

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
March 14, 2018 - 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 February 8, Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending February 28, 2018
 - C. Review of TACF Financials for Periods Ending in February 28, 2018
 - 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 February 2018
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost Share Program Year 19
 - A. Notification Letter
 - B. Fill out Director Check List
 - C. Set Application Acceptance Period
 - D. Discuss and Possible Approval of Paying on Practices that do not have a Resource Concern
7. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Acceptance of District Conservationist Agency Report
 - B. Approval of the NRCS Farm Bill Performance Worksheet
 - C. TCCD Monthly Activities and Outreach Report
 - D. Home & Garden Show Update
 - E. Discussion and Approval of Publishing Notices of the Filing Period and Election in the Tulsa World Newspaper
 - a) Elected Position #2 – Melissa Gray's Position
 - b) Appointed Position – Tom Tolbert's Position
 - F. Discussion of 2017 – 2018 Preclaim Issues
 - G. Discussion of Arvest Online Banking Changes
 - H. Reminder Performance Review for Gabriela Parker in April
8. New Business:
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is April 11, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

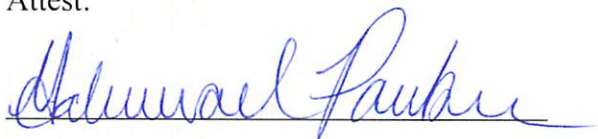
STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **March 14, 2018** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **April 11, 2018**


Chair, Board of Directors

04/11/2018
Date

Attest:



**Minutes
Tulsa County Conservation District
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74107
Regular Board Meeting**

Date: March 14, 2018

Time: 4:00 PM

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

Members Absent: Zach Kilburn, Treasure

Others Present: Gabriael Parker, District Secretary
Cleaon Bradford, Acting District Conservationist

1. Meeting Called to Order:

Chair, Melissa Gray called the meeting to order at 4:00 PM. She noted this was a regular meeting and 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 March 13, 2018 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 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 February 8, 2018 Regular Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending February 28, 2018**
- C. Review of TACF Financials for Periods Ending in February 28, 2018**
- 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 February 2018**

After a brief discussion, Melissa Gray said she wanted to move item 4A from the Consent Agenda for further discussion. John Beasley made a motion to approve the consent agenda minus item 4A. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

Jana Black entered the meeting at 4:03 PM.

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

Melissa Gray said she noticed in the minutes from last month had her calling the meeting to order, but she was unable to attend the meeting. Gabrial Parker said she would fix it to show Jana Black calling the meeting to order. John Beasley made a motion to approve agenda item 4A with purposed changes. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

6. Cost Share Program Year 19

A. Notification Letter

Gabrial Parker said we received notification of Cost-Share funds for Program Year 19. We only received \$5,000 for the year, which she said was not enough to put more than one practice on the ground. No further action needed to be taken at this time.

Cleao Bradford entered the meeting at 4:10 PM.

B. Fill out Director Check List

Please see completed checklist for motions made and approvals.

C. Set Application Acceptance Period

Gabrial said she did not realize at the time of creating the agenda that this item was in the Director's Checklist. The board approved the application period of March 14, 2018 to close of business on April 9, 2018.

D. Discuss and Possible Approval of Paying on Practices that do not have a Resource Concern

After a brief discussion the board decided they would approve payment on practice that do not meet the resource concern requirement set my NRCS standards, on a case by case situation. No action needed to be taken at this time.

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

A. Discussion and Acceptance of District Conservationist Agency Report

Cleao Bradford said Freddy Trujillo has been out in the field drawing conservation plans on seven EQIP participants. We have a deadline of April 20, 2018 to have all the conservation plans done as well as an April 13, 2018 deadline to have all of them ranked.

On CSP, we had a March 2, 2018 sign up deadline. Tulsa County had two. Eligibility letters went out to those applicants last week. Cleao said NRCS's focus is planning, so there is a big push to get plans on all NRCS program applicants as well as State Cost-Share participants. It will be a requirement now for all applicants.

Cleao said he attended the 2018 OACD State Meeting in Oklahoma City last month. He said it a full house, and in fact they had to turn people away because they did not have enough space. Once again, the focus was soil health and programs related to soil health.

OACD started a pilot program in central OK with the Food Bank of Eastern Oklahoma. What OACD did was talk to some local producers about designating approximately one acre of their land to plant edible cover crops, that would be in-turn donated to the Food Bank. Gabrielael Parker said she first learned of the pilot program at the Area III meeting in October. She wondered why OACD did not ask TCCD to see if some of the producers in Tulsa would be interested in participating, considering the Food Bank of Eastern Oklahoma is in Tulsa County. From what she understood the producers would be compensated for time and seed. The State Conservationist talked about the partnership between OCC and NRCS. He said as staffing needs change, staffing between OCC staff in district offices and NRCS Staff may change. Changes that could take place in the future include district staff helping with conservation planning, and field visits. Right now, the planning option for district staff is limited until the restructuring is further along. Jana Black made a motion to accept the District Conservationist's Agency Report. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

B. Approval of the NRCS Farm Bill Performance Worksheet

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

C. TCCD Monthly Activities and Outreach Report

Gabriael Parker said event planning meetings were in full swing. She said she attended a Crow Creek Leadership meeting at Jean Lemmon's house. We planned a workday for Saturday March 17, 2018. Gabrielael said she may not be able to attend that one due to family coming into town. The Earth Day Celebration Event planning meeting went well. The only thing that had changed was the addition of the 3rd graders, up from 1st and 2nd grade, and the number of kids attending. It should be around 2000 to 2500 kids this year. Gabrielael said she hopes it does not rain like it did last year. Being inside made it difficult to run the activities. Gabrielael said she did not attend the OACD State Meeting due to not having funds for the registration. She also said, given that John and I attended last year, and we have already been doing many other things they said districts should start to do, I did not get a lot out of the meeting. Cleaon Bradford said she should have gone. It was a packed house. Gabrielael said the discussions about the NRCS restructuring would be of most interest to her. No further action needed to be taken at this time.

