Value</b>		<b>\$83.14</b>

### NON-PROFIT INTEREST CHECKING

#### Account Summary

Date	Description	Amount
07/01/2017	Beginning Balance	\$83.13
	1 Credit(s) This Period	\$0.01
	0 Debit(s) This Period	\$0.00
07/31/2017	Ending Balance	\$83.14

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.01
Interest Paid Year-to-Date	\$0.04
Interest Withheld Year-to-Date	\$0.00

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

#### Other Credits

Date	Description	Amount
07/31/2017	INTEREST PMT	\$0.01

#### Daily Balances

Date	Amount	Date	Amount
06/30/2017	\$83.13	07/31/2017	\$83.14



P O BOX 1670  
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

## Statement Ending 07/31/2017

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number

### Managing Your Accounts

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

### Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$5,222.46
<b>Total Current Value</b>		<b>\$5,222.46</b>

### NON-PROFIT INTEREST CHECKING

#### Account Summary

Date	Description	Amount
07/01/2017	Beginning Balance	\$5,222.02
	1 Credit(s) This Period	\$0.44
	0 Debit(s) This Period	\$0.00
07/31/2017	Ending Balance	\$5,222.46

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.44
Interest Paid Year-to-Date	\$2.88
Interest Withheld Year-to-Date	\$0.00

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

#### Other Credits

Date	Description	Amount
07/31/2017	INTEREST PMT	\$0.44

#### Daily Balances

Date	Amount	Date	Amount
06/30/2017	\$5,222.02	07/31/2017	\$5,222.46



P O BOX 1670  
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

## Statement Ending 07/31/2017

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

### Managing Your Accounts

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

### Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$10,583.34
<b>Total Current Value</b>		<b>\$10,583.34</b>

### BUSINESS MONEY MARKET

#### Account Summary

Date	Description	Amount
07/01/2017	Beginning Balance	\$10,581.99
	1 Credit(s) This Period	\$1.35
	0 Debit(s) This Period	\$0.00
07/31/2017	Ending Balance	\$10,583.34

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$1.35
Interest Paid Year-to-Date	\$10.13
Interest Withheld Year-to-Date	\$0.00

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

#### Other Credits

Date	Description	Amount
07/31/2017	INTEREST PMT	\$1.35

#### Daily Balances

Date	Amount	Date	Amount
06/30/2017	\$10,581.99	07/31/2017	\$10,583.34

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

950117  
 OMB No. 1545-0029

Employer identification number (EIN)  -

Name (not your trade name)

Trade name (if any)

Address   
Number Street Suite or room number

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

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

1: January, February, March

2: April, May, June

3: July, August, September

4: October, November, December

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

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

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

<b>1</b>	Number of employees who received wages, tips, or other compensation for the pay period including: <i>Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)</i>	<b>1</b>	<input type="text" value="1"/>
<b>2</b>	Wages, tips, and other compensation	<b>2</b>	<input type="text" value="6518 . 97"/>
<b>3</b>	Federal income tax withheld from wages, tips, and other compensation	<b>3</b>	<input type="text" value="900 . 00"/>
<b>4</b>	If no wages, tips, and other compensation are subject to social security or Medicare tax	<input type="checkbox"/> Check and go to line 6.	
	<b>Column 1</b>	<b>Column 2</b>	
<b>5a</b>	Taxable social security wages . . . <input type="text" value="6875 . 10"/> × 0.124 =	<input type="text" value="852 . 51"/>	
<b>5b</b>	Taxable social security tips . . . <input type="text" value="."/> × 0.124 =	<input type="text" value="."/>	
<b>5c</b>	Taxable Medicare wages & tips. . . <input type="text" value="6875 . 10"/> × 0.029 =	<input type="text" value="199 . 38"/>	
<b>5d</b>	Taxable wages & tips subject to Additional Medicare Tax withholding <input type="text" value="."/> × 0.009 =	<input type="text" value="."/>	
<b>5e</b>	Add Column 2 from lines 5a, 5b, 5c, and 5d	<b>5e</b>	<input type="text" value="1051 . 89"/>
<b>5f</b>	Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)	<b>5f</b>	<input type="text" value="."/>
<b>6</b>	Total taxes before adjustments. Add lines 3, 5e, and 5f	<b>6</b>	<input type="text" value="1951 . 89"/>
<b>7</b>	Current quarter's adjustment for fractions of cents	<b>7</b>	<input type="text" value="0 . 00"/>
<b>8</b>	Current quarter's adjustment for sick pay	<b>8</b>	<input type="text" value="."/>
<b>9</b>	Current quarter's adjustments for tips and group-term life insurance	<b>9</b>	<input type="text" value="."/>
<b>10</b>	Total taxes after adjustments. Combine lines 6 through 9	<b>10</b>	<input type="text" value="1951 . 89"/>
<b>11</b>	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	<b>11</b>	<input type="text" value="1951 . 89"/>
<b>12</b>	Total taxes after adjustments and credits. Subtract line 11 from line 10	<b>12</b>	<input type="text" value="."/>
<b>13</b>	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X (PR), 944-X, or 944-X (SP) filed in the current quarter	<b>13</b>	<input type="text" value="."/>
<b>14</b>	Balance due. If line 12 is more than line 13, enter the difference and see instructions	<b>14</b>	<input type="text" value="."/>
<b>15</b>	Overpayment. If line 13 is more than line 12, enter the difference <input type="text" value="."/>	Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.	

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 section 11 of Pub. 15.

- 16 Check one: [ ] Line 12 on this return is less than \$2,500... [X] You were a monthly schedule depositor for the entire quarter.

Table with 2 columns: Tax liability, Total liability for quarter. Rows for Month 1, Month 2, Month 3, and Total liability for quarter.

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

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

- 17 If your business has closed or you stopped paying wages... [ ] Check here, and enter the final date you paid wages. 18 If you are a seasonal employer and you don't have to file a return for every quarter of the year... [ ] Check here.

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

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

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

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

[ ] No.

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

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



Sign your name here

Handwritten signature: Gabriel Parker

Print your name here Gabriel Parker

Print your title here District Secretary

Date 7/10/2017

Best daytime phone (918) 280-1596 x3

Paid Preparer Use Only

Check if you are self-employed [ ]

Form with fields for Preparer's name, signature, firm's name, address, city, state, ZIP code, PTIN, Date, EIN, and Phone.



