

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
December 13, 2018 - 4:00 PM

1. Meeting called to order
2. Roll Call
3. Consider, Discuss, and Take possible action on the following agenda items:
4. Discussion with the Local Work Group Partners
5. Consideration of Consent Agenda:
 - A. Approval of Minutes from the November 8, 2018 Regular Meeting
 - B. Approval of Financial Statements & District Budget for Period Ending November 30, 2018
 - 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 November 2018
6. Consideration of and Possible Action on Items to be Removed Consent Agenda
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. Discussion of the Area III Meeting
 - E. Discussion of Long Range Plan
 - F. Discussion of Accrued Annual Leave
 - G. Discussion of Employee Training
 - H. Discussion and Approval of FY – 2019 Financial Request from TACF
 - I. Board Member Recruitment
8. New Business:
9. Public Comments:
10. Adjourn:

Next regularly scheduled meeting is January 10, 2019 at the Tulsa County Conservation
District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.



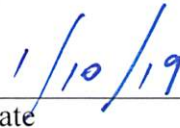
Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **December 13, 2018** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **January 10, 2019**



Chair, Board of Directors



Date

Attest:



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

Date: December 13, 2018

Time: 4:00 PM

Members Present: Jana Black, Vice Chairwoman
Zach Kilburn, Treasure
Tom Tolbert, Member

Members Absent: John Beasley, Member

Others Present: Gabrielael Parker, District Secretary
Christopher Best, District Conservationist
Graham Brannin, Director of The Met

1. Meeting Called to Order:

Vice-Chair, Jana Black called the meeting to order at 4:07 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 December 12, 2018 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

2. Roll Call

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

Chris Best entered at 4:08 PM

4. Discussion with the Local Work Group Partners

Moved to agenda item 7-J

Graham Brannin entered at 4:12 PM

5. Consideration of Consent Agenda:

- A. Approval of Minutes from the November 8, 2018 Special Meeting**
- B. Approval of Financial Statements & District Budget for Period Ending November 30, 2018**
- 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 November 2018

After a brief discussion, Zach Kilburn made a motion to approve the consent agenda as presented. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

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

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

A. Discussion and Acceptance of District Conservationist Agency Report

Christopher Best said we will now have one ranking for entire team. This will be effective for the current year of FY 2019. The main priority for the team will be livestock water, and a secondary priority of brush management. He said the priorities will most likely change from year to year.

Chris said that was all he had to talk about. It is coming up on the holidays, so things will be quiet until the first of the year.

Zach Kilburn 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, Zach Kilburn 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 November was a steady month. The Locally Led meeting went well. Gabriel said we had about 20 people show up. She said she learned a few things about FSA programs that she did not know about. Micha Anderson, did a fantastic job demonstrating how to have a garden in a tub. He even brought a drill to drill holes into some pipe. Clark Nelson did a fantastic job speaking about bees. It seemed like he could go on for days about beekeeping. He was very knowledgeable. Gabriel thought bees died in the winter and came back in the spring, but learned that was not the case. She also learned that bees can make different types of honey. It depended the food source that was available. Clover honey is made from clover plants. She thought that was cool. Gabriel said she completely forgot about the Blue Thumb training but would try to attend the next one in Tulsa.

Gabriel said she attended the Area III meeting this year and she was happy to report that the budget for 2019 looked a lot better than it had in a long time. Most of the meeting was highlighting district projects, so she didn't have any big news to report from the meeting.

We did have a preliminary RMC meeting. Tom Tolbert wanted to stick with the eco-friendly theme with a public audience, but the group felt it would be hard to get people to

pay for a workshop like that. The group thought about holding an outdoor concert in Broken Arrow. Tom said the Parks Department had a great space for such an event. We talked about getting local bands to play and food vendors to take part. Booth space could be related to environmentally friendly, sustainable, and energy-efficient products. Gabrielael said she really liked the idea. She said the planning group realized the need to think outside the box to fund-raise effectively. She said she would send out another planning meeting request in January after the holidays. Gabrielael said that was all she had as far as outreach went for the month. No further action needed to be taken at this time.

D. Discussion of the Area III Meeting

Gabriael Parker said she apologized for having this as a separate agenda item. She did not plan on going over the meeting in detail in her outreach report, but since she did give more detail, she did not have anything further to add. No further action needed to be taken at this time.