F. Home & Garden Show Update

Gabriael Parker said the Home and garden Show went well. She said she had more volunteers that she had space for. She said it was nice to have volunteers to help, compared to last year, where she had trouble filling slots for Saturday. Her only criticism about the show was the booth location. She thought it would be great being next to the Master Gardeners, but we were right next to the bug section, which she felt people were excited about, but then overlooked our booth. She felt like we did not see as many people on that side of the lower level compared to our previous location. Also, the H&G Show office received a few complaints about aisle size on the lower level and because of that, less traffic. On Friday, she said she went to the office to see if we could move our booth

next year and if so, would we lose our tenure at the event. She was told to contact them after the show to discuss changing booth locations. No further action needed to be taken

G. Discussion and Approval of Publishing Notices of the Filing Period and Election in the Tulsa World Newspaper

a) Elected Position #2 – Melissa Gray's Position

b) Appointed Position – Tom Tolbert's Position

Gabriel Parker said it is about that time of year. We need to publish a notice in the newspaper for the for mentioned positions. Melissa Gray said she would love to stay on the board, but she had started taking classes to get a Master's Degree from OSU Tulsa. Melissa said she did not think it would be fair to TCCD if she committed to another term, and was unable to put enough time into the commitment. She said she was looking for her replacement, but has not found anyone yet. Gabriel said she would be missed and that she was a great director, and appreciated all her time she had given to the district. The rest of the board agreed. Tom Tolbert said he was planning on staying another term in the appointed position. Gabriel said we need to publish at least twice in April with one week in between publishing's. The board decided to publish the Notice of Filing period and Election in the Tulsa World on Monday April 2, 2018 and Monday April 9, 2018. John Beasley made a motion to approve Notice of Filing period and Election in the Tulsa World on Monday April 2, 2018 and Monday April 9, 2018. Tom Tolbert 2nd the motion. Nays: None. The motion carries

H. Discussion of 2017 – 2018 Preclaim Issues

Gabriel Parker said she had tried to do the right thing and put some extra money into my retirement, but Lisa Knauf said the money that she had taken out of her pay since January 2017 was not going into my retirement account. She Lisa had discovered that I had paid in too much to retirement for the past 14 months. Unaware back in January 2017; I thought I could contribute any amount into the OPERS (Oklahoma Public Employees Retirement System) Step Up program and began making contributions in the amount of \$40.00. Lisa told me that the OPERS Step Up program must be signed up for and enrolled in and it is a set amount (2.91%) that comes out of an employee paycheck and paid into the system. This never occurred. So, what had happened is I had \$485.04 taken out of her check and paid to the Commission from January 2017 through February 2018. In effect, this resulted in an over payment for that same period. Lisa provided a breakdown of what had been paid and what was owed. Assuming the amounts of salary do not change the district will owe nothing for March and April 2018. In May 2018 the balance due would be \$89.07. The district will need to pay back to Gabriel the \$485.04 that was taken out of her check. It was basically a deduction that did not occur. Gabriel said she wanted to let the board know how this happened before she wrote a check for the \$485.04. No further action needed to be taken at this time.

I. Discussion of Arvest Online Banking Changes

Gabriel Parker said she wanted to let the board know Arvest changed their policies regarding Non-Profit Checking accounts. We can no longer download our statements on the website, which means we may or may not have them in time for the board meeting. When I spoke to someone at the bank, she said she did not have any information on the changes. No further action needed to be taken at this time.

J. Reminder Performance Review for Gabriel Parker in April

Gabriel said this was an FYI, and she would email the form for everyone to fill out beforehand. No further action needed to be taken at this time.

8. New Business:

John Beasley wanted to mention an update from the TACF meeting last month since it was not on the agenda. The TACF board did approve TCCD's \$2450 funding request. They did ask that we email OCC to find out what other districts do to bring in some extra money. Gabriel said she did email Lisa, but has yet to receive a response. She said she would try again

9. Public Comments:

None

10. Adjourn:

Meeting Adjourned at 5:35 PM

Next regularly scheduled meeting is April 11, 2018 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

10:35 AM
03/13/18
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
July 2017 through February 2018

	<u>Jul '17 - Feb 18</u>
Income	
Administrative Income	484.29
Grant Income	250.00
Interest Income	1.38
OCC Cost-Share Reimbursements	10,346.32
OCC Director Exp Reimbursements	325.00
OCC General Exp Reimbursements	2,170.84
OCC Salary Reimbursements	16,639.41
TACF Gen Expense Reimbursements	3,950.00
Total Income	<u>34,167.24</u>
Expense	
Aministrative Expense	480.27
Cost-Share Payments	10,346.32
Director Fees	325.00
Employee Benefits	1,407.89
Office Supplies	70.21
Outreach Programs	410.83
Payroll	13,287.88
Payroll Tax	6,318.15
Postage	6.02
Professional Fees	1,130.00
Telephone and Internet	658.71
Travel	636.81
Total Expense	<u>35,078.09</u>
Net Income	<u><u>-910.85</u></u>

10:35 AM
03/13/18
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
February 2018

	<u>Feb 18</u>
Income	
Interest Income	0.11
TACF Gen Expense Reimbursements	<u>2,450.00</u>
Total Income	<u>2,450.11</u>
Expense	
Payroll	1,616.01
Payroll Tax	764.62
Professional Fees	<u>1,130.00</u>
Total Expense	<u>3,510.63</u>
Net Income	<u><u>-1,060.52</u></u>

10:37 AM

03/13/18

Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
February 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	2/28/2018		Arvest	Interest Pay...		Arvest Checki...	0.08	0.08
Deposit	2/28/2018		Arvest	Interest Pay...		Arvest Special...	0.03	0.11
Total Interest Income							0.11	0.11
TACF Gen Expense Reimbursements								
Deposit	2/28/2018		TACF	TCCD Gener...		Arvest Checki...	2,450.00	2,450.00
Total TACF Gen Expense Reimbursements							2,450.00	2,450.00
Total Income							2,450.11	2,450.11
Expense								
Payroll								
Check	2/1/2018	8597	Gabriel S Parker	January 16-3...		Arvest Checki...	808.72	808.72
Check	2/16/2018	8600	Gabriel S Parker	February 1-1...		Arvest Checki...	807.29	1,616.01
Total Payroll							1,616.01	1,616.01
Payroll Tax								
Check	2/12/2018		IRS	941 Tax Pay...		Arvest Checki...	669.62	669.62
Check	2/21/2018		OK Tax Commission	January 2018...		Arvest Checki...	95.00	764.62
Total Payroll Tax							764.62	764.62
Professional Fees								
Check	2/2/2018	8595	Kimberley Meyer C...	FY 2017 Aun...		Arvest Checki...	1,130.00	1,130.00
Total Professional Fees							1,130.00	1,130.00
Total Expense							3,510.63	3,510.63
Net Income							-1,060.52	-1,060.52



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 02/28/2018

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

NOTICE OF CHANGE - ELECTRONIC FUND TRANSFER AGREEMENT AND DISCLOSURE

We would like to make you aware of some exciting changes involving electronic fund transfer ("EFT") services at Arvest. We are required to notify you of these changes which go into effect on **April 9, 2018**.

We have updated our Electronic Fund Transfer Agreement and Disclosure ("Agreement") to reflect these changes and enclosed a copy of the Agreement for your records.

