

AGENDA
Board of Directors Special Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
September 10, 2015 - 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, 9 2015 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending July and August 2015
 - C. Review of TACF Financials for Period Ending July and August 2015
 - 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 July and August 2015
 - F. Acceptance of NRCS Farm Bill performance worksheets
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and acceptance of District Conservationist Agency Report
 - B. Crow Creek Update with Jean Lemmon
 - C. Approval of TCCD Crow Creek Article Publication in NACD's Quarterly News Letter
 - D. Fiscal Year 2016 District Funds Allocation Letter from OCC
7. New Business:
8. Public Comments:
9. Adjourn:

Next regularly scheduled meeting is October 8, 2015 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



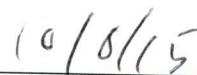
Tulsa County Conservation District
5401 S. Sheridan Road, Suite 201 * Tulsa, Oklahoma 74145-7522
918-280-1595 Fax: 280-1594 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the **Regular Meeting** of the Tulsa County Conservation District Board of Directors held on **September 10, 2015** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **October 8, 2015**.



Chair, Board of Directors



Date

Attest:



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

Date: September 10, 2015
Time: 4:00 PM

Members Present: Zach Kilburn, Chairman
Roy Foster, Treasurer
Melissa Grey, Member
Jana Black, Member

Members Absent: Craig Thurmond, Vice Chairman

Others Present: Cleon Bradford, Acting District Conservationist
Jean Lemmon, Oklahoma Conservation Commission
Katie Smith, Intern, Oklahoma Conservation Commission

1. Meeting Called to Order:

Member, Zach Kilburn called the meeting to order at 4:13 PM He noted this was a regular meeting and is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on July 8, 2015 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 July, 9 2015 Regular Meeting
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 - C. Review of TACF Financials for Period Ending July and August 2015
 - 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 July and August 2015
 - F. Acceptance of NRCS Farm Bill performance worksheets

Jean Lemon suggested that the minutes from previous board meeting should be amended to correct a misspelling in Trey Lam's name. It is currently spelled Trey Lamb and should be Trey Lam. Roy Foster made a motion to amend the minutes from the July 9, 2015 meeting to reflect the name correction. Jana Black 2nd the motion. Nays: None. The motion carries.

Roy Foster made a motion to move agenda items 4 B-F from the consent agenda to item number 5 to discuss further. Jana Black 2nd the motion. Nays: None. The motion carries.

Roy Foster made a motion to approve items B-F moved from Consent agenda. Melissa Gray seconded the motion, motion passes.

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

After a brief discussion of removed agenda items 4B-4F from the consent agenda, Roy Foster made a motion to approve agenda items 4B-4F. Melissa Gray 2nd the motion. Nays: None. The motion carries.

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

A. Discussion and acceptance of District Conservationist Agency Report

Cleaon Bradford that the Conservation Stewardship Program has an upcoming deadline of December 4, 2015 for contract renewals for FY 2016. He said that he was in contact with the participants to make sure they renew their contracts by then. Also, Tulsa County CSP obligated over \$81,000 on 585 acres of land. Cleaon said that it is the start of the 2016 fiscal year and that NRCS is taking applications for the EQIP program now. The application cutoff date is November 20, 2015. In FY 2015 EQIP obligated just over 45,000 in funds to landowners on a total of 620 acres. Which means we are implementing conservation practices on the ground in Tulsa County. Cleaon said the Local Emphasis Area (LEA) Proposal Deadline is Friday September 18, 2015. He also said that he is currently working with Stacey Henson from OCC and Bruce Beverly, with the OSU Extension Office to conduct an on farm demonstration project on John Christ's property this fall. It would be the first in Tulsa County. Cyndie had been working on this project last spring before she left. Cleaon said that there had been a Locally Led Meeting last week on the 3rd in which three board members were in attendance, but unfortunately no one from the public attended. No further action needed to be taken at this time.

B. Crow Creek Update with Jean Lemmon

Jean introduced Katie Smith, conservation intern with OCC helping with the Crow Creek initiative. Jean mentioned there was a front page Tulsa world article about Crow Creek which increased committee meeting attendance, however volunteer sign-up did not increase even with more people attending the landscape plan for conservation plots on 33rd Pl., acquisition lots progressing, and the original plan was simplified. First action to be taken on the lots is to kill the Bermuda to prep the site for planting next year, preliminary plans will be to start dirt work next summer then do grading, install the path and meadow. Two immediate neighbors have volunteered to be coordinators for the site.