E. Discussion of Long Range Plan

Gabriael Parker said we were given the Long-Range Plan information in the district session. The plan is set up every five years. It is supposed to be our strategic plan the next five years. OCC said they have changed the format to a more straightforward one. They included an example from the state of Washington. They also provided the time-frame in which the plan needed to be completed. OCC also said that we need to be realistic in our goals because they will be checking to see if the districts are meeting these goals and milestones. They said district funding may depend on how well we are carrying out our goals outlined in our strategic plan. Gabrielael said she thought we could come up with a game plan in January, work on the plan in February, March and April. We can submit a draft to OCC in May and then have a public hearing that same month. Once that happens, we can approve the final draft at the June meeting and the final approved Long-Range Plan sent to OCC by the end of June. The board said they agreed with that time-frame, and they would help with the plan. Gabrielael said she would have it on the agenda in January for further discussion. No further action needed to be taken at this time.

F. Discussion of Accrued Annual Leave

Gabriael Parker said she was looking in the Commission Handbook for information on purging items and happened to come across leave hours. She discovered that she may not have been given the correct amount of annual leave for the last eight months. If an employee has been here less than five years, they earn ten hours of both annual and sick leave. If an employee has been here more than five but less than ten years, they earn twelve hours of annual leave. Gabrielael said she has been here for five years and going on six. She emailed Lisa Knauf at the commission to verify but had not heard back. She called Mayes County to see if the district there could answer the question. Niecca Pruitt with the district informed her that she would need to have the board approve the back leave and document the approval in the minutes. She said as soon as that happened, she could add the back leave to the current total and start accruing the normal twelve hours a month. Gabrielael said it would be two hours for the last eight months, which would be 16 hours of back leave starting from March. Zach Kilburn made a motion to approve the

eight months of annual leave totaling sixteen hours to Gabriela Parker. Tom Tolbert 2nd the motion. Nays: None. The motion carries.

G. Discussion of Employee Training

Gabriel Parker said the Oklahoma Association of Conservation District Employees, OACDE, OACD and OCC were planning a statewide employee training on April 2nd and 3rd in Oklahoma City. The last training was in 2011 or 2012. Due to budget constraints OACDE has not been able to host one since the last over six years ago. In the email sent from Judy Johnson in Grant County, we need to let them know as soon as possible if we are going to need assistance with attendance costs. She said if the board would like to her to attend, we need to let them know that we will most likely need assistance. The board agreed and said it would be good for Gabriel to be there. Gabriel said she would email Judy and let her know that we are interested in participating. No further action needed to be taken at this time.

H. Discussion of FY – 2019 Financial Request from TACF

Gabriel said we are working on planning a fundraiser event in 2019 so we can request assistance from the Foundation. The board decided to table this agenda item until the next board meeting. No further action needed to be taken at this time.

I. Board Member Recruitment

The board asked Graham Branning if he might know of anyone who would be interested in becoming a board member. He said he might know of someone and that he would talk to them about it. Gabriel Parker said they would be more than welcome to attend a meeting or two to see if it would be a good fit. In the meantime, the board thought we could see if one of the NRCS producers would be interested. Chris Best suggested maybe Sherry Laskey. Graham suggested we talk to James Spicer. Gabriel said she did not think he was a resident of Tulsa County. They must be a registered voter in Tulsa County to be on the board. The board said they would continue to contact people in their networks. No further action needed to be taken at this time.

J. Discussion with the Local Work Group Partners

Chris Best started off the conversation by asking Graham Brannin what resource concerns he saw or experienced around Tulsa County that either NRCS or the state Cost-share program can address. Chris said he knew there will always be some resource concern, but one that is of higher priority. Graham said he has a ranch in Washington County, but he works in Tulsa County at the Metropolitan Environmental Trust. He said the things that come to mind would be feral hogs. He was not sure if it was a huge concern here in Tulsa, but it is becoming a major concern in surrounding counties.

Gabriel said even though his ranch is in Washington County, the concerns that Graham had, or his neighbors had, people in Tulsa County would have had similar experiences. It just on a smaller scale. Graham said people are still dealing with the typical problems. People still deal with a huge cedar, and sericea lespedeza problem. Another concern he hears about is erosion control, problems with old pond structures and pond breaches.

In the more urban areas, the issues he sees are related to water quality. The outreach many of our partners focus on, is the overuse of herbicides, insecticides and fertilizers. In addition to those items he just mentioned, stormwater quality and non-point pollution. He used Crow Creek as the example of urban water quality issues. He pointed out the lack of adequate fish and macroinvertebrates diversity in the creek. He said the problem was not isolated to just Crow Creek. He said this has been the issue in many creeks around Tulsa County.

Graham said he would like to target water quality by planting native plants, rain gardens and weight stations to help achieve that goal. Anything that helps people plant Monarch weight stations, rain gardens, and native plants is a great thing. Tom Tolbert asked about getting urban producers to help reach our goals. Tom said Freddy Trujillo told him that they have many producers interested in seasonal high tunnels (SHT) but are unable to install them because they lack the expertise in putting them up. Chris said the most expensive part of the system was delivery costs and installation costs. Many producers found the cost of delivery and installation outweighed the structure itself.

