

**AGENDA**  
**Board of Directors Regular Meeting**  
**Tulsa County Conservation District**  
**6660 S. Sheridan Rd. Suite 120**  
**Tulsa, OK 74133**  
**March 16, 2017 - 4:00 PM**

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
4. Consideration of Consent Agenda:
  - A. Approval of Minutes from the February 9, 2017 Regular Meeting
  - B. Approval of Financial Statements & District Budget for Period Ending February 2017
  - C. Review of TACF Financials for Periods Ending in February, 28 2017
  - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
  - E. Approval of District Employee Timesheet & Leave Records for the Month of February
  - F. Acceptance of NRCS Farm Bill performance worksheets
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost-Share Program Year 18
  - A. Notification Letter
  - B. Fill out Director Check List
7. Discussion and/or Possible Action on the Following District Operation Items:
  - A. Discussion and Acceptance of District Conservationist Agency Report
  - B. TCCD Monthly Activities and Outreach Report
  - C. OACD State Meeting Update
  - D. Discussion and Possible Approval of Participation in the Campaign At the Capitol
  - E. Discussion of Upcoming Creek Cleanup
  - F. Discussion and Possible Approval of TACF helping fund a new organization called Power of Partial Improvements
  - G. Discussion and Possible Approval of 2017 OACD Dues
  - H. Discussion and Approval of Renew Notary
  - I. Discussion and Approval of Publishing Notices of the Filing Period and Election in the Tulsa World Newspaper
  - J. This Week in Conservation
8. Proposed Executive Session:

Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1). To discuss Gabriel Parker performance review.

If the executive session is approved, designate in open session the person keeping minutes.

  - B. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.
9. New Business:
10. Public Comments:
11. Adjourn:

Next regularly scheduled meeting is April 13, 2017 at the Tulsa County Conservation District Office:  
6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



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

## STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes from the **Regular Meeting** of the Tulsa County Conservation District Board of Directors held on **March 16, 2017** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held on **April 13, 2017**

  
Chair, Board of Directors

4/13/17  
Date

Attest:



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

Date: March 16, 2017

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  
Cleon Bradford, Acting District Conservationist - NRCS

**1. Meeting Called to Order:**

Chairwoman, Melissa Gray called the meeting to order at 4:01 PM. She noted this was a regular meeting and is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on March 15, 2017 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 February 9, 2016 Special Meeting
  - B. Approval of Financial Statements & District Budget for Period Ending February 9, 2017
  - C. Review of TACF Financials for Periods Ending in February 2017
  - D. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
  - E. Approval of District Employee Timesheet & Leave Records for the Month of February
  - F. Acceptance of NRCS Farm Bill performance worksheets

After a brief discussion, John Beasley made a motion to remove item 4D of the consent agenda for further discussion, and approve the rest of the consent agenda minus item 4D. Jana Black 2<sup>nd</sup> the motion. Nays: None. The motion carries.

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

John Beasley said that he noticed on February 26, 2017 the mileage to Jean Lemmon's house was listed as 26.6 miles, which was different from the mileage to Jean Lemmon's house on February 28, 2017. On the 28<sup>th</sup>, the mileage was listed as 19.2 miles. Gabrielael said she would fix the mileage on the 26<sup>th</sup> to reflect the same mileage on the 28<sup>th</sup>. Jana Black made a motion to approve item 4D, mileage for February 2017, with the correction to Gabrielael Parker's mileage listed above. John Beasley 2<sup>nd</sup> the motion. Nays: None. The motion carries.

On a side note, Melissa Gray had a question on the time sheet. She said she did not remember if staff needed to use all comp time before taking sick leave and vacation. She say that Gabrielael had .25 hours of comp time left on 2/14/2017, but used vacation later on 2/17. She said since it was fifteen minutes, it was not a big deal. Gabrielael said she would change it. Melissa asked if Gabrielael could email the board the policy on using vacation, sick and comp time. Gabrielael said that you could use sick time before using comp time, but not vacation. Gabrielael said she was just making sure all time was accounted for, not realizing she did not use .25 hours left on comp time. No action needed to be taken at this time on this item.

**6. Cost-Share Program Year 18  
A. Notification Letter**

Gabriael Parker said we received our Cost-Share Program Year 18 notification and that we received \$25,000. Gabrielael said the amounts ranged from \$40,000 to \$15,000. She said one of the participants from program year 17 had completed their practice, and did not utilize the full \$5,000. We have about \$2,500 left from him that we can forward to year 18. That means we currently have \$27,500 to allocate for program year 18. She said we have potentially 6 applicants for program year 18, which means we should be able to fund all of them. No action needed to be taken at this time.

**B. Fill out Director Check List**

Gabriael Parker said we have to this every year at the beginning of the Cost-Share Program process. After discussion the board decided to take another look at a ranking process for applicants that end up wanting to do the same practice. Please see check list for details on what was discussed. The board wanted to discuss ranking criteria at the next meeting. No action needed to

**7. Discussion and/or Possible Action on the Following District Operation Items:**  
Melissa Gray exited the meeting at 5:07 PM. Minutes were rearranged to reflect the order in which the agenda items were discussed prior to Melissa exiting the meeting.

**A. Discussion and Approval of Renew Notary**

Gabriel Parker said that her Notary commission is set to expire April 16, 2017 and she would like to start the process for renewal. She said it will cost \$20.00 for the renewal, \$30.00 for the notary bond, and \$10.00 for the filing fee. John Beasley made a motion to approve the notary renewal for Gabriel Parker and fees associated with the renewal. Jana Black 2<sup>nd</sup> the motion. Nays: None. The motion carries.

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

Gabriel Parker said we need to publish the Notice of Filing Period and Election in the newspaper next month. She said the notice does have to be published twice, with a seven day interval. Gabriel suggested we publish the notice on April 7<sup>th</sup> and April 21<sup>st</sup>. The board agreed. John Beasley made a motion to approve the publishing of the Notice of the Filing Period and Election in the Tulsa world on April 7<sup>th</sup> and April 21<sup>st</sup>. Tom Tolbert 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**Melissa Gray exited the meeting at 5:07 PM**

**C. Discussion and Possible Approval of TACF helping fund a new organization called Power of Partial Improvements**

Gabriel Parker said this was something John Beasley wanted to bring to the attention of the board. John said one of the issues he has found with funding requests between TCCD and TACF, is the exact procedure on those requests. Gabriel said she looked at the most recent TACF By-Laws, and she found nothing about funding requests coming from either board. The only thing she found was in Article 9. Article 9 stated “upon dissolution of the Foundation, all assets, and remaining funds in TACF bank accounts shall be donated to the TCCD board of Directors for distribution and use at the discretion of the TCCD board as follows by their authority.” Other than that there was nothing about approval of funding requests outside of Article 9. John said before they discussed funding request methods, he would describe the new organization. John said the Power of Partial Improvements organization was founded by Brian Hunter, and unfortunately he could not be here tonight. He said had worked with him a few weeks back on a river clean up event in Sand Springs. Initially, it did not look like there was going to be a huge turnout, but to his surprise there were about 60 volunteers who showed up. It was a great turnout. He said it was equivalent to about 200 man hours. They ended up pulling 200 tires 4 roll-offs, and numerous trailers. They pulled things like mattresses, refrigerators and other appliances, 30 or so items related to drug paraphernalia, two vehicles, and a boat. Anything the people of Sand Springs are not quite sure what to do with, they found it in the river. John said most of what Brian’s organization does is on a much smaller scale. It has been up and running for only a few months, but what he has done in that short time is amazing. Brian has over 1500 followers on Facebook. They have an Earth Day event planned at Blue rose in Elwood’s on Saturday April 22<sup>nd</sup>. John said they plan to have a

bigger clean-up of the area in June before Tulsa Tuffs hits Cry Baby Hill, and then another one later in the fall before the opening of The Gathering Place. He said River Parks do a really good job of maintaining the trails itself, but not as good of a job maintaining the trails closer to the riparian areas. Brian has picked up on that a lot. At the event (pictures provided) he had a tent with TCCD's logo right in the middle because we did supply a good amount of supplies like gloves, trash bags, and trash grabbers. With that being said, Brian is looking to get more items to support more clean-up events. John provided a list of the items Brian would like to purchase (Please see list in packet). John said he did not believe we could not provide funding for some of the things on the list, like water and snacks. He said those are things we could not approve on a grant.

He said the real question comes down to the process for getting funds from TACF. John said he did not know if the request had to be approved by the TCCD Board first or if he could send Brian directly to the foundation to make that request. Gabrielae Parker said again that she looked through the 2014 By-Laws, and it did not specify the funding requests policy. She said even though the By-Laws were updated in 2014, questions related to funding requests still remained. Those questions need to be addressed in the By-Laws at some point. Gabrielae said the only thing she found in the By-Laws that absolutely needed to be approved by the TCCD Board before they take effect, was any amendment to those said By-Laws. There had been previous discussions when Roy Foster and Scott VanLoo were on the board about how the Foundation could not spend any money unless it was approved by the TCCD board first. This was done to provide more oversight and communication between the two boards, at a time when relations between the two were not on good terms. They made it a point to make sure the Foundation understood that they were created to support TCCD, not to become a separate entity entirely. John said we now have that understanding and that good working relationship with the Foundation. Gabrielae said she did not see it being a problem to have both boards approve of funding requests for projects like this. John agreed, but said we still don't have direction on this regardless. He said the By-Laws have been amended numerous times depending on the situation, and could be amended again. We now have two boards that are cooperative instead of being adversarial. Gabrielae said she could email the By-Laws from 2009 and 1997 to the board, to find out if there is anything that mentions funding request procedures.

John said at this point, this is just an FYI and we probably won't be able to get anything to him by April 22<sup>nd</sup>. John said in his opinion, it is important for us support organizations like Brian's, who are actually doing things in the community. He said when The Gathering Place opens later this year, it will bring more people to the area, which means more pollution and trash. Organizations like Brian's will be there to try to keep as much of the trash out of the surrounding river and creeks. Jana made the suggestion to put it on the agenda next month for discussion after we get a better idea of funding requests from TACF. Jana asked John what he would like to do with this discussion. John said he would really like to submit a grant proposal to the Foundation for \$750 to \$1,000 at their meeting in May. John did say he can email the Foundation to discuss this, and get more clarity on requests via email. Hopefully we can approve the funding in the TCCD board meeting in April. No further action needed to be taken at this time.