ACCOUNT ID:  
FILING FREQUENCY: Quarterly

FILING PERIOD: June 30, 2017  
DUE DATE: July 20, 2017  
RECEIVED DATE: July 20, 2017

**WTH 10001**  
Revised 6-2011

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

	Number of Employees: _____
	----- Dollars ----- -- Cen
1. Wages Paid	_____ \$6,518.97
2. Tax Withheld	_____ \$270.00
3. Interest (+)	_____ \$0.00
4. Penalty (+)	_____ \$0.00
5. Total Due (=)	_____ \$270.00

2017 April, May, June Return

FOR YOUR RECORDS ONLY  
DO NOT MAIL

# CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is an agreement between the Tulsa County \_\_\_\_\_ Conservation District, hereinafter referred to as District and Brian Tucker, hereinafter referred to as Cooperator(s).

Check either Landowner or Non-landowner box:

Landowner:

The Cooperator(s) Agrees to:

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

The District Agrees to:

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

Individual Non-Landowner, Organization or Business:

The Cooperator Agrees to:

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

The District Agrees to:

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

It is mutually agreed that:

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

Signature of Cooperator(s) Brian Tucker Date 7-27-17  
Date \_\_\_\_\_

Signature of District Chair \_\_\_\_\_

Date approved by district board \_\_\_\_\_

# CONSERVATION DISTRICT COOPERATOR AGREEMENT

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

**Check either Landowner or Non-landowner box:**



**Landowner:**

**The Cooperator(s) Agrees to:**

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2. Start applying one or more conservation practices as provided in the conservation plan and which meets the technical standards of the District.
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3. Furnish the Cooperator(s) with information, guidance and needed technical assistance as available for proper maintenance of established conservation measures.
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3. This agreement will become effective on the date of the last signature and may be terminated by either party upon written notice.

Signature of Cooperator(s)

Stephen Smith

Date

7-27-17

Date

Signature of District Chair

Date approved by district board

**Tulsa COUNTY CONSERVATION DISTRICT**  
**Tulsa F.O. NRCS REPORT**  
**Aug 10, 2017**

**Conservation Stewardship Program (CSP)**

FY17 Application Received (7)

FY17 Application Preapproved (4)

- 2 possible applications going through the process
- 2 applications have either cancelled or were ineligible

FY17 Obligation Deadline 9/1/17

FY18 Renewal Applications (2) Deadline Processing 9/1/17

- Tulsa had no participants up for renewal
- 

**Environmental Quality Incentive Program (EQIP)**

Monarch Butterfly Project (3) Ranking deadline 7/28/17

- Have to be a producer
- All three applicants we not currently producing anything

**Outreach Meeting**

Locally Led Meeting

- Scheduled for 9/13/2017 at 6 PM
- Jean Lemmon asked how we planned on advertising for the meeting. Cleaon said via social media, OSU Extension, and word of mouth

Local Work Group Meeting

**Tulsa County**  
Conservation District

**August-17**

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	31

**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								X																							

**Outreach for Farm Bill Programs**

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

**Farm Bill Contracting**

Explain and promote farm bill programs																															
Local work group coordination		X												X	X	X						X						X	X		
Complete program applications																															
Program application rankings																															
Compile and file applications								X																							
Prepare and mail form letters										X			X																		
Plan and contract development																															
Provide technical assistance																															
Update and maintain LIP-003																															
Other Farm Bill Activities (add as needed)																															

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery 45 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

*Jane Black 9-14-17*  
Conservation District Board Representative (Signature & Date)

*Cheryl Brown 9/8/17*  
NRCS District Conservationist (Signature & Date)

# TCCD Monthly Outreach and Activities Report

## July 2017



### **Meetings:**

07/06/2017	RMC Planning Meeting
07/06/2017	Sustainable Tulsa Meeting (Did not Attend)
07/07/2017	Crow Creek Leadership Team Meeting
07/13/2017	TCCD Board Meeting
07/19/2017	RMC Planning Meeting (Did not Attend)
07/24/2017	Grant Meeting w/ Jana Black and Katie Plohocky
07/27/2017	Monarchs on the Mountain Education Meeting
07/31/2017	Monarchs on the Mountain Planning Meeting

### **Special Events:**

07/20-7/21/2017	Tulsa County Free Fair (Did not Attend due to Being Sick)
07/31/2017	South Haven Manor Community Center Creek Cleanup and Outreach Event

### **Upcoming Meetings**

08/02/2017	RMC Planning Meeting
08/03/2017	Sustainable Tulsa Meeting
08/07/2017	Monarchs on the Mountain Planning Meeting
08/09/2017	TACF Board Meeting
08/10/2017	TCCD Board Meeting
08/17/2017	Grant Meeting w/ Jana Black and Katie Plohocky

**Up Coming Events:** None

### **Upcoming NRCS Deadlines:**

09/01/2017	CSP Application Deadline for 2 <sup>nd</sup> Level Review for Obligations
09/01/2017	CSP Renewal Deadline

### **Upcoming Holidays:**

09/04/2017	Labor Day – Office will be Closed
------------	-----------------------------------

### **Side Notes:**

### **Work Duties Performed:**

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



## TREASURER'S REPORT FOR TULSA AREA CONSERVATION FOUNDATION

Prepared by Ray West, TACF Board Treasurer

TACF Treasurer's Spreadsheet - based upon bank statements

Reconciled through: **January 31, 2017**

TACF CHECKING ACCOUNT: 37907192

DATE	NUMBER	NAME / PURPOSE	DEPOSIT	W/DRAWAL	BALANCE
7/31/16		Interest	0.38		5,421.61
8/1/16		DDA Deposit (RMC registration)	875.00		6,296.61
8/2/16		EVENTBRITE (RMC registration)	75.73		6,372.34
8/16/16		EVENTBRITE (RMC registration)	1,041.43		7,413.77
8/19/16		DDA Deposit (RMC registration)	880.00		8,293.77
8/24/16		EVENTBRITE (RMC registration)	414.28		8,708.05
8/30/16	6091	CITY OF MUSKOGEE (2 RMC registration refunds)		145.00	8,563.05
8/31/16		Interest	0.31		8,563.36
9/30/16		Interest	0.35		8,563.71
10/31/16		Interest	0.36		8,564.07
11/7/16	6092	Tulsa Audubon Society (2016 Monarch on Mtn Event)		100.00	8,464.07
11/30/16		Interest	0.35		8,464.42
12/31/16		Interest	0.36		8,464.78
1/26/17	6093	Homebuilder's Assoc. of Tulsa-2016 RMC lunch catering		1,423.12	7,041.66
1/31/17		Interest	0.35		7,042.01

### TACF SAVINGS ACCOUNT: 37907202

DATE	NUMBER	NAME / PURPOSE	DEPOSIT	W/DRAWAL	BALANCE
7/31/16		Interest	1.32		15,566.69
8/31/16		Interest	1.32		15,568.01
9/30/16		Interest	1.28		15,569.29
10/31/16		Interest	1.32		15,570.61
11/30/16		Interest	1.28		15,571.89
12/31/16		Interest	1.32		15,573.21
1/31/17		Interest	1.32		15,574.53

SUMMATION:		TOTAL to Date	At 1-1-09 start	Net Difference	
Years since budget start date:		CHECKING ACCOUNT:	5,421.61	14,294.45	-8,872.84
(since 1/1/09)	8.1	SAVINGS ACCOUNT:	15,574.53	14,251.48	1,323.05
AS OF:	1/31/17	TOTAL SAVINGS + CHECKING:	20,996.14	28,545.93	-7,549.79

#### NOTES:

This February 8, 2017 report shows reconciliation with bank statements through 1/31/17. This cover page shows transactions through 1/31/17 for Checking and Savings. Grey blocks = EOM reconciled statement values.