Chris said the max payment on a SHT is \$10,000, and most of them are going to be small. In urban areas we are dealing mostly with backyard gardens. When a producer finds a company that will install it, like one in Edmond, they charge close to \$1,000 in travel to Tulsa Count, then they charge around \$1,4000 in labor cost and that does not include the cost of the kit. Gabrielael asked how much the kit costs. Chris said they can start out at \$1,100 and go up from there depending on the size.

Graham said food forests are gaining in popularity here which provide multiple benefits. He mentioned some of the various projects that are going on at area schools on private organizations. These included urban gardens teaching gardens and more urban food forests. Chris said he saw teaching gardens in Oklahoma City. He said they work well if the original teacher stays in the position to maintain the garden, but future maintenance may fall behind if they leave. Graham said that is where the concept of food forests and permaculture in general is a better idea. Those have significantly lower maintenance requirements once they are established.

Graham asked Chris if the information he provided was helpful. Chris said it was great information. Chris said he wanted to point out the Local Workgroup meeting is not just about comments from community partners, but comments from the board as well. He knows that when board members go about their regular daily business, they may see and hear things that NRCS may not know about. These meetings are just as much about the board member input as it is other community partners. He encouraged them to reach out to him about the resource concerns they hear about. Jana Black said it seemed that Graham touched on the many concerns facing Tulsa County, and she could not think of anything else. Chris asked the board if they would like to see a bigger push for the SHT in Tulsa County. The board said there are many small producers in Tulsa that could benefit significantly from a SHT. Chris said he has looked for someone locally who sells them and possibly install them. He said anyone can put it up. NRCS does not have a

requirement on who installs the system. Most people are unable to install them by themselves. Chris said he would reach out to his contacts to see if they can't find some volunteers to help install them. The board said this had been a very informative productive discussion. They thanked Graham for attending and providing his insight on the resource concerns for Tulsa County. He said it was a pleasure. No further action needed to be taken at this time.

2. New Business:

None

3. Public Comments:

None

4. Adjourn:

Meeting Adjourned at 5:24 PM

Next regularly scheduled meeting is January 10, 2019 at the Tulsa County Conservation District Office: 6660 South Sheridan Rd, Suite 120 Tulsa, OK 74133.

3:21 PM
12/06/18
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July through November 2018

	<u>Jul - Nov 18</u>
Income	
Interest Income	2.12
OCC Cost-Share Reimbursements	17,824.12
OCC General Exp Reimbursements	643.71
OCC Salary Reimbursements	<u>12,841.98</u>
Total Income	31,311.93
Expense	
Administrative Expense	259.71
Cost-Share Payments	17,824.12
Employee Benefits	962.25
Internet	299.12
Outreach Programs	33.00
Payroll	6,162.77
Payroll Tax	4,666.77
Postage	24.70
Registration Fees	38.00
Telephone and Internet	74.78
Travel	<u>333.79</u>
Total Expense	30,679.01
Net Income	<u>632.92</u>

3:16 PM
12/06/18
Accrual Basis

Tulsa County Conservation District
Profit & Loss
November 2018

	<u>Nov 18</u>
Income	
Interest Income	0.39
OCC Salary Reimbursements	<u>2,140.33</u>
Total Income	<u>2,140.72</u>
Expense	
Administrative Expense	119.88
Employee Benefits	192.45
Internet	74.78
Outreach Programs	33.00
Payroll	2,649.21
Payroll Tax	721.07
Registration Fees	38.00
Travel	18.19
Total Expense	<u>3,846.58</u>
Net Income	<u><u>-1,705.86</u></u>