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

After a brief discussion, John Beasley made a motion to accept the District Conservationist's Agency Report. Tom Tolbert 2<sup>nd</sup> the motion. Nays: None. The motion carries.

**E. TCCD Monthly Outreach Report**

Gabriel Parker said that there was not a whole lot to talk about in the report. She said she did attend the Sustainable Tulsa meeting. Melissa Gray said she wanted to talk a little about the topic that was discussed, but since she had to leave, she would wait for next meeting to talk about her ideas. Gabriel said since we are leaving the discussion of the OACD meeting until April's meeting, she would just briefly talk about it. Gabriel said it was a good meeting. She said many of the OACD speakers mentioned ideas on how to get more involved in their communities. Some of these ideas mentioned, Tulsa had already been doing. For example, doing more education and outreach to area schools, and how minutes for meetings submitted to OCC. Previously, OCC had requested all districts send the minutes, financials, and packet separately. Now, OCC is requesting that the minutes (including the approvals), financials, and packet be submitted in one complete pdf. Gabriel said she had always combined the minute (including the approvals), financials, and packet in one pdf submitted to OCC. So this is not something that TCCD has to do differently. She said that she did learn about some of the less talked about activities Blue Thumb had available for use. One was the Project Wet activity. She got an email from Stacey Hansen about a training on it about a month or so ago. She thought the email implied the training was only people who have had previous training, so she did not attend. Gabriel said she would like to do an event where she could utilize the Project Wet activity. Gabriel said that she did not have a booth set up for Eco Fest, but would more than likely attend to see what was there. Gabriel also said the Home and Garden Show went well. She did have an issue with getting volunteers for Saturday, but Jana, Melissa, and Cheryl Cheadle stepped in to help. Which she was tremendously grateful for. Gabriel said she did not see the amount of traffic this year that she saw last year. Hopefully, next year we will see more people, as well as planning the volunteers a little sooner. No further discussion needed to be taken at this time.

**F. Discussion and Possible Approval of 2017 OACD Dues**

The board decided to table this agenda item until April's meeting in the presence of all board members.

**G. OACD State Meeting Update**

The board decided to table this item for discussion in April after Melissa Gray left the meeting. No further action needed to be taken at this time.

#### **H. Discussion and Possible Approval of Participation in the Campaign At the Capitol**

Gabriel Parker said she received an email from OCC on the official day of Campaign at the Capitol. She said she talked to Trey Lam about it at the OACD meeting, and he said they were thinking about having a separate event for just the urban congressional members. She talked to Jean about it this morning. She said she was not scheduled to go to OKC, but if needed, she could give me and two other people a lift. I told her I would see what the board wanted to. I told her I would get back to her. The board said they approved as long as I could catch a ride with Jean.

#### **I. Discussion of Upcoming Creek Cleanup**

Gabriel Parker said the tentative date is May 6, 2017 at Dirty Butter Creek. It is tentative because we are not 100% sure on the meeting place. Julie Monnot with the City of Tulsa, said she was waiting to hear back from one of her contacts in that area, on whether or not we can meet there. Gabriel told Julie last month that she would handle the registration and waiver forms due to the confusion of who was what, and what was where last year. She would keep the board posted on details in the coming weeks. No further action needed to be taken at this time.

#### **J. This Week in Conservation**

Gabriel said this was just an FYI. No further action needed to be taken at this time.

#### **8. New Business:**

Jana Black said she did want to talk about the email we received from Kim Arnold with the OSU Extension Office. Jana said she believed she will be a very good contact with all of the events going on in Tulsa. She said she met her at the Home and Garden Show. Jana said Kim was really interested in partnering with us in the future. Kim is also involved with the Master Gardner's. Jana said Kim meets with people who are looking for places to volunteer, and suggested TCCD to go to those events when available, as well as, keep in contact with her. She may be able to pull in volunteers for us when we need some, like at the H&G Show or Earth Day Celebration. Jana said we should keep in touch with her for future events. No action needs/can be taken at this time.

Gabriel Parker wanted to get the opinion of the board on a reimbursement claim first before she sent it in. She said she had spoken to Karen Potts at OCC this morning about our operations account. This account holds the \$2,000 to \$3,000 we use for reimbursements on things like mileage, and phone bills. Karen said we have about \$850.00 or so left for the remainder of FY17. Gabriel said we are running low on funds and wanted to know if she should request reimbursement for the OACD State meeting registration. Gabriel said over the course of the year she had only been requesting reimbursement for things like the phone, and mileage and website stuff. Mainly bigger purchases to make the money last. She said we don't have to request it to make the funds last longer, or we can request it now. John said we are going to use the money in that account eventually, so we might as well request the registration now. Since it is getting



close to the end of the fiscal year, and we usually run out of that money anyway, we might as well request it while we can. Gabrielael said she just wanted to get a little direction on the claim. She said she would have the claim ready tomorrow. Gabrielael said. No action needed to be taken at this time.

**9. Public Comments:**

None

**10. Adjourn:**

Meeting adjourned at 6:14 PM

Next regularly scheduled meeting is April 13, 2017 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

1:55 PM  
03/10/17  
Accrual Basis

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

	<u>Feb 17</u>
<b>Income</b>	
Administrative Income	0.06
OCC Reimbursements	2,650.46
<b>Total Income</b>	<u>2,650.52</u>
<b>Expense</b>	
Administrative Expense	349.99
Employee Benefits	191.28
Payroll	802.68
Payroll Tax	740.44
Travel	67.16
<b>Total Expense</b>	<u>2,151.55</u>
<b>Net Income</b>	<u><u>498.97</u></u>

1:57 PM

03/10/17

Accrual Basis

## Tulsa County Conservastion District Profit & Loss Detail February 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Income</b>								
<b>Administrative Income</b>								
Deposit	2/28/2017		Arvest	Interest Pay...		Arvest Checki...	0.06	0.06
Total Administrative Income							0.06	0.06
<b>OCC Reimbursements</b>								
Deposit	2/24/2017		OCC	January 2017...		Arvest Checki...	190.44	190.44
Deposit	2/27/2017		OCC	March 2017 ...		Arvest Checki...	2,460.02	2,650.46
Total OCC Reimbursements							2,650.46	2,650.46
Total Income							2,650.52	2,650.52
<b>Expense</b>								
<b>Administrative Expense</b>								
Check	2/9/2017		Wal-Mart	Board Meetin...		Arvest Checki...	17.94	17.94
Check	2/14/2017	8517	OACD	OACD State ...		Arvest Checki...	250.00	267.94
Check	2/22/2017		BuzzBanner	Custom Tabl...		Arvest Checki...	82.05	349.99
Total Administrative Expense							349.99	349.99
<b>Employee Benefits</b>								
Check	2/2/2017	8513	OCC	February 201...		Arvest Checki...	191.28	191.28
Total Employee Benefits							191.28	191.28
<b>Payroll</b>								
Check	2/15/2017	8516	Gabriel S Parker	February 1-1...		Arvest Checki...	802.68	802.68
Total Payroll							802.68	802.68
<b>Payroll Tax</b>								
Check	2/10/2017		IRS	941 Tax Pay...		Arvest Checki...	650.44	650.44
Check	2/15/2017		Oklahoma Tax Com...	January 2017...		Arvest Checki...	90.00	740.44
Total Payroll Tax							740.44	740.44
<b>Travel</b>								
Check	2/13/2017	8514	Gabriel S Parker	January 2017...		Arvest Checki...	67.16	67.16
Total Travel							67.16	67.16
Total Expense							2,151.55	2,151.55
<b>Net Income</b>							<b>498.97</b>	<b>498.97</b>

2:00 PM  
03/10/17  
Accrual Basis

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

	<u>Jul '16 - Feb 17</u>
<b>Income</b>	
Administrative Income	5,200.97
Cost-Share Reimbursements	2,429.39
OCC Reimbursements	<u>21,149.78</u>
<b>Total Income</b>	<b>28,780.14</b>
<b>Expense</b>	
Administrative Expense	1,161.68
Cost-Share Payments	4,445.63
Employee Benefits	1,290.24
Office Supplies	45.56
Outreach Programs	72.92
Payroll	12,599.16
Payroll Tax	5,899.15
Postage	47.00
Professional Fees	545.00
Telephone and Internet	861.97
Travel	<u>737.69</u>
<b>Total Expense</b>	<b><u>27,706.00</u></b>
<b>Net Income</b>	<b><u><u>1,074.14</u></u></b>



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 02/28/2017

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number:

### Managing Your Accounts

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

### Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$3,211.67
<b>Total Current Value</b>		<b>\$3,211.67</b>

### NON-PROFIT INTEREST CHECKING

#### Account Summary

Date	Description	Amount
02/01/2017	Beginning Balance	\$2,712.70
	3 Credit(s) This Period	\$2,650.52
	8 Debit(s) This Period	\$2,151.55
02/28/2017	Ending Balance	\$3,211.67

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.06
Interest Paid Year-to-Date	\$0.17
Interest Withheld Year-to-Date	\$0.00

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

#### Electronic Credits

Date	Description	Amount
02/24/2017	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$190.44
02/27/2017	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,460.02

#### Other Credits

Date	Description	Amount
02/28/2017	INTEREST PMT	\$0.06

#### Electronic Debits

Date	Description	Amount
02/09/2017	287389 POS PUR FROM CHK Wal-Mart Super Center TULSA, OK 5411	-\$17.94
02/10/2017	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$650.44
02/15/2017	TAX PAYMENTS OK TAX PMT	-\$90.00



**Statement Ending 02/28/2017**

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number

**NON-PROFIT INTEREST CHECKING**

---

**Electronic Debits (continued)**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
02/22/2017	672990 POS PUR FROM CHK DESIGNPRINT 800-580-4489, DE 5099	-\$82.05

**Checks Cleared**

<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>
8513	02/02/2017	\$191.28	8516*	02/15/2017	\$802.68
8514	02/13/2017	\$67.16	8517	02/14/2017	\$250.00

\* Indicates skipped check number

**Daily Balances**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
01/31/2017	\$2,712.70	02/13/2017	\$1,785.88	02/24/2017	\$751.59
02/02/2017	\$2,521.42	02/14/2017	\$1,535.88	02/27/2017	\$3,211.61
02/09/2017	\$2,503.48	02/15/2017	\$643.20	02/28/2017	\$3,211.67
02/10/2017	\$1,853.04	02/22/2017	\$561.15		



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 02/28/2017

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number.

