

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
May 9, 2019 - 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 March 14, 2019 Special Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending March 31, 2019 and April 30, 2019
 - C. Approval of District Reimbursement Claims and Payment of Bills Owed by the District
 - D. Approval of District Employee Timesheet & Leave Records for the Month of March and April 2019
5. Consideration of and Possible Action on Items to be Removed Consent Agenda
6. Cost Share Program Year 20
 - A. Program Year 20 Guidelines
 - B. Program Year 20 Rules and Regulations
 - C. Fill out Director Check List
 - D. Approval of Cooperator Agreements for Fred Storer
7. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Acceptance of District Conservationist Agency Report
 - B. Discussion and Approval of the NRCS Farm Bill Performance Worksheet
 - C. Discussion of the TCCD Monthly Activities and Outreach Report
 - D. Schedule Meeting Date and Time for Public Meeting for Review of Long Range Plan
 - E. Approval of Publication of Public Meeting for Review of Long Range Plan in the Tulsa World Newspaper
 - F. Discussion and Possible Approval of Attending OACD's Urban/Suburban Conservation Day @ the Capitol 2019
 - G. Discussion of Arvest Bank Account Dormancy Notification
 - H. Discussion of Status of Internet Disconnection Process
 - I. Discussion of GoDaddy Website Security Purchase for Hacked TCCD Website
 - J. Board Member Recruitment
 - K. Discussion and Approval of Recommendations for Appointments and Reappointments to the TCCD Board of Directors
8. New Business:
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is June 13, 2019 at the Tulsa County Conservation District
Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



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

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **May 9, 2019** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **June 13, 2019**

Jana Black
Chair, Board of Directors

6-13-19
Date

Attest:

Maxwell Parker

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

Date: May 9, 2019

Time: 4:00 PM

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

Members Absent: Zach Kilburn, Treasure

Others Present: Gabriael Parker, District Secretary
Christopher Best, Team 17 District Conservationist

1. Meeting Called to Order:

Vice Chairwoman, Jana Black called the meeting to order at 4:12 PM. She noted this was a regular meeting and held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on May 8, 2019 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

2. Roll Call

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

4. Consideration of Consent Agenda:

- A. Approval of Minutes from the March 14, 2019 Special Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending March 31, 2019 and April 30, 2019**
- C. Approval of District Reimbursement Claims and Payment of Bills Owed by the District**
- D. Approval of District Employee Timesheet & Leave Records for the Month of March and April 2019**

5. Consideration of and Possible Action on Items to be Removed Consent Agenda
None

6. Cost Share Program Year 20

A. Program Year 20 Guidelines

Gabriael Parker said these are the new guidelines for program year 20. They are very similar to program year 19. Jana Black suggested Gabriael run a document comparison in Word to find the difference. Gabriael said she did not know Word can do that. She would Google how to do that and see what the differences were. The board reviewed them and had no other comments. No further action needed to be taken at this time.

B. Program Year 20 Rules and Regulations

Gabriel Parker said that a few things had changed in the rules. She provided the updated Cost Share rules. She said mostly updated forms and new forms. OCC added rules governing waivers to alternates. Gabriel said she had never seen these forms before, but liked how it spells out how alternates work, and the waivers they need to sign and understand. No further action needed to be taken at this time.

C. Fill out Director Check List

After some discussion, Tom Tolbert made a motion to approve the Director's Check list as written. John Beasley 2nd the motion. Nays: None. The motion carries

Please see Director's Check List for details.

D. Approval of Cooperator Agreements: Fred Storer and Sherry Laskey

Gabriel Parker said she thought she had taken Sherry Laskey's name off the agenda. She said she had not received her Cooperator Agreement on time to put it on the agenda. Tom Tolbert made a motion to approve the Cooperator Agreement for Fred Storer. John Beasley 2nd the motion. Nays: None. The motion carries

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

A. Discussion and Acceptance of District Conservationist Agency Report

After a brief discussion, please see report in packet, John Beasley made a motion to approve the District Conservationists Agency Report. Tom Tolbert 2nd the motion. Nays: None. The motion carries

B. Approval of the NRCS Farm Bill Performance Worksheet

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

C. TCCD Monthly Activities and Outreach Report

Gabriel Parker said March and April were busy months. She provided an update on the Home and Garden Show went since we didn't have a meeting in April. She said it went well. There were a few hiccups with volunteers showing up for their shifts, but we worked through them. She said coordinating booth activities with Cheryl was great. Gabriel said she was thrilled that the booth looked like a TCCD booth instead of a City of Tulsa booth. The City of Tulsa did not participate in the show this year. As usual, April was busy with all the Earth Day events. Gabriel said John was a lifesaver and the TU Earth Day event. She said next to the face painting table, our butterfly activity was the most popular. John and I were inundated with kids. When things slowed down, John left for a few minutes. When he came back, we had at least 20 kids lined up again. It was a beautiful day. She said the kids had fun and hopefully learned a lot.

Gabriel Parker said she Freddy Trujillo met with E'ula Green from Langston University, to discuss how we can work together to help people in North Tulsa. E'ula said they have started a program that helps families in north Tulsa get into farming and ranching. The program helps seven families for the first three years. They help fill out paperwork, connect with other producers and resources. We talked a little about starting a direct seed program to assist them to get started with crops. The district would love to start a direct seed program. Gabriel said she thought it would be a great partnership and a new program that we can support.

Gabriel said she and Tom Tolbert were the only two people who showed up to the RMC Planning Meeting. She said she thought Vernon Seaman was going to be there, but he must have gotten busy. She said it is imperative that we hold an RMC this year. Tom said he thought we should stick to what we know. We should stick to stormwater permit requirements. The OKR04 renewals are coming up in 2020, so it would be a good time to start planning. We talked previously about structuring the conference in two, four hour sessions. It might be easier to get people to attend if the sessions were half a day instead of an all-day conference. Gabriel said she will send out another meeting request to get started.

Gabriel said the State Employee Training was okay. She said it was helpful to newer employees, but for people who have been here for a while, she did not think it added new information. She did say the most informative part was the legal session on the second day. Janet Stewart gave some good information on the open meetings act, and meeting conduct that Gabriel did not know. It was also nice to meet other employees that she does not have contact with. Gabriel said she thought it would be better to have smaller training sessions throughout the year. That way it is a smaller group and you can get better one-on-one time to ask questions. I think it would benefit more employees and be more efficient.

Gabriel said she helped Cheryl and Blue Thumb with a table at the Earth Day event and Guthrie Green. It was a very nice day compared to last year. It was a great crowd. People of all ages made fish prints. She estimated her oldest participant was about 75 years old. She said that was cool to see.

Annual Creek Cleanup Coal Creek-Gabriel said it was a good time. We had about 20-25 people show up to help. It was held at the Zoo. She said she was not sure how many bags were collected, but she would talk to Dustin to find out the final numbers.

Overall it was a very busy last two months. Next month should be a little quieter. No further action needed to be taken at this time.

D. Schedule Meeting Date and Time for Public Meeting for Review of Long Range Plan

Gabriel Parker said OCC said we could move forward with holding a public meeting for our Long Range Plan. OCC said the plan was missing the budget for the special project

and how staff and directors spend their time. Jana Black asked why the LRP was not in the packet. Gabrielael said she just got the email from OCC yesterday afternoon, so she could not make the changes in time to make it in the packet. She will add the missing pieces and send it to them. She will also have it in the June packet. Gabrielael said in the past, the public meeting was held in our regular board meeting, and she did not see any reason it could not be done in the June 13, 2019 board meeting. The board agreed. The public meeting for the Long Range Plan will be held within our regularly scheduled board meeting on June 13th.

Christopher Best entered the meeting at 5:47 PM

E. Approval of Publication of Public Meeting for Review of Long Range Plan in the Tulsa World Newspaper

After a brief discussion, Tom Tolbert made a motion to approve publishing the Notice of Public Meeting Review for the Long Range Plan in the Tulsa World Newspaper. John Beasley 2nd the motion. Nays: None. The motion carries.

F. Discussion and Possible Approval of Attending OACD's Urban/Suburban Conservation Day @ the Capitol 2019

Gabriael Parker said has OACD organized an Urban/Suburban Conservation Day at the Capitol on May 14, 2019. She said since it was going to be an Urban/Suburban Legislature Day at the Capitol, she thought Tulsa needed to be there. Gabrielael said she didn't want to drive her car because of the high mileage. The board suggested she try to find someone from another county that is going. If they were, she could see if she could ride down with them. Gabrielael said she would check with Cheryl Cheadle to see if she is planning on going to OKC. Gabrielael said if Cheryl was not going, she would drive her car, but it would be the last result.

G. Discussion of Arvest Bank Account Dormancy Notification

Gabriael Parker said we received a dormancy notice from Arvest for the account ending in 6410. The notice says Arvest will start charging a \$5 a month for non-activity. We also received one for both TACF accounts, but she did not have access to those accounts. Gabrielael suggested we move \$5 from one account to the other to avoid the fee. The board agreed and told Gabrielael to move \$5 to the account ending 6410.

H. Discussion of Status of Internet Disconnection Process

Gabriael Parker said she spoke to David Harris, the IT specialist for NRCS, about using the office Wi-Fi. David explained that the NRCS Wi-Fi can't be used as a permanent Wi-Fi connection. It is supposed to be used by producers when they come into the office to access NRCS forms. Gabrielael said we could disconnect it, but she does use it for TCCD business. The board decided to continue the service for now. No further action needed to be taken at this time.

I. Discussion of GoDaddy Website Security Purchase for Hacked TCCD Website

Gabriel Parker said Fred Storer informed us that our website has been hacked. Gabriel said she talked to GoDaddy about fixing the hack. They emailed me a quote. They're a little expensive. The most expensive amount would fix it and prevent it from happening again. Gabriel talked to her brother-in-law, who is a software developer, to see if he might be able to help us fix the site. She has called him and said would look at it for us. The board suggested we try to find a less expensive way to fix our website. Gabriel said she would let them know what she finds out. No further action needed to be taken at this time.

J. Board Member Recruitment

Gabriel Parker said we have at least one potential board member in Fred Storer. He recently moved from Nowata and is interested in joining the board. He is very interested in what the Conservation District does and would like to get involved more. Gabriel also said she spoke to Sherry Laskey, an NRCS producer who lives in North Tulsa about joining the board. Gabriel said with her connection to North Tulsa, she could help us connect to people and other organizations in the area. She came to the board meeting in April, but that meeting had been canceled. She said she would try to make the meeting in June. Fred said he too would be able to make the meeting in June. No further action needed to be taken at this time.

K. Discussion and Approval of Recommendations for Appointments and Reappointments to the TCCD Board of Directors

Jana Black's term expires on June 30th. Gabriel said if Jana was still interested in staying on the board, we should make a recommendation to reappoint her. Jana said she was interested in retaining her board position. Gabriel sent an email to OCC about how to fill the vacant elected position. OCC said we don't need to have an election because we are one year into the 3-year term. Gabriel said with Sherry Laskey's interest in joining the board, we should recommend her for the position left vacant by Melissa Gray. John Beasley made a motion recommend Jana Black for reappointment to the district board, and the appointment of Sherry Laskey. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

8. Public Comments:

Jana Black said she had a few weeks off before summer classes start. She would like to set up a meeting with the George Kaiser Family Foundation. As well as a few others. She would like to talk to them about donations. She asked Gabriel to help write a letter. Gabriel said she would start the letter in the morning.