## FINANCIAL STATEMENT FOR 2016 RESOURCE MANAGEMENT CONFERENCE

DATE	CHECK	TRANSACTION DESCRIPTION	DEPOSIT	PAYMENT
4/19/16		EVENTBRITE, INC. (RMC EDI PYMNTS)	307.61	
4/26/16		DDA Deposit (RMC registration)	565.00	
5/3/16		EVENTBRITE, INC. (RMC EDI PYMNTS)	650.63	
5/4/16		DDA Deposit (RMC registration)	130.00	
5/17/16		EVENTBRITE, INC. (RMC EDI PYMNTS)	492.17	
5/25/16		DDA Deposit (RMC registration)	1,425.00	
6/1/16	6088	City of Muskogee (RMC refund for 2 'early bird' registrations)		130.00
6/3/16		EVENTBRITE, INC. (RMC EDI PYMNTS)	515.58	
6/20/16		DDA Deposit (RMC registration)	320.00	
8/1/16		DDA Deposit (RMC registration)	875.00	
8/2/16		EVENTBRITE, INC. (RMC EDI PYMNTS)	75.73	
8/16/16		EVENTBRITE, INC. (RMC EDI PYMNTS)	1,041.43	
8/19/16		DDA Deposit (RMC registration)	880.00	
8/24/16		EVENTBRITE, INC. (RMC EDI PYMNTS)	414.28	
8/30/16	6091	CITY OF MUSKOGEE (2 RMC registration refunds)		145.00
1/26/17	6093	Homebuilder's Assoc. of Tulsa (2016 RMC lunch catering)		1,423.12
TOTALS			7,692.43	1,698.12
NET INCOME FROM 2016 RMC:			5,994.31	

Reflects April 1, 2016 through January 31, 2017; additional transactions may have occurred after this date.

**GRAPHS OF TACF INCOME AND EXPENDITURES FROM JANUARY 2009 THRU: January 2017**  
 (does not include TACF Savings Account transactions)

**INCOME CATEGORIES**

Donations (non-RMC from agencies and private sector)  
 Interest (checking account only)  
 RMC Income (total of '09, '10, '12, '15, and '16 events)  
 Other Income (misc. admin and unknown)

	Amount (\$)	Percent
Donations	4,142.10	8.4
Interest	41.39	0.1
RMC	44,487.49	90.1
Other	723.92	1.5



**TOTAL** 49,394.90

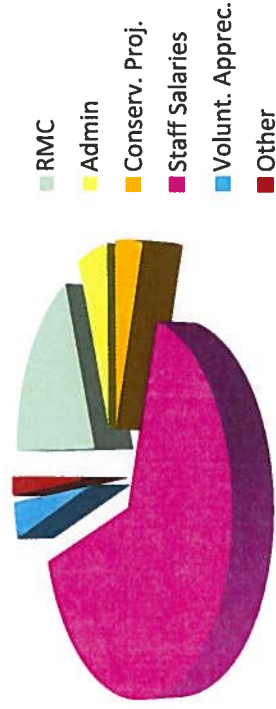
**NET INCOME OVER EXPENSES**

-6,770.44  
 -7,549.79

(Checking Account only)  
 (Check & savings combined)

**EXPENSE CATEGORIES**

RMC Expenses (total of '09, '10, '12, '15, and '16 events)  
 Admin (computer, office supplies, petty cash, etc.)  
 Conservation Projects (supplies, meeting supplies, etc.)  
 Staff Salaries (TCCD Board requests)  
 Volunteer Apprec. (Xmas parties, misc. costs)  
 Unknown (unspecified expenditures)



	Amount (\$)	Percent
RMC	10,780.60	19.2
Admin	3,077.93	5.5
Consrv.Proj.	2,783.68	5.0
Staff Salaries	36,562.84	65.1
Volunt. Apprec.	1,963.27	3.5
Other	997.02	1.8

**TOTAL** 56,165.34

[http://www.nifa.usda.gov/funding/cfp/pdfs/09\\_cfp\\_faqs.pdf](http://www.nifa.usda.gov/funding/cfp/pdfs/09_cfp_faqs.pdf)

### **Frequently Asked Questions**

- General
- Eligibility
- Required Application Documents
- Matching Funds
- Payment
- Changes to Award
- Changes to Budget

### **General**

#### **1. Can a grantee build facilities with grant funds?**

*In the Community Food Projects Competitive Grants Program (CFPCGP) RFA under Section E. Funding Restrictions – Construction and Renovation, it states the following “With prior approval, and in accordance with applicable Federal cost principles, grant funds may be used to plan, acquire, or construct a building or facility, or to acquire land: and for improvements, alterations, renovations, or repairs to land or buildings, necessary to carry out a funded project under this program. However, requests to use grant funds for such purposes must demonstrate that such expenditures are essential to achieving the major purpose for which the grant request is made.”*

*Also, when submitting proposals, the grantee should include the costs in the budget, and provide the information in the budget narrative. For additional information on capital expenditures and facilities the grantee can refer to OMB Circular A-21, Cost Principles, under General Principals Provisions for selected Items of Cost, under Section 16, subsection b., subpart 1, 2, 3 & 4*

#### **2. What is meant by a one time infusion of Federal Funds? Can we ever apply again?**

*The legislation requires that any one project can only be funded once. If the same organization has a different project, it may submit for that different project.*

**3. What are allowable and unallowable costs for Community Foods Grants?**

Allowable	Unallowable
<i>Equipment purchased for use on the project</i>	<i>Equipment already on hand</i>
<i>Equipment use charges if it is normal policy</i>	<i>Equipment use charges if part of indirect cost rate</i>
<i>Space rental/lab use charges necessary to</i>	<i>Entertainment costs, memorabilia, complete project etc.</i>
<i>Indirect costs in accordance with the grantee's negotiated indirect cost rate</i>	<i>Any amount in excess of the allowed indirect costs</i>
<i>Salaries and wages for student workers for actual work performed on the project</i>	