### Managing Your Accounts

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

### Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$83.10
<b>Total Current Value</b>		<b>\$83.10</b>

### NON-PROFIT INTEREST CHECKING

#### Account Summary

Date	Description	Amount
02/01/2017	<b>Beginning Balance</b>	<b>\$83.10</b>
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
02/28/2017	<b>Ending Balance</b>	<b>\$83.10</b>

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

#### Daily Balances

Date	Amount
01/31/2017	\$83.10



P O BOX 1670  
LOWELL AR 72745

**ADDRESS SERVICE REQUESTED**

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

**Statement Ending 02/28/2017**

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

**Managing Your Accounts**

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

**Summary of Accounts**

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$7,042.28
<b>Total Current Value</b>		<b>\$7,042.28</b>

**NON-PROFIT INTEREST CHECKING**

**Account Summary**

Date	Description	Amount
02/01/2017	<b>Beginning Balance</b>	<b>\$7,042.01</b>
	1 Credit(s) This Period	\$0.27
	0 Debit(s) This Period	\$0.00
02/28/2017	<b>Ending Balance</b>	<b>\$7,042.28</b>

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.27
Interest Paid Year-to-Date	\$0.62
Interest Withheld Year-to-Date	\$0.00

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

**Other Credits**

Date	Description	Amount
02/28/2017	INTEREST PMT	\$0.27

**Daily Balances**

Date	Amount	Date	Amount
01/31/2017	\$7,042.01	02/28/2017	\$7,042.28





P O BOX 1670  
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

## Statement Ending 02/28/2017

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number

### Managing Your Accounts

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

### Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$15,575.72
<b>Total Current Value</b>		<b>\$15,575.72</b>

### BUSINESS MONEY MARKET

#### Account Summary

Date	Description	Amount
02/01/2017	Beginning Balance	\$15,574.53
	1 Credit(s) This Period	\$1.19
	0 Debit(s) This Period	\$0.00
02/28/2017	Ending Balance	\$15,575.72

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$1.19
Interest Paid Year-to-Date	\$2.51
Interest Withheld Year-to-Date	\$0.00

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

#### Other Credits

Date	Description	Amount
02/28/2017	INTEREST PMT	\$1.19

#### Daily Balances

Date	Amount	Date	Amount
01/31/2017	\$15,574.53	02/28/2017	\$15,575.72

LOCAL LEADERSHIP GLOBAL IMPACT



# REGISTRATION

79th Annual Oklahoma Association of Conservation Districts Meeting  
February 26, 27, 28, 2017

Embassy Suites Downtown/Medical Center – OKC, OK

Please Print

REGISTRANT NAME: John Beasley

TITLE & DISTRICT (IF APPLICABLE): District Director, Tulsa County

NAME TO APPEAR ON NAME BADGE: John Beasley

EMAIL: jbeasley@cityoftulsa.org

SPOUSE NAME: (If attending) \_\_\_\_\_

**PACKAGES**

	No.	Fee	Amount
Pre Registration (before February 10, 2017) <u>No meals are included</u>	<u>1</u>	\$ 125.00	<u>125<sup>00</sup></u>
Registration (after February 10, 2017) <u>No meals are included</u>	_____	\$ 160.00	_____
Pre-Registration Package (not available after February 10, 2017) (Includes Registration, 1 Monday Lunch and 1 Legislative Banquet)	_____	\$ 194.00	_____
Registration Package (available only until February 22, 2017) (Includes Registration, 1 Monday Lunch and 1 Legislative Banquet)	_____	\$ 218.00	_____
Spouse Registration Package (available until February 22, 2017; no refunds after Feb. 17th) (Includes 1 Monday Lunch, 1 Legislative Banquet, & Auxiliary program)	_____	\$ 125.00	_____

**INDIVIDUAL ITEMS**

Conservation Game Night (Sunday night social activity)	_____	\$ 0.00	_____
Tuesday February 28 <sup>th</sup> Lunch Ticket for Directors, Employees (All speaking sessions are including in your registration to the state meeting. Lunch on Tuesday is new and does cost an additional \$30/per person)	_____	\$30.00	_____
Monday Luncheon	_____	\$ 46.00	_____
Monday Legislative Banquet	_____	\$ 52.00	_____
Auxiliary Programs	_____	\$ 30.00	_____

*OK Paid  
2/10/17  
C# 8517  
JBP*

Legislative Banquet Sponsorship (select one): \$25    \$50    \$75    \$100    Other: \_\_\_\_\_

125<sup>00</sup>  
**TOTAL**    125<sup>00</sup>

No refunds for meals or registrations will be made after February 17, 2017. All credit or debit card payments will be charged a 4% service fee.



# REGISTRATION

79th Annual Oklahoma Association of Conservation Districts Meeting  
 February 26, 27, 28, 2017  
 Embassy Suites Downtown/Medical Center – OKC, OK

Please Print

REGISTRANT NAME: Gabriel Parizer

TITLE & DISTRICT (IF APPLICABLE): District Secretary, Tulsa County

NAME TO APPEAR ON NAME BADGE: Gabriel Parizer

EMAIL: tulsaccd@conservation.ok.gov

SPOUSE NAME: (If attending) \_\_\_\_\_

## PACKAGES

	No.	Fee	Amount
Pre Registration (before February 10, 2017) <u>No meals are included</u>	<u>1</u>	\$ 125.00	<u>\$125<sup>00</sup></u>
Registration (after February 10, 2017) <u>No meals are included</u>	_____	\$ 160.00	_____
Pre-Registration Package (not available after February 10, 2017) (Includes Registration, 1 Monday Lunch and 1 Legislative Banquet)	_____	\$ 194.00	_____
Registration Package (available only until February 22, 2017) (Includes Registration, 1 Monday Lunch and 1 Legislative Banquet)	_____	\$ 218.00	_____
Spouse Registration Package (available until February 22, 2017; no refunds after Feb. 17th) (Includes 1 Monday Lunch, 1 Legislative Banquet, & Auxiliary program)	_____	\$ 125.00	_____

## INDIVIDUAL ITEMS

Conservation Game Night (Sunday night social activity)	_____	\$ 0.00	_____
Tuesday February 28 <sup>th</sup> Lunch Ticket for Directors, Employees (All speaking sessions are including in your registration to the state meeting. Lunch on Tuesday is new and does cost an additional \$30/per person)	_____	\$30.00	_____
Monday Luncheon	_____	\$ 46.00	_____
Monday Legislative Banquet	_____	\$ 52.00	_____
Auxiliary Programs	_____	\$ 30.00	_____

OKC Paid  
 2/11/17  
 CCH 8517  
 JLP

Legislative Banquet Sponsorship (select one): \$25      \$50      \$75      \$100      Other: \_\_\_\_\_

**TOTAL**      \$125<sup>00</sup>

No refunds for meals or registrations will be made after February 17, 2017. All credit or debit card payments will be charged a 4% service fee.

# Performance Worksheet/Operational Tasks

Use this form July 1, 2013 to June 30

**Tulsa County**

Conservation District:

**March-17**

Month & Year

Day of Month

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

**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									X	X	X	X																
Assist with monthly outreach report																												X
Public presentations									X	X	X	X																
Success stories																												
Earth Team volunteer program																												
Assist with statewide media																												
Other		X							X	X	X	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			X	X	
Updating General Manual and FOTG																														
Receptionist	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	
General office correspondence	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	
Record of meeting minutes																X													X	X
Maintain office schedules	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	
Maintain ledgers	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	
Other		X							X	X												X	X						X	X

**Farm Bill Contracting**

Explain and promote farm bill programs									X	X	X	X																	
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: **50 Hours**

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

*Robert L. Gray* 4/13/17  
 Conservation District Board Representative (Signature & Date)

*Clayton Bray* (4-13-17)  
 NRCS District Conservationist (Signature & Date)

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: March 6, 2017  
Subject: Conservation Locally Led Cost-Share Program Year 18

The Commission is pleased to be launching Program Year 18 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 attached 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 completed form 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 on the Checklist of Board Action Required, complete the Director Participation Form and email a copy to me at [tammy.sawatzky@conservation.ok.gov](mailto:tammy.sawatzky@conservation.ok.gov).

#### **ALLOCATION**

Program Year 18 allocations were based on an average of your district's performance during program years 14, 15 and 16. Allocations for each conservation district can be found on page 12 of the guidelines.

Average Percentage Expended	PY 18 Allocation
90% or more	\$ 40,000
89.99% - 80%	\$ 35,000
79.99% - 70%	\$ 30,000
69.99% - 60%	\$ 25,000
59.99% - 50%	\$ 20,000
49.99% or less	\$ 15,000

#### **CARRY OVER FUNDS**

Conservation districts that have unobligated PY 17 funds may submit a request to the Commission to carry those funds over for use in Program Year 18. The request must include your final PY 17 monthly report. Upon receipt of your request the Commission will certify the PY 17 carry over amount and notify your district. Carry over funds are only available if they have been certified by OCC.

## **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 **August 31, 2017**. 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.**

Please contact me if you have any questions about the Cost-Share Program.

attachments

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

**PROGRAM YEAR 18**

Program Year Begins: March 6, 2017  
Program Year Ends: August 31, 2018

Allocation Period Begins: March 6, 2017  
Allocation Period Ends: August 31, 2017

Oklahoma Conservation Commission  
in cooperation with  
Oklahoma's 85 Conservation Districts

Approved by the Conservation Commission on March 6, 2017.

## 1. 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 18. 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 \$2,535,000 of cost-share fund 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 2017 appropriation for Program Year 18 appears on page 12. These funds will be available to conservation districts on March 6, 2017.

Conservation districts that have unobligated Program Year 17 funds may submit a request to the Conservation Commission to carry those funds over for use in Program Year 18.



### III. POLICIES

#### A. Allocation Period

The allocation period shall start March 6, 2017 and end August 31, 2017. Any funds allocated to districts and not obligated during the allocation period for Program Year 18 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 18 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 18 the guidelines below must 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 18 performance agreements must be signed and dated by the district board and participant on or before August 31, 2017. All Program Year 18 performance agreements must be completed and the check in the hand of the participant on or before August 31, 2018. 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 18 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 18.

### 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:** Controlled fire applied to a predetermined area.

- Purpose:**
- Control undesirable vegetation.
  - Prepare sites for harvesting, planting or seeding.
  - Control plant disease.
  - Reduce wildfire hazards.
  - Improve wildlife habitat.
  - Improve plant production quantity and/or quality.
  - Remove slash and debris.
  - Enhance seed and seedling production.
  - Facilitate distribution of grazing and browsing animals.
  - Restore and maintain ecological sites.