9. Adjourn:

Meeting Adjourned at 6:25 PM

Next regularly scheduled meeting is June 13, 2019 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

2:48 PM
04/10/19
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
July 2018 through March 2019

	<u>Jul '18 - Mar 19</u>
Income	
Administrative Income	25.25
Interest Income	3.59
OCC Cost-Share Reimbursements	17,824.12
OCC General Exp Reimbursements	2,131.04
OCC Salary Reimbursements	22,097.43
Total Income	<u>42,081.43</u>
Expense	
Administrative Expense	539.37
Cost-Share Payments	17,824.12
Employee Benefits	1,845.52
Insurance	301.00
Internet	673.02
Office Supplies	36.88
Outreach Programs	113.00
Payroll	11,356.19
Payroll Tax	8,328.70
Postage	74.70
Professional Fees	570.00
Registration Fees	38.00
Travel	475.82
Total Expense	<u>42,176.32</u>
Net Income	<u><u>-94.89</u></u>

2:47 PM
04/10/19
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
March 2019

	<u>Mar 19</u>
Income	
Interest Income	0.36
OCC General Exp Reimbursements	202.06
OCC Salary Reimbursements	<u>4,964.67</u>
Total Income	<u>5,167.09</u>
Expense	
Administrative Expense	139.83
Employee Benefits	467.85
Insurance	301.00
Internet	74.78
Payroll	2,649.21
Payroll Tax	<u>1,679.78</u>
Total Expense	<u>5,312.45</u>
Net Income	<u><u>-145.36</u></u>

Tulsa County Conservation District

Profit & Loss Detail

March 2019

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	3/29/2019		Arvest	Interest Pay...		Arvest Special...	0.02	0.02
Deposit	3/29/2019		Arvest	Interest Pay...		Arvest Checki...	0.36	0.36
Total Interest Income							0.36	0.36
OCC General Exp Reimbursements								
Deposit	3/5/2019		OCC	January Gen...		Arvest Checki...	202.06	202.06
Total OCC General Exp Reimbursements							202.06	202.06
OCC Salary Reimbursements								
Deposit	3/5/2019		OCC	March Salary...		Arvest Checki...	2,819.28	2,819.28
Deposit	3/25/2019		OCC	April Salary ...		Arvest Checki...	2,145.39	4,964.67
Total OCC Salary Reimbursements							4,964.67	4,964.67
Total Income							5,167.09	5,167.09
Expense								
Administrative Expense								
Check	3/12/2019	8661	Fuzzell's Copier	Quarter Copi...		Arvest Checki...	139.83	139.83
Total Administrative Expense							139.83	139.83
Employee Benefits								
Check	3/1/2019	8658	OCC	February 201...		Arvest Checki...	222.97	222.97
Check	3/19/2019	8663	OCC	March 2019 ...		Arvest Checki...	244.88	467.85
Total Employee Benefits							467.85	467.85
Insurance								
Check	3/28/2019		The Arrow Group	2019-2022 B...		Arvest Checki...	301.00	301.00
Total Insurance							301.00	301.00
Internet								
Check	3/28/2019		COX Communicatio...	March 2019 ...		Arvest Checki...	74.78	74.78
Total Internet							74.78	74.78
Payroll								
Check	3/6/2019	8650	Gabriel S Parker	November 1-...		Arvest Checki...	883.07	883.07
Check	3/6/2019	8651	Gabriel S Parker	November 16...		Arvest Checki...	1,766.14	1,766.14
Check	3/27/2019		Gabriel S Parker	December 1-...		Arvest Checki...	883.07	2,649.21
Total Payroll							2,649.21	2,649.21

2:46 PM

04/10/19

Accrual Basis

Tulsa County Conservastion District

Profit & Loss Detail

March 2019

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Payroll Tax								
Check	3/8/2019		IRS	941 Tax Pay...		Arvest Checki...	721.07	721.07
Check	3/18/2019		OK Tax Commission	Febraury 201...		Arvest Checki...	831.07	831.07
Check	3/25/2019		IRS	941 Tax Pay...		Arvest Checki...	110.00	1,597.27
Check	3/26/2019		Oklahoma Employ...	1st Quarter 2...		Arvest Checki...	766.20	1,677.38
Check	3/26/2019		Oklahoma Employ...	1st Quarter 2...		Arvest Checki...	80.11	1,677.38
							2.40	1,679.78
Total Payroll Tax							1,679.78	1,679.78
Total Expense							5,312.45	5,312.45
Net Income							-145.36	-145.36



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 03/31/2019

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 www.arvest.com

We appreciate the relationship you have with Arvest Bank and want to inform you of some upcoming changes that will affect your business banking account relationship. On April 1, 2019, the monthly maintenance fees and service charges associated with our Treasury Management products and services and business deposit accounts (excluding Small Business) will be increasing. Changes will first appear on your April 2019 statement. A letter regarding these changes was mailed on February 20, 2019. Please contact us if you have any questions.

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$766.98
Total Current Value		\$766.98

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
03/01/2019	Beginning Balance	\$912.36
	3 Credit(s) This Period	\$5,167.07
	13 Debit(s) This Period	\$5,312.45
03/31/2019	Ending Balance	\$766.98

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.34
Interest Paid Year-to-Date	\$1.01
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
03/05/2019	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$3,021.34
03/25/2019	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,145.39

Other Credits

Date	Description	Amount
03/31/2019	INTEREST PMT	\$0.34

Electronic Debits

Date	Description	Amount
03/08/2019	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$721.07



Statement Ending 03/31/2019

TULSA COUNTY CONSERVATION

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Customer Number

NON-PROFIT INTEREST CHECKING

Electronic Debits (continued)

Date	Description	Amount
03/18/2019	TAX PAYMENTS OK TAX PMT	-\$110.00
03/25/2019	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$766.20
03/26/2019	OK EMPLOYMENT SECURITY DDA PIN POS PUR CD5315 unknown OK#908522091197	-\$80.11
03/26/2019	OK.GOV DDA PIN POS PUR CD5315 unknown OK#908521400861	-\$2.40
03/29/2019	COX COMM TUL BANK DRAFT Tulsa County Conservat	-\$74.78

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
8650	03/06/2019	\$883.07	8658*	03/01/2019	\$222.97	8667*	03/27/2019	\$301.00
8651	03/06/2019	\$883.07	8661*	03/12/2019	\$139.83			
8652	03/27/2019	\$883.07	8663*	03/19/2019	\$244.88			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
02/28/2019	\$912.36	03/08/2019	\$1,223.52	03/25/2019	\$2,108.00
03/01/2019	\$689.39	03/12/2019	\$1,083.69	03/26/2019	\$2,025.49
03/05/2019	\$3,710.73	03/18/2019	\$973.69	03/27/2019	\$841.42
03/06/2019	\$1,944.59	03/19/2019	\$728.81	03/29/2019	\$766.98



P O BOX 1670
LOWELL AR 72745

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

Statement Ending 03/31/2019

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number

Managing Your Accounts

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

We appreciate the relationship you have with Arvest Bank and want to inform you of some upcoming changes that will affect your business banking account relationship. On April 1, 2019, the monthly maintenance fees and service charges associated with our Treasury Management products and services and business deposit accounts (excluding Small Business) will be increasing. Changes will first appear on your April 2019 statement. A letter regarding these changes was mailed on February 20, 2019. Please contact us if you have any questions.

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$83.63
Total Current Value		\$83.63

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
03/01/2019	Beginning Balance	\$83.61
	1 Credit(s) This Period	\$0.02
	0 Debit(s) This Period	\$0.00
03/31/2019	Ending Balance	\$83.63

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.02
Interest Paid Year-to-Date	\$0.06
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
03/31/2019	INTEREST PMT	\$0.02

Daily Balances

Date	Amount	Date	Amount
02/28/2019	\$83.61	03/29/2019	\$83.63

1:51 PM
05/07/19
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
July 2018 through April 2019

	<u>Jul '18 - Apr 19</u>
Income	
Administrative Income	25.25
Interest Income	3.84
OCC Cost-Share Reimbursements	17,824.12
OCC General Exp Reimbursements	2,425.65
OCC Salary Reimbursements	22,097.43
Total Income	<u>42,376.29</u>
Expense	
Administrative Expense	645.31
Cost-Share Payments	17,824.12
Employee Benefits	2,068.49
Insurance	301.00
Internet	747.80
Office Supplies	36.88
Outreach Programs	113.00
Payroll	11,356.19
Payroll Tax	8,453.70
Postage	74.70
Professional Fees	570.00
Registration Fees	38.00
Travel	475.82
Total Expense	<u>42,705.01</u>
Net Income	<u><u>-328.72</u></u>

1:50 PM
05/07/19
Accrual Basis

Tulsa County Conservation District
Profit & Loss
April 2019

	<u>Apr 19</u>
Income	
Interest Income	0.25
OCC General Exp Reimbursements	<u>294.61</u>
Total Income	<u>294.86</u>
Expense	
Administrative Expense	105.94
Employee Benefits	222.97
Internet	74.78
Payroll Tax	<u>125.00</u>
Total Expense	<u>528.69</u>
Net Income	<u><u>-233.83</u></u>

1:50 PM

05/07/19

Accrual Basis

Tulsa County Conservation District

Profit & Loss Detail

April 2019

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	4/30/2019		Arvest	Interest Pay...		Arvest Checki...	0.23	0.23
Deposit	4/30/2019		Arvest	Interest Pay...		Arvest Special...	0.02	0.25
Total Interest Income							0.25	0.25
OCC General Exp Reimbursements								
Deposit	4/2/2019		OCC	February Ge...		Arvest Checki...	294.61	294.61
Total OCC General Exp Reimbursements							294.61	294.61
Total Income							294.86	294.86
Expense								
Administrative Expense								
Check	4/9/2019	8669	OACDE	Hotel Stay for ...		Arvest Checki...	94.00	94.00
Check	4/30/2019	CC	Wal-Mart	Board Meetin...		Arvest Checki...	11.94	105.94
Total Administrative Expense							105.94	105.94
Employee Benefits								
Check	4/17/2019	8668	OCC	April 2019 Pr...		Arvest Checki...	222.97	222.97
Total Employee Benefits							222.97	222.97
Internet								
Check	4/29/2019		COX Communicatio...	April 2019 Pa...		Arvest Checki...	74.78	74.78
Total Internet							74.78	74.78
Payroll Tax								
Check	4/16/2019		OK Tax Commission	March 2019 ...		Arvest Checki...	125.00	125.00
Total Payroll Tax							125.00	125.00
Total Expense							528.69	528.69
Net Income							-233.83	-233.83



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 04/30/2019

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 www.arvest.com

We appreciate the relationship you have with Arvest Bank. You may have noticed some changes to your fees while reviewing your April statement. On April 1, 2019, the monthly maintenance fees and service charges associated with your business deposit account may have changed, including fees for some of our enhanced service offerings, such as Wire Transfers, ACH Origination and Verification of Deposit. The changes are reflected in your current statement. Please don't hesitate to contact us if you have any questions.

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$533.13
Total Current Value		\$533.13

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
04/01/2019	Beginning Balance	\$766.98
	2 Credit(s) This Period	\$294.84
	5 Debit(s) This Period	\$528.69
04/30/2019	Ending Balance	\$533.13

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.23
Interest Paid Year-to-Date	\$1.24
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
04/02/2019	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$294.61

Other Credits

Date	Description	Amount
04/30/2019	INTEREST PMT	\$0.23

Electronic Debits

Date	Description	Amount
04/16/2019	TAX PAYMENTS OK TAX PMT	-\$125.00
04/29/2019	COX COMM TUL BANK DRAFT	-\$74.78



Statement Ending 04/30/2019

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number.

NON-PROFIT INTEREST CHECKING

Electronic Debits (continued)

Date	Description	Amount
	Tulsa County Conservat	
04/30/2019	WAL-MART #0894	-
	DDA PIN POS PUR CD5315	\$11.94
	TULSA OK#912008941361	

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
8668	04/17/2019	\$222.97	8669	04/09/2019	\$94.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
03/31/2019	\$766.98	04/16/2019	\$842.59	04/30/2019	\$533.13
04/02/2019	\$1,061.59	04/17/2019	\$619.62		
04/09/2019	\$967.59	04/29/2019	\$544.84		



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 04/30/2019

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number

Managing Your Accounts

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	CUSTOMER SERVICE (866) 952-9523
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Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$83.65
Total Current Value		\$83.65

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
04/01/2019	Beginning Balance	\$83.63
	1 Credit(s) This Period	\$0.02
	0 Debit(s) This Period	\$0.00
04/30/2019	Ending Balance	\$83.65

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.02
Interest Paid Year-to-Date	\$0.08
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
04/30/2019	INTEREST PMT	\$0.02

Daily Balances

Date	Amount	Date	Amount
03/31/2019	\$83.63	04/30/2019	\$83.65

ACCOUNT ID:
FILING FREQUENCY: Quarterly

FILING PERIOD: March 31, 2019
DUE DATE: April 22, 2019
RECEIVED DATE: April 25, 2019

WTH 10001 Oklahoma Employers Wage Withholding
Revised 4-2019 TULSA CO CONSERVATION

☐ Amended Return

Number of Employees	1
Wages Paid	\$8,011.21
Tax Withheld	\$355.00
Interest	\$0.00
Penalty	\$0.00
Total Due	\$355.00
Total Monthly and Semi-Monthly Prepayments Received	\$355.00
Total Balance Due	\$0.00

3rd Quarter Return
Jan, Feb, March + Longevity
2019

**FOR YOUR RECORDS ONLY
DO NOT MAIL**

Section 1

State Guidelines

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

PROGRAM YEAR 20

Program Year Begins: April 1, 2019
Program Year Ends: September 30, 2020

Allocation Period Begins: April 1, 2019
Allocation Period Ends: September 30, 2019

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

Approved by the Conservation Commission on, April 1, 2019.