**4. What is the process for making an award once the grant award is decided?**

*The Competitive Program Staff will request any needed revisions to goals, objectives and budget information. After receipt of this information, the proposal will then be forwarded to our Awards Management Branch (AMB). An AMB Grants and Agreements Specialist will review it for administrative and legal sufficiency. The Grants and Agreements Specialists will determine if all required information and forms (Current and Pending Support, Resumes or Vitae of Key Personnel, etc.), are in the file. They may also request additional documentation such as organizational financial information, additional budget details and/or additional information on matching costs. This administrative review normally takes up to 30 days.*

**5. What are some sources of information on how to administer grant funds?**

*You may refer to the Office of Management and Budget's (OMB) Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations"; OMB Circular A-122 "Cost Principles for Non-Profit Organizations"; U.S. Department of Agriculture's 7 CFR Part 3019 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-profit Organizations."; as well as 2 CFR Part 215 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)"; and 2 CFR Part 230 "Cost Principals for Non-Profit Organizations (OMB Circular A-122)". These documents, along with other information may be found through the CSREES website at <http://www.csrees.usda.gov/business/business.html>*

**Eligibility**

**1. Does a non-profit organization have to obtain tax-exempt status?**

*No.*

**2. Are food cooperatives eligible to apply for a community foods grant?**

*Yes, if they meet the "private, non-profit entity." A private nonprofit entity, for the purpose of the Community Foods Project (CFP), is any nongovernmental corporation, trust, association, cooperative or other organization which: (i) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (ii) is not organized primarily for profit; and (iii) uses its net proceeds to maintain, improve, and/or expand its operations. The annual CFP RFA identifies the eligibility requirements grantees must meet .*

**Required Application Documents**

**1. When I create my budget narrative, what information is needed?**

*Please see the "Required Budgetary Details" information document [http://www.csrees.usda.gov/business/awards/budg\\_det\\_grantee\\_09.pdf](http://www.csrees.usda.gov/business/awards/budg_det_grantee_09.pdf) to better explain what the Awards Management Branch requires for the submission of a budget narrative.*

**2. Why do you need resumes or Vitae of senior personnel?**

*To ensure that the Project Director(s) are qualified to carry out the objectives of the project.*

**3. Why are current and pending support forms needed; how are they used?**

*These forms are required for all Project Director(s) listed on the grant. They are reviewed to ensure that the Project Director(s) have not overcommitted their time; and that duplicate funding or overlapping of projects does not exist.*

**Matching Funds**

**1. Do we have to have all the required matching resources secured prior to issuing the award?**

*Yes, In order for us to issue the award, the grantee must meet the Program requirement of 100% matching by providing verification they have the funds in place. Please note that upon an administrative review of the grant, some matching may be deemed unallowable and therefore additional matching resources may be required.*

**2. How do you confirm matching funds?**

*We review the budget, budget narrative and the Third Party's letters confirming their matching funds as required in the Request for Application (RFA).*

**3. Can other Federal funds be used as matching on this project?**

*No, matching contributions must come from non-Federal sources unless funds are specifically authorized by Federal statute to be used as matching.*

**4. Can funds provided from a state or local government for another similar project be used as required matching?**

*No. If the funds were provided specifically for another project, they cannot be used as matching for this project regardless of similarities.*

**5. If I anticipate receiving funds from other sources in the future (i.e. weeks, months, year, etc.) may I count them as anticipated matching costs?**

*No. All matching must be secured at the time of award to be considered as a part of the required matching. See Item #1 above.*

**6. What are cash contributions?**

*Those allowable costs which have been incurred by the grantee or subgrantee in the performance of project objectives for which the organization pays with their own resources; it also refers to cash contributed to the grantee by non-Federal third parties which then will be used to cover allowable costs incurred by the grantee or subgrantee. Some examples of cash contributions are:*

- *The grantee's cost to purchase items of equipment to be used under a project;*
- *The grantee's cost to pay the salary of grantee employees in proportion to their efforts under a project.*
- *Indirect Costs*

**7. What are In-Kind Contributions?**

*The value of allowable noncash contributions which will directly benefit a project and which are provided by non-Federal sources. Some examples of in-kind contributions are:*

- *The value of services which are donated by a person to a project (the person is not compensated with project funds, but is donating his/her time to work on the project; the value of the person's time is used to meet cost-sharing requirements)*
- *Rental of space, laboratory or classroom use costs—these types of charges are allowable if needed to conduct the project, as long as they are normally charged to all projects and are not included as part of the organization's indirect cost rate base.*

**8. What are the regulations on in-kind costs?**



*In-kind costs are addressed in USDA's Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations, 7 C.F.R. 3019. A PDF of the document is available here: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title7-vol15/pdf/CFR-2012-title7-vol15-part3019.pdf>. In this document under Section 3019.23 – Cost Sharing or Matching, explains the requirements for matching. This information also is referenced in OMB Circular A-110, Subpart C, Section .23 and 2 CFR 215.*

**9. What information should be included in the pledge agreement letter?**

*The Third Party pledge agreement letters should each contain the following information: a) authorized organizational representative's signature of the donor organization and the applicant organization; b) the name, address and telephone number of the donor; c) the title of the project for which the project is made; d) the dollar amount of the cash or in-kind donation; e) a statement that the donor will make the cash/in-kind contribution during the grant period and f) whether the applicant can designate the cash donation as they deem necessary or whether the cash contribution has been designated to a particular budget item by the contributor.*

**10. If an item is unallowable for Federal funds, may we use it as a matching cost?**

*No. If it is unallowable for Federal funds, it would also be unallowable as matching.*

**11. May we use donated land as a matching contribution for the project and if so, how do we determine its current value?**

*Yes, land may be used as a matching contribution. The value of donated land and buildings shall not exceed its fair market value at the time of donation to the recipient as established by an independent appraiser (e.g., certified real property appraiser or General Services Administration representative) and by a responsible official of the recipient.*

**12. May we use land and equipment donated to our organization several years ago?**

*No, donation of land or equipment must be specifically for the grant and provided within the project period.*

**13. May we use staff time as a matching contribution towards the project?**

*Yes, you must provide the hourly rate of pay applied and the number of hours spent on the project for each individual and the task to be completed.*

**14. Can volunteer's time be used as matching and if so, how do we determine what value the time has?**

*Yes, rates for volunteer services must be consistent with those paid for similar work in the recipient's organization. In those instances in which the required skills are not found in the recipient organization, rates shall be consistent with those paid for similar work in the labor*