Summary of changes made in the Agreement include:

- Removal of outdated product information;
- Changes in the networks available to process your EFTs (See *Automated Teller Machine (ATM) Services*, pg. 1);
- **Changes in your daily Debit Card limits** and when those limits reset (See *Limitations of Electronic Fund Transfer (EFT) Services*, pg. 3).

Please review the updated Agreement and contact us with any questions you may have. We appreciate your business!

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$2,581.70
Total Current Value		\$2,581.70

NON-PROFIT INTEREST CHECKING

Account Summary			Interest Summary	
Date	Description	Amount	Description	Amount
02/01/2018	Beginning Balance	\$3,642.25	Annual Percentage Yield Earned	0.00%
	2 Credit(s) This Period	\$2,450.08	Interest Days	0
	5 Debit(s) This Period	\$3,510.63	Interest Earned	\$0.00
02/28/2018	Ending Balance	\$2,581.70	Interest Paid This Period	\$0.08
			Interest Paid Year-to-Date	\$0.22
			Interest Withheld Year-to-Date	\$0.00

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



Statement Ending 02/28/2018

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number

NON-PROFIT INTEREST CHECKING

Deposits

Date	Description	Amount
02/28/2018	DDA VIRTUAL DEPOSIT	\$2,450.00

Other Credits

Date	Description	Amount
02/28/2018	INTEREST PMT	\$0.08

Electronic Debits

Date	Description	Amount
02/12/2018	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$669.62
02/21/2018	TAX PAYMENTS OK TAX PMT	-\$95.00

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
8595	02/02/2018	\$1,130.00	8597*	02/01/2018	\$808.72	8600*	02/16/2018	\$807.29

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
01/31/2018	\$3,642.25	02/12/2018	\$1,033.91	02/28/2018	\$2,581.70
02/01/2018	\$2,833.53	02/16/2018	\$226.62		
02/02/2018	\$1,703.53	02/21/2018	\$131.62		



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 02/28/2018

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number

Managing Your Accounts

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

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- **Changes in your daily Debit Card limits** and when those limits reset (See *Limitations of Electronic Fund Transfer (EFT) Services*, pg. 3).

Please review the updated Agreement and contact us with any questions you may have. We appreciate your business!

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$333.35
Total Current Value		\$333.35

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
02/01/2018	Beginning Balance	\$333.32
	1 Credit(s) This Period	\$0.03
	0 Debit(s) This Period	\$0.00
02/28/2018	Ending Balance	\$333.35

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.03
Interest Paid Year-to-Date	\$0.06
Interest Withheld Year-to-Date	\$0.00

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



Statement Ending 02/28/2018

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number.

NON-PROFIT INTEREST CHECKING

Other Credits

Date	Description	Amount
02/28/2018	INTEREST PMT	\$0.03

Daily Balances

Date	Amount	Date	Amount
01/31/2018	\$333.32	02/28/2018	\$333.35

ACCOUNT ID:
FILING FREQUENCY: Quarterly

FILING PERIOD: December 31, 2017
DUE DATE: January 22, 2018
RECEIVED DATE: January 19, 2018

WTH 10001
Revised 6-2011

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

	Number of Employees: <u>1</u>
	----- Dollars ----- Cents -----
1. Wages Paid	<u>\$6,799.38</u>
2. Tax Withheld	<u>\$285.00</u>
3. Interest (+)	<u>\$0.00</u>
4. Penalty (+)	<u>\$0.00</u>
5. Total Due (=)	<u>\$285.00</u>

October, November, December 2017
Return

FOR YOUR RECORDS ONLY
DO NOT MAIL

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 Districts

From: Tammy Sawatzky, Conservation Programs Division

Date: February 20, 2018

Subject: Conservation Locally Led Cost-Share Program Year 19

The Commission is pleased to be launching Program Year 19 of the Locally Led Cost-Share Program. Your board and district staff are responsible for implementation and management of your local program. Please take the time to carefully review the Guidelines before your board takes action. It is your responsibility to read and understand the Guidelines. Your district board must take action: make a motion, vote, and document in the minutes all items listed on the Checklist of Board Action Required. You are not required to return the checklist to OCC.

ELIGIBILITY

Applicants are no longer required to have at least 20 acres of land and produce \$1,000 of soil dependent products. Your district can maintain the 20 acres of land and/or \$1,000 of soil dependent products requirements if they choose. Your board would need to clearly state the requirements when establishing their local Cost-Share Program guidelines.

Director Participation Form

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

Conservation Planning

Cost Share Program applications that are approved for funding will need to have a conservation plan developed prior to practice implementation. Refer to Oklahoma NRCS Bulletin No. OK180-17-05.

ALLOCATION

Program Year 19 allocations were based on your district's performance during program years 15, 16 and 17. Allocations for each conservation district can be found on page 12 of the guidelines.

Percent of PY 15, 16, & 17 Allocation Expended	PY 19 Allocation
95% - 100%	\$ 33,000
94% - 91%	\$ 28,000
90% - 81%	\$ 22,500
80% - 71%	\$ 17,500
70% - 61%	\$ 10,000
60% or less	\$ 5,000

CARRY OVER FUNDS

Conservation districts that have unobligated PY 18 funds may submit a request to the Commission to carry those funds over for use in Program Year 19. The request must include your final PY 18 monthly report. The amount a district will be allowed to carry over to PY 19 will be based on their performance ranking during Program Years 15, 16, and 17. Carry over funds are not available for use in PY 19 until certified by the Commission.

ALTERNATES

If your district has more qualified applicants than funds, the district may choose to approve those applicants meeting your district established criteria on the condition that funding becomes available. Performance Agreements for approved alternates must be signed **and** dated by both the participant **and** the district on or before **October 31, 2018.** Work **cannot** begin until the approved alternate is notified by the district that funds are available to fund their Performance Agreement. **Participants approved as alternates need to understand that there is no guarantee that funds will become available to them during the program year.**

CONSERVATION PLANNING

Cost Share Program applications that are approved for funding will need to have a conservation plan developed prior to practice implementation. Refer to Oklahoma NRCS Bulletin No. OK180-17-05.

If you have questions about the Cost Share Program please contact me.

Attachments

Cost-Share Program Year 19 Guidelines
Oklahoma NRCS Bulletin No. OK180-17-05
Checklist of Board Action Required Form
Director Participation Form

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

PROGRAM YEAR 19

**Program Year Begins: February 20, 2018
Program Year Ends: October 31, 2019**

**Allocation Period Begins: February 20, 2018
Allocation Period Ends: October 31, 2018**

**Oklahoma Conservation Commission
in cooperation with
Oklahoma's 84 Conservation Districts**

Approved by the Conservation Commission on February 12, 2018.