I GENERAL

The Oklahoma Conservation Commission hereby declares that the following problems are having a detrimental effect 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 20. See Section II for the approved list of conservation practices with their respective range of cost-share rates for each of the Conservation Cost-Share Program initiatives. State cost-share average costs (unit cost) are based on Oklahoma Natural Resources Conservation Service (NRCS) data.

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

II ALLOCATION OF FUNDS

A. Locally Led Conservation Initiative

The Conservation Commission allocates \$1,365,000 of FY 2019 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 2019 appropriation for Program Year 20 appears on page 13. These funds will be available to conservation districts on April 1, 2019.

Conservation districts that have unobligated Program Year 19 funds may submit a request to the Conservation Commission to carry those funds over for use in

Program Year 20. Requests will include the district's final Program Year 19 Monthly Report. The amount of each district's carry over funds will be based on their performance ranking during Program Years 16, 17, and 18.

III POLICIES

A. Allocation Period

The allocation period shall start April 1, 2019 and end September 30, 2020. Any funds allocated to districts and not obligated during the allocation period for Program Year 20 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.

Conservation district directors are eligible to participate in the Conservation Cost-Share Program. Due to the limited amount of funds available for Program Year 20 individual directors should give careful consideration to public perception when making their decision to participate in the Program. If the local board votes to allow board members to apply for Program Year 20 the guidelines below will be followed.

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

H. Agreements

All Program Year 20 performance agreements must be signed and dated by the district board and participant on or before September 30, 2019. All Program Year 20 performance agreements must be completed and the check in the hand of the participant on or before September 30, 2020. 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 20 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 20.

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 or a desired state within the site description.
 - Restore or release desired vegetative cover to protect soils, control erosion, reduce sediment, improve water quality or enhance hydrology.
 - 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.
 - Pervasive plan species are controlled to a desired level of treatment that will ultimately contribute to creation or maintenance of an ecological site description "steady state" addressing the need for forage, wildlife habitat, and/or water quality.

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 site potential.
 - Protect soils and control erosion.
 - Reduce fine fuel loads and wildlife hazard.
 - Pervasive plan species are controlled to a desired level of treatment that will ultimately contribute to creation or maintenance of an ecological site description "steady state" addressing the need for forage, wildlife habitat, and/or water quality.
 - Improve rangeland health.

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

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

342 - Critical Area Planting

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

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

362 – Diversion (new structures only)

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

- Purpose:
- Break up concentrations of water on long slopes, on undulating land surfaces and on land that is generally considered too flat or irregular for terracing.
 - Divert water away from farmsteads, agricultural waste systems, and other improvements.
 - Collect or direct water for storage, water-spreading, or water-harvesting systems.
 - Protect terrace systems by diverting water from the top terrace where topography, land use, or land ownership prevents terracing the land above.
 - Intercept surface and shallow subsurface flow.

- Reduce runoff damages from upland runoff.
- Reduce erosion and runoff on urban or developing areas and at construction or mining sites.
- Divert water away from active gullies or critically eroding areas.
- Supplement water management on conservation cropping or strip-cropping systems.

378 - Pond **(new structures only)**

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

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

382 - Fencing

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

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

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

394 – Firebreak

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

Purpose:

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

410 - Grade Stabilization Structure

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

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

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

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

Purpose:

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

512 - Forage and Biomass Planting

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

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

516 - Pipeline

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

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

533 – Pumping Plant

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

- Purpose:
- Delivery of water for irrigation, watering facilities, wetlands, or fire protection.
 - Removal of excessive subsurface or surface water.
 - Provide efficient use of water on irrigated land.
 - Improvement of air quality.
 - Reduce energy use.

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.
 - Increase carbon sequestration.

561 – Heavy Use Area Protection

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

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

600 - Terrace

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

- Purpose:
- Reduce erosion and trap sediment.
 - Retain runoff for moisture conservation.

614 - Watering Facility

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

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

642 - Water Well

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

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

V CONSERVATION PRACTICE STANDARDS AND SPECIFICATIONS

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

IV CONSERVATION PRACTICE COST-SHARE STATE AVERAGE COSTS

Practice Code	Practice Name	Component	Life Span	Units	Unit Cost
314	BRUSH MANAGEMENT				
	Mechanical 11-30% Canopy Cover			AC	\$157.13
	Mechanical 31-50% Canopy Cover			AC	\$251.40
	Mechanical >51% Canopy Cover			AC	\$404.72
	Chemical-Individual Plant Treatment Low (50-200 plants per acre)			AC	\$27.85
	Chemical-Individual Plant Treatment High (201-400 plants per acre)			AC	\$63.42
	Chemical-Broadcast, Aerial, or Ground			AC	\$40.22
	Chemical-Broadcast Tebuthiuron 1.0 lb rate			AC	\$57.85
	Chemical-Broadcast Tebuthiuron 2.0 lb rate			AC	\$92.50
315	HERBACEOUS WEED CONTROL				
	Chemical Application by any method			AC	\$38.01
	Mechanical			AC	\$23.05
338	PRESCRIBED BURNING				
	Level Terrain, Herbaceous			AC	\$11.87
	Steep Terrain, Herbaceous			AC	\$25.32
340	COVER CROP				
	Basic & Organic/Non-Organic			AC	\$62.86
	Multiple Species Organic/Non-Organic			AC	\$70.95
342	CRITICAL AREA PLANTING/VEGETATION		10 yrs		
	Native & Introduced Vegetation (normal tillage)			AC	\$268.42
	Native & Introduced Vegetation (moderate grading)			AC	\$598.95
362	DIVERSION		10 yrs		
	Diversion			CY	\$2.46
378	POND		20 yrs		
	Excavated or Embankment Pond without Pipe			CY	\$2.51
	Embankment, Pipe Material 1000 Diameter Inch Foot or Smaller			CY	\$3.18
	Embankment, Pipe Material 1001-1500 Diameter Inch Foot			CY	\$3.39
382	FENCE		20 yrs		
	Level Non-Rocky			LF	\$2.32
	Steep-Rocky			LF	\$2.99
394	FIREBREAK				
	Constructed-Slight Slopes with Light Equipment			FT	\$0.06
	Constructed-Moderate Slopes with Medium Equipment			FT	\$0.19
	Constructed-Steep Slopes with Medium Equipment			FT	\$0.69
	Vegetated, Permanent Firebreak			FT	\$0.14
	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	\$2.69
	Embankment, Galvanized CMP or Plastic Pipe (ratio of earthwork (CY) to pipe (DIFT) is 4.0-2.1)			CY	\$3.04
	Embankment, Galvanized CMP or Plastic Pipe (ratio of earthwork (CY) to pipe (DIFT) is 2.0-1.4)			CY	\$3.42
	Embankment, Galvanized CMP or Plastic Pipe (ratio of earthwork (CY) to pipe (DIFT) is 1.3-1.1)			CY	\$3.65
	Embankment, Welded Steel or Aluminum Pipe (ratio of earthwork (CY) to pipe (DIFT) > 4.0)			CY	\$2.96
	Embankment, Welded Steel or Aluminum Pipe (ratio of earthwork (CY) to pipe (DIFT) > 4.0-2.1)			CY	\$3.08
	Embankment, Welded Steel or Aluminum Pipe (ratio of earthwork (CY) to pipe (DIFT) > 2.0-1.4)			CY	\$3.58
	Embankment, Welded Steel or Aluminum Pipe (ratio of earthwork (CY) to pipe (DIFT) > 1.3-1.1)			CY	\$3.93
	Rock Chute			CY	\$66.78
	Chute, Rock with Concrete Cutoff			CY	\$82.06
	Concrete Chute			CY	\$582.82
412	GRASSED WATERWAY		10 yrs		
	Base Waterway			AC	\$1,886.68
512	FORAGE AND BIOMASS PLANTING		10 yrs		
	Native Perennial Grass (one species)			AC	\$180.64
	Introduced Perennial Warm Season Grasses, Seeding			AC	\$224.98
	Introduced Perennial Warm Season Grasses, Sprigging			AC	\$269.32
	Introduced Perennial Warm Season Grasses, Seeding w/ Lime			AC	\$304.22
	Introduced Perennial Warm Season Grasses, Sprigging w/ Lime			AC	\$341.93
	Introduced Perennial Cool Season Grass, Seeding			AC	\$207.05
516	PIPELINE		20 yrs		
	.75 in – 1.25 in Plastic, Normal Trenching			LF	\$2.14
	.75 in – 1.25 in Plastic, Rock Trenching			LF	\$3.24
	1.5 in – 2 in Plastic, Normal Trenching			LF	\$2.55
	1.5 in – 2 in Plastic, Rock Trenching			LF	\$3.65
	> 2 in Plastic, Normal Trenching			LF	\$4.06
	> 2 in Plastic, Rock Trenching			LF	\$5.16
	≤ 2 in HDPE, Surface Installation			LF	\$2.18
	> 2 in HDPE, Surface Installation			LF	\$4.68
533	PUMPING PLANT		15 yrs		
	Electric Powered Pump, 2 HP or Less			HP	\$1,476.51
	Electric Powered Pump, 2 HP or Less, Pressure Tank			HP	\$1,776.11
	Electric Powered Pump, > 2 HP and ≤ 10 HP			HP	\$731.16
	Electric Powered Pump, > 10 HP and ≤ 40 HP			HP	\$466.52
	Electric Powered Pump, > 40 HP			HP	\$298.10
	Variable Frequency Drive, 40 HP or Less			HP	\$356.56

Practice Code	Practice Name	Component	Life Span	Units	Unit Cost
533	PUMPING PLANT	(continued)			
		Variable Frequency Drive, > 40 HP and ≤ 100 HP		HP	\$228.15
		Internal Combustion Powered Pump, 75 HP or Less		HP	\$698.22
		Internal Combustion Powered Pump, > 75 HP		HP	\$423.99
		PTO Pump		HP	\$126.18
		Windmill Powered Pump		FT	\$954.80
		Solar Powered Pumping Plant, 150 ft or Less (of total head on pump)		EACH	\$4,794.83
		Solar Powered Pumping Plant, 151-300 ft (of total head on pump)		EACH	\$7,465.65
550	RANGE PLANTING		10 yrs		
		Cropland to Grassland (standard seedbed prep)		AC	\$310.65
		Cropland to Grassland (heavy seedbed prep)		AC	\$333.67
		Highly Diverse Mixtures of Native Plants		AC	\$258.52
561	HEAVY USE AREA PROTECTION		10 yrs		
		Aggregate, Crushed Rock or Gravel on Geotextile		SF	\$1.14
		Aggregate, Crushed Rock or Gravel in GeoCell on Geotextile		SF	\$3.85
		Aggregate, Crushed Rock or Gravel on Earthen Base		SF	\$0.88
		Other Cementitious Material, Crushed Gypsum Rock		SF	\$0.94
		Other Cementitious Material, Compacted Caliche		SF	\$0.48
		Reinforced Concrete with Sand or Gravel Foundation		SF	\$3.40
600	TERRACE		10 yrs		
		Terrace Construction		LF	\$1.28
		Terrace Reconstruction		LF	\$1.01
614	WATERING FACILITY		10 yrs		
		Freeze Proof Trough		EACH	\$1,526.78
		Energy Free Fountains		GAL	\$32.91
		Watering Facility < 1000 gallons		GAL	\$2.00
		Watering Facility 1001-1400 gallons		GAL	\$1.31
		Watering Facility 1401-2100 gallons		GAL	\$1.12
		Watering Facility 2101-3000 gallons		GAL	\$0.92
		Watering Facility 3001-5000 gallons		GAL	\$0.76
		Watering Facility > 5000 gallons		GAL	\$0.64
		Watering Ramp, Rock on Geotextile		SF	\$1.01
		Watering Ramp, Rock on Geocell on Geotextile		SF	\$3.25
642	WATER WELL		20 yrs		
		Well depths 150 feet or less		EACH	\$4,573.63
		Wells greater than 150 feet deep to 300 feet deep		EACH	\$9,093.34
		Wells greater than 300 feet deep		EACH	\$14,415.29