*market in which the recipient competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation. If including volunteer time, present the information in the following manner - hourly rate x the number of hours = the amount to be paid or the value of volunteer time.*

**15. May we include the costs for ethnic entertainment under the request for Federal funds or under our matching as it applies to our grant project?**

*No, entertainment costs are unallowable.*

**16. May we include rent and utility costs under the Federal funds or to help meet our matching requirement?**

*Yes, rent and utility costs are allowable under both Federal Funds and as matching as long as they are not included as part of indirect costs. If they are going to be applied as a direct cost item, the costs must be applied on a pro-rated basis.*

**17. Do changes in matching funds such as the expenditures made or the sources of matching funds after the award has been made require approval?**

*Once the grantee's matching funds have been approved, the grantee may make changes to their matching funds as long as they continue to meet their required level of matching from non-Federal sources. Accurate records of the matching must be kept and reported during the period of the award.*

**18. What documentation must be kept for the expenditure of Federal or Matching grant funds?**

*It is best to retain as much detailed information as possible to explain the expenditures on a grant (e.g., checks, receipts, procurement requests, etc.) In the event of an audit, you will be required to produce this supporting documentation.*

**Payment**

**1. Describe the whole funds management process from when the award is completed until the funds are made available?**

*After the award is signed, The Awards Management Division (AMD) notifies the Financial Operations Division (FOD) that an award has been issued. Upon notification, FOD enters award and grant recipient information into the Agency's and ASAP's databases. When ASAP receives this information, they establish a letter of credit account where the grant recipient will be able to draw down their funds.*

**2. How are funds made available to us?**

*Through the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Financial Management Service. Reimbursement is made by drawing funds from a letter of credit account.*

*Additional information on enrollment in ASAP is available on the NIFA website at [http://www.csrees.usda.gov/home/faq\\_grant\\_management.html#what](http://www.csrees.usda.gov/home/faq_grant_management.html#what).*

### **3. Who do we call when we can't access our funds?**

*The account may be suspended or the percent of the funds that can be drawn down for that quarter has been met. Please wait until the next quarter. Has the performance period expired? You may verify this by reviewing Block 3 of your award sheet. For questions please contact the Awards Management Division at (202) 401-4986.*

### **4. What does it mean to have funds withheld? How can I get them released?**

*All or part of the Federal funds may not be available for use until specific criteria are met as stated on the Award Face Sheet, CSREES 2009. Some examples could be missing forms and/or the clarification of incomplete and unclear budget information. Refer to the Award Face Sheet, Form CSREES-2009, as documented in the Provisions Section in order to provide the requested information and obtain approval for the release of funds.*

### **5. Is there any penalty for having funds withheld?**

*No, there is not a penalty. However, the longer the grantee takes to provide the necessary information required to release their funds, the less time they will have to spend their funds or work on the project until the grant expires.*

## **Changes to Award**

### **1. What if our key personnel change?**

*If the personnel change occurs, a revised SF-4424 must be submitted to the Awards Management Division (AMD) along with a letter designating the new official on organizational letterhead.*

### **2. What if an organization ceases to exist or has been taken over by another organization; can the grant be transferred to another organization?**

*If another organization takes over control of the grantee organization, a revised SF-4424 must be submitted to the Awards Management Division (AMD) along with a letter designating the new official on organizational letterhead.*

## **Changes to Budget**

### **1. What happens if we have budget changes?**

*Most budget changes may be made without NIFA approval. However, there are some changes that do require prior approval by AMD. Those changes are as follows:*

- *If a change in the budget brings the total of subcontracts to more than 50 percent of the total dollars of the award;*
- *Any subcontract awarded to a Federal agency; and*
- *For budget costs that require prior approval under the Program's Request for Application.*

**2. How much flexibility do grantees have on the line items proposed in our budget submissions?**

*Prior to the final awarding of the grant, the grantee may work with the Grants and Agreements specialist assigned to their proposal to negotiate changes in their budget. However, after the award has been made, please refer to the answer given in Question # 1 above.*

## Seeding Solutions - Addressing Challenges in Food and Agriculture

Opp ID: 170840 | Research | Last edited on 05 May 2017

- [Full Details](#)

Website

<http://foundationfar.org/open-opportunities/seeding-solutions/>

Sponsor

[United States Department of Agriculture \(USDA\)](#)

[Foundation for Food and Agriculture Research \(FFAR\)](#)

Amount

**Upper \$1,000,000,000USD**

Finalists must identify a committed source for 1:1 non - federal matching funding prior to submitting the full proposal. The matching funding must correspond to line items in the full proposal budget. Up to 50% of matching funds can be in - kind match. The remainder must be a cash match. Matching funding must supplement and not supplant any pre-existing funds for the project. FFAR will match up to \$1,000,000. USD, for a total project budget of \$2,000,000. USD. Indirect costs cannot exceed 10% of the total budget (FFAR contribution + grantee' s matching funding).

Budgets must be commensurate with the work proposed and FFAR expects that some challenge areas may require budgets at the \$2,000,000 level (FFAR contribution and matching contribution combined), while others may require lower budgets. However, FFAR will fund only bold and transformative ideas, thus small budget proposals under \$500,000 (FFAR contribution and matching contribution) are not likely to be considered. Total project budgets can exceed \$2,000,000, however, FFAR will only match up to \$1,000,000.

[« less](#)

Applicant Type

Academic Institution

Commercial

Government

Individuals: Mid-Career to Established in Field

Nonprofit

Small Business

Citizenship or Residency

United States

Activity location

Unspecified

Abstract

To kick off FFAR's new direction of embarking on Challenge areas, we are Seeding Solutions, a call to the community to come forward with bold, innovative, and potentially transformative research proposals in our... [more »](#)

Keywords

- Agriculture and Food Sciences
- Nutrition Education
- Sustainable Agriculture
- Soil Sciences
- Urban Studies
- Proteins and Macromolecules
- Waste Management (Food Processing)
- Water Supply
- Soil Conservation

**Upcoming Deadlines**

**Date**

**What's Due**

**Notes**

**01 Jan 2018**

Anticipated

**Preliminary Proposal**

Sponsor deadline - required

**01 Apr 2018**

Anticipated

**Full Proposal**

Sponsor deadline - required



The 2018 RMC on Facility Management and Energy Efficiency will be on February 15 at the Central Library. I received confirmation on this today, the rooms are ours. The conference name has not been settled on yet. Our target audience will be business and municipal facility managers and anybody interested in learning more about how to reduce energy use and thereby reduce facility operational costs. Also, I would like to thank Mick Walsh and Molly Jones for joining us and welcome them to the RMC Planning Committee. Their expertise is sincerely appreciated.