I GENERAL

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

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

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

The Conservation Commission herein establishes the complete list and description of the conservation Cost-Share Program policies and conservation practices approved for use by the conservation districts during Program Year 19. See Section II for the approved list of conservation practices with their respective range of cost-share rates for each of the Conservation Cost-Share Program initiatives. State cost-share average costs (unit cost) are based on Oklahoma Natural Resources Conservation Service (NRCS) data.

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

II ALLOCATION OF FUNDS

A. Locally Led Conservation Initiative

The Conservation Commission allocates \$1,818,500 of FY 2018 appropriations to the Conservation Cost-Share Fund for the purposes of providing cost-share payments to eligible participants for implementing approved cost-share conservation practices.

B. Conservation District Allocation

The amount of funds allocated to each conservation district from the FY 2018 appropriation for Program Year 19 appears on page 12. These funds will be available to conservation districts on February 20, 2018.

Conservation districts that have unobligated Program Year 18 funds may submit a request to the Conservation Commission to carry those funds over for use in Program Year 19. Requests will include the district's final Program Year 18 Monthly Report. The amount of each district's carry over funds will be based on their performance ranking during Program Years 15, 16, and 17.

III POLICIES

A. Allocation Period

The allocation period shall start February 20, 2018 and end October 31, 2018. Any funds allocated to districts and not obligated during the allocation period for Program Year 19 will be released by the district and made available for reallocation by the Conservation Commission. Funds become obligated to a participant after approval of the application by the board and a performance agreement has been signed and dated by the district board and the participant.

B. Authorized/Designated Representatives

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

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

C. Conservation Practices

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

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

D. Average Costs

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

E. Cost-Share Payments

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

F. Cost-Share Rate

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

G. Eligibility

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

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

On November 1, 1999 conservation district directors became eligible to participate in the Conservation Cost-Share Program. Due to the limited amount of funds available for Program Year 19 individual directors should give careful consideration to public perception when making their decision to participate in the Program. If the local board decides that board members can apply and board members choose to apply for Program Year 19 the guidelines below will be followed.

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

H. Agreements

All Program Year 19 performance agreements must be signed and dated by the district board and participant on or before October 31, 2018. All Program Year 19 performance agreements must be completed and the check in the hand of the participant on or before October 31, 2019. Installation of conservation practices cannot begin until an effective performance agreement is in place. A performance agreement becomes effective on the last date of signature. Each participant should have only one performance agreement.

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

IV APPROVED CONSERVATION PRACTICES

Contained in this section is a list of all conservation practice's approved for use in the Program Year 19 Locally Led Conservation Initiative. The conservation district shall only use conservation practices listed here unless a special request is approved by the Conservation Commission. In order for a conservation practice special request to be considered the request must be in writing and accompanied by supporting documentation. The special request must be approved by the Conservation Commission prior to the board's approval of Program applications and performance agreements being signed.

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

Below are the conservation practices approved for Program Year 19.

314 - Brush Management

Definition: The management or removal of woody (non-herbaceous or succulent) plants including those that are invasive and noxious.

Purpose:

- Create the desired plant community consistent with the ecological site.
- Restore or release desired vegetative cover to protect soils, control erosion, reduce sediment, improve water quality or enhance stream flow.
- Maintain, modify or enhance fish and wildlife habitat.
- Improve forage accessibility, quality and quantity for livestock and wildlife.
- Manage fuel loads to achieve desired conditions.

315 – Herbaceous Weed Control

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

Purpose:

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

338 – Prescribed Burning

Definition: Fire applied to a predetermined area using prescriptions to meet specific objections.

Purpose:

- Control undesirable vegetation.
- Prepare sites for harvesting, planting or seeding.
- Control plant disease.
- Reduce fuel hazards that lead to wildfire.
- Improve wildlife habitat.
- Improve plant productivity, health and vigor.
- Remove slash and debris.
- Enhance seed and seedling production.
- Facilitate distribution of grazing and browsing animals.
- Restore and maintain ecological processes and ecological site integrity.
- Protect air quality from wildfire smoke impacts.

340 – Cover Crop

Definition: Grasses, legumes, and forbs planted for seasonal vegetative cover.

Purpose:

- Reduce erosion from wind and water.
- Maintain or increase soil health and organic matter content.
- Reduce water quality degradation by utilizing excessive soil nutrients.
- Suppress excessive weed pressures and break pest cycles.
- Improve soil moisture use efficiency.
- Minimize soil compaction.

342 - Critical Area Planting

Definition: Establishing permanent vegetation on sites that have, or are expected to have, high erosion rates, and on sites that have physical, chemical or biological conditions that prevent the establishment of vegetation with normal practices.

Purpose:

- Stabilize stream and channel banks, pond and other shorelines.
- Stabilize areas with existing or expected high rates of soil erosion by wind or water.
- Stabilize areas, such as sand dunes and riparian areas.

362 – Diversion (new structures only)

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

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

378 - Pond (new structures only)

Definition: A water impoundment made by constructing an embankment, by excavating a dugout, or by a combination of both.

Purpose: To provide water for livestock, fish and wildlife, recreation, fire control, erosion control, flow detention, and other uses such as improving water quality.

382 - Fencing

Definition: A constructed barrier to animals or people. (Does not include temporary fence.)

Purpose: This practice facilitates the accomplishment of conservation objectives by providing a means to control movement of animals and people, including vehicles.

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

394 – Firebreak

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

Purpose:

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

410 - Grade Stabilization Structure

Definition: A structure used to control the grade in natural or constructed channels.

Purpose: To stabilize the grade, reduce erosion or improve water quality.

412 - Grassed Waterway (new structures only)

Definition: A shaped or graded channel that is established with suitable vegetation to convey surface water at a non-erosive velocity using a broad and shallow cross section to a stable outlet.

Purpose:

- To convey runoff from terraces, diversions, or other water concentrations without causing erosion or flooding.
- To reduce gully erosion.
- To protect/improve water quality.

512 - Forage and Biomass Planting

Definition: Establishing adapted and /or compatible species, varieties, or cultivars of herbaceous species suitable for pasture, hay, or biomass production.

Purpose:

- Improve or maintain livestock nutrition and/or health.
- Provide or increase forage supply during periods of low forage production.
- Improve soil and water quality.
- Produce feedstock for biofuel or energy production.

516 - Pipeline

Definition: Pipeline and appurtenances installed to convey water for livestock or wildlife.

Purpose:

- Convey water to points of use for livestock or wildlife.
- Reduce energy use.
- Develop renewable energy systems.