### 340 – Cover Crop

**Definition:** Crops including grasses, legumes, and forbs for seasonal cover and other conservation purposes.

**Purpose:** Reduce erosion from wind and water. Increase soil organic matter content. Capture and recycle or redistribute nutrients in the soil profile. Promote biological nitrogen fixation and reduce energy use. Increase biodiversity. Suppress weeds. Manage soil moisture. Minimize and reduce 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: To stabilize the soil, reduce damage from sediment and runoff to downstream areas.

### 362 - Diversion (new structures only)

Definition: A channel 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 or by excavating a pit or dugout.

Purpose: To provide water for livestock, fish and wildlife, recreation, fire control, develop renewable energy systems, and other related uses, and to maintain or improve 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 and head cutting in natural or artificial channels.

Purpose: To stabilize the grade and control erosion in natural or artificial channels, to prevent the formation or advance of gullies, and to enhance environmental quality and reduce pollution hazards.

#### 412 - Grassed Waterway (new structures only)

**Definition:** A shaped or graded channel that is established with suitable vegetation to carry surface water at a non-erosive velocity to a stable outlet.

**Purpose:** This practice may be applied as part of a conservation management system to support one or more of the following purposes:

- 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. Reduce soil erosion. 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 installed for conveying water for livestock.

**Purpose:** To convey water from a source of supply to points of use.

#### 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:** The stabilization of areas frequently and intensively used by people, animals or vehicles by establishing vegetative cover, surfacing with suitable materials, and/or installing needed structures.

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

#### 595 - Pest Management

**Definition:** A site-specific combination of pest prevention, pest avoidance, pest monitoring, and pest suppression strategies.

**Purpose:** Prevent or mitigate off-site pesticide risks to water quality from leaching, solution runoff and absorbed runoff losses. Minimize negative impacts of pest control on soil resources, water resources, air resources, plant resources, animal resources and/or humans.

#### 600 - Terrace

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

**Purpose:** To reduce erosion, reduce sediment content in runoff water, and improve water quality.

#### 614 - Watering Facility

**Definition:** A permanent or portable device to provide an adequate amount and quality of drinking water for livestock and/or wildlife.

**Purpose:** To provide access to drinking water for livestock and/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 to an aquifer for water supply.

**Purpose:** Provide water for livestock, wildlife, irrigation, and other agricultural uses. To facilitate proper use of vegetation, such as keeping animals on rangeland and pastures and away from streams, and providing water for wildlife.

### 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	\$152.29
	Mechanical	31-50% Canopy Cover		AC	\$243.67
	Mechanical	>51% Canopy Cover		AC	\$392.91
	Chemical-Individual Plant Treatment	Low (50-200 plants per acre)		AC	\$27.16
	Chemical-Individual Plant Treatment	High (201-400 plants per acre)		AC	\$61.72
	Chemical-Broadcast	Aerial, or Ground		AC	\$39.35
	Chemical-Broadcast	Tebuthiuron 1.0 lb rate		AC	\$68.42
	Chemical-Broadcast	Tebuthiuron 2.0 lb rate		AC	\$111.26
315	HERBACEOUS WEED CONTROL				
	Chemical	Application by any method		AC	\$37.18
	Mechanical			AC	\$22.25
338	PRESCRIBED BURNING				
	Level Terrain	Herbaceous		AC	\$8.79
	Steep Terrain	Herbaceous		AC	\$24.21
340	COVER CROP				
	Basic & Organic	Non-Organic		AC	\$78.46
	Multiple Species	Organic/Non-Organic		AC	\$92.88
342	CRITICAL AREA PLANTING/VEGETATION		10 yrs		
	Vegetation	(normal tillage)		AC	\$282.60
	Native & Introduced	Vegetation (moderate grading)		AC	\$613.68
362	DIVERSION		10 yrs		
	Diversion			CY	\$2.32
378	POND		20 yrs		
	Excavated or Embankment	Pond without Pipe		CY	\$2.42
	Embankment, Pipe Material	1000 Diameter Inch Foot or Smaller		CY	\$3.06
	Embankment, Pipe Material	1001-1500 Diameter Inch Foot		CY	\$3.27
382	FENCE		20 yrs		
	Level Non-Rocky			LF	\$2.32
	Steep Rocky			LF	\$2.96
394	FIREBREAK				
	Constructed-Light	Equipment		FT	\$0.05
	Constructed-Medium	Equipment, moderate slopes		FT	\$0.18
	Constructed-Medium	Equipment, steep slopes		FT	\$0.66
	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	\$2.58
	Embankment, Galvanized CMP or Plastic Pipe (ratio of earthwork (CY) to pipe (DIFT) is 4.0-2.1)			CY	\$2.91
	Rock Chute			CY	\$59.92
	Chute, Rock with Concrete Cutoff			CY	\$74.40
	Concrete Chute			CY	\$551.21
412	GRASSED WATERWAY		10 yrs		
	Base Waterway			AC	\$1,860.41
512	FORAGE AND BIOMASS PLANTING		10 yrs		
	Native Perennial Grass (one species)			AC	\$186.47
	Introduced Perennial Warm Season Grasses, Seeding			AC	\$232.33
	Introduced Perennial Warm Season Grasses, Sprigging			AC	\$282.79
	Introduced Perennial Warm Season Grasses, Seeding w/ Lime			AC	\$318.45
	Introduced Perennial Warm Season Grasses, Sprigging w/ Lime			AC	\$361.50
	Introduced Perennial Cool Season Grass, Seeding			AC	\$209.20
	Introduced Perennial Cool Season Grass, Seeding with Lime			AC	\$287.91
516	PIPELINE		20 yrs		
	.75 in - 1.25 in Plastic, Normal Trenching			LF	\$2.02
	.75 in - 1.25 in Plastic, Rock Trenching			LF	\$3.06
	1.5 in - 2 in Plastic, Normal Trenching			LF	\$2.41
	1.5 in - 2 in Plastic, Rock Trenching			LF	\$3.45
	> 2 in Plastic, Normal Trenching			LF	\$4.21
	> 2 in Plastic, Rock Trenching			LF	\$5.25
	≤ 2 in HDPE, Surface Installation			LF	\$2.07
	> 2 in HDPE, Surface Installation			LF	\$4.44
533	PUMPING PLANT		15 yrs		
	Electric Powered Pump, 2 HP or Less			HP	\$1,410.70
	Electric Powered Pump, 2 HP or Less, Pressure Tank			HP	\$1,874.37
	Electric Powered Pump, > 2 HP and ≤ 10 HP			HP	\$697.41
	Electric Powered Pump, > 10 HP and ≤ 40 HP			HP	\$443.48
	Electric Powered Pump, > 40 HP			HP	\$284.41
	Variable Frequency Drive, 40 HP or Less			HP	\$360.33
	Variable Frequency Drive, > 40 HP and ≤ 100 HP			HP	\$243.99
	Internal Combustion Powered Pump, 7.5 HP or Less			HP	\$680.89
	Internal Combustion Powered Pump, > 7.5 HP or ≤ 75 HP			HP	\$676.70
	PTO Pump			HP	\$187.65
	Windmill Powered Pump			FT	\$1,004.81
	Solar Powered Pumping Plant, 150 ft or Less (of total head on pump)			EACH	\$4,631.62
	Solar Powered Pumping Plant, 151-300 ft (of total head on pump)			EACH	\$7,212.66
550	RANGE PLANTING		10 yrs		
	Native Plants (standard seedbed prep)			AC	\$322.36



Practice Code	Practice Name	Component	Life Span	Units	Unit Cost
561	HEAVY USE AREA PROTECTION		10 yrs		
		Aggregate, Crushed Rock or Gravel on Geotextile		SF	\$1.45
		Aggregate, Crushed Rock or Gravel in GeoCell on Geotextile		SF	\$4.25
		Aggregate, Crushed Rock or Gravel on Earthen Base		SF	\$0.82
		Other Cementious Material, Crushed Gypsum Rock		SF	\$0.88
		Other Cementious Material, Compacted Caliche		SF	\$0.47
		Reinforced Concrete with Sand or Gravel Foundation		SF	\$3.23
595	INTEGRATED PEST MANAGEMENT				
		Basic IPM One Resource Concern		AC	\$15.94
		Basic IPM More than One Resource Concern		AC	\$21.48
		Advanced IPM, All Resource Concerns		AC	\$31.89
		Basic IPM Fruit/Veg, One Resource Concern		AC	\$88.62
		Basic IPM Fruit/Veg, More than One Resource Concern		AC	\$113.46
		Advanced IPM Fruit/Veg, All Resource Concerns		AC	\$172.88
600	TERRACE		10 yrs		
		Terrace Construction		LF	\$0.71
		Terrace Reconstruction		LF	\$0.97
614	WATERING FACILITY		10 yrs		
		Freeze Proof Trough		EACH	\$1,480.21
		Energy Free Fountains		GAL	\$30.96
		Watering Facility < 1000 gallons		GAL	\$1.92
		Watering Facility 1001-1400 gallons		GAL	\$1.27
		Watering Facility 1401-2100 gallons		GAL	\$1.09
		Watering Facility 2101-3000 gallons		GAL	\$0.90
		Watering Facility 3001-5000 gallons		GAL	\$0.75
		Watering Facility > 5000 gallons		GAL	\$0.64
		Watering Ramp, Rock on Geotextile		SF	\$1.29
		Watering Ramp, Rock on Geocell on Geotextile		SF	\$3.94
642	WATER WELL		20 yrs		
		Well up to 100 feet in depth		EACH	\$4,405.44
		Well 101-600 feet in depth		LF	\$43.92
		Well > 600 feet in depth		LF	\$23.83