CONSERVATION DISTRICT COST-SHARE PROGRAM YEAR 20 ALLOCATIONS

Adair	\$22,000
Alfalfa	\$16,000
Arbuckle	\$16,000
Atoka	\$5,000
Beaver	\$22,000
Blaine	\$22,000
Bryan	\$22,000
Caney Valley	\$22,000
Central North Canadian River	\$18,000
Checotah	\$16,000
Cherokee	\$10,000
Cimarron County	\$13,000
Cleveland	\$5,000
Coal	\$16,000
Comanche	\$13,000
Cotton	\$22,000
Craig	\$22,000
Creek	\$13,000
Custer	\$13,000
Deer Creek	\$16,000
Delaware	\$13,000
Dewey	\$22,000
East Canadian	\$22,000
Ellis	\$13,000
Garfield	\$13,000
Garvin	\$16,000
Grady	\$10,000
Grant	\$22,000
Greer	\$16,000
Harmon	\$22,000
Harper	\$16,000
Haskell	\$16,000
Hughes	\$18,000
Jackson	\$16,000
Jefferson	\$22,000
Johnston	\$10,000
Kay	\$10,000
Kiamichi	\$13,000
Kingfisher	\$13,000
Kiowa	\$16,000
Konawa	\$22,000
Latimer	\$22,000

LeFlore	\$5,000
Lincoln	\$13,000
Little River	\$10,000
Logan	\$13,000
Love	\$13,000
Major	\$16,000
Marshall	\$5,000
Mayes	\$16,000
McClain	\$10,000
McIntosh	\$22,000
Murray	\$13,000
Muskogee	\$16,000
Noble	\$16,000
North Caddo	\$16,000
North Fork of Red River	\$10,000
Nowata	\$22,000
Okfuskee	\$13,000
Oklahoma	\$13,000
Okmulgee	\$13,000
Osage	\$24,500
Ottawa	\$16,000
Pawnee	\$16,000
Payne	\$22,000
Pittsburg	\$22,000
Pontotoc	\$16,000
Pushmataha	\$13,000
Rogers	\$13,000
Seminole	\$18,000
Sequoyah	\$22,000
Shawnee	\$16,000
South Caddo	\$24,500
Stephens	\$16,000
Talihina	\$22,000
Texas	\$16,000
Tillman	\$16,000
Tulsa	\$10,000
Upper Washita	\$16,000
Wagoner	\$22,000
Washita	\$16,000
West Caddo	\$22,000
Woods	\$22,000
Woodward	\$22,000

Section 2

Rules and Regulations

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completed and certified cost-share conservation practices.

"Cost-share rate" means the percentage of the total cost of implementing an approved cost-share conservation practice that will be paid by public funds.

"Deobligated funds" means monies from a conservation district's allocated funds that have been obligated to a participant and then subsequently released.

"Designated technical representative" means a qualified technician designated by the conservation district to determine need, design and layout of proposed conservation practices, determine compliance with applicable design standards and specifications, and certify completion of practices.

"Disbursed funds" means funds released by the Commission for payment to participants for completed and certified cost-share conservation practices.

"District cooperator agreement" means a written and signed agreement between a conservation district and any person or entity who owns or controls land within the district. The agreement generally states that the district will provide the cooperator with technical assistance in developing a conservation plan for land under the cooperator's control and that the cooperator will start to implement the provisions of the plan as resources become available.

"Eligible conservation practices" means those conservation practices that have been approved by the Commission.

"Eligible person" means any landowner or land user that is not prevented by law from participating in the Program.

"FSA" means Farm Service Agency.

"Geographic Information System" means an organized collection of computer hardware, software, geographic data, and personnel designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information.

"Identifiable component" means all of an eligible conservation practice, or a part thereof, that when carried out can be clearly identified as a segment in the sequence of carrying out the conservation practice.

"Land user" means any person, firm, corporation, or entity who has control over a tract or tracts of land in Oklahoma such as a landowner, operator, lessee, or tenant.

"Landowner" means any person, firm, corporation, or entity holding title to land lying within an Oklahoma conservation district.

"Legal description" means the section, township, range, and county where a cost-share conservation practice is located.

"Life span" means the period of time specified in the maintenance agreement and/or conservation plan during which the conservation practice is to be maintained and used for the intended purpose.

"Locally Led Conservation Initiative" means a program activity which will address general renewable natural resource conservation issues that are causing or have the potential to cause detrimental effects to the environment.

"Maintenance agreement" means a written agreement between the participant and a conservation district wherein the participant agrees to maintain the applied conservation practices for a period of time as established by the Commission and outlined in the applicable conservation plan.

"NRCS" means Natural Resources Conservation Service.

"Obligated funds" means monies from a conservation district's allocated funds that have been committed to a participant after approval of the application by the district board..

"Participant" means an applicant whose application has been approved and funds have been obligated by the district for funding cost-share conservation practice implementation.

"Performance agreement" means a written agreement between the participant and a conservation district wherein the participant agrees to perform conservation practices for which obligated funds are being paid.

"Priority system" means a system devised by a conservation district, under guidelines of the Commission, for ranking approved conservation practices or for ranking applications for cost-share assistance. The system or systems devised will be used to facilitate the disbursement of allocated funds in line with a district's priorities.

"Priority watershed" means a watershed that has been identified by the Commission as having special properties or conditions that require a watershed management plan to address the maintenance, improvement, or re-mediation of these properties or conditions through intensive nonpoint source management. Procedures that identify a priority watershed will be consistent with other state watershed priority setting systems.

"Priority Watershed Initiative" means a program activity which will address special environmental concerns that exist within a priority watershed. Funds directed to this initiative will be used for cost-share payments to a participant who implements a conservation plan. Special cost-share rates and conservation practices may be available to participants.

"Program" means the Conservation Cost-Share Program.

"Program initiative" means one or both of the two program activities - the Locally Led Conservation Initiative and the Priority Watershed Initiative.

"Program year" means a consecutive period of time established by the Commission which will be used to identify conservation cost-share practices that have been allocated funds from the Conservation Cost-Share Fund.

"State average cost" is the arithmetic mean of the average cost of a conservation practice or a designated component of a conservation practice as submitted by the districts to the Commission. State average cost may be calculated and applied by geographic region, as determined by the Commission.

"Tracts of land" means all land owned by the applicant/participant in a single parcel or several parcels.

155:20-1-3. Responsibilities

(a) The Commissioners shall:

- (1) Identify problems affecting the state's renewable natural resources and set resource guided goals that the Conservation Cost-Share Program will address.
- (2) Establish, based on Commission staff recommendations, program year guidelines.
- (3) Designate priority watersheds and allocate funds to be used in these watersheds based on recommendations from Commission staff.

arise concerning the operation of the Conservation Cost-Share Program within the districts and/or the Commission.

(b) The Commission staff shall:

- (1) Present to the Commissioners a prioritized list of problems affecting the state's renewable natural resources and recommend a set of resource guided goals in addressing these problems.
- (2) Recommend program year guidelines to the Commissioners.
- (3) Recommend to the Commissioners priority watersheds and the amount of funds to be allocated to each priority watershed. Input from the Nonpoint Source Working Group will be used in developing these recommendations.
- (4) Develop, and make available to districts, guidance including a detailed list of policies, procedures, and forms necessary for the efficient administration of the program.
- (5) Monitor, evaluate, and assess waters of the state to determine the condition of streams and rivers impacted by nonpoint source pollution and report the results of these studies to the Commission, districts, and appropriate local, state, and federal agencies.
- (6) Assist districts in identifying and prioritizing nonpoint source problems as well as other problems impacting the state's renewable natural resources.
- (7) Assist and give guidance to districts in selecting cost-share conservation practices that will be used to address Commission established nonpoint source problems in priority watersheds.

(c) The conservation district shall:

- (1) Identify and prioritize problems affecting the district's renewable natural resources. If so applicable, the district may identify unique priority areas for focusing the application of conservation practices.
- (2) Consult with Commission staff concerning the selection of cost-share conservation practices which will be used to address nonpoint source pollution problems in priority watersheds or parts of priority watersheds that exist within the district.
- (3) Apply to the Commission for an allocation of funds to address the Priority Watershed Initiative and the Locally Led Conservation Initiative.

155:20-1-4. Administration of funds

(a) **Conservation Cost-Share Fund.** The Conservation Cost-Share Fund shall be administered according to 27 O. S. Ann. ' 3-3-115.

(b) **General.**

- (1) The Commission will, upon recommendations from Commission staff, set aside not more than 10 percent of any legislative appropriation for administration of the Conservation Cost-Share Program. This money will be used to fund personnel and operating costs, including technical assistance costs, associated with administration of the Program at both the Commission and conservation district level. In addition, a reserve fund may be maintained to meet contingencies that may arise. The remainder of the appropriation will be allocated to two main program initiatives - the Priority Watershed Initiative and the Locally Led Conservation Initiative.
- (2) Any funds allocated to districts and not obligated during the allocation period for a given program year will be released by the district and made available for reallocation by the Commission. Additionally, any funds obligated during the

a given program year will be released by the district and made available for reallocation by the Commission. Additionally, any funds obligated during the allocation period but not disbursed within one year after the end of the allocation period shall be released to the Commission and made available for reallocation. The Commission will reallocate these funds and such funds will be identified as current program year funds.

(3) During any allocation period, should any funds become deobligated within the district, for whatever reason, then these funds are available for re-obligation by the district board within the respective program initiatives.

(4) Nothing in any contract or agreement executed between the district and participant shall be interpreted or construed to constitute a financial or general obligation of the state. No state revenue shall be used to guarantee or pay for any damages to property or injury to persons as a result of the provisions of any contracts or agreements.

(c) **Locally Led Conservation Initiative allocation.** The Locally Led Conservation Initiative will receive funds from the Conservation Cost-Share Fund as allocated by the Commission.

(d) **Priority Watershed Initiative allocation.** The Priority Watershed Initiative will receive funds from the Conservation Cost-Share Fund as allocated by the Commission. Funds will be allocated watershed by watershed by the Commission, based on recommendations prepared by Commission staff with input from the Nonpoint Source Working Group and other interested groups. This money will be available for cost-share conservation practices that address water quality, soil erosion, and animal waste issues in high priority watersheds.

(e) **Reserve fund.** The Commission may administer a reserve fund to be set aside and used only to meet contingencies that occur in the districts or within the Commission. Money for this fund shall come from the Conservation Cost-Share Fund as determined by the Commission.

155:20-1-5. Eligibility for Conservation Cost-Share Program

(a) **Eligible land.** The determination whether land is eligible for cost-share payments shall be pursuant to any restrictions established by the conservation district in whose jurisdiction the land is located and pursuant to 27A O. S. Ann. ' ' 3-3-114.

(b) **Eligible purposes.** Cost-share payments shall be available only for eligible conservation practices.

(c) **Eligible conservation practices.** Conservation practices that the Commission has approved shall be eligible for cost-share payments. A complete listing of the eligible conservation practices will be identified in the Commission's program year guidelines

(d) **Requirement to file an application and conservation plan.** In order to qualify for a cost-share payment, an eligible person shall file:

(1) An application for allocated funds.

(2) A conservation plan approved by the district in which the eligible person's land is located.