533 - Pumping Plant

Definition: A facility that delivers water at a designed pressure and flow rate. Includes the required pump(s), associated power unit(s), plumbing, appurtenances, and may include on-site fuel or energy source(s), and protective structures.

Purpose:

- Delivery of water for irrigation, watering facilities, wetlands, or fire protection.
- Removal of excessive subsurface or surface water.
- Provide efficient use of water on irrigated land.

550 - Range Planting

Definition: Establishing of adapted perennial or self-sustaining vegetation such as grasses, forbs, legumes, shrubs and trees.

Purpose:

- Restore a plant community similar to the ecological site description reference state for the site or the desired plant community.
- Provide or improve forages for livestock.
- Provide or improve forage, browse or cover for wildlife.
- Reduce erosion by wind and/or water.
- Improve water quality and quantity.

561 – Heavy Use Area Protection

Definition: To stabilize a ground surface that is frequently and intensively used by people, animals, or vehicles.

Purpose:

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

600 - Terrace

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

Purpose:

- Reduce erosion by reducing slope length.
- Retain runoff for moisture conservation.

614 - Watering Facility

Definition: A means of providing drinking water to livestock or wildlife.

Purpose: Provide designated access to drinking water for livestock or wildlife in order to meet daily water requirements and improve animal distribution.

642 - Water Well

Definition: A hole drilled, dug, driven, bored, jetted or otherwise constructed into an aquifer for water supply.

Purpose: Provide access to a groundwater supply suitable for livestock watering, fire control, wildlife, and other agricultural uses.

V CONSERVATION PRACTICE STANDARDS AND SPECIFICATIONS

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

IV CONSERVATION PRACTICE COST-SHARE STATE AVERAGE COSTS

Practice Code	Practice Name	Component	Life Span	Units	Unit Cost
314	BRUSH MANAGEMENT				
	Mechanical 11-30% Canopy Cover			AC	\$156.52
	Mechanical 31-50% Canopy Cover			AC	\$250.46
	Mechanical >51% Canopy Cover			AC	\$403.61
	Chemical-Individual Plant Treatment Low (50-200 plants per acre)			AC	\$28.05
	Chemical-Individual Plant Treatment High (201-400 plants per acre)			AC	\$63.74
	Chemical-Broadcast, Aerial, or Ground			AC	\$42.16
	Chemical-Broadcast Tebuthiuron 1.0 lb rate			AC	\$73.41
	Chemical-Broadcast Tebuthiuron 2.0 lb rate			AC	\$119.85
315	HERBACEOUS WEED CONTROL				
	Chemical Application by any method			AC	\$38.57
	Mechanical			AC	\$22.90
338	PRESCRIBED BURNING				
	Level Terrain, Herbaceous			AC	\$9.06
	Steep Terrain, Herbaceous			AC	\$24.99
340	COVER CROP				
	Basic & Organic/Non-Organic			AC	\$80.10
	Multiple Species Organic/Non-Organic			AC	\$94.39
342	CRITICAL AREA PLANTING/VEGETATION		10 yrs		
	Native & Introduced Vegetation (normal tillage)			AC	\$274.66
	Native & Introduced Vegetation (moderate grading)			AC	\$615.09
362	DIVERSION		10 yrs		
	Diversion			CY	\$2.37
378	POND		20 yrs		
	Excavated or Embankment Pond without Pipe			CY	\$2.49
	Embankment, Pipe Material 1000 Diameter Inch Foot or Smaller			CY	\$3.14
	Embankment, Pipe Material 1001-1500 Diameter Inch Foot			CY	\$3.35
382	FENCE		20 yrs		
	Level Non-Rocky			LF	\$2.37
	Steep-Rocky			LF	\$3.04
394	FIREBREAK				
	Constructed-Slight Slopes with Light Equipment			FT	\$0.05
	Constructed-Moderate Slopes with Medium Equipment			FT	\$0.19
	Constructed-Steep Slopes with Medium Equipment			FT	\$0.67
	Vegetated, Permanent Firebreak			FT	\$0.13
	Re-Constructed Firebreaks (where prior firebreaks existed and are not useable)			FT	\$0.09

Practice Code	Practice Name	Component	Life Span	Units	Unit Cost
410	GRADE STABILIZATION STRUCTURE		20 yrs		
	Embankment, Galvanized CMP or Plastic Pipe (ratio of earthwork (CY) to pipe (DIFT) > 4.0)			CY	\$2.67
	Embankment, Galvanized CMP or Plastic Pipe (ratio of earthwork (CY) to pipe (DIFT) is 4.0-2.1)			CY	\$3.01
	Embankment, Galvanized CMP or Plastic Pipe (ratio of earthwork (CY) to pipe (DIFT) is 2.0-1.4)			CY	\$3.38
	Embankment, Galvanized CMP or Plastic Pipe (ratio of earthwork (CY) to pipe (DIFT) is 1.3-1.1)			CY	\$3.59
	Embankment, Welded Steel or Aluminum Pipe (ratio of earthwork (CY) to pipe (DIFT) > 4.0)			CY	\$2.99
	Embankment, Welded Steel or Aluminum Pipe (ratio of earthwork (CY) to pipe (DIFT) > 4.0-2.1)			CY	\$3.32
	Embankment, Welded Steel or Aluminum Pipe (ratio of earthwork (CY) to pipe (DIFT) > 2.0-1.4)			CY	\$3.99
	Embankment, Welded Steel or Aluminum Pipe (ratio of earthwork (CY) to pipe (DIFT) > 1.3-1.1)			CY	\$4.51
	Rock Chute			CY	\$70.09
	Chute, Rock with Concrete Cutoff			CY	\$84.84
	Concrete Chute			CY	\$567.94
412	GRASSED WATERWAY		10 yrs		
	Base Waterway			AC	\$1,850.96
512	FORAGE AND BIOMASS PLANTING		10 yrs		
	Native Perennial Grass (one species)			AC	\$188.83
	Introduced Perennial Warm Season Grasses, Seeding			AC	\$233.83
	Introduced Perennial Warm Season Grasses, Sprigging			AC	\$285.02
	Introduced Perennial Warm Season Grasses, Seeding w/ Lime			AC	\$316.84
	Introduced Perennial Warm Season Grasses, Sprigging w/ Lime			AC	\$361.01
	Introduced Perennial Cool Season Grass, Seeding			AC	\$210.58
516	PIPELINE		20 yrs		
	.75 in - 1.25 in Plastic, Normal Trenching			LF	\$2.06
	.75 in - 1.25 in Plastic, Rock Trenching			LF	\$3.13
	1.5 in - 2 in Plastic, Normal Trenching			LF	\$2.46
	1.5 in - 2 in Plastic, Rock Trenching			LF	\$3.52
	> 2 in Plastic, Normal Trenching			LF	\$3.92
	> 2 in Plastic, Rock Trenching			LF	\$4.98
	≤ 2 in HDPE, Surface Installation			LF	\$2.11
	> 2 in HDPE, Surface Installation			LF	\$4.52
533	PUMPING PLANT		15 yrs		
	Electric Powered Pump, 2 HP or Less			HP	\$1,462.10
	Electric Powered Pump, 2 HP or Less, Pressure Tank			HP	\$1,937.86
	Electric Powered Pump, > 2 HP and ≤ 10 HP			HP	\$724.05
	Electric Powered Pump, > 10 HP and ≤ 40 HP			HP	\$461.00
	Electric Powered Pump, > 40 HP			HP	\$294.80
	Variable Frequency Drive, 40 HP or Less			HP	\$382.14