At this time the six topics or presentations will be:

1. Water Efficiency
2. Lighting Efficiency
3. Fleet Efficiency
4. Heating, Cooling and Ventilation
5. Renewable Energy Sources
6. Occupant Behaviors (What Building Occupants Can Do to Lower Utility Costs)

Items to be discussed in upcoming meetings:

- A. Begin the process of selecting speakers for the technical presentation and identifying two or three individuals that can give short presentations on how these principles were applied at their facilities and the benefits they realized as a result. The presenters will be by invitation and selected by the planning committee. We will be looking for presentations with universal appeal and want to avoid commercial presentations disguised to promote products or services. Send in candidate names and why you feel they would be a good speaker. Don't be afraid to nominate friends, business acquaintances and individuals you have first-hand experience with.
- B. Work on the first agenda draft just roughing in time slots, breaks and lunch.
- C. Explore the idea of providing time for vendor presentations (where, when, how long)
- D. Identifying and compiling a list of potential vendors and sponsors and determine cost for a vendor booth or table and sponsorship levels.
- E. Start working on a target audience list with contact information.
- F. Start crafting a save-the-date message. We would like to send out the first save-the-date around the first of September.
- G. Determine the registration fee, how registrations and payment will be accepted and when registration will be opened. Open registration around the first of October?

What have I forgotten? I look forward to seeing everyone at the next meeting and appreciate your input and help. Thanks, Vernon.

**Exhibit 1: Operational Agreement**

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

Conservation District: Tulsa County

NRCS Field Office: Tulsa

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

1) CONSERVATION PLANNING

a) Possible Work Tasks:

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

- Development of plan and soil maps

## 2) OUTREACH AND MARKETING

### a) Possible Work Tasks:

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

## ADMINISTRATIVE DUTIES

### b) Possible Work Tasks:

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

3) FARM BILL CONTRACTING

a) Possible Work Tasks:

- Explain and promote farm bill programs
- Assist with local work group coordination.
- Assist customers to complete program applications
- Assist with program application rankings by gathering preliminary customer information
- Compile applications in order of rankings, and file completed applications according to NRCS policy
- Prepare and mail form letters and other correspondence to program applicants
- Assist in assembling supporting documentation needed for contract payments and or modifications
- Delivery of direct technical assistance to support contract practice application and complete status review

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

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Conservationist

\_\_\_\_\_  
Date

Tulsa County  
Conservation District

6660 S. Sheridan Rd. Suite 120  
Tulsa, OK 74133

# Tulsa County Conservation District

*Annual Report July 1, 2016 – June 30, 2017*

The Tulsa County Conservation District is a local subdivision of state government. The district formed April 12, 1938 to ensure local people are involved in conservation activities.

The main goal of the district is to provide services to land users in protecting and conserving natural resources and to provide a link to state and federal conservation agencies and programs.

A board of five conservation district directors (three elected and two appointed) governs the conservation district.

Our district has cooperator agreements with over 1150 producers in the county. These agreements cover more than 245,000 acres.

The board of directors submits this annual report to inform the public of this past year's conservation accomplishments.

We invite all citizens to become familiar with the activities of the Tulsa County Conservation District and to visit our office and get acquainted with our staff.

We also invite people to attend our monthly board meeting held on the second Thursday of each month at 4:00PM unless otherwise stated.

**Our Mission:** To provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment

**Our Charge:** Conservation districts are the only local unit of government charged with the responsibility of conserving our natural resources.

**Our Purpose:** To conserve, protect, restore, and improve Tulsa County's natural resources for the citizens of Tulsa County

## Tulsa County Conservation District Board of Directors

- Melissa Gray – Chairman
- Jana Black – Vice-Chair
- Zach Kilburn – Treasurer
- John Beasley – Member
- Tom Tolbert – Member

The Conservation District shares office space with the Natural Resources Conservation Service (NRCS), a federal agency in the U. S. Department of Agriculture. The NRCS provides technical and planning assistance to the conservation district and district cooperators, while also administering several USDA technical and cost share programs.

*Our office is open Monday- Friday from 8:00 a.m. to 4:30 p.m.*







Pond construction has been one of the conservation practices included in the Conservation Cost Share Program.



Workers collect debris at a previous NRCS' EWP site.

## *Oklahoma Conservation Cost Share Program*

The conservation district administers the Oklahoma Conservation Cost Share Program for Tulsa County. This past year the district received \$20,273.59 CSPY 17. The Board has approved 4 applications for the cost share program.

TCCD also completed CSPY 17, with one project completed, and 98% of \$20,000 allocated. The remaining funds will roll over to CSPY 18.

The Oklahoma Legislature established the program in 1998. It is an annual program requiring funding from the legislature. The conservation district board obtains input from citizens to determine which conservation practices will be included in the program each year. CSPY 17 and 18, the District funded all possible conservation practices including: Brush management, critical area planting, diversions, pond fencing, grade stabilization structures, grassed waterways, heavy use area protection, pasture and hay planting, pipeline, pumping plant, range planting, nutrient management, pest management, terrace watering facility, and water wells.

## *Emergency Watershed Program*

Through the Emergency Watershed Protection (EWP) Program, NRCS is not currently involved in any projects.

## *Providing Equipment and Services to Producers in the District*

The Tulsa County Conservation District currently does not have any equipment available to producers in Tulsa County. Our district focuses on outreach education, while also working alongside NRCS to provide financial and technical assistance to local landowners through the Conservation Cost Share Program. We do have some classroom materials that are available to check out with a deposit. Supplies include: books, soil discovery kits, hand lenses, tree books, sample dishes, bug boxes, rocks, macroinvertebrate samples, curb marking kits, and others.

The District sells plat books and also provides access to historical aerial photographs that are used by local landowners and engineering consulting firms. The most recent books available are 2009.



Father and son searching for bugs after TCCD discussed the importance of macroinvertebrates at a Brookside Neighborhood Association event on Crow Creek.



Graham Brannin with the Friends of Blue Thumb visit Crow Creek prior to the Annual Creek Clean Up

## Outreach and Education

The District carried out a variety of conservation education activities during the year. Below are some of the schools and organizations we worked with and the number of individuals we reached through our outreach efforts:

- Jenks East Elementary- Conservation Education
- University of Tulsa Earth Day Event
- Collinsville Early Childhood Center School- Natural Resource Day Presentation
- TCC Metro Campus – Sustainability Conference

60	preschool
30	kindergarten
1000	1st Grade
1000	2nd Grade
100	3rd Grade
100	4th Grade
100	5th Grade
50	6th Grade
30	7th Grade
10	8th Grade
13	9th Grade
20	10th Grade
50	11th Grade
30	12th Grade
100	College
40	Teachers
200	Adults
20	Higher Ed Instructor
7360	Grand Total





TCCD and Blue Thumb staff conducting a habitat assessment on Mooser Creek



Fish print materials at a Natural Resource Day.