CONSERVATION DISTRICT COST-SHARE PROGRAM YEAR 18 ALLOCATIONS

Adair	\$40,000	LeFlore	\$25,000
Alfalfa	\$15,000	Lincoln	\$25,000
Arbuckle	\$40,000	Little River	\$20,000
Atoka	\$20,000	Logan	\$30,000
Beaver	\$20,000	Love	\$40,000
Blaine	\$30,000	Major	\$35,000
Bryan	\$25,000	Marshall	\$15,000
Caney Valley	\$35,000	Mayes	\$25,000
Central North Canadian River	\$35,000	McClain	\$20,000
Checotah	\$35,000	McIntosh	\$35,000
Cherokee	\$25,000	Murray	\$25,000
Cimarron County	\$20,000	Muskogee	\$35,000
Cimarron Valley	\$25,000	Noble	\$40,000
Cleveland	\$15,000	North Caddo	\$30,000
Coal	\$25,000	North Fork of Red River	\$15,000
Comanche	\$15,000	Nowata	\$30,000
Cotton	\$35,000	Okfuskee	\$20,000
Craig	\$30,000	Oklahoma	\$30,000
Creek	\$25,000	Okmulgee	\$25,000
Custer	\$20,000	Osage	\$40,000
Deer Creek	\$35,000	Ottawa	\$30,000
Delaware	\$40,000	Pawnee	\$20,000
Dewey	\$40,000	Payne	\$40,000
East Canadian	\$35,000	Pittsburg	\$40,000
Ellis	\$30,000	Pontotoc	\$30,000
Garfield	\$40,000	Pushmataha	\$20,000
Garvin	\$35,000	Rogers	\$25,000
Grady	\$30,000	Seminole	\$35,000
Grant	\$35,000	Sequoyah	\$25,000
Greer	\$25,000	Shawnee	\$25,000
Harmon	\$40,000	South Caddo	\$40,000
Harper	\$35,000	Stephens	\$40,000
Haskell	\$40,000	Talihina	\$35,000
Hughes	\$25,000	Texas	\$35,000
Jackson	\$35,000	Tillman	\$40,000
Jefferson	\$30,000	Tulsa	\$25,000
Johnston	\$20,000	Upper Washita	\$25,000
Kay	\$25,000	Wagoner	\$35,000
Kiamichi	\$25,000	Washita	\$25,000
Kingfisher	\$40,000	West Caddo	\$35,000
Kiowa	\$20,000	Woods	\$35,000
Konawa	\$40,000	Woodward	\$30,000
Latimer	\$35,000		

## CHECKLIST OF BOARD ACTION REQUIRED

Program Year 18

BOARD ACTION ITEM	DATE	ACTION TAKEN
<p><i>After current program year guidelines are approved and distributed by OCC and prior to advertising the current program year locally your district board <u>must</u> discuss and vote on items 1-9 listed below. The action taken <u>must</u> be recorded in the board meeting minutes and on this form.</i></p>		
1	3/16/2017	Yes
2	3/16/2017	No
3	3/16/2017	Melissa Gray, Chairwoman
4	3/16/2017	Freddy Trujillo, NRCS Cleon Bradford, NRCS
5	3/16/2017	All
6	3/16/2017	Use State Average
7	3/16/2017	Cost-Share rate of 75% Maximum cost-share payment amount of \$5,000 per participant.
8	3/16/2017	Add a consideration for undeserved areas as well as pending new ranking information from NRCS
9	3/16/2017	Application period ends May 31, 2017. Will advertise in digital media, word of mouth, and other community partners.
<p><b>STOP STOP</b> After the application period has closed your district can proceed to item 10. <b>STOP STOP</b></p>		
10		<p>Review, rank and approve applications using the eligibility and selection criteria/priority system approved under item 8 above.</p> <p>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.</p>

updated 3/16/17

## CHECKLIST OF BOARD ACTION REQUIRED

BOARD ACTION ITEM	DATE	ACTION TAKEN
<p><i>After current program year guidelines are approved and distributed by OCC and prior to advertising the current program year locally your district board <u>must</u> discuss and vote on items 1-9 listed below. The action taken <u>must</u> be recorded in the board meeting minutes and on this form.</i></p>		
1		
2		
3		
4		
5		
6		
7		
8		
9		
<p><b>STOP STOP</b> After the application period has closed your district can proceed to item 10. <b>STOP STOP</b></p>		
10		

## CHECKLIST OF BOARD ACTION REQUIRED

BOARD ACTION ITEM		DATE	ACTION TAKEN
<p><i>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.</i></p>			
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.	yes	yes 3/9/16
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 must immediately remove themselves from discussions and votes on program items at this time.	NO	3/9/16
3	Designate the authorized district representative. Must 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.	3/9	Chairman Zach Kilburn
4	Designate the technical representative. Must meet the requirements stated in the Rules.	3/9	Freddy Tru. & Cleon Br.
5	Review the conservation practices listed in the Program Year Guidelines and approve practices your district will offer locally.	3/9	All
6	Review and approve the average costs listed in the Program Year Guidelines for the practices your district will offer locally	3/9	Use Average.
7	Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed 75% and the maximum cost-share payment amount can't exceed \$5,000 per participant.	3/9	75% Max payment 2500.00
8	Establish specific local eligibility and selection criteria/priority system that will be used to select successful applicants.		Refer until April.
9	Establish your district's application period and how the program will be advertised locally.	3/9	Close 4/30/16 word of mouth + NRC.S
<p><i>After the application period has closed your district can proceed to item 10.</i></p>			
10	Review, rank and approve applications using the eligibility and selection criteria/priority system approved under item 8 above.  Board meeting minutes must include the following for each approved participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount.		

## CHECKLIST OF BOARD ACTION REQUIRED

Suggested Checklist

BOARD ACTION ITEM		DATE	ACTION TAKEN
<p><i>After current program year guidelines are approved and distributed by OCC and prior to advertising the current program year locally your district board <u>must</u> discuss and vote on items 1-9 listed below. The action taken <u>must</u> be recorded in the board meeting minutes and on this form.</i></p>			
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.	3/09/2016	
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.	3/09/2016	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.	3/09/2016	Zach Kilburn, TCCD Chairman
4	Designate the technical representative. <u>Must</u> meet the requirements stated in the Rules.	3/09/2016	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.	3/09/2016	All
6	Review and approve the average costs listed in the Program Year Guidelines for the practices your district will offer locally	3/09/2016	Use 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.	8/11/2016	75% \$5,000 Max Payment
8	Establish specific local eligibility and selection criteria/priority system that will be used to select successful applicants.	3/09/2016	Defer until April 14, 2016 Board Meeting
9	Establish your district's application period and how the program will be advertised locally.	3/09/2016	Close 4/30/2016, word of mouth, NRCS, outreach events
<p><b>STOP STOP</b> After the application period has closed your district can proceed to item 10. <b>STOP STOP</b></p>			
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.		

Modified August 2016

# TCCD Monthly Outreach and Activities Report February 2017



## Meetings:

02/08/2017	TACF Board Meeting
02/09/2017	TCCD Board Meeting
02/10/2017	H&G Show Planning Meeting with Julie Monnot
02/26-2/28	OACD State Meeting

## Upcoming Meetings

03/02/2017	Sustainable Tulsa Meeting
03/16/2017	TCCD Board Meeting
03/16/2017	Crow Creek Planning Committee Meeting

## Special Events:

02/03/2017	City of Tulsa Green Waste Site Plant Picking
02/04/2017	Crow Creek Work Day
02/20/2017	President's Day – Office Closed
02/22/2017	TCC Metro Campus – Sustainability Conference
02/23/2017	OK Farmers Market & Agritourism Conference (Did not Attend)
02/26-2/28	OACD State Meeting
02/28/2017	Crow Creek Planning Committee Meeting

## Up Coming Events:

03/09-3/12	Home and Garden Show
03/25/2017	TCC Northeast Campus's Eco Fest
03/30/2017	Campaign at the Capital

## Upcoming Deadlines:

03/01/2017	Ranking Field Visits Completed By
03/03/2017	Applications Marked Pre-Approved Deadline
03/10/2017	Prioritized Ranking Due National Easement Division
05/19/2017	Participants Submitted for Second Level Review
06/02/2017	Contracts Obligation Deadline

## Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ Cost-Share Year 17 Assistance
- ❖ TCCD/TACF Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay
- ❖ 2017 Tax Prep
- ❖ NRCS Contract Labels
- ❖ TCCD File Organization
- ❖ NRCS Scanning E-File Maintenance and Labeling
- ❖ Office Mail
- ❖ Update Office Calendars



## 79th Annual OACD State Meeting Agenda February 26, 27, and 28

### **Sunday February 26, 2017**

- 1:00 p.m. - 4:00 p.m. – Registration, Trade Show set-up, silent auction set-up
- 1:00 p.m. - OACDE Executive Board Meeting
- 1:30 p.m. - State Speech Contest Divisions I & II
- 2:00 p.m. - OACD Resolutions Committee Meeting
- 3:00 p.m. - OACD Nominations Committee Meeting
- 4:00 p.m. - OACD & OACDE Youth Awards Program
- 5:00 p.m. - Inspiration Hour with Greg Scott and music by Jimmy & Larry Ford and Jimmy Emmons
- 7:30 p.m. – Social Game Night with OACDE

### **Monday February 27, 2017**

- 7:00 a.m. - OACDE Program with Sean Wallace from the Oklahoma Public Employees Association
- 7:00 a.m. - Registration for trade show and conference
- 8:00 a.m. - Trade show opens & silent auction
- 9:00 a.m. - 1st General Session with Mike Brown, Executive Director of the National Association of State Conservation Agencies  
“Why Conservation Districts Matter”
- 10:00 a.m. - Break
- 10:15 a.m. - Concurrent Sessions with track options for employees, NRCS and directors
  - “What you need to know about being a district director” with Mike Brown, Executive Director of NASCA
  - “Accomplished Stars – Higher Goals – District Employee Training: watershed PDM3 Forms, OK Maps, IT Phone Training and more!”
  - “Opportunities for Oklahoma Producers: Client Gateway, Revised Conservation Stewardship Program & the Regional Conservation Partnership Program” Gary O’Neill, OK State Conservationist, Stacy Riley, NRCS- asst. state Conservationist programs and Robert Hathorne, NRCS - Public Information Officer
- 10:30 a.m. – Auxiliary Program “Making a Succulent Dish Garden” with Casey Hentges, host of Oklahoma Gardening
- 12:00 a.m. – Lunch with Dr. Jim Chamberlain, Co-Director of the WaTER Center at OU
- 1:00 p.m. – NRCS Partnership Awards, Director & Employee Service Awards, OK Prescribed Fire Association Awards and Auxiliary Scholarship
- 1:45 p.m. – Auxiliary departs for Governor’s Mansion tour
  