Practice Code	Practice Name	Component	Life Span	Units	Unit Cost
533	PUMPING PLANT	(continued)			
		Variable Frequency Drive, > 40 HP and ≤ 100 HP		HP	\$258.84
		Internal Combustion Powered Pump, 7.5 HP or Less		HP	\$695.71
		Internal Combustion Powered Pump, > 7.5 HP		HP	\$422.37
		PTO Pump		HP	\$193.16
		Windmill Powered Pump		FT	\$1,035.44
		Solar Powered Pumping Plant, 150 ft or Less (of total head on pump)		EACH	\$4,755.01
		Solar Powered Pumping Plant, 151-300 ft (of total head on pump)		EACH	\$7,403.39
550	RANGE PLANTING		10 yrs		
		Native Plants (standard seedbed prep)		AC	\$313.64
561	HEAVY USE AREA PROTECTION		10 yrs		
		Aggregate, Crushed Rock or Gravel on Geotextile		SF	\$1.48
		Aggregate, Crushed Rock or Gravel in GeoCell on Geotextile		SF	\$4.33
		Aggregate, Crushed Rock or Gravel on Earthen Base		SF	\$0.83
		Other Cementious Material, Crushed Gypsum Rock		SF	\$0.90
		Other Cementious Material, Compacted Caliche		SF	\$0.48
		Reinforced Concrete with Sand or Gravel Foundation		SF	\$3.29
595	INTEGRATED PEST MANAGEMENT				
		Basic IPM One Resource Concern		AC	\$16.50
		Basic IPM More than One Resource Concern		AC	\$22.24
		Advanced IPM, All Resource Concerns		AC	\$33.01
600	TERRACE		10 yrs		
		Terrace Construction		LF	\$1.27
		Terrace Reconstruction		LF	\$1.00
614	WATERING FACILITY		10 yrs		
		Freeze Proof Trough		EACH	\$1,513.62
		Energy Free Fountains		GAL	\$31.81
		Watering Facility < 1000 gallons		GAL	\$2.00
		Watering Facility 1001-1400 gallons		GAL	\$1.31
		Watering Facility 1401-2100 gallons		GAL	\$1.13
		Watering Facility 2101-3000 gallons		GAL	\$0.93
		Watering Facility 3001-5000 gallons		GAL	\$0.78
		Watering Facility > 5000 gallons		GAL	\$0.65
		Watering Ramp, Rock on Geotextile		SF	\$1.35
		Watering Ramp, Rock on Geocell on Geotextile		SF	\$4.15
642	WATER WELL		20 yrs		
		Well depths 150 feet or less		EACH	\$4,513.31
		Wells greater than 150 feet deep to 300 feet deep		EACH	\$8,999.25
		Wells greater than 300 feet deep		EACH	\$14,246.91

CONSERVATION DISTRICT COST-SHARE PROGRAM YEAR 19 ALLOCATIONS

Adair	\$33,000
Alfalfa	\$17,500
Arbuckle	\$28,000
Atoka	\$5,000
Beaver	\$22,500
Blaine	\$22,500
Bryan	\$28,000
Caney Valley	\$33,000
Central North Canadian River	\$22,500
Checotah	\$33,000
Cherokee	\$17,500
Cimarron County	\$5,000
Cleveland	\$5,000
Coal	\$22,500
Comanche	\$22,500
Cotton	\$33,000
Craig	\$22,500
Creek	\$10,000
Custer	\$10,000
Deer Creek	\$28,000
Delaware	\$28,000
Dewey	\$33,000
East Canadian	\$33,000
Ellis	\$17,500
Garfield	\$33,000
Garvin	\$33,000
Grady	\$22,500
Grant	\$28,000
Greer	\$17,500
Harmon	\$22,500
Harper	\$17,500
Haskell	\$22,500
Hughes	\$17,500
Jackson	\$22,500
Jefferson	\$17,500
Johnston	\$5,000
Kay	\$10,000
Kiamichi	\$10,000
Kingfisher	\$28,000
Kiowa	\$5,000
Konawa	\$33,000
Latimer	\$22,500

LeFlore	\$10,000
Lincoln	\$22,500
Little River	\$0
Logan	\$28,000
Love	\$28,000
Major	\$22,500
Marshall	\$5,000
Mayes	\$17,500
McClain	\$10,000
McIntosh	\$33,000
Murray	\$17,500
Muskogee	\$22,500
Noble	\$28,000
North Caddo	\$28,000
North Fork of Red River	\$10,000
Nowata	\$33,000
Okfuskee	\$17,500
Oklahoma	\$17,500
Okmulgee	\$10,000
Osage	\$28,000
Ottawa	\$22,500
Pawnee	\$17,500
Payne	\$33,000
Pittsburg	\$33,000
Pontotoc	\$22,500
Pushmataha	\$5,000
Rogers	\$22,500
Seminole	\$33,000
Sequoyah	\$22,500
Shawnee	\$28,000
South Caddo	\$33,000
Stephens	\$33,000
Talihina	\$28,000
Texas	\$17,500
Tillman	\$28,000
Tulsa	\$5,000
Upper Washita	\$17,500
Wagoner	\$22,500
Washita	\$17,500
West Caddo	\$33,000
Woods	\$22,500
Woodward	\$33,000

CHECKLIST OF BOARD ACTION REQUIRED Program Year 18

After current program year guidelines are approved and distributed by OCC and prior to advertising the current program year locally your district board must discuss and vote on items 1-9 listed below. The action taken must be recorded in the board meeting minutes and on this form.