Tulsa Area volunteers assisting a Blue Thumb fish collection

## *Outreach and Education Continued*

The District carried out 10 conservation education activities during the year. These included:

- ❖ 4 outreach presentations, 1 Fair, 1 adult education workshop, 24th Annual Creek Cleanup on Dirty Butter Creek.
- ❖ Worked with the following groups:
  - City of Tulsa
  - City of Tulsa Environmental Education Committee
  - Jenks Public Schools
  - Metropolitan Environmental Trust
  - Natural Resources Conservation Service
  - Oklahoma Blue Thumb
  - Oklahoma Conservation Commission
  - Quik Trip
  - Sustainable Tulsa
  - Tulsa Young Professionals
  - Tulsa Area Conservation Foundation
  - Tulsa Public Schools
  - The University of Tulsa
  - Tulsa regional STEM Alliance
  - New Solutions
  - Covanta
  - Loughridge Outdoor Classroom
  - M.e.t Recycling
  - Home Builders Association of Great Tulsa
  - INCOG
  - Crow Creek Community
  - Philbrook Museum of Art
  - Cox Communications
  - iHeart Radio
  - Tulsa Audubon Society
  - River Parks Authority
  - City of Broken Arrow
  - Educare North Tulsa
  - Tulsa Urban Wilderness Coalition
  - Monarch Initiative of Tulsa
  - Camp Loughridge
- ❖ Set up a booth at local fairs including the Home and Garden Show, EnvioExpo, and Conservation Day at the Capitol.
- ❖ Coordinate Cost Share Programs 17 and 18.
- ❖ 200 hours of volunteer hours were contributed by the Tulsa County Earth Team, with over 60 individuals volunteering during the fiscal year.

## ***USDA Conservation Programs***

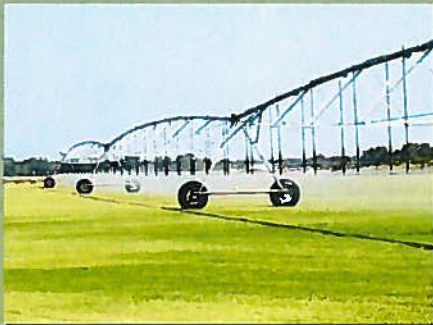
The Conservation District works closely with the NRCS in carrying out conservation work in the county. The NRCS staff provides technical assistance to the Conservation District and to county land users. The NRCS also administers several federal cost share programs.

Listed below are accomplishments through federal conservation programs in 2016 - 2017:

- ❖ 9 Environmental Quality Incentives Program (EQIP) contracts were developed for a total of \$41,721 and 15.7 acres in cost-share assistance.
- ❖ 0 Conservation Stewardship Program (CSP) renewal administered.

Additional NRCS efforts included:

- ❖ Coordinated efforts to host a Seasonal High Tunnel on Farm Demo and Tour with 45 in attendance.
- ❖ Utilizing Earth Team Volunteers for 120 hours of support for Outreach and Education efforts in Tulsa County and across Oklahoma.
- ❖ Provided planning and technical support for land users to install 1 pond through OCC's State Cost Share Program during the year for livestock water.



A cooperators irrigation project installed through NRCS' EQIP program provides more efficient irrigation for agricultural crops.



NRCS provided funding support to assist agricultural producers in the county to install, "High Tunnel" houses for growing vegetables and berries.

Services and programs provided by the Tulsa County Conservation District and NRCS are offered on a nondiscriminatory basis without regard to age, race, color, national origin, religion, gender, marital status or physical disability.



# National Association of Conservation Districts

## CONSERVATION INVESTMENT

Customer #: 44011

Investment Date: July 1, 2017

Tulsa County Conservation District  
 6660 S Sheridan Rd Ste 120  
 Tulsa, OK 74145-1768

2017 Membership Level	Quantity	Price	Amount
<input type="checkbox"/> Platinum (\$3,001 +)	_____	\$ _____	\$ _____
<input type="checkbox"/> Diamond (\$1,776 - \$3,000)	_____	\$ _____	\$ _____
<input type="checkbox"/> Gold (\$775 - \$1,775)	_____	\$ _____	\$ _____
<input type="checkbox"/> Silver (\$501 - \$774)	_____	\$ _____	\$ _____
<input type="checkbox"/> Bronze (\$101 - \$500)	_____	\$ _____	\$ _____
<input type="checkbox"/> Contributor (\$1 - \$100)	_____	\$ _____	\$ _____

**PLEASE RENEW YOUR MEMBERSHIP NOW!**

*Please continue to support your National Association by making your membership payment. Complete the application form and send with payment to NACD headquarters.*

Kim LaFleur  
 NACD Secretary/Treasurer

Investment Total	\$ _____
Taxes	\$ 0.00
Amount Paid	\$ _____
<b>Please Pay</b>	\$ _____

### PLEASE DETACH AND REMIT WITH YOUR PAYMENT

Conservation Investment FY17 (check one)					
<input type="checkbox"/> <b>Platinum</b> (\$3,001 +)	<input type="checkbox"/> <b>Diamond</b> (\$1,776 - \$3,000)	<input type="checkbox"/> <b>Gold</b> (\$775 - \$1,775)	<input type="checkbox"/> <b>Silver</b> (\$501 - \$774)	<input type="checkbox"/> <b>Bronze</b> (\$101 - \$500)	<input type="checkbox"/> <b>Contributor</b> (\$1 - \$100)
Payment					
<input type="checkbox"/> Final Payment <input type="checkbox"/> Installment ____ of ____ Amount Paid: _____		<input type="checkbox"/> Check # _____ <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card No. _____ Exp. Date _____ Name on Card _____ Signature _____			
Customer #: 44011 Tulsa County Conservation District 6660 S Sheridan Rd Ste 120 Tulsa, OK 74145-1768 <input type="checkbox"/> check here for change of address (see back for details)			<b>Mail check and form to:</b> National Association of Conservation Districts 509 Capitol Court NE Washington, DC 20002 <b>Fax credit cards and form to: 202-547-6450</b>		





## National Association of Conservation Districts

Dear District Officials,

Attached is your final invoice for NACD's 2017 Fiscal Year (FY). Now is the time to make a payment toward your membership dues to show support for your national association.