Section 3

Rules / Guidelines

Summary

RULES/GUIDELINES SUMMARY

Before beginning each program year your district board should review the Conservation Cost-Share Program Rules and current Program Guidelines. The Program Rules can be found in Section 2 of the Cost-Share Program Handbook. The current Program Guidelines can be found in Section 1 of the Cost-Share Program Handbook.

CONDUCTING YOUR DEVELOPMENT MEETING

The district board must conduct a local Program development meeting to identify and prioritize problems affecting the district's renewable natural resources. This action must be taken once each calendar year. The Commission recommends that your development meeting be scheduled sometime between April and September each year. This can be accomplished during a regularly scheduled board meeting or in conjunction with a NRCS local work group meeting. This development meeting must be advertised locally to allow local interested parties to participate in the discussion. The meeting can be advertised through a number of different methods. Such as a notice in the paper, letter to district cooperators, article in your newsletter, or flyers distributed through town. During the discussion please keep in mind that the purpose of the Program is to reduce soil erosion and improve water quality. After identifying and prioritizing problems, submit suggested practices to the Commission that will be the most beneficial to local applicants. From the suggested practices the Commission will select and approve the practices to be offered during the program year.

CONSERVATION DISTRICT PARTICIPATION

The Program is a voluntary program. Conservation districts are not required to participate. Board action is required each program year to allow your district to participate in the Program. This action should be taken after your district has reviewed current Program Guidelines.

CONSERVATION DISTRICT BOARD MEMBERS PARTICIPATION

On November 1, 1999 conservation district directors became eligible to participate in the Program. Individual directors should give careful consideration to public perception when making their decision to participate in the Program. Board action is required each program year to allow district board members to make application in the Program. Any board member making application must immediately remove himself from any and all discussions and votes on Program items and the guidelines below must be followed.

- Only two conservation district board members in any single conservation district shall participate in the Program in any single program year.
- Individual district board members applying cannot discuss any element of the Program including but not limited to practices, rates, average costs, selection criteria, application approval/disapprovals, cost-share payments, and extensions.
- Individual district board members applying for the Program must abstain from voting on all elements of the Program.
- 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.

A District Director Participation Form can be found in Section 5 of the Cost-Share Program Handbook. A completed copy of this form must be on file in the Commission office each program year.

AUTHORIZED DISTRICT REPRESENTATIVE

The district board must designate an authorized district representative each program year. This person can sign all forms. The authorized district representative must be a district board member. Board members making application in the Program cannot serve as the authorized district representative. It cannot be a district employee. Board action is required each program year to designate the authorized district representative.

DESIGNATED TECHNICAL REPRESENTATIVE

The district board must designate a technical representative each program year. This person will assist in developing conservation plans and determining the need for practices. The representative will also be responsible for design and layout of approved practices, determining compliance with approved standards and specifications, and certifying practice quantities and completion of practices. Board action is required each program year to designate the technical representative.

CONSERVATION PRACTICES

District boards can select only practices from the Commission's approved guidelines that will be offered locally. Board action is required each program year to approve practices for your district's practice list. The approved conservation practice list can be found in Section 1 of the Cost-Share Program Handbook.

CONSERVATION PRACTICE SPECIAL REQUESTS

If the district board wishes to offer a practice that does not appear in the Commission's approved guidelines they must submit a special request for the Commission's consideration. All practice special requests must be in writing and contain supporting documentation. All practice special requests require approval by the Commission prior to advertising your Program locally. Approval of practice special requests will be in writing from the Commission.

COST-SHARE AVERAGE COST

The district board must establish cost-share average costs using the Commission's approved guidelines. Based on those average costs the district board must establish local cost-share average costs (unit costs) for each conservation practice that they intend to offer locally. If the component is not in the Commission's approved guidelines your district cannot cost-share on that component. The local average costs are a component of calculating the cost-share payment. Board action is required to approve the average costs from the Commission's approved guidelines.

COST-SHARE AVERAGE COST VARIANCE

An average cost variance from the Commission's approved guidelines can be requested by the district board. Board action is required to make this request. In order for a variance to be considered the request must be in writing and accompanied by supporting data compiled by the district. The average cost variance must be approved by the Commission prior to approving applications. The approved Program average costs can be found in Section 1 of the Cost-Share Program Handbook. A Cost-Share Average Cost Variance Form can be found in Section 5 of the Cost-Share Program Handbook.

COST-SHARE RATE

The district board must establish a cost-share rate from the Commission approved guidelines. The cost-share rate must be expressed as a percentage and cannot exceed the limit set in the guidelines. The cost-share rate is a component of calculating the cost-share payment. The district board may set a different cost-share rate for each conservation practice to be offered locally.

MAXIMUM COST-SHARE PAYMENT AMOUNT

The district board must establish a maximum cost-share payment amount (the not to exceed amount) from the Commission approved guidelines. The maximum payment amount is per participant, per program year. The maximum payment amount is a component of calculating the cost-share payment. Program guidelines establish the maximum cost-share payment amount. Your district board must establish a maximum cost-share payment amount that does not exceed the guidelines established maximum.

SELECTION CRITERIA

Applicants for the Program must be a district cooperator with a conservation plan. The district board must establish selection criteria that will be used to evaluate and approve applications. The Commission does not recommend a first come first served system. Board action is required to approve selection criteria.

APPLICATION PERIOD

The district board must establish an application period. The Commission recommends a 2-3 week application period. Your district can have multiple application periods during the allocation period for a program year. Board action is required to establish an application period. The district board must establish specific dates and places to advertise your Program locally. Any costs associated with the advertisement of your local Program can be reimbursed from your other operating funds. An example Program announcement flyer can be found in Section 5 of the Cost-Share Program Handbook.

TAKING APPLICATIONS

If an applicant does not have an approved conservation plan and a cooperator agreement at the time of application they should be advised that both documents will be needed before a cost-share payment can be received. Should the applicant be selected by the district board for cost-share assistance a conservation plan should be initiated. It is critical that the district and district conservationist work together to ensure that the plan be completed and approved before a cost-share claim is submitted. Instead of a total farm plan, the Commission is requiring an approved plan only on the tract of land where the practice is to be constructed.

Applicants can apply for multiple practices in the same program year and on the same application form. The participant cannot receive a combined cost-share payment amount that exceeds the district board's established maximum cost-share payment amount allowed for each participant. If it is determined that the cost-share applicant is not the owner of the land where the conservation practice is to be constructed a Consent Form must be completed and attached to the application prior to the district board evaluating the application for approval. The Consent Form is not effective until signed by both parties, the land owner and applicant. An Application and Consent Form can be found in Section 5 of the Cost-Share Program Handbook.

APPROVING APPLICANTS

The district board must use their established selection criteria when approving Program applicants. Approved applicants must be notified, in writing, within 10 days after district board action. Applicants should be instructed to contact the district to set up an appointment to sign a Performance Agreement, W9 Form and schedule the designated technical representative to design and layout the approved conservation practice. The Commission recommends 7-10 working days from the date of notification to allow the applicant to schedule an appointment. An example notification letter can be found in Section 5 of the Cost-Share Program Handbook. A Performance Agreement and W9 Form can be found in Section 5 of the Cost-Share Program Handbook.

Applicants denied for any reason must be notified, in writing, within 10 days of the district board decision. The district board must give reason(s) for the denial and advise the applicant of their right to appeal and the procedures necessary to exercise those appeal rights. The Commission suggests that the district board allow 15 days from the date of notification to receive an appeal from the unsuccessful applicant. An example notification letter for unapproved applicants can be found in Section 5 of the Cost-Share Program Handbook.

If your district has more qualified applicants than funds, the district may choose to approve those applicants meeting your district's established selection criteria on the condition that funding becomes available. Performance Agreements for approved alternates must be signed and dated by both the alternate and the district on or before the allocation period ends. Work cannot begin until notified by the district that funds are available. All approved alternates must understand that there is no guarantee that funds will become available during the program year. An example notification letter for approved alternates can be found in Section 5 of the Cost-Share Program Handbook.

ESTABLISHING COMPLETION DATES

Your district board is required to establish a completion date for each approved participant. The completion date cannot exceed the program year ending date established in the Commission's approved guidelines. If your district chooses to use a number of days instead of a specific date for the completion date you must also establish the date that the number of days will begin. Board action is required to establish completion dates.

TIME EXTENSIONS

Your district board must establish a policy for granting completion date time extensions. All time extension requests must be in writing. All time extensions require board action. Time extensions cannot exceed the program year ending date established in the Commission's approved guidelines.

PERFORMANCE AGREEMENTS

Each successful applicant is required to sign a Performance Agreement. A Performance Agreement is a written contract between the participant and conservation district wherein the participant agrees to perform conservation practices for which allocated cost-share funds are being paid. If multiple practices were approved for a single participant and those practices have different maximum cost-share payment amounts, cost-share rates, and completion dates the Performance Agreement must reflect those amounts, rates, and dates.

The Performance Agreement is not effective until signed and dated by both parties and a Form W-9 is attached. The name of the participant, conservation practice, maximum amount, cost-share rate, and completion date for each approved participant must appear in the board meeting minutes. Work cannot begin until an effective agreement is in place. An amendment to a Performance Agreement requires board action. A Performance Agreement can be found in Section 5 of the Cost-Share Program Handbook.

MAINTENANCE AGREEMENTS

Each participant is required to sign a Maintenance Agreement. A Maintenance Agreement is a written agreement between the participant and conservation district wherein the participant agrees to maintain the approved conservation practice for the expected life span of the practice as established by the district board. If multiple practices were approved for a single participant and those practices have different life spans the participant is required to sign a separate Maintenance Agreement for each conservation practice. Completion of the Maintenance Agreement and signature of the participant are required prior to the disbursement of the cost-share payment. A Maintenance Agreement can be found in Section 5 of the Cost-Share Program Handbook.

APPEALS PROCESS

If an appeal is filed, the district board has 30 days in which to make a decision and notify the applicant in writing regarding the decision on the appeal. It is suggested that the district board hear an appeal at its next regularly scheduled board meeting. These appeals must be listed on the agenda and heard in open session; no appeals shall be heard or discussed in executive session. The district board needs to give the applicant an opportunity to be heard, that is, what is the reason for contesting the decision. If the district board agrees with the applicant, then the district board can reverse its earlier decision and approve the application. However, if the district board feels that its original denial of the application was justified, the district board is certainly entitled to stand by its original ruling. The district board must then notify the applicant, in writing, that the applicant can appeal the decision to the Commission.

If the applicant desires to appeal the district board's decision they must make a written appeal to the Commission within 30 days of the district board's decision. The district will need to send a copy of the case file, the criteria for selecting applicants, and the reasons for the district board's denial of the application to the Commission.

VIOLATIONS OF AGREEMENTS

If a violation of a Performance or Maintenance Agreement is alleged a representative of the conservation district and/or a representative of the Commission will investigate. If a violation has occurred the conservation district shall give the participant 21 days to correct the violation. If the participant does not correct the violation the conservation district will demand repayment of the cost-share payment. The participant shall not be given more than 45 days to make repayment. The participant can contest the decision and request a formal hearing to reconsider the demand of repayment.

If a formal hearing is requested, the Commission suggests that the district board conduct a formal hearing at its next regularly scheduled board meeting. The formal hearing must be listed on the agenda and heard in open session; no formal hearing shall be heard or discussed in executive session. The district board needs to give the participant an opportunity to be heard, that is, what is the reason for contesting the decision. If the district board agrees with the participant, then the

district board can reverse its earlier decision. However, if the district board feels that its original decision is correct the district can renew the demand for repayment. The district board must then notify the participant, in writing, that he can contest the district board's decision to the Commission.

If the participant desires to contest the district board's decision they must make a written appeal to the Commission within 30 days of the district board's decision. The district will need to send a copy of the case file and the reasons for demanding repayment to the Commission.

CANCELLATION OF PERFORMANCE AGREEMENTS

A Performance Agreement can be canceled in the following ways.

- By notification in writing from the participant.
- By the district board if the conservation practice is not completed as required by the Performance Agreement.
- By the district board if it is discovered that information provided by the participant is false.

The district board in a regularly scheduled board meeting must cancel a Performance Agreement. The participant must be notified in writing when a Performance Agreement has been canceled. The Performance Agreement is effectively canceled on the date of the board meeting. The name of the participant for whom the agreement was canceled must appear in the board meeting minutes.