BOARD ACTION ITEM	DATE	ACTION TAKEN
1 Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.	3/16/2017	Yes
2 Are local board members allowed to make application in the local program? Complete the Director Participation form and return it to OCC. Any board member making application <u>must immediately</u> remove themselves from discussions and votes on program items at this time.	3/16/2017	No
3 Designate the authorized district representative. <u>Must</u> be a district board member. Any board member making application in the local program is <u>not</u> eligible to serve as the district representative.	3/16/2017	Melissa Gray, Chairwoman
4 Designate the technical representative. <u>Must</u> meet the requirements stated in the Rules.	3/16/2017	Freddy Trujillo, NRCS Cleaon Bradford, NRCS
5 Review the conservation practices listed in the Program Year Guidelines and approve practices your district will offer locally.	3/16/2017	All
6 Review and approve the average costs listed in the Program Year Guidelines for the practices your district will offer locally	3/16/2017	Use State Average
7 Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed <u>75%</u> and the maximum cost- share payment amount can't exceed <u>\$5,000</u> per participant.	3/16/2017	Cost-Share rate of 75% Maximum cost-share payment amount of \$5,000 per participant.
8 Establish specific local eligibility and selection criteria/priority system that will be used to select successful applicants.	3/16/2017	Add a consideration for undeserved areas as well as pending new ranking information from NRCS
9 Establish your district's application period and how the program will be advertised locally.	3/16/2017	Application period ends May 31, 2017. Will advertise in digital media, word of mouth, and other community partners.
STOP STOP After the application period has closed your district can proceed to item 10. STOP STOP		
10 Review, rank and approve applications using the eligibility and selection criteria/priority system approved under item 8 above. Board meeting minutes <u>must</u> include the following for <u>each</u> approved participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount.		

CHECKLIST OF BOARD ACTION REQUIRED

After current program year guidelines are approved and distributed by OCC and prior to advertising the current program year locally your district board must discuss and vote on items 1-9 listed below. The action taken must be recorded in the board meeting minutes and on this form.

BOARD ACTION ITEM	DATE	ACTION TAKEN
1 Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.	3/14/18	Yes
2 Are local board members allowed to make application in the local program? Complete the Director Participation form and return it to OCC. Any board member making application <u>must immediately</u> remove themselves from discussions and votes on program items at this time.	3/14/18	No
3 Designate the authorized district representative. <u>Must</u> be a district board member. Any board member making application in the local program is <u>not</u> eligible to serve as the district representative.	3/14/18	John Beasley
4 Designate the technical representative. <u>Must</u> meet the requirements stated in the Rules.	3/14/18	Freddy Trujillo, and Cleon Bradford
5 Review the conservation practices listed in the Program Year Guidelines and approve practices your district will offer locally.	3/14/18	(314) Brush Management, & (315) Herbaceous Weed Control
6 Review and approve the average costs listed in the Program Year Guidelines for the practices your district will offer locally	3/14/18	Use Statewide Average
7 Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed <u>75%</u> and the maximum cost-share payment amount can't exceed <u>\$5,000</u> per participant.	3/14/18	75%, Maximum Payment of \$5,000
8 Establish specific local eligibility and selection criteria/priority system that will be used to select successful applicants.	3/14/18	Utilize Current TCCS Ranking Criteria and NRCS Ranking Criteria if Applicable
9 Establish your district's application period and how the program will be advertised locally.	3/14/18	Close of Business on April 9, 2018. Digital, Word-of-Mouth, Social Media
STOP STOP After the application period has closed your district can proceed to item 10. STOP STOP		
10 Review, rank and approve applications using the eligibility and selection criteria/priority system approved under item 8 above. Board meeting minutes <u>must</u> include the following for <u>each</u> approved participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount.		

Tulsa County

Conservation District:

March-18

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, H&G Show						X	X	X		X																		
Assist with monthly outreach report																												
Public presentations																												
Success stories																												
Earth Team volunteer program			X			X	X	X	X	X	X				X	X												
Assist with statewide media																												
Other: Mon on Mou MtgCreek Cleanup Mtg														X					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	
Updating General Manual and FOTG																												
Receptionist	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	
Record of meeting minutes															X													
Maintain office schedules	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	
Other																												

Farm Bill Contracting

Explain and promote farm bill programs						X	X	X	X																			
Local work group coordination																		X									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:

NRCS Program Documents Scanning																											X	X
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Estimated number of hours all district staff worked this month assisting with Farm Bill delivery **40 hours**

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


 Conservation District Board Representative (Signature & Date)


 NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

February 2018



Meetings:

02/01/2018	Sustainable Tulsa Meeting
02/02/2018	Home and Garden Show Planning Meeting w/ COT
02/08/2018	TCCD Board Meeting
02/14/2018	Crow Creek Leadership Group Planning Meeting
02/21/2018	TACF Board Meeting
02/22/2018	Earth Day Planning Meeting @ TU
02/25 – 02/27	OACD State Meeting

Special Events:

None

Holidays:

02/19/2018	Presidents Day – Office Closed
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Upcoming Meetings

03/01/2018	Sustainable Tulsa Meeting
03/08/2018	Earth Day Planning Meeting @ TU
03/14/2018	TCCD Board Meeting
03/12/2018	Possible Monarch on the Mountain Planning Meeting
03/22/2018	Earth Day Planning Meeting @ TU

Up Coming Events:

03/08 – 03/11	Home and Garden Show
03/17/2018	Crow Creek Work Day

Upcoming NRCS Deadlines:

Upcoming Holidays:

02/19/2018	Presidents Day - Office Closed
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Side Notes:

None

Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ TCCD/TACF Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay/Financials Research
- ❖ NRCS/TCCD File Organization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Meeting Organization and Coordination
- ❖ Office Scanning
- ❖ Meeting Minutes
- ❖ Outreach Meetings
- ❖ 2018 State Cost-Share Program

CONSERVATION DISTRICT DIRECTOR ELECTION/APPOINTMENT INFORMATION - ACTION REQUIRED!

Lisa Knauf

Sent: Wednesday, February 21, 2018 9:28 AM

To: OCC All Districts

Cc: Blue, Angela - NRCS-CD, Durant, OK [Angela.Blue@ok.nacdn.net]; Blue, Angela Marie [angela.blue@okstate.edu]; Stevenson, Shelly Denise [shelly.stevenson@okstate.edu]

Importance: High

Attachments: Appointed and Elected Posi~1.pdf (97 KB) ; Election Timeline.pdf (71 KB) ; Proof of Publication.pdf (102 KB)

TO: ALL CONSERVATION DISTRICTS – **Action Required**

Attached is a list of directors with terms expiring June 30, 2018. **Each district** will have one director in the Appointed Position and one director in the Elected Position (unless you have already sent in your Recommendation for Appointment paperwork).

INFORMATION FOR APPOINTED POSITION

Your board may begin making Recommendation for Appointment to the Commission to fill the appointed position expiring June 30, 2018. This item should be listed on an upcoming board meeting agenda. Following action by the board, please forward me the <https://www.ok.gov/conservation/documents/3B%20-%20Recommendation%20for%20Appointment.pdf> so we can place it on a Commission meeting agenda for action.