NACD works every day for every district to provide:

**Advocacy on Capitol Hill**– NACD recently launched a new Grassroots Advocacy webpage stocked with information and templates to help you contact Congress and advocate for issues important to your conservation district.

**Stewardship and Education materials** – The NACD Stewardship and Education Committee recently announced the 2017 poster contest and 2018 stewardship week theme: *Watersheds - Our Water, Our Home*. NACD's 2018 education and outreach materials are currently under development, but you'll find all of the association's previous themes and their coordinating resources for FREE download on our website.

**Conservation district grant opportunities** – In 2016, NACD awarded \$2 million in grants to 42 districts in 25 states to help them build technical assistance for urban ag conservation projects. Through the same Urban Agriculture Conservation Grants Initiative, NACD will award grants to 20 districts in 2017.

**Resources** –Your membership supports the development and access to a variety of materials designed to strengthen your local board. Head over to the resources section of the website for district guides, NACD reports, recorded webinars and much more. Be sure to check back regularly for new materials and updates!

**Regional and national meetings** – These meetings offer a great opportunity for members to network and attend educational breakout sessions and skill-building seminars. NACD meetings serve to reenergize and build capacity across the conservation community at several times and locations throughout the year. Be sure to save the date for these upcoming opportunities:

2017 Summer Meeting & Conservation Tour	July 15 – 18	Altoona, IA
Northeast Region Meeting	August 13 – 15	Burlington, VT



# National Association of Conservation Districts

South Central Region Meeting	August 2 - 4	Alexandria, LA
Southeast Region Meeting	August 6 - 9	Greenville, SC
State Association Exec Directors Conf.	August 29 - Sept. 1	Salt Lake City, UT
Southwest/Pacific Region Meeting	September 11 - 14	Tucson, AZ
2018 Annual Meeting	January 27 - 31	Nashville, TN

Also, don't forget to sign up for NACD's electronic publications and follow us on Facebook and Twitter! And feel free to reach out to your NACD Board Member, NACD Officer, NACD Executive Board Member, or one of our staff members to hear more about what NACD does for our members across the nation.

Sincerely,

Kim LaFleur  
Secretary-Treasurer

### Dues Structure & Benefits

<b>Platinum*</b>	\$3,001+
<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> registration free to NACD Annual Meeting</li> <li>• 2 invitations to NACD President's Reception at Annual Meeting</li> <li>• 20% off a single purchase of \$100 or more from the NACD Marketplace (excluding sale/clearance items)</li> </ul>	
<b>Diamond*</b>	\$1,776 - \$3,000
<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> registration half-price to NACD Annual Meeting</li> <li>• 1 invitation to NACD President's Reception at NACD Annual Meeting</li> <li>• 15% off a single purchase of \$100 or more from NACD Marketplace (excluding sale/clearance items)</li> </ul>	
<b>Gold*</b>	\$775 - \$1,775
<ul style="list-style-type: none"> <li>• 10% off a single purchase of \$100 or more from the NACD Marketplace (excluding sale/clearance items)</li> </ul>	
<b>Silver</b>	\$501 - \$774
<b>Bronze</b>	\$101 - \$500
<b>Contributor</b>	\$1 - \$100

*\*Full Membership Level (Gold and above)*



July 31, 2017

Dear Friend of The M.e.t.,

Planning is underway for the 16<sup>th</sup> annual America Recycles Day Awards Banquet for Thursday, November 16<sup>th</sup>. The celebration will be held in the Hard Rock Hotel, 18<sup>th</sup> Floor Sky Room, which features breathtaking views.

This event is held specifically to honor individuals, businesses and segments of the community who have demonstrated an outstanding commitment to recycling. It is only through the generous sponsorships of our community partners that we are able to honor these recycling heroes. We would love for you to join us in honoring our award winners by choosing from one of our sponsorship levels. Your donation is tax deductible and it will list you among the best-of-the best in the recycling sector.

Attached you will find sponsorship level and corresponding sponsorship benefits. Please fill out this form and email or send via regular mail to the address below. You can email your editable form to [met@metrecycle.com](mailto:met@metrecycle.com). To secure a specific sponsorship level, please return our form by September 8<sup>th</sup>. Payment can be made online at [www.metrecycle.com](http://www.metrecycle.com) by clicking "donate," or by check payable Friends of The M.e.t. Other payment arrangements can be made, and we are happy to answer any questions. Please call us at 918-584-0584.

Your Generous Support is Appreciated,

A handwritten signature in black ink, appearing to read 'G. Brannin', is positioned above the typed name.

Graham Brannin  
Executive Director

# America Recycles Day Banquet

Thursday, November 16, 2017

6:00 pm Dinner and Awards Ceremony



## Presenting Sponsor: \$2,000 (2 available)

- Logo on all print collateral, website, and press releases
- Mention and links on social media
- Logo placement on invitations
- Logo on display signage at event
- Public acknowledgement at awards dinner by our Executive Director.
- Speaking opportunity to introduce your business to our guests and presentation of one award.
- Eight (8) complimentary tickets.

*(If you are interested in this sponsorship, your timely response is appreciated so we may meet print deadlines for custom designed invitations)*

## Bronze Sponsor: \$500

- Logo on all print collateral and website
- Mentions and links on social media
- Logo on display signage at event
- Public acknowledgement at awards dinner by our Executive Director.
- Four (4) complimentary tickets

## Silver Sponsor: \$1,000

- Logo on all print collateral, website, and press releases
- Mentions and links on social media
- Logo on display signage at event
- Public acknowledgement at awards dinner by our Executive Director.
- Six (6) complimentary tickets

## Partner Sponsor: \$250

- Logo on website
- Mentions and links on social media
- Logo on display signage at event
- Two (2) complimentary tickets.

**Individual Event Tickets \$85, (2 for \$160)**

Name(s) for Recognition \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Sponsorship Level:  Presenting Sponsor \$2,000  Silver Sponsor \$1,000  Bronze Sponsor \$500  
 Partner Sponsor \$250  Individual Tickets \$85: Quantity: \_\_\_\_\_

Please confirm your participation no later than September 8, 2017. We will be in touch to make sure we have your company information and logo.

Send completed form via email to: [met@metrecycle.com](mailto:met@metrecycle.com)  
You can visit [metrecycle.com](http://metrecycle.com) to pay online OR you may mail a check to:  
Friends of the M.e.t. -- 1 West 3rd Street, Suite 110 -- Tulsa, OK 74103

(This is a tax-deductable donation and you will receive a receipt. Friends of The M.e.t. tax I.D.# is EIN 27-3280831)

# 30 Years of Rockin' the Recycling!