- 2:45 p.m. - Concurrent Sessions of Business Meetings
  - Natural Resources Conservation Services
  - Oklahoma Association of Conservation District – presentation of the 2017 Legislative Agenda, Awards Discussion
  - Oklahoma Association of Conservation District Employees – presentation of the 2017 Legislative Agenda, Awards Discussion
- 6:00 p.m. - Legislative Reception
- 7:00 p.m. - Legislative Banquet & Awards
  - Employee of the Year
  - Hall of Fame Awards
  - President's Award
  - 2016 Demonstration Farm Awardees
  - The 2<sup>nd</sup> Annual "Mike Thralls Memorial Scholarship" Awardees



Outstanding Cooperator, Director and District  
8:00 p.m. - Live Auction

## **Tuesday February 28, 2017**

7:30 a.m. - OACD Past President's Breakfast

8:00 a.m. - Tradeshow opens

8:00 a.m. - Pesticide Applicators Workshop

8:30 a.m. - 2nd General Session "*Blue River Water Quality Project*" with Jona Tucker, Preserve Director for the Nature Conservancy  
Announcement of 2016 OACD Executive Board Members

9:30 a.m. – Concurrent Sessions

"From No-Till to Higher Functioning Agro-Ecological Systems" Adam Daughtery, Coffee County, TN NRCS District  
Conservationist

"Educational Focus for Districts"

10:15 a.m. – Concurrent Sessions

"Utilizing Soil Health Practices to Increase Farm Profits" Russell Hedrick, JRH Grain Farms

"How Districts can become involved with OK Monarch Efforts" Katie Hawk, Coordinator for Monarch Summit

11:00 a.m. – Break

11:15 a.m. – Concurrent Sessions

"Managing Weeds with a Population-Based Approach" Dr. Randy Anderson, Agriculture Research Services, South  
Dakota

Noon – Lunch\*

\*District employees and district directors can purchase Tuesday lunch tickets at cost for \$30.00; lunch is included in  
the \$40 Tuesday daily registration fee.

1:00 p.m. "How Healthy Soils can help your Operation Weather Climate Change" Dr. Cait Rottler, Agriculture Research Services,  
Oklahoma

1:30 p.m. – "Soil Testing for Soil Health" Dr. Rick Haney, ARS, Texas via Live Webinar

2:00 p.m. – "OSU Soil Health Assessment Tool" Dr. Jason Warren, Oklahoma State University

2:30 p.m. – "Applying Soil Health Principles on Grazing Lands" Steve Glasgow, USDA-NRCS

3:00 p.m. – Producer Network Concurrent Breakouts

## PRODUCER SOIL HEALTH TRACK AT THE OACD STATE MEETING

Join farmers and ranchers from across Oklahoma to learn more about soil health. This workshop will run from **8:30 a.m. to 4:00 p.m.** on **Tuesday, February 28, 2017** at the Embassy Suites Downtown/Medical Center in Oklahoma City, OK.

### Topics & Speakers include:

"Utilizing Soil Health Practices to Increase Farm Profits."  
Russell Hedrick, JRH Grain Farms from Hickory, N.C.



"Managing Weeds with a Population-Based Approach"  
Dr. Randy Anderson, Agriculture Research Services, Brookings, S.D.



"From No-Till to Higher Functioning Agro-Ecological Systems" Adam Daugherty, USDA-NRCS, Coffee County, TN

"Assessing Soil Health" with Dr. Jason Warren,  
Oklahoma State University

"Soil Testing for Soil Health" Dr. Rick Haney, ARS, Temple, TX (via webinar)



"Applying Soil Health Principles on Grazing Lands" Steve Glasgow, USDA-NRCS



"How Healthy Soils can help your Operation Weather Climate Change"  
Dr. Cait Rottler



**REGISTRATION FOR THE WORKSHOP AND LUNCH IS \$40**

**FOR A FULL AGENDA AND TO REGISTER VISIT:  
[WWW.OKCONSERVATION.ORG](http://WWW.OKCONSERVATION.ORG)**

Power of Partial Improvements  
Wish list

Supplies (prices from Amazon):

30 Gallon Bags (40 pack): \$7.49/ea (\$149.80 @ 20)

First Aid Kit: \$14.49/ea (\$43.37 @ 3)

Rubber Boots: \$19.04/ea (\$114.24 @ 6)

Medical Waste Bin (2qt): \$6.51/ea (\$13.02 @ 2)

Canon 240 Black Ink: \$22.98/ea (\$68.94 @ 3)

Storage Shelf: \$29.99/ea (\$59.98 @ 2)

2" x 20" Strap: \$11/ea (\$22 @ 2)

Gardening Gloves (4 pack): \$17.90/ea (\$179 @ 10)

Purrell (2L x 2): \$24.25/ea (\$48.50 @ 2)

Bow Rake: \$15.61/ea (\$31.22 @ 2)

Safety Glasses (12 pack): \$13.69/ea (\$54.76 @ 4)

Safety Vest: \$21.99/ea (\$43.98 @ 2)

Clip Board (6 pack): \$9.95/ea

BIC Pen (36 pack): \$5.99/ea

Guerilla Cart: \$80 (\$160 @ 2)