If a Performance Agreement is canceled and funds are de-obligated during the allocation period then those funds are available for re-obligation by the district board. If a Performance Agreement is canceled and funds are de-obligated after the allocation period has ended then those funds are returned to the Commission and are no longer available to the district board for reobligation.

SUBMITTING A COST-SHARE CLAIM

When the participant submits all invoices to the district for completed practices a cost-share claim must be completed. The district will submit a claim in the district's name. Multiple completed agreements can be submitted on one claim. For each agreement listed on the claim a copy of the following back-up documentation must be submitted with the claim

1. All invoices
2. Performance Agreement
3. Certification of Completion and Acceptance
4. payment calculation sheet
5. Consent (if applicable)

All Cost-Share Program reimbursements will be made to the district by EFT. Once the district has received the cost-share funds they can make payment to the participant with a district check. A Release of Warrant Form must be completed on each payment made by the district. The Commission cannot process cost-share claims received after the program year has ended. A Certificate of Completion and Acceptance Form and Payment Calculation Sheet can be found in Section 5 of the Cost-Share Program Handbook. An example claim can be found in Section 5 of the Cost-Share Program Handbook.

CASE FILE

A case file must be developed for each approved applicant. The case file can be filed in the participant's conservation plan file or filed separately. Documents pertaining to unsuccessful applicants should be retained at least until the end of the program year. Documents pertaining to successful applicants should be retained for at least 3 years after the end of the program year. A Case File Checklist can be found in Section 5 of the Cost-Share Program Handbook.

REPORTING AND ACCOUNTING

The district is required to maintain a report of all approved Performance Agreements. The report should include agreement number, effective date of the Performance Agreement, obligated amount, actual state cost-share payment, and unobligated amount. This form will provide a monthly financial report of the district's allocated cost-share funds.

The report should reflect cumulative amounts from the beginning of the program year to the close of the last business day of each month. A Monthly Report form can be found in Section 5 of the Cost-Share Program Handbook.

Once all effective Performance Agreements have been completed and the participants have received payment a final Monthly Report (there is not a separate form) should be sent to the Commission office. The district does not need to continue sending Monthly Reports once the final report has been reviewed by the Commission.

Districts can request an additional allocation of cost-share funds for a program year by submitting a written request to the Commission office. The request must be made prior to the end of the allocation period.

The district has one year from the end of the allocation period to disburse obligated funds. Any funds obligated during the allocation period but not disbursed within one year after the allocation period will be automatically released to the Commission.

Roles and Responsibilities

Revised

Program Year 19

CHECKLIST OF

BOARD ACTION REQUIRED

<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>		
BOARD ACTION ITEM	DATE	ACTION TAKEN
1 Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.	3/14/18	Yes
2 Are local board members allowed to make application in the local program? Complete the Director Participation form and return it to OCC. Any board member making application <u>must immediately</u> remove themselves from discussions and votes on program items at this time.	3/14/18	No
3 Designate the authorized district representative. <u>Must</u> be a district board member. Any board member making application in the local program is <u>not</u> eligible to serve as the district representative.	3/14/18	John Beasley
4 Designate the technical representative. <u>Must</u> meet the requirements stated in the Rules.	3/14/18	Freddy Trujillo, and Cleaon Bradford
5 Review the conservation practices listed in the Program Year Guidelines and approve practices your district will offer locally.	4/11/18	(314) Brush Management, (315) Herbaceous Weed Control, & (342) Critical Area Planting
6 Review and approve the average costs listed in the Program Year Guidelines for the practices your district will offer locally	3/14/18	Use Statewide Average
7 Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed 75% and the maximum cost-share payment amount can't exceed \$5,000 per participant.	3/14/18	75%, Maximum Payment of \$5,000
8 Establish specific local eligibility and selection criteria/priority system that will be used to select successful applicants.	3/14/18	Utilize Current TCCS Ranking Criteria and NRCS Ranking Criteria if Applicable
9 Establish your district's application period and how the program will be advertised locally.	3/14/18	Close of Business on April 9, 2018. Digital, Word-of-Mouth, Social Media
STOP STOP STOP After the application period has closed your district can proceed to item 10. STOP STOP STOP		
10 Review, rank and approve applications using the eligibility and selection criteria/priority system approved under item 8 above. Board meeting minutes <u>must</u> include the following for <u>each</u> approved participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount.		

CHECKLIST OF BOARD ACTION REQUIRED

<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 1-10 listed below. The action taken <u>must</u> be recorded in the board meeting minutes and on this form.</i>			
	BOARD ACTION ITEM	DATE	ACTION TAKEN
1	Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.		
2	Are district board members allowed to make application in the local program? Complete the <i>Director Participation</i> form and email it to OCC. At this point any board member making application <u>must immediately</u> remove themselves from board discussions and votes on program items.		
3	Designate the authorized district representative. This person <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.		
4	Designate the technical representative. <u>Must</u> meet the requirements stated in the Rules.		
5	Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.		
6	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.		
7	Establish specific local eligibility and selection criteria/priority system that will be used to select successful applicants.		
8	Establish your district's application period and how the program will be advertised locally.		
STOP STOP After the application period has closed your district can proceed to item 8. STOP STOP			
9	Review and rank all applications using the eligibility and selection criteria/priority system approved under item 7 above.		
10	Board meeting minutes must include the following for <u>each</u> approved and funded participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount. Alternate participants approved on the condition that funding is available, must be listed separately and include the following: agreement number, participant name, practice(s), cost-share rate, and maximum amount.		

CONSERVATION DISTRICT COOPERATOR AGREEMENT

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

Check either Landowner or Non-landowner box:

☐ Landowner:

The Cooperator(s) Agrees to:

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

The District Agrees to:

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

☒ Individual Non-Landowner, Organization or Business:

The Cooperator Agrees to:

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

The District Agrees to:

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

It is mutually agreed that:

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

Signature of Cooperator(s)  Date Apr 14, 2019
 _____ Date _____

Signature of District Chair _____

Date approved by district board _____

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
April 4, 8, 9, 10, 11, 2019
District Conservationist Report**

CTA - Continue with CTA planning as requested / Receipt of service

EQIP / WHIP/ CSP – Continue to work on implementation of existing contracts, applied practices and new conservation plans.

EQIP – FY 2019

- Working on contracts
- April 8, 2019 Preapproval deadline
- May 31 submit apps for 2nd level review
- Status Reviews due June 1 off schedule
- June 7, 2019 Obligations deadline
- Status Reviews due Sept. 1 for on schedule
- 114 High & Medium applications
- 4- BFR; 2- SDA; 2- High Tunnel
- 315,000 Obligated for the team
- Estimated 135,000 High; 128,000 Medium

CSP -

- Status Reviews due June 1 off schedule
- Status Reviews due Sept. 1 for on schedule
- Will be announced soon

**State Cost Share
Program –**

- CTA planning
- Soil Health

Other –

- LDP - Washington DC April 23 - 25
- New Farm Bill Specialist Brenda Whitney- April 15
- Conners State College Land judging contest – April 4
- Watershed Meeting in Okmulgee – April 5
- Pryor FO moves to new location – April 17
- Natural Resource Day in Okmulgee – April 18
- Kiko Goat Assc. Conference in Okmulgee – April 26

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
May 1, 2, 7, 9, 14, 2019
District Conservationist Report**

CTA - Continue with CTA planning as requested / Receipt of service

EQIP / WHIP/ CSP – Continue to work on implementation of existing contracts, applied practices and new conservation plans.

EQIP – FY 2019

- Working on contracts
- April 8, 2019 Preapproval deadline
- May 31 submit apps for 2nd level review
- Status Reviews due June 1 off schedule
- June 7, 2019 Obligations deadline
- Status Reviews due Sept. 1 for on schedule

CSP -

- Status Reviews due June 1 off schedule
- Status Reviews due Sept. 1 for on schedule
- May 10, 2019 deadline

**State Cost Share
Program –**

- CTA planning
- Soil Health

Other –

- Preapproval Letters
- National Land and Range Judging May 2, 2019
- Pryor-Soil Health Field Day May 9, 2019
- Wagoner-64th Annual Soil Stewardship/Legislature Breakfast May 10
- Miami-Grazing Mgmt for Healthy Soil & Healthy Food May 13
- Okmulgee-Grazing Mgmt for Healthy Soil & Healthy Food May 14
- Fort Cobb-Grazing Mgmt for Healthy Soil & Healthy Food May 16
- Bristow-Mid America Stockyards-76th Creek County Ag May 16
- Grasses and Grazing Plant ID May 23 (McAlester)

Tulsa County

Conservation District:

April-19

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: NRCS Flie maintenance																											
Outreach for Farm Bill Programs																											
News Article Development																											
Outreach Activities, TU Event Prep, Env Exp				X	X											X			X		X	X		X			
Assist with monthly outreach report				X	X											X		X		X	X		X				
Public presentations																											
Success stories																											
Earth Team volunteer program					X																						
Assist with statewide media																											
Other: LRP, Crow Creek, MOM, RMC Plng				X				X	X	X	X			X	X	X	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			
Updating General Manual and FOTG																											
Receptionist		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			
Record of meeting minutes																		X									
Maintain office schedules		X	X	X	X			X	X	X	X			X	X	X	X			X	X	X	X	X			
Maintain ledgers		X	X	X	X			X	X	X	X			X	X	X	X			X	X	X	X	X			
Other: Website Updates										X	X						X										
Farm Bill Contracting																											
Explain and promote farm bill programs																											
Local work group coordination				X	X									X		X		X		X	X		X				
Complete program applications																											
Program application rankings																											
Compile and file applications																											
Prepare and mail form letters																											
Plan and contract development																											
Provide technical assistance																											
Update and maintain LTP-003																											
Other Farm Bill Activities:																											
NRCS Scanning/Mail/Lables/Staff Mtg																											

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

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

Jana Black May 9, 2019
 Conservation District Board Representative (Signature & Date)

Chris B
 NRCS District Conservationist (Signature & Date)

Tulsa County

Conservation District:

May-19

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: NRCS Flie maintenance																												
Outreach for Farm Bill Programs																												
News Article Development																												
Outreach Activities, Creek Cleanup				X						X																		
Assist with monthly outreach report				X						X																		
Public presentations																												
Success stories																												
Earth Team volunteer program				X						X																		
Assist with statewide media																												
Other: Crow Creek, CrCk Sign Ded				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
Updating General Manual and FOTG																												
Receptionist		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
Record of meeting minutes																												
Maintain office schedules		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
Other: Web Updates, CostShare, LRP, JPOO								X	X	X			X	X	X	X	X			X		X	X					X
Farm Bill Contracting																												
Explain and promote farm bill programs																												
Local work group coordination				X						X																		
Complete program applications														X														
Program application rankings																												
Compile and file applications																												
Prepare and mail form letters																												
Plan and contract development																												
Provide technical assistance																												
Update and maintain LTP-003																												
Other Farm Bill Activities:																												
NRCS Scanning/Mail/Lables/Staff Mtg																												

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: **30 hours**

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



Conservation District Board Representative (Signature & Date)



NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

March 2019



Meetings:

03/04/2019	Monarch's on the Mountain Planning Meeting (Did not attend)
03/06/2019	TU Earth Day Planning Meeting (Did not attend)
03/07/2019	Sustainable Tulsa Meeting (Did not attend)
03/13/2019	TU Earth Day Planning Meeting (Did not attend)
03/14/2019	TCCD Board Meeting
03/22/2019	Annual Creek Cleanup Meeting
03/25/2019	Monarch's on the Mountain Planning Meeting
03/26/2019	NRCS Staff Meeting
03/27/2019	TU Earth Day Planning Meeting

Special Events:

03/07 – 03/10	2019 Home & Garden Show
---------------	-------------------------

Holidays:

None

Upcoming Meetings

04/01/2019	Outreach Meeting with Chris Best (Postponed)
04/03/2019	TU Earth Day Planning Meeting
04/04/2019	Sustainable Tulsa Meeting
04/10/2019	TU Earth Day Planning Meeting
04/11/2019	TCCD Board Meeting
04/15/2019	NRCS Staff Meeting
04/15/2019	Monarch's on the Mountain Planning Meeting
04/17/2019	TU Earth Day Planning Meeting
04/24/2019	RMC Planning Meeting
04/24/2019	TU Earth Day Planning Meeting

Up Coming Events:

04/02 – 04/03	State Employee Training
04/05/2019	Crow Creek Work Day
04/17/2019	Enviro Expo
04/26/2019	TU Earth Day Event
05/04/2019	Annual Creek Cleanup on Coal Creek @ Mohawk Park and Tulsa Zoo
05/10/2019	Crow Creek Work Day and Bio Blitz
05/14/2019	Grazing Management for Healthy Soil & Healthy Food Workshop

Upcoming NRCS Deadlines:

Upcoming Holidays:

05/27/2019	Memorial Day Holiday - Office Closed
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Side Notes:

None

TCCD Monthly Outreach and Activities Report Continued

March 2019



Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ TCCD/TACF Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay/Financials
- ❖ TCCD File Organization
- ❖ NRCS File Reorganization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Meeting Organization and Coordination
- ❖ Office Scanning
- ❖ Meeting Minutes
- ❖ Event Planning and Coordination

Crow Creek Meadow

Demonstration Site for Protecting Crow Creek through Native Plantings and Landscape Design

Native Plants



- Food for pollinators and birds
- Need less water
- No chemicals needed

Wildlife



- Bees
- Birds
- Butterflies

Creek Health



- Clean Water
- Safe for people
- Home for fish



Questions? We would love to help.
crowcreekcomm@outlook.com
www.facebook.com/CrowCreekCommunity



Crow Creek Meadow

What can you do?