3:17 PM
12/06/18
Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
November 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	11/30/2018		Arvest	Interest Pay...		Arvest Checki...	0.37	0.37
Deposit	11/30/2018		Arvest	Interest Pay...		Arvest Special...	0.02	0.39
Total Interest Income							0.39	0.39
OCC Salary Reimbursements								
Deposit	11/29/2018		OCC	December S...		Arvest Checki...	2,140.33	2,140.33
Total OCC Salary Reimbursements							2,140.33	2,140.33
Total Income							2,140.72	2,140.72
Expense								
Administrative Expense								
Check	11/27/2018		Go Daddy Web Hos...	Hosting Wes...		Arvest Checki...	119.88	119.88
Total Administrative Expense							119.88	119.88
Employee Benefits								
Check	11/30/2018	8639	OCC	November 20...		Arvest Checki...	192.45	192.45
Total Employee Benefits							192.45	192.45
Internet								
Check	11/29/2018		COX Communicatio...	November 20...		Arvest Checki...	74.78	74.78
Total Internet							74.78	74.78
Outreach Programs								
Check	11/1/2018		Wal-Mart	Locally Led ...		Arvest Checki...	33.00	33.00
Total Outreach Programs							33.00	33.00
Payroll								
Check	11/2/2018	8627	Gabriel S Parker	August 1-15t...		Arvest Checki...	883.07	883.07
Check	11/16/2018	8629	Gabriel S Parker	August 16-31...		Arvest Checki...	883.07	1,766.14
Check	11/30/2018	8634	Gabriel S Parker	September 1-...		Arvest Checki...	883.07	2,649.21
Total Payroll							2,649.21	2,649.21
Payroll Tax								
Check	11/13/2018		IRS	941 Tax Pay...		Arvest Checki...	721.07	721.07
Total Payroll Tax							721.07	721.07
Registration Fees								
Check	11/21/2018		OACD	Area III Meeti...		Arvest Checki...	38.00	38.00
Total Registration Fees							38.00	38.00

3:17 PM
12/06/18
Accrual Basis

Tulsa County Conservastion District
Profit & Loss Detail
November 2018

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Travel								
Check	11/30/2018	8647	Gabriael S Parker	October 2018...		Arvest Checki...	18.19	18.19
Total Travel							18.19	18.19
Total Expense							3,846.58	3,846.58
Net Income							-1,705.86	-1,705.86



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 11/30/2018

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$1,494.87
Total Current Value		\$1,494.87

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
11/01/2018	Beginning Balance	\$3,200.75
	2 Credit(s) This Period	\$2,140.70
	10 Debit(s) This Period	\$3,846.58
11/30/2018	Ending Balance	\$1,494.87

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.37
Interest Paid Year-to-Date	\$3.01
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
11/29/2018	VENDOR PAYMENTS MISC REIMB. TULSA COUNTY CONSERVAT	\$2,140.33

Other Credits

Date	Description	Amount
11/30/2018	INTEREST PMT	\$0.37

Electronic Debits

Date	Description	Amount
11/01/2018	WAL-MART #0894 DDA PIN POS PUR CD5315 TULSA OK#830508942089	-\$33.00
11/13/2018	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$721.07
11/27/2018	GO DADDY WEB ORDER Secretary	-\$119.88
11/29/2018	COX COMM TUL BANK DRAFT Tulsa County Conservat	-\$74.78



Statement Ending 11/30/2018

TULSA COUNTY CONSERVATION

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Customer Number

NON-PROFIT INTEREST CHECKING

Checks Cleared

<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>
8627	11/02/2018	\$883.07	8634*	11/30/2018	\$883.07	8645*	11/21/2018	\$38.00
8629*	11/16/2018	\$883.07	8639*	11/30/2018	\$192.45	8647*	11/30/2018	\$18.19

* Indicates skipped check number

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
10/31/2018	\$3,200.75	11/13/2018	\$1,563.61	11/27/2018	\$522.66
11/01/2018	\$3,167.75	11/16/2018	\$680.54	11/29/2018	\$2,588.21
11/02/2018	\$2,284.68	11/21/2018	\$642.54	11/30/2018	\$1,494.87



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 11/30/2018

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$83.55
Total Current Value		\$83.55

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
11/01/2018	Beginning Balance	\$83.53
	1 Credit(s) This Period	\$0.02
	0 Debit(s) This Period	\$0.00
11/30/2018	Ending Balance	\$83.55

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	\$0.26
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
11/30/2018	INTEREST PMT	\$0.02

Daily Balances

Date	Amount	Date	Amount
10/31/2018	\$83.53	11/30/2018	\$83.55

OSF Form 3 (Revised 10/03) STATE OF OKLAHOMA Notarized Claim Voucher And Disbursement of Payroll Withholdings			CLAIM OF: Tulsa County CD 6660 S. Sheridan Rd Suite 120									
			ALT. NAME: Tulsa, OK 74133 Vend I.D.: 73-0723957 LOC.: 2						TOTAL CLAIM AMOUNT	AGENCY BUSINESS UNIT	CLAIM VOUCHER NO.	WARRANT NO.
OSF - AUDITED BY: _____ FOR AGENCY USE: _____			ASSIGNMENT SECTION ASSIGNEE: _____ Vend I.D.: _____ LOC.: _____ I hereby assign this claim to the above assignee and authorize the State Treasurer to issue a warrant in payment to said assignee.						Agency, Board, Comm., Dept.: _____			
									Claimant _____ Date _____			
ORDER NO