Jean said that they have some donations coming in to help cover costs of planting. Roy asked about conservation foundation funding. Jean says that they have plans to approach the Tulsa Area Conservation Foundation. There has also been a Facebook contest to name the Crow Creek lots and Sustainable Tulsa is hosting a tour of the sites on September 27, 2015. No action needed to be taken at this time.

C. Approval of TCCD Crow Creek Article Publication in NACD's Quarterly News Letter

Jean said that she was asked to cover a webinar that Cindy Short had originally signed up for about Conservation Districts in Urban Environments. She said the Webinar went well with good questions being asked. As a result of that webinar the National Association of Conservation District Quarterly newsletter wants to publish an article about the webinar and the Crow Creek initiative. Roy Foster made a motion to approve the publication of the news article. Jana Black 2nd the motion. Nays: none. The motion carries. Zack Kilburn agreed to send an email to NACD to give approval to publish the article.

D. Fiscal Year 2016 District Funds Allocation Letter from OCC

After a brief discussion, the Board agreed that the allocation letter looked good and did not have any questions to address. No action needed to be taken at this time.

6. New Business: None

7. Public Comments: None

8. Adjourn:

Meeting adjourned at 4:47 PM

Next regularly scheduled meeting is October 8, 2015 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 7-31-15
Account No:
002 555 142 E
Enclosures: 6

GET STRAIGHT A'S WITH MYBLUE CHECKING!
VISIT ARVEST.COM/MYBLUE FOR MORE INFO.

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

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

Balance Last Statement	6-30-15	7,070.47	142
+Deposits/Credits	3	2,766.60	
-Withdrawals/Debits	11	3,680.21	
-Service Charge		.00	
+Interest Paid		.26	
Balance This Statement		6,157.12	

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

Date	Tracer	Description	Amount
7-31	999000000000001	INTEREST PMT	.26
***** ELECTRONIC ACTIVITY *****			
Date	Tracer	Description	Amount
7-10	15000000358770	705180 POS PUR FROM CHK COX*TULSA COMM 918-806-6000, OK 489	122.55-
7-10	191000000002801	IRS USATAXPYMT	1,245.08-
7-13	194000000180947	TULSA COUNTY CONSERVAT OFFICE DEPOT ONLINE PMT	27.98-
7-14	195000000155087	TULSA CO CONSERVATION VENDOR PAYMENTS MISC REIMB	25.00
7-14	195000000065746	TULSA COUNTY CONSERVAT EMPL SEC COMM EMPL SEC 1502542229	141.76-
7-15	196000000141237	TAX PAYMENTS OK TAX PMT	116.00-
7-20	201000000184767	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	663.12
7-23	204000000210947	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	2,078.48

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

Check No.	Date	Amount	Check No.	Date	Amount
8405	7-08	25.00	8411	7-14	37.95
8409*	7-09	142.53	8412	7-15	871.29
8410	7-13	78.78	8413	7-31	871.29

Continued on Next Page

Statement Date: 7-31-15

Account No:

TULSA COUNTY CONSERVATION DISTRICT

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

Interest Paid this Year	2.08
Interest Withheld this Year	.00
Average Collected Balance	6,110.12

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

Date	Rate	Date	Rate	Date	Rate
6-30	.050				

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

Date	Balance	Date	Balance	Date	Balance
6-30	7070.47	7-08	7045.47	7-09	6902.94
7-10	5535.31	7-13	5428.55	7-14	5273.84
7-15	4286.55	7-20	4949.67	7-23	7028.15
7-31	6157.12				

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

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1

Statement Date: 8-31-15
Account No:
002 555 142 E
Enclosures:

5000 BONUS REWARDS POINTS AND 2X REWARDS WITH A NEW
ARVEST CREDIT CARD BEFORE 11/2/2015. ASK FOR DETAILS.

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

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

142
Balance Last Statement 7-31-15 6,157.12
+Deposits/Credits .00
-Withdrawals/Debits 4 967.44
-Service Charge .00
+Interest Paid .24
Balance This Statement 5,189.92