INFORMATION FOR THE 2018 ELECTION PROCESS

The term of office for District Director Elected Position #2 will expire on June 30, 2018. The election for this position is scheduled for Tuesday, June 5, 2018. The following Election Schedule is a summary of deadlines and procedures that must be met regarding the election. Please refer to [https://www.ok.gov/conservation/Conservation Districts/Conservation District Director Elections/index.html](https://www.ok.gov/conservation/Conservation%20Districts/Conservation%20District%20Director%20Elections/index.html) for in depth guidelines, forms, and further information. The first deadline, as outlined below is to list on your March meeting agenda an item to approve the dates of publication of filing period as outlined below.

DISTRICT DIRECTOR POSITION #2 ELECTION SCHEDULE

MARCH

At the March board meeting, set the dates for publishing notices of filing period and election in all newspapers in the district. The notice must be published twice, with a seven day interval. This action must be recorded in the meeting minutes.

APRIL 1 – 21

Publish two times, with a seven day interval, the Notice of Filing Period for Election of the District Director, Form <https://www.ok.gov/conservation/documents/3D%20-%20Notice%20of%20Filing%20Period%20for%20Election.pdf>

It is recommended to publish as close to the first of the month as possible so if any errors occur there is time to correct.

In lieu of mailing an original a scanned copy of the Notice of Filing may be emailed to

Lisa.Knauf@conservation.ok.gov

WEEK OF APRIL 23

Each district must certify to the Commission that the notice has been published by sending in the **Proof of Publication** provided by each newspaper. Attached is an example of a proof of publication.

MAY 1-11

Accept applications from those who apply by using Notice of Declaration of Candidacy, Form

<https://www.ok.gov/conservation/documents/3F%20-%20Notification%20and%20Declaration%20of%20Candidacy.pdf>

A copy of the applicant's cooperator Agreement must be attached. If the applicant does not already have a Cooperative Agreement on file, they must fill out Form <https://www.ok.gov/conservation/documents/2B%20-%20Cooperator%20Agreement.pdf>

The district must verify with the County Election Board that the individual is a registered voter in the district.

NOTE: If the board has sufficient information to believe that there will be an election, the board may select polling places and a District Election Committee for recommendation to the Commission and designate newspapers for Notice of Election at the May board meeting. (See procedures for holding an election located in the District Handbook for a complete list of action to be taken.

MAY 11

Close of business is the deadline for accepting applications. Mail Form OCC-3F and cooperator agreements or Applications for Cooperator Agreement for each individual that files to the Commission office.

- If no one files, notify the Commission.
- If only one individual applies, and the applicant is determined eligible by the Commission, there will be no election.

If two or more candidates file, advise the Commission at once. The Commission will notify the district whether candidates are eligible and whether an election will be held. If an election will be held use the procedures outline below.

If there are any questions; please ask.

Lisa Knauf Owen

Oklahoma Conservation Commission
Assistant Director
2800 N Lincoln Blvd. Suite 200
Oklahoma City, OK 73105

Email: Lisa.Knauf@conservation.ok.gov

Phone: (405) 521-6797

Cell Phone: (405) 534-7337

FAX: (405) 521-6686

DISTRICT DIRECTOR POSITION #2 ELECTION SCHEDULE

MARCH

At the March board meeting, set the dates for publishing notices of filing period and election in all newspapers in the district. The notice must be published twice, with a seven day interval. This action must be recorded in the meeting minutes.

APRIL 1 – 21

Publish two times, with a seven day interval, the Notice of Filing Period for Election of the District Director, Form [OCC-3D](#) It is recommended to publish as close to the first of the month as possible so if any errors occur there is time to correct.

In lieu of mailing an original a scanned copy of the Notice of Filing may be emailed to Lisa.Knauf@conservation.ok.gov

WEEK OF APRIL 23

Each district must certify to the Commission that the notice has been published by sending in the **Proof of Publication** provided by each newspaper.

MAY 1-11

Accept applications from those who apply by using Notice of Declaration of Candidacy, Form [OCC-3F](#)

A copy of the applicant's cooperator Agreement must be attached. If the applicant does not already have a Cooperative Agreement on file, they must fill out Form [OCC-2B](#)

The district must verify with the County Election Board that the individual is a registered voter in the district.

NOTE: If the board has sufficient information to believe that there will be an election, the board may select polling places and a District Election Committee for recommendation to the Commission and designate newspapers for Notice of Election at the May board meeting. (See procedures for holding an election located in the District Handbook for a complete list of action to be taken.

MAY 11

Close of business is the deadline for accepting applications. Mail Form [OCC-3F](#) and cooperator agreements or Applications for Cooperator Agreement for each individual that files to the Commission office.

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- If only one individual applies, and the applicant is determined eligible by the Commission, there will be no election.
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Conservation District Employee Evaluation of: _____

Scale: 5 (Outstanding – Consistently exceeds expectations)

4 (Very good – Sometimes exceeds expectations)

3 (Satisfactory – Meets expectations)

2 (Needs improvement)

1 (Fails to meet expectations)

A. Work Habits/Attitudes

	Exhibits common sense, maturity, and good judgment
	Takes pride in work, has interest in office
	Applies enthusiasm and interest in the job
	Works well under stressful conditions meets deadlines, deals with time constraints
	Independent - requires minimal supervision on many tasks, gets job done
	Dependable – on time for work, uses leave consistent with office policies
	Professional personal appearances
	Time effectiveness - uses time wisely to accomplish work
	Acceptance of direction and criticism
	Flexibility – willingness to accept new assignments, good attitude toward change, new duties and methods

B. Technical Skills

	Work is technically accurate and free from errors
	Follows established policies and procedures
	Problem solving, creativity, resourcefulness
	Initiative – Self-starter, voices ideas

C. Communication Skills

	Oral communication
	Written communication
	Communication and interaction with other co-workers

D. Dealing with co-workers, customers, and other agencies

	Tact and diplomacy
	Skill in getting along with co-workers
	Willingness to assist in support activities
	Interpersonal skills – listens and communicates effectively
	Cooperation with NRCS - does a good working relationship exist?
	Cooperation with other agencies
	Cooperation with board of directors and other district employees
	Confidentiality

1. What are this person's strengths?

What improvements are needed?

The following questions are optional and should be asked at TCCD's discretion.

3. Does this person supervise effectively?

4. Does this person demonstrate leadership skills and motivate others?

5. Does this person handle additional responsibilities well?

Does this person delegate tasks to others?

Employee's Comments:

Date of TCCD board meeting at which review was completed: _____

Chairman's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____