Total: \$1004.75



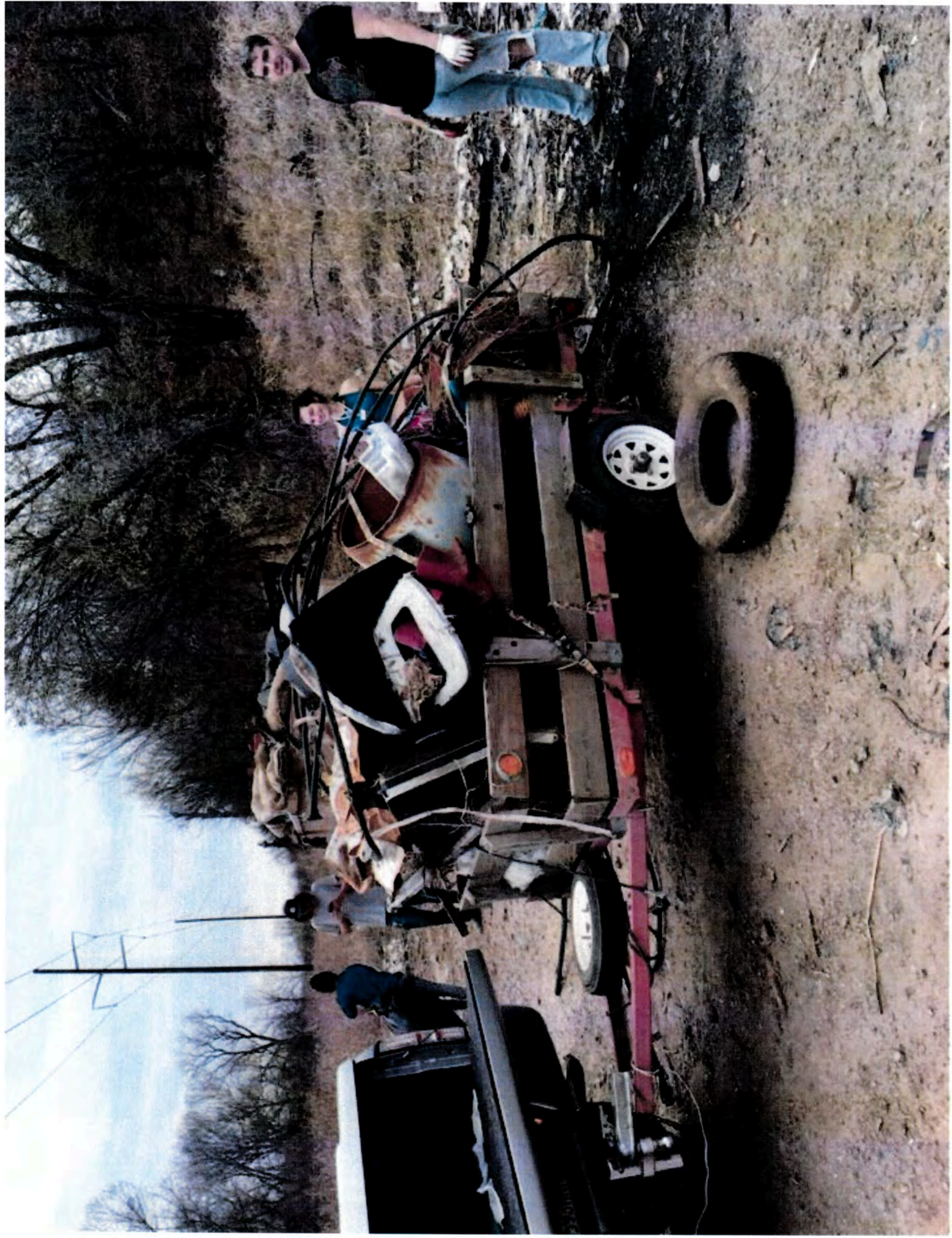
Tanglewood Tree Nursery



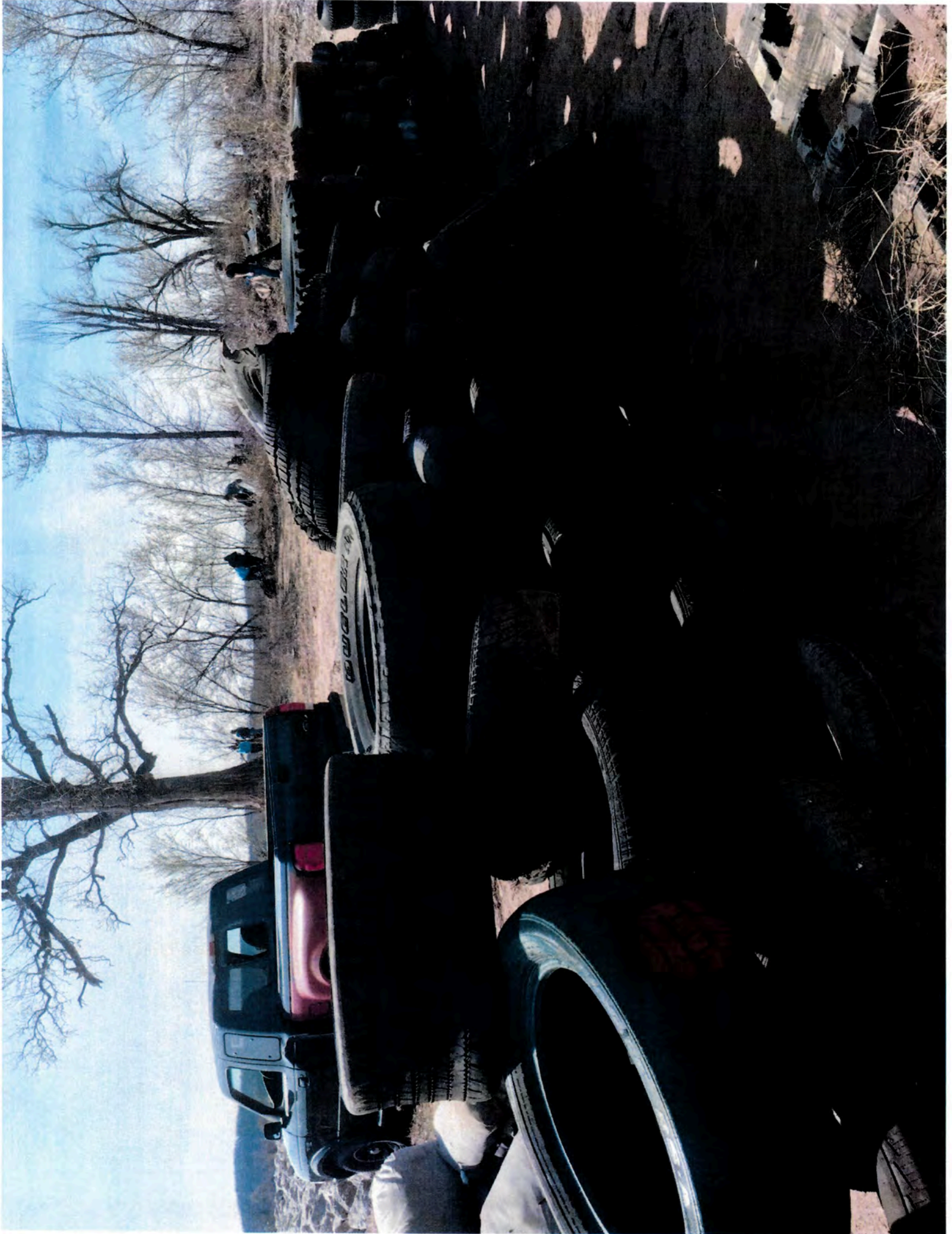














January 6, 2017

Name  
Address  
City, State Zip

CC: Chairman name  
Address  
City, state Zip

Dear ,

Conservation Districts do critical work necessary to preserve our soil, water, air, native plants and animals, to maintain our flood control structures and watersheds and to educate those who manage the land, the public, and our youth about the importance of stewardship. OACD is your voice to share that message with elected officials, agency leaders and community stakeholders. When we tell the story of locally led, voluntary conservation as one voice, people listen. They listen, because every day you are doing amazing things in the community.

We get that districts and directors are being asked to do more, to help their neighboring district, to partner with old friends and new friends in order to carry on with our work. We understand that all of this comes at a time when the state legislature continues to cut state appropriations for conservation, when the gross production tax income levels are low, and when employees have gone without a raise for seven years. We want you to know that we are working, every day, to keep conservation districts in the forefront of the minds of elected officials and key decision makers. In addition to being your steadfast advocate, OACD is continuing to work on issues of soil health by leading and assisting with training and networking opportunities for districts, directors and cooperators. We continue to partner with agencies and nonprofits to address water quality, air quality, pollinator habitat, invasive species issues.

Your 2017 annual dues payment of \$400 allows us to complete these efforts on your behalf. Thank you for being a member of OACD.

Sincerely,

Steve House  
OACD President

\*Okconservation.org has all the up-to-date information on OACD efforts. Please use the calendar tab to add your district events at [okconservation.org/submit-event-for-calendar](http://okconservation.org/submit-event-for-calendar)



January 6, 2017

## 2017 OACD Membership Dues Notice

OACD annual organization dues: \$400/conservation district  
*payment fulfills requirements for a district to be in good standing*

There are multiple dues payment options including:

- one time installment of \$400.00
- two installments of \$200.00
- four installments of \$100.00

Please complete payments by 9/1/2017 unless payment plan indicated, then dues are to be paid in full by 12/31/2017

**Make checks payable to:**

**OACD**

**PO Box 2775**

**Oklahoma City, OK 73101**

In order to make sure we have current information to inform districts of important news regarding programs, legislation and events **please include a list of your board members and employees names, email addresses and phone number(s).**

District Name: \_\_\_\_\_

Board/Employee Member Contact Info \_\_\_ attached \_\_\_ emailed to  
sarahblaney@okconservation.org

**Instructions for Completing the Oklahoma Application for  
Notary Public Commission**  
*(Please read carefully.)*

**Filing Procedure:**

1. Print or type information clearly. Illegible applications or applications completed in pencil will be rejected.
2. Pay a filing fee of **\$25.00** for a **new** commission and **\$20.00** for a **renewal** commission. Make checks or money orders payable to the Secretary of State.
3. Mail or deliver applications **and** payment to:  
Secretary of State  
421 N.W. 13<sup>th</sup> Street, Suite 210  
Oklahoma City, OK 73103
4. Questions should be directed to the Notary Department at (405) 521-2516.
5. Additional applications may be obtained at [www.sos.ok.gov](http://www.sos.ok.gov) or by calling (405) 521-3912.

**Legal Requirements to Be Commissioned an Oklahoma Notary Public:**

1. **Age Requirement** - A notary public must be at least 18 years of age or older.
2. **No Felony Conviction** - A felony conviction is grounds for removal of a person from the office of notary public. If you have been convicted of a felony, you should not apply for appointment as an Oklahoma notary public.
3. **English Language** - A notary public must be able to read and write in English.

**Instructions for Completing Application:**

1. **Name** - Type or print your name **exactly** as you will sign documents as a notary public. The typed or printed name must contain, at a minimum, your first name or first initial of your first name and your last name.
2. **Current or Prior Commission** - If you are currently or have previously been commissioned as a notary public, provide the number and expiration date of your current or last commission. A commission may **NOT** be renewed earlier than 6 weeks prior to the expiration date.
3. **Former Name(s)** - If your name has changed since the last time your commission was issued, list your previous name(s).
4. **Resident Address** - Enter the street address, city, state, zip code and county of your residence. If you do not have a street address, a route number is acceptable. However, P.O. Boxes are **NOT** acceptable. If you do not have a street address or route number, provide directions to your residence.
5. **Oklahoma Non-Resident** - A notary public must either be a legal resident of Oklahoma or a non-resident employed in this state. If you are **NOT** a resident of Oklahoma, you must provide the street address, city, zip code, and county of your place of employment in Oklahoma. P. O. Boxes are **NOT** acceptable.
6. **E-Mail Address** - Your valid email address is required by law.
7. **Telephone Number** - Enter your daytime telephone number, including area code.
8. **Signature** - Sign your name **exactly** as you will sign documents as a notary public. Your signature must be identical to the name provided in Item 1.

**IMPORTANT ADDITIONAL INFORMATION:**

Your application for appointment as a notary public will be reviewed for completeness. If your application requires corrections, it will be returned to you along with a letter of explanation. If the application is approved, your commission will be mailed to you. Your commission will be valid for four years. Upon receipt of your commission, you must purchase a notary seal and a \$1,000.00 surety bond, and file them with the Secretary of State.

**Seal** - The seal may be an embosser seal or a rubber stamp. The notary seal must contain your name and the words State of Oklahoma and Notary Public. The commission number and expiration date may be a part of the seal/stamp. A seal may be purchased from any business that makes stamps and/or seals. The Oklahoma Secretary of State does not provide notary stamps or seals.

**Bond** - After purchasing your notary seal or stamp, you must obtain a \$1,000.00 surety bond. A bond may be purchased from any insurance agency or bonding company, or you may use individual sureties. The bond must commence on the date it is issued and terminate on the expiration date of your commission. Your surety bond, oath of office, loyalty oath, official signature, and impression of your official notary seal **must be filed with the Secretary of State within sixty (60) days after the date your commission is issued.** The filing fee, payable to the Secretary of State, is **\$10.00.**

A notary public shall **NOT** perform any notarial act until his or her bond, official seal, oath of office, and loyalty oath have been received and approved by the Secretary of State.



## OKLAHOMA APPLICATION FOR NOTARY PUBLIC COMMISSION

Application Fees (You <u>must</u> check one.):			
	<b>New</b>	<b>\$25.00</b>	
	<b>Renewal</b>	<b>\$20.00</b>	<b>Note:</b> A commission <b>cannot</b> be renewed earlier than 6 weeks prior to its expiration date.
	<b>Expired</b>	<b>Note:</b> If your commission has expired, your application must be processed as "new." You will be issued a new commission number and expiration date.	

Please read instructions carefully before completing this application.

**Expedite** processing your commission by filing online at [www.sos.ok.gov/notary](http://www.sos.ok.gov/notary).

**Secretary of State, 421 N.W. 13<sup>th</sup> St., Suite 210, Oklahoma City, OK 73103**

**Phone: (405) 521-2516** **Fax: (405) 522-3555**

1. \_\_\_\_\_  
Name (Type or print your name **EXACTLY** as you will sign documents as a notary public.)

2. Have you ever been commissioned as an Oklahoma Notary Public?       YES     NO  
If "yes", complete the following:

Name on Most Recent Commission	Commission Number	Commission Expiration Date
--------------------------------	-------------------	----------------------------

3. List former name(s), if any (e.g. name changed due to marriage, etc.): \_\_\_\_\_

4. \_\_\_\_\_  
Resident Street Address (P.O. Boxes are not acceptable.)      City      State      County      Zip Code

5. Are you a resident of Oklahoma?       yes     no

If you are a **non-resident** of Oklahoma, you must list the street address of your place of employment in Oklahoma:

Employment Street Address (P.O. Boxes are not acceptable.)	City	OK	County	Zip Code
--	------	----	--------	----------

6. Applicant's Email Address (**required**): \_\_\_\_\_

7. Applicant's Daytime Telephone (**required**):      (    )      \_\_\_\_\_

8. I, the undersigned notary applicant, declare the following statements to be true:
- a. I am 18 years of age or older; and
  - b. I have never been convicted of a felony; and
  - c. I am able to read and write in English.

I, the undersigned, hereby apply for appointment as a notary public in and for the State of Oklahoma and further state the information contained in this application is true and correct.

(Sign your name **EXACTLY** as you will sign documents as a notary public. Your signature must match the name you have listed in Item 1 of this application.)