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

Date	Tracer	Description	Amount
8-31	9990000000000001	INTEREST PMT	.24
***** ELECTRONIC ACTIVITY *****			
Date	Tracer	Description	Amount
8-10	70000000000375	COX COMM TUL BANK DRAFT Tulsa County Conservat	123.35-
8-10	222000000041912	IRS USATAXPYMT TULSA COUNTY CONSERVAT	636.58-
8-17	229000000151146	TAX PAYMENTS OK TAX PMT	85.00-
8-31	243000000018542	COX COMM TUL BANK DRAFT Tulsa County Conservat	122.51-

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

Interest Paid this Year 2.32
Interest Withheld this Year .00
Average Collected Balance 5,572.73

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

Date	Rate	Date	Rate	Date	Rate
7-31	.050				

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

Date	Balance	Date	Balance	Date	Balance
7-31	6157.12	8-10	5397.19	8-17	5312.19
8-31	5189.92				

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

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1

Statement Date: 7-31-15
Account No:
002 555 142
Enclosures:

GET STRAIGHT A'S WITH MYBLUE CHECKING!
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TULSA COUNTY CONSERVATION DISTRICT
6660 S SHERIDAN RD STE 120
TULSA OK 74133-1768

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

Balance Last Statement	6-30-15	1,669.64	142
+Deposits/Credits		.00	
-Withdrawals/Debits		.00	
-Service Charge		.00	
+Interest Paid		.07	
Balance This Statement		1,669.71	

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

Date	Tracer	Description	Amount
7-31	99900000000001	INTEREST PMT	.07

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

Interest Paid this Year	.48
Interest Withheld this Year	.00
Average Collected Balance	1,669.64

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

Date	Rate	Date	Rate	Date	Rate
6-30	.050				

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

Date	Balance	Date	Balance	Date	Balance
6-30	1669.64	7-31	1669.71		

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

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 8-31-15
Account No:
002 555 142 E
Enclosures:

5000 BONUS REWARDS POINTS AND 2X REWARDS WITH A NEW
ARVEST CREDIT CARD BEFORE 11/2/2015. ASK FOR DETAILS.

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

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

Balance Last Statement	7-31-15	1,669.71	142
+Deposits/Credits		.00	
-Withdrawals/Debits		.00	
-Service Charge		.00	
+Interest Paid		.07	
Balance This Statement		1,669.78	

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

Date	Tracer	Description	Amount
8-31	999000000000001	INTEREST PMT	.07

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

Interest Paid this Year	.55
Interest Withheld this Year	.00
Average Collected Balance	1,669.71

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

Date	Rate	Date	Rate	Date	Rate
7-31	.050				

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

Date	Balance	Date	Balance	Date	Balance
7-31	1669.71	8-31	1669.78		

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

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 7-31-15
Account No:
002 555 142 E
Enclosures: 1

GET STRAIGHT A'S WITH MYBLUE CHECKING!
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TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD STE 120
TULSA OK 74133-1768

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

Balance Last Statement	6-30-15	5,121.60	142
+Deposits/Credits		.00	
-Withdrawals/Debits	1	100.00	
-Service Charge		.00	
+Interest Paid		.22	
Balance This Statement		5,021.82	

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

Date	Tracer	Description	Amount
7-31	99900000000001	INTEREST PMT	.22

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

Check No.	Date	Amount	Check No.	Date	Amount
6080	7-31	100.00			

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

Interest Paid this Year	2.23
Interest Withheld this Year	.00
Average Collected Balance	5,118.37

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

Date	Rate	Date	Rate	Date	Rate
6-30	.050				

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

Date	Balance	Date	Balance	Date	Balance
6-30	5121.60	7-31	5021.82		

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

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1

Statement Date: 8-31-15

Account No:

002 555 142 E

Enclosures:

5000 BONUS REWARDS POINTS AND 2X REWARDS WITH A NEW
ARVEST CREDIT CARD BEFORE 11/2/2015. ASK FOR DETAILS.

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

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

Balance Last Statement	7-31-15	5,021.82	142
+Deposits/Credits		.00	
-Withdrawals/Debits		.00	
-Service Charge		.00	
+Interest Paid		.21	
Balance This Statement		5,022.03	

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

Date	Tracer	Description	Amount
8-31	9990000000000001	INTEREST PMT	.21

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

Interest Paid this Year	2.44
Interest Withheld this Year	.00
Average Collected Balance	5,021.82