Plant Natives



- Milkweed
- Indian Blanket (OK State flower)
- Mexican Hat

Manage Rainwater



- Use Rain Barrels
- Install Rain Gardens

Simplify Lawn Care



- Save time and money
- Reduce watering
- Reduce chemical use



Questions? We would love to help:

crowcreekcommunity@outlook.com
www.facebook.com/CrowCreekCommunity



TCCD Monthly Outreach and Activities Report

April 2019



Meetings:

04/01/2019	Outreach Meeting with Chris Best (Postponed)
04/03/2019	TU Earth Day Planning Meeting
04/04/2019	Sustainable Tulsa Meeting
04/10/2019	TU Earth Day Planning Meeting
04/11/2019	TCCD Board Meeting Cancelled
04/15/2019	NRCS Staff Meeting
04/15/2019	Monarch's on the Mountain Planning Meeting
04/17/2019	TU Earth Day Planning Meeting
04/23/2019	Outreach Meeting w/ E'ula Green Langston University
04/24/2019	RMC Planning Meeting
04/24/2019	TU Earth Day Planning Meeting
04/30/2019	Rescheduled TCCD Board Meeting Cancelled

Special Events:

04/02 – 04/03	State Employee Training
04/05/2019	Crow Creek Work Day
04/17/2019	Enviro Expo
04/20/2019	Earth Day Event w/ BT @ Guthrie Green
04/26/2019	TU Earth Day Event

Holidays:

None

Upcoming Meetings

05/02/2019	Sustainable Tulsa Meeting
05/06/2019	NRCS Staff Meeting
05/08/2019	AML Contractor Bid Opening with Henry Royce
05/09/2019	TCCD Board Meeting
05/13/2019	NRCS Staff Teleconference

Up Coming Events:

05/04/2019	Annual Creek Cleanup on Coal Creek @ Mohawk Park and Tulsa Zoo
05/10/2019	Crow Creek Work Day and Bio Blitz
05/14/2019	Grazing Management for Healthy Soil & Healthy Food Workshop

Upcoming NRCS Deadlines:

05/10/2019	NRCS-CSP Application Deadline
05/20/2019	EQIP Pre-Obligation Review

Upcoming Holidays:

05/27/2019	Memorial Day Holiday - Office Closed
------------	--------------------------------------

Side Notes:

None

TCCD Monthly Outreach and Activities Report Continued

April 2019



Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ TCCD/TACF Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay/Financials
- ❖ TCCD File Organization
- ❖ NRCS File Reorganization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Meeting Organization and Coordination
- ❖ Office Scanning
- ❖ Meeting Minutes
- ❖ Event Planning and Coordination
- ❖ 2019 – 2024 Long Range Plan

AGENDA

Conservation District Employee Training Day 1

Tuesday, April 2, 2019

9:00 AM – 4:15 PM

9:00 – 9:30	General Opening Session Ice Breaker/Introduction of Agencies & Partnership
9:30 – 10:15	Cost Share: Rolling Out Program Year 20 Tammy Sawatzky OCC Conservation Programs Division Director
10:15 – 11:00	Who is OACD & What Can They Do for My District? Sarah Blaney OACD Executive Director
11:00 – 11:15	Break
11:15 – 11:45	Understanding the NRCS Partnership Gary O'Neill NRCS State Conservationist Dana Davis NRCS Team 14 District Conservationist
11:45 – 12:35	Lunch Visit with a Conservation District Director Phil Campbell Oklahoma County Conservation District
12:30 – 1:30	Payroll, Leave, & Longevity Clancy Green OCC Administrative Programs Officer
1:30 – 2:30	Taxes: Payment & Reporting Lisa Knauf Owen OCC Assistant Director
2:30 – 2:45	Break
2:45 – 3:00	Claim Submission Erin Ely OCC Administrative Programs Officer
3:00 – 3:20	Director Elections & Appointments Clancy Green OCC Administrative Programs Officer
3:20 – 3:45	Basic Financial Management Erin Ely OCC Administrative Programs Officer
3:45 – 4:00	Audits & Compilations Lisa Knauf Owen OCC Assistant Director
4:00 – 4:15	Day 1 Wrap-up, Q&A

Note:

OCC staff will be available for discussion, additional training assistance, and to answer questions following dinner.

Conservation Day @ Capitol April 23, 2019

Can claim for unemployment

Will be req. Recommendation for Appl

Will be req. Recommendation for Appl

AGENDA

Conservation District Employee Training Day 2

Wednesday, April 3, 2019

8:00 AM – 4:30 PM

7:00 – 7:45	Breakfast	
	Room 1	Room 2
8:00 – 12:00	Pesticide Applicator CEU Training Moderator: John Dee Butchee Jackson County Conservation District	Board Meetings – Agendas – Minutes – Executive Sessions – Open Mtg. Act Janet Stewart OCC General Counsel
		LRP/JPO/Annual Report/Budget Request Trey Lam & Lisa Knauf Owen OCC Administration
		Records Disposition Clancy Green OCC Administrative Programs Officer
		Open Records & PII Janet Stewart OCC General Counsel
	<i>There will be one 15 minute break during the morning sessions.</i>	Email Etiquette & Protocol Bryan Painter OCC Public Information Director
		Earning Local Funds & Unfair Competition Janet Stewart OCC General Counsel
		Surplus & Sale of Equipment & Property Janet Stewart OCC General Counsel
		Outreach Opportunities for Districts Bryan Painter OCC Public Information Director
		Soil Health & Other Education Resources Amy Seiger OCC Soil Health Coordinator
12:00 – 1:00	Lunch Grassroots Advocacy Gary and Justis Huddleston – Oklahoma Association of Conservation Districts	
1:00 – 2:15	Watershed Operation & Maintenance – What Everyone Should Know Tammy Sawatzky OCC Conservation Programs Division Director	
2:15 – 2:30	Break	
2:30 – 3:00	Understanding the State's Liability Insurance Risk Management Survey Janet Morrow OMES Risk Management	
3:00 – 4:00	Spotlighting Successful District Projects & Activities <ul style="list-style-type: none"> Locally Led/Conservation Awards Anita Kaufman, Payne County CD Renegotiating a USDA building lease Greg Scott & Wade Helm, Lincoln County CD Getting a Library Program Started Cindy Bierig, Major County CD Getting Involved in Youth Contests Jackson County CD Getting Organized – Watershed Notebooks Tammy Curry, Murray County CD 	
4:00 – 4:15	Day 2 Wrap-up, Q&A - Adjournment	



TOWN HALL MEETING SCHEDULE

YOU'RE INVITED TO TOWN HALL MEETINGS ON THE RENEWAL OF IMPROVE OUR TULSA

City of Tulsa Mayor G.T. Bynum and Tulsa City Councilors will hold five citywide town hall meetings to present capital improvement projects as part of a proposal to renew Improve Our Tulsa. Tulsa voters approved Improve Our Tulsa in 2013 to put in motion the funding of nearly \$1 billion for streets, transportation and other capital improvement projects. The vote to renew the package is scheduled for Nov. 12.

All Improve Our Tulsa town hall meetings will begin at 6 p.m. The dates and locations are as follows:

TUESDAY, APRIL 9

Hardesty Regional Library
Frossard Auditorium
8316 E. 93rd St.

TUESDAY, MAY 7

Jewish Federation of Tulsa
Sylvan Auditorium
2021 E. 71st St.

TUESDAY, APRIL 16

Lewis and Clark Elementary
School Auditorium
737 S. Garnett Rd.

(Spanish language interpreters will be available)

MONDAY, MAY 13

OU-Tulsa Schusterman Learning
Center Perkins Auditorium
4502 E. 41st St.

TUESDAY, APRIL 30

Booker T. Washington
High School Auditorium
1514 E. Zion St.

Tulsans can also provide feedback about Improve Our Tulsa by responding to survey questions on Feedback Tulsa at www.feedbacktulsa.org

Leading up to the town hall meetings, citizens can get more information about Improve Our Tulsa and the upcoming meetings at www.improveourtulsa.com



@IMPROVEOURTULSA



FACEBOOK.COM/IMPROVEOURTULSA



Friends of
The M.e.t.

presents

2019 ENVIRO EXPO

Wednesday, April 17

11:00 am - 1:30 pm

on the Guthrie Green - 111 E. Brady Street, Tulsa, OK

- Give-Aways
- Live Music by And Then There Were Two
- Food Truck Wednesday on the Green

Supported by



Natural Evolution, Inc.



Live Remote Broadcast
by Radio IDL

FREE Trolley Rides

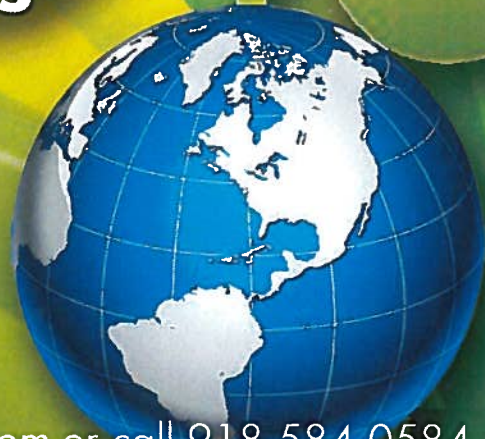
from the downtown Deco District
to Guthrie Green