February 2, 2017

# This Week in Conservation

OKLAHOMA  
CONSERVATION  
COMMISSION

This is an internal newsletter intended for Conservation Commission and conservation district staff, directors, and partners.



## Oklahoma Association of Conservation Districts Annual Meeting Feb. 26-28, OKC

Join districts from across the state, OCC and NRCS staff, and other conservation partners for the 79th OACD Annual State Meeting, Feb. 26-28, 2017. The meeting is at a new venue this year: The Embassy Suites Oklahoma City Downtown Medical Center, 714 N. Phillips Avenue.

As always, the meeting will honor the best in conservation at the service and annual awards programs. There are also great networking opportunities with a fun, casual game night planned for Sunday, and the legislative reception and banquet on Monday. The full agenda is attached.



## Producer Soil Health Track at the OACD State Meeting Feb. 28.

**FREE** with paid State Meeting registration. Join farmers and ranchers from across Oklahoma to learn more about soil health practices. Lunch on your own, or \$30 to eat with group. Topics include:

- Managing weeds with plant diversity
- Assessing the health of your soil
- How soil health can increase your farm's profits
- How to apply soil health practices to grazing lands

(Cost for people **not** attending state meeting is \$40, which includes lunch.)

For more information: <http://www.okconservation.org/oacd-state-meeting> or 580-772-4192



# Conservation Calendar of Events



Date	Event	Location	District	Contact
Feb 10	Carnegie Conservation Programs Workshop	Carnegie	West Caddo CD	405-628-6705
Feb 17	Blue Thumb Training for new volunteers (2 days)	Pawhuska	Osage CCD	405-334-6343
Feb 22	Soil Health Short Course (2 days)	Wichita Falls, TX		817-550-7738
Feb 22	OK Natural Resources Conference (3 days)	Tulsa	Tulsa CCD	580-224-6465
Feb 26	OACD Annual State Meeting (3 days)	OKC	Oklahoma CCD	517-763-8609
Feb 28	Soil Health Conference	OKC	Oklahoma CCD	517-763-8609

## 2017 Oklahoma Natural Resources Conference

February 22-24, 2017, at the Hyatt Regency Tulsa. ([www.oknrc.com](http://www.oknrc.com)).

Hosted by the Oklahoma Chapters of The Wildlife Society, American Fisheries Society, Society for Range Management, Invasive Plant Council, Prescribed Fire Council, the Soil and Water Conservation Society, Ornithological Society, Society of American Foresters and the Game Warden Association.



### Sunup TV Featuring PBAs This Weekend

Saturday 2/4 (7:30am) and Sunday 2/5 (6:00am) morning **Sunup TV** program is doing a feature story on prescribed burn associations and shot the story at the North Central Range Improvement Association meeting in Perry last week. If you miss it you will be able to watch it online at <http://sunup.okstate.edu>.

### District Director Responsibilities: A 10-Minute Guide Series

#### Guide No. 20 - Economics of Conservation

Having a conservation district office in a county, combined with the conservation programs and activities carried out by the office and NRCS, can total up to millions of dollars coming into the county each year. Conservation districts can use this information to help legislators and the public understand another major benefit of conservation activities.

#### Read the full guide.

*The 10-Minute Guide Series is a series of informational topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. Directors are encouraged to review a guide before each board meeting, and then have a 10 minute discussion on it during the meeting. The series is available online here:*

<http://bit.ly/258CtOT>



## Excellence in Agriculture Awards



Through February 10, the Oklahoma Department of Agriculture, Food and Forestry will be accepting nominations for a total of four Oklahoma Excellence in Agriculture Awards, including the Governor's Outstanding Achievement Award in Agriculture, the Agriculture Environmental Stewardship Award, Outstanding Legacy in Agriculture Award and Outstanding Public Service in Agriculture Award.

"The Oklahoma Excellence in Agriculture Awards give us the opportunity to recognize those individuals who have made a positive and lasting impact on agriculture in our state," said Oklahoma Secretary of Agriculture Jim Reese.

The **deadline for all nominations is 5 p.m., Friday, February 10.** The recipients will be selected by a committee of representatives from agricultural commodity organizations and farm and ranch organizations.



## OCC's Soil Health Education Program Assists Taloga Envirothon Team

You might not recognize him without his hat! **Dewey CCD** hosted **OCC's** Greg Scott, Soil Scientist, to tutor Taloga High School's Envirothon Team. He taught them about soil health, basic soils, and soil conservation. The team is preparing for the State Envirothon Championship.



***Practicing proper nutrient management!***



# EARTH DAY Festival 2017

**Sunday, April 23 12-5 pm**  
**Reaves Park Norman, OK**

**FUN FAMILY ACTIVITIES**  
**TEACHING THE IMPORTANCE OF PROTECTING**  
**OUR EARTH'S AIR, WATER, FOREST, WILDLIFE**  
**AND ALL NATURAL RESOURCES!** **FREE**

- HANDS-ON ART PROJECTS
- MUSICAL ENTERTAINMENT
- LOVEABLE MASCOTS
- PET ADOPTIONS & MUCH MORE!

[WWW.NORMANFUN.COM](http://WWW.NORMANFUN.COM)

**For Information**  
**366-5473 or 292-9731**

**NORMAN** **Green Norman .org**  
**City of Norman** **Environmental Services**  
**REDUCE, REUSE, RECYCLE, REPLENISH, RESTORE, REFRESH, REPLANT, REBUILD!**

Horticulture and Landscape Architecture Department  
Division of Agricultural Sciences and Natural Resources, Oklahoma State University, Stillwater

## 5.31.17

**Native Plant Conference**  
Save the Date



**Tell your district's story here!**

What are you doing?  
Events?

Producer profile?

Picture of your directors?

Demonstration farm updates?

District director profiles?

Your rental equipment in use?



## Carnegie Conservation Programs Workshop February 10

(Via NRCS)—Learn what's new for USDA's Farm Bill programs, including the Conservation Stewardship Program (CSP) during a workshop on **February 10, 2017 from 8:30 a.m.-4 p.m. in Red Buffalo Hall, Kiowa Tribal Complex, 100 Kiowa Way, Carnegie.**

The workshop is free and lunch will be provided. RSVP or request reasonable accommodations by Feb. 6 with Garrett Tartsah at 405-628-6705 or [garrett.tartsah@gmail.com](mailto:garrett.tartsah@gmail.com) or Dr. Carol Crouch at 405-612-9331 or [carol.crouch@ok.usda.gov](mailto:carol.crouch@ok.usda.gov).



## Landowner Needed in Area V

OACD seeking landowner in Area V to participate in Oklahoma Healthy Soils Project.

The Oklahoma Healthy Soils Project is a 5 year private/public partnership to encourage agricultural producers to incorporate cover crops into their operation. This project aims to evaluate the economic feasibility of cover crops in Oklahoma.

### Criteria:

- ◆ Producer must be EQIP eligible to participate as defined by the NRCS.
- ◆ Producer has been active in no-till agriculture for a minimum of one year.
- ◆ Producer has a minimum of eighty (80) acres that they can dedicate to the demonstration farm project. An ideal location will be able to allocate 120 - 160 acres for the project.
- ◆ Producer demonstrates a keen interest in learning about the impact of cover crops and sharing the information gained with their community and peers.
- ◆ Producer is willing to open demonstration farm location for monitoring, information gathering and field days.
- ◆ A producer that qualifies for one or more traditionally underserved populations as defined by NRCS is strongly preferred.
- ◆ Producer is willing to participate in on-going conversations and meetings with a local agriculture producer that has experience in cover crops and conservation based practices.



### Why Apply?

Producers selected to participate in the program may receive the following benefits:

- ◆ **Financial assistance** including seed/fair rental rate compensation, funds to offset farming expenses, and technical assistance. Benefits may include **up to \$115 per acre** of land enrolled in the Healthy Soils Project
- ◆ **All seed costs** for cover crop rotation
- ◆ **Scientific monitoring equipment usage** for the duration of the project including Haney soil tests, soil temperature and moisture monitoring
- ◆ **Assistance with yield monitoring** on the subsequent cash crops
- ◆ **Economic analysis** on feasibility of cover crops
- ◆ **A peer "mentor"** to help assist in the process

Contact Sarah Blaney at OACD, 517-763-8609

[sarahblaney@okconservation.org](mailto:sarahblaney@okconservation.org)

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

- \_\_\_\_\_ 1 Exhibits common sense, maturity, and good judgment
- \_\_\_\_\_ 2 Takes pride in work, has interest in office
- \_\_\_\_\_ 3 Applies enthusiasm and interest to the job
- \_\_\_\_\_ 4 Works well under stressful conditions meets deadlines, deals with time constraints
- \_\_\_\_\_ 5 Independent – requires minimal supervision on many tasks, gets job done
- \_\_\_\_\_ 6 Dependable – on time for work, uses leave consistent with office policies
- \_\_\_\_\_ 7 Professional personal appearance
- \_\_\_\_\_ 8 Time effectiveness – uses time wisely to accomplish work
- \_\_\_\_\_ 9 Acceptance of directions and criticism
- \_\_\_\_\_ 10 Flexibility – willingness to accept new assignments, good attitude toward change, new duties and methods

B. Technical Skills

- \_\_\_\_\_ 11 Work is technically accurate and free from errors
- \_\_\_\_\_ 12 Follows established policies and procedures
- \_\_\_\_\_ 13 Problem solving, creativity, resourcefulness
- \_\_\_\_\_ 14 Initiative – self-starter, voices ideas

C. Communication Skills

- \_\_\_\_\_ 15 Oral communication
- \_\_\_\_\_ 16 Written communication
- \_\_\_\_\_ 17 Communication and interaction with coworkers

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

- \_\_\_\_\_ 18 Tact and diplomacy
- \_\_\_\_\_ 19 Skill in getting along with coworkers
- \_\_\_\_\_ 20 Willingness to assist in support activities
- \_\_\_\_\_ 21 Interpersonal skills – listens and communicates effectively
- \_\_\_\_\_ 22 Cooperation with NRCS – does a good working relationship exist?
- \_\_\_\_\_ 23 Cooperation with other agencies
- \_\_\_\_\_ 24 Cooperation with board of directors and other district employees
- \_\_\_\_\_ 25 Confidentiality

**1. What are this person's strengths?**

**2. What improvements 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 co-workers?**

**5. Does this person handle additional responsibilities well?**

**6. 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: \_\_\_\_\_