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

Date	Rate	Date	Rate	Date	Rate
7-31	.050				

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

Date	Balance	Date	Balance	Date	Balance
7-31	5021.82	8-31	5022.03		

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

End of Statement

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1
Statement Date: 7-31-15
Account No:
002 555 150 B
Enclosures:

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

```
***** BUSINESS MONEY MARKET *****
                                           150
Balance Last Statement 6-30-15          16,666.07
+Deposits/Credits                               .00
-Withdrawals/Debits                             .00
-Service Charge                                 .00
+Interest Paid                                  1.42
Balance This Statement                        16,667.49
***** DESCRIPTIVE TRANSACTIONS *****
Date   Tracer   Description                               Amount
7-31  9990000000000001  INTEREST PMT                             1.42
***** INTEREST SUMMARY *****
Interest Paid this Year                       11.80
Interest Withheld this Year                   .00
Average Collected Balance                   16,666.07
***** INTEREST RATE SUMMARY *****
Date   Rate   Date   Rate   Date   Rate
6-30   .100
***** DAILY BALANCE SUMMARY *****
Date   Balance   Date   Balance   Date   Balance
6-30   16666.07  7-31   16667.49
```

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

ARVEST BANK
P O BOX 1670
LOWELL AR

72745

Page 1

Statement Date: 8-31-15
Account No:
002 555 150 E
Enclosures:

5000 BONUS REWARDS POINTS AND 2X REWARDS WITH A NEW
ARVEST CREDIT CARD BEFORE 11/2/2015. ASK FOR DETAILS.

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

```
***** BUSINESS MONEY MARKET *****
                                           150
Balance Last Statement 7-31-15          16,667.49
+Deposits/Credits                               .00
-Withdrawals/Debits                             .00
-Service Charge                                 .00
+Interest Paid                                  1.42
Balance This Statement                          16,668.91
***** DESCRIPTIVE TRANSACTIONS *****
Date  Tracer  Description  Amount
8-31  999000000000001  INTEREST PMT  1.42
***** INTEREST SUMMARY *****
Interest Paid this Year                      13.22
Interest Withheld this Year                   .00
Average Collected Balance                   16,667.49
***** INTEREST RATE SUMMARY *****
Date  Rate  Date  Rate  Date  Rate
7-31  .100
***** DAILY BALANCE SUMMARY *****
Date  Balance  Date  Balance  Date  Balance
7-31  16667.49  8-31  16668.91
```

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

End of Statement

Form **941 for 2015: Employer's QUARTERLY Federal Tax Return**
 (Rev. January 2015) 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 **6660 S. Sheridan Rd., Suite 120**
 Number Street Suite or room number

Tulsa **OK** **74133**
 City State ZIP code

Foreign country name Foreign province/country Foreign postal code

Report for this Quarter of 2015
 (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="14663"/> <input type="text" value="04"/>	$\times .124 =$	<input type="text" value="1818"/> <input type="text" value="22"/>
5b Taxable social security tips	<input type="text"/>	$\times .124 =$	<input type="text"/>
5c Taxable Medicare wages & tips	<input type="text" value="14663"/> <input type="text" value="04"/>	$\times .029 =$	<input type="text" value="425"/> <input type="text" value="23"/>
5d Taxable wages & tips subject to Additional Medicare Tax withholding	<input type="text" value="0"/> <input type="text" value="00"/>	$\times .009 =$	<input type="text" value="0"/> <input type="text" value="00"/>
5e Add Column 2 from lines 5a, 5b, 5c, and 5d			<input type="text" value="2243"/> <input type="text" value="45"/>
5f Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)			<input type="text"/>
6 Total taxes before adjustments. Add lines 3, 5e, and 5f			<input type="text" value="3510"/> <input type="text" value="95"/>
7 Current quarter's adjustment for fractions of cents			<input type="text" value="-"/> <input type="text" value="01"/>
8 Current quarter's adjustment for sick pay			<input type="text"/>
9 Current quarter's adjustments for tips and group-term life insurance			<input type="text"/>
10 Total taxes after adjustments. Combine lines 6 through 9			<input type="text" value="3510"/> <input type="text" value="95"/>
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			<input type="text" value="3510"/> <input type="text" value="95"/>
12 Balance due. If line 10 is more than line 11, enter the difference and see instructions			<input type="text"/>
13 Overpayment. If line 11 is more than line 10, enter the difference <input type="text"/>			<input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.