11:00 am - 1:00 pm

sponsored by



ONEOK



For more information, visit MetRecycle.com or call 918.584.0584



2019 ENVIRO EXPO

Guthrie Green -- Tulsa, OK

Wednesday, April 17, 2019 -- 11:00 am - 1:30 pm

guthrie green
On Cameron
Across from
KOTV 6

City Hall
on Cincinnati
Between
1st & 2nd

South
Boston
Building
4th & Boston

ONEGas
5th & Boston

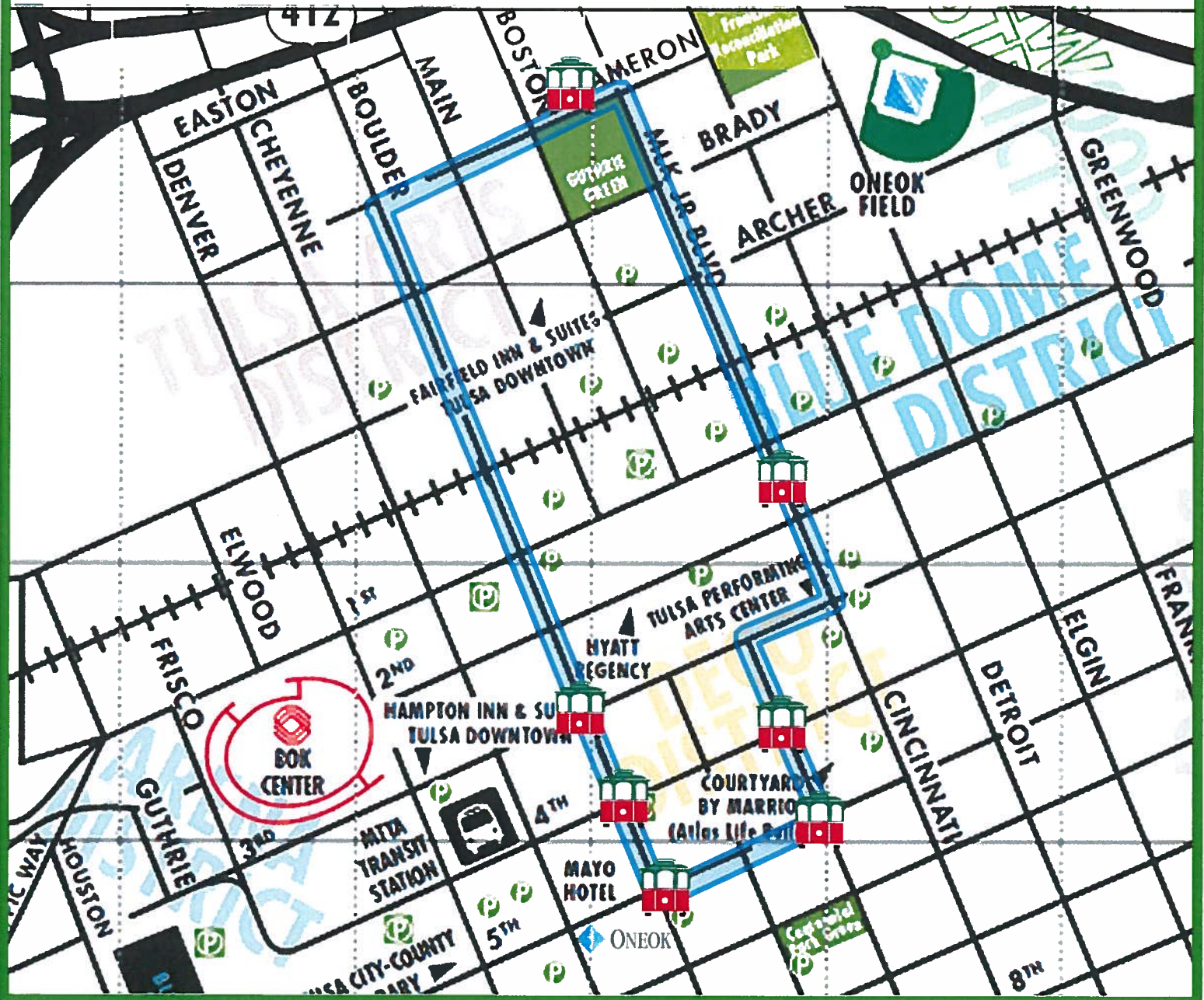
OneOK
5th & Boulder

Main
Park
Plaza
4th & Boulder

Tulsa
World
3rd & Boulder

A Trolley Every Ten Minutes!

11:00AM to 1:00PM





You are Invited – Bring a friend

Tuesday – 11:00 PM

May 14, 2019

Grazing Management for Healthy Soil & Healthy Food

Okmulgee, Oklahoma

Lunch Provided – RSVP by May 8th

Location: Muskogee Creek Nation College, 2170
Raven Circle, in the Seminar Conference Rooms 107 &
108, in Okmulgee, Oklahoma 74447.



Free Conservation Workshop & Lunch

Starts at 11:00 AM

Locally-Led Workshop

- Ag Census Update (NASS)
- FSA Program Updates
- NRCS Program Updates
- Importance of Conservation Districts & Serving
- Local Resource Concerns
 - Survey

Grazing Management for Healthy Soil & Healthy Food

- Simple Steps for Better Forage

**Okmulgee, Mayes,
Muskogee, Rogers, Tulsa
and Wagoner County
Conservation Districts**



RSVP by May 8th

Chris Best

405-385-3032

Christopher.Best@ok.usda.gov

Dr. Carol Crouch

Carol.crouch@ok.usda.gov

405-612-9331

Open to the Public

AGENDA

11:00 AM Pre-Registration

11:15 AM Workshop

Introduction & Welcome

- Dr. Carol Crouch, NRCS State Tribal Liaison
- Chris Best, NRCS
 - Locally-led Process
 - Survey

Conservation District Announcements

- TBA

Farm Service Agency (FSA) Program Updates

- TBA

Importance of AG Census

- Troy Marshall, USDA-NASS

Muscogee (Creek) Nation Tribal Conservation District Update & Activities

- Patricia Kilian
- Julie Norem

Importance of Serving Conservation District Boards

- Sarah Blaney, OACD

12:00 AM Lunch Prayer - TBA

- Lunch Served

12:00 PM Working Lunch

12:45 PM

Grazing Management for Healthy Plants and Healthy Soil

Simple Steps for Better Forage?

Healthy Soil = Healthy Food

- Steve Alspach, NRCS, State Soil Scientist
- Greg Scott, OCC
- Colin Walden, NRCS

Workshop Partners

****USDA & Conservation Partners Informational Booths: 11:00 AM to 1:30 PM***



United States Department of Agriculture
Natural Resources Conservation Service



**NOTICE OF PUBLIC MEETING
FOR REVIEW OF LONG RANGE PLAN**

TO ALL PERSONS INTERESTED:

Notice is hereby given that a public meeting will be held by the _____
Conservation District on the _____ day of _____, 20 _____
beginning at _____ (am/pm) located at _____
to review the Long Range Plan of said conservation district. All residents of the district are
invited to attend.

Chairman, Board of Directors

ATTEST: District Secretary

We Need You! Attend Conservation Day @ the Capitol 2019

Oklahoma Association of Conservation Districts [sarahblaney@okconservation.org]

Sent: Tuesday, May 07, 2019 9:41 AM

To: Gabriel Parker

Having trouble viewing this email? [Click here](#)



Oklahoma Association of Conservation Districts

www.okconservation.org

Urban/Suburban Conservation Day @ the Capitol 2019

When

Tuesday, May 14, 2019 from 8:30
AM to 1:00 PM CDT

[Add to Calendar](#)

Dear Gabriel,

The Oklahoma Legislative Session is in full swing and we need your help to educate elected officials about the important service that conservation districts provide to Oklahoma's communities every day.

Where

**Oklahoma State Capitol
Building**

2300 N. Lincoln Blvd.
4th Floor Rotunda
Oklahoma City, OK 73105

Join us on Tuesday, May 14, 2019 from 8:30 a.m. - noon as we educate and advocate for conservation at the Oklahoma State Capitol. It is vital that elected officials hear from you directly. [Please let us know if you can make it by Friday May 10th.](#) This will allow us to plan accordingly.



[Driving Directions](#)

Register Now!

[I can't make it](#)

Oklahoma Association of Conservation Districts, PO Box 2775, Oklahoma City, OK 73103

☐ Check box for address change.
Affix postage and return



PLACE
STAMP
HERE

Name: _____

Address: _____

City/State: _____ Zip: _____

To avoid a \$5 monthly dormant fee, please conduct a deposit or withdrawal on your account as soon as possible. For further information or assistance, please call the Arvest Bank Contact Center at (866) 952-9523 .



Arvest Bank
PO Box 1670
Lowell, AR 72745-1670

ARVEST BANK TULSA - DOWNTOWN
P O BOX 1670
LOWELL AR 72745

Date: 4/12/2019
Account Number: ***** 410
Balance: \$83.63

*****Please Read Carefully*****

This is a courtesy pre-dormancy notice. We appreciate the relationship you have with Arvest Bank and want you to know that your account will become dormant* on the date below unless a deposit or withdrawal is performed prior to that date. Dormant accounts are assessed a \$5 fee each month.

A deposit or withdrawal of any amount will keep your account active and prevent the account from becoming dormant for 365 days (for checking accounts) or 730 days (for savings and money market accounts).

Date Account Will Become Dormant
05/14/2019

*Checking accounts are considered dormant after having no customer-initiated activity for 365 days. Savings and money market accounts are considered dormant after having no customer-initiated activity for 730 days.

Parker, Gabriael - NRCS-CD, Tulsa, OK

From: Harris, David - OCIO-CEC, Tulsa, OK
Sent: Tuesday, April 9, 2019 1:50 PM
To: Best, Christopher - NRCS, Tulsa, OK
Cc: Parker, Gabriael - NRCS-CD, Tulsa, OK; Harris, David - OCIO-CEC, Tulsa, OK
Subject: Wi-Fi Options

Chris,

I happened to overhear that the Conservation District in the Tulsa office was considering removing their internet access in favor of the USDA "SCA Guest WLAN" service. I am not sure if you are aware, but that would be outside the normal scope of use for that service. It is designed to be utilized on an occasional basis primarily meant for producers, etc. and was not intended for regular use by employees (see below from "CTS Wireless – Provisioning Guest Account":

- Guest accounts are typically for non-USDA users that are visiting the office. A guest account will give the user access to the internet, but not to internal USDA resources. A VPN can be used with Guest access to get access to internal USDA resources. Guest accounts can be created for anyone that is working in the interest of USDA.
- Guest accounts are only allowed to be created for up to 5 days in duration. If they need them longer than 5 days, a new guest account will need to be created for the next 5 days. Only create the account for the time the user will need them. If they are only in the office one day, set the account to expire after they leave instead of for 5 days.
- Guest wireless connections are only operational from 6am to 6pm local time.

The above is from our guide on steps to set up guest access, v 3.0, 9/4/2015. I see your user account has been designated as one that can set these temporary access guest accounts up via the portal. The only documentation I was able to locate about that is as follows from a 4/13/2017 "Administrative Topics SOP":

- Customer Agencies now have the ability to create Guest Accounts for 1 day business hours. Each agency should review their own documentation for proper use of guest account access.

Please let me know if I can provide any more information about this or any other services you may need.

Thanks,

David R. Harris
IT Specialist

GoDaddy

Willis E [wepum@godaddy.com]

Sent: Tuesday, April 16, 2019 3:11 PM**To:** Gabriael Parker

Hi Gabrielle,

Here is the breakdown of our two most economical website security packages. The pricing may be different (lower) than what I mentioned on the phone. You can set this up for multiple years to lock in the savings. Let me know if you have any questions or want to move forward with the security.

Website Security Deluxe \$191.88/year - Cleans up current hack and will prevent future hacks in addition to improving website performance

- 12-hour response time
- Unlimited malware removal
- Google blacklist monitoring & removal
- WAF malware prevention
- CDN performance accelerator
- Advanced DDoS mitigation

Website Security Essentials \$67.08/year - Cleans up current hack and will clean up any future hacks but will not prevent a future hack.

- 12-hour response time
- Unlimited malware removal
- Google blacklist monitoring & removal

Willis | Consultant, Sales and Support

willis@godaddy.com



RECOMMENDATION FOR APPOINTMENT OR REAPPOINTMENT OF CONSERVATION DISTRICT DIRECTOR

During a board meeting held on _____, _____, Directors of the
_____ Conservation District

took action for:

☐ **Reappointment**

☐ **Appointment due to:** ☐ Resignation ☐ Expiration of Term ☐ Death

of: _____

Recommendation(s):

Name: _____

Address: _____

Name: _____

Address: _____

For reappointment, the incumbent director attended _____ of _____ regular scheduled meetings during the immediate past term.

I have verified with the _____ County Election Board that the recommended person(s) is a registered voter within the boundaries of said conservation district.

District Representative

Date

Board of Directors Representative

Date

**A COPY OF THE COOPERATOR AGREEMENT OR APPLICATION FOR
COOPERATOR AGREEMENT MUST ACCOMPANY THIS FORM.**

TO BE FILLED OUT BY RECOMMENDED APPLICANT:

(Please print legibly)

Name:	
Date of Birth:	
Mailing Address (street/city/zip):	
Home Phone:	Cell/Office Phone:
Primary E-mail Address:	
Conservation District:	
Have you previously served on this or any other Conservation District Board? _____	
If yes, list district name and dates served: _____	

Signature: _____ Date: _____	