► You MUST complete both pages of Form 941 and SIGN it.
 For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. Cat. No. 17001Z Form 941 (Rev. 1-2015)

Name (not your trade name)

950214

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.
- 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	1115 . 06
Month 2	1150 . 80
Month 3	1245 . 08
Total liability for quarter	3510 . 94

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.

Yes. Designee's name and phone number

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

No.

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

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



Sign your name here

Print your name here
Print your title here

Date / /

Best daytime phone

Paid Preparer Use Only

Preparer's name

Preparer's signature

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

Address

City State

Check if you are self-employed

PTIN

Date / /

EIN

Phone

ZIP code

ACCOUNT ID:
FILING FREQUENCY: Quarterly

FILING PERIOD: June 30, 2015
DUE DATE: July 20, 2015
RECEIVED DATE: July 15, 2015

WTH 10001
Revised 6-2011

**OKLAHOMA EMPLOYERS WITHHOLDING TAX RETURN
TAXPAYER COPY/WORKSHEET**

	Number of Employees: <u>2</u>
	----- Dollars ----- Cents -----
1. Wages Paid	<u>\$14,175.63</u>
2. Tax Withheld	<u>\$345.50</u>
3. Interest (+)	<u>\$0.00</u>
4. Penalty (+)	<u>\$0.00</u>
5. Total Due (-)	<u>\$345.50</u>

April, May, June 2nd Quarter Return

**FOR YOUR RECORDS ONLY
DO NOT MAIL**

Performance Worksheet/Operational Tasks

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

Tulsa County

Conservation District: _____

August-15

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
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																												
Public presentations																												
Success stories																												
Earth Team volunteer program																												
Assist with statewide media																												
Other																												
Administrative Assistance for Farm Bill Programs																												
Filing																												
Updating General Manual and FOTG																												
Receptionist																												
General office correspondence																												
Record of meeting minutes																												
Maintain office schedules																												
Maintain ledgers																												
Other																												
Farm Bill Contracting																												
Explain and promote farm bill programs																												
Local work group coordination																												
Complete program applications																												
Program application rankings																												
Compile and file applications																												
Prepare and mail form letters																												
Plan and contract development																												
Provide technical assistance																												
Update and maintain LTP-003																												
Other Farm Bill Activities (add as needed)																												

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 7.75 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)

 10/8/15
 NRCS District Conservationist (Signature & Date)

Performance Worksheet/Operational Tasks

Use this form July 1, 2013 to June 30,

Tulsa County

Conservation District:

September-15

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
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Conservation Planning

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

Outreach for Farm Bill Programs

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

Administrative Assistance for Farm Bill Programs

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

Farm Bill Contracting

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

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 10 Hours

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



Conservation District Board Representative (Signature & Date)



NRCS District Conservationist (Signature & Date)

TULSA COUNTY CONSERVATION DISTRICT
TULSA F.O. NRCS REPORT
September 10, 2015

Conservation Stewardship Program

FY16 Contract Renewal Deadline 12/4/15

FY15 Contracts Obligated \$81,955 on 585 acres

Environmental Quality Incentive Program (EQIP)

Application Cutoff FY16 11/20/15

FY15 Contracts Obligated \$45,851 on 620 acres

Local Emphasis Area (LEA) Proposal Deadline 9/18/15

On Farm Demonstration Project

Currently working with Stacey Henson, OCC and Bruce Peverly, OSU Ext to conduct demonstration project on John Christ this fall. We will need the district support in making this a successful project.

Miscellaneous

Locally Led Meeting 9/3/15

Tulsa County Conservation District Locally Led Meeting

September 3, 2015 at 4:00-5:00pm

Tulsa Field Office

6660 S Sheridan Rd Suite 120
Tulsa, OK 74145

The Tulsa County Conservation District and Natural Resources Conservation Service (NRCS) would like to invite landowners and producers to the Locally Led Meeting being held on Thursday, September 3, 2015 at 4:00 p.m. at the Tulsa Field Office located at 6660 S. Sheridan Rd Suite 120 Tulsa, OK 74145. The purpose of the meeting is to discuss 2014 Farm Bill Programs and to identify resource concerns in Tulsa County such as irrigation water management, inadequate livestock water and extending the growing season for vegetable gardens. The information gathered from the meeting will be used to help prioritize the resource concerns most important in Tulsa County. If you have any questions please feel free contact Tulsa Field office at 918-280-1596.



Tulsa County Conservation District
918-280-1596



United States Department of Agriculture
Natural Resources Conservation
Service
918-280-1596

*The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

Engaging Tulsa in Urban Conservation

The Tulsa County Conservation District's stated purpose is "to conserve, protect, restore, and improve Tulsa County's natural resources for the citizens of Tulsa County (Oklahoma)." The District has done this by actively engaging citizens as demonstrated in the Crow Creek Project.

Crow Creek is on the State's 303(d) list of impaired waters due to poor fish and benthic macroinvertebrate (bugs) communities, low levels of oxygen in the water and bacteria. The District became involved in its improvement when citizens asked for help. This was the first step in a project the District knew would require local community involvement and an intensive education initiative.

The Crow Creek watershed, the first "open" creek south of downtown Tulsa, drains into the Arkansas River and receives flow from a heavily developed, mostly residential, area. It covers approximately 2.8 square miles and has 851 stormwater inlets, 21.3 miles of storm sewer pipe, 515 manholes, 15 industrial stormwater permittees, 21 underground storage tanks, 11 water wells, 4 oil and gas wells and 14 septic systems.

That would be enough to make anyone question how and where to start, but not the community or the District. Teaming up with the City of Tulsa, NRCS, and others, they established key work groups that have engaged residents and businesses.

- Stream Restoration Work Group (instream and banks) - public, private, retired technical experts with residential advisors
- Landscaping Work Group (adjacent to creek) - neighbors, neighborhood associations, public officials
- Business Support Group (entire watershed) - business Associations, individual businesses, St. John Hospital, Philbrook Art Museum, Brookside
- Community Education/Outreach Work Group (entire watershed) - public, private and grassroots supporters

The project is well underway with outreach efforts, assessments, demonstration projects, land restoration and more. As a result, *"It's always a beautiful day at Crow Creek!"*

MARY FALLIN
GOVERNOR

TODD LAMB
LIEUTENANT GOVERNOR




Our Land • Our Heritage • Our Future

TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

TO: All Conservation District Offices and District Board Chairmen

FROM: Trey Lam, Executive Director 

DATE: July 09, 2015

SUBJECT: District Allocation for Fiscal Year 2016
Director Meeting Expenses
Retirement Contributions
Employee Confirmation of Benefits
Deadline for Claims Paid From Fiscal Year 2015 Funds
Claims Procedures
Part-Time Employees
Sales Tax
District Audit / Compilation
NRCS Contributions Agreement

District Allocations For Fiscal Year 2016

Enclosed is a printout of your district's personnel and operating expenses allocation for fiscal year 2016. 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-2016. 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 \$1,200 for each conservation district for the reimbursement of 12 monthly board meetings at a rate of \$20 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 2015 legislative session. It will remain at the current level in calendar year 2015. New employee Confirmation of Benefits for Plan Year 2016 will be mailed to the district in December 2015 after the option period selections have been made. The current confirmation of benefits will continue to be used through the December 2015 payroll.

Deadline for Claims From Fiscal Year 2015

All claims for reimbursement of fiscal year 2015 expenses must be received in the Commission office no later than Friday, July 31, 2015. This also includes claims for reimbursement of director meeting expenses. All claims submitted after this date will be returned unpaid and must be paid from locally earned funds.

Claims Procedures

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

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

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

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

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

Part-Time Employees

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

Sales Tax

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

District Audit / Compilation

Districts whose name begins with the letter A through H 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, 2015. 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 2016 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 by October 1, 2015. We will initially be allocating \$2000 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, Assistant Director. Should you have questions regarding this agreement, please contact Lisa.

FY-2016 CONSERVATION DISTRICT ALLOCATION SUMMARY

Last	Dist Name	Object Code	Allocated Hours	Wcomp	OCC Hourly	Longevity Years	Longevity Amount	TOTAL ALLOCATION	TOTAL BENEFIT PACKAGE	TOTAL EMPLOYEE COST
Parker	Tulsa County	01	2076	8810	\$10.50	3	\$250.00	\$23,734.67	\$11,329.68	\$35,064.35
							TOTAL ALLOCATED PERSONNEL -	\$23,734.67		
							(OBJECT CODE 12) UNALLOCATED -	\$0.00		
							OPERATING EXPENSES -	\$2,000.00		
							TOTAL FY-2016 ALLOCATION -	\$25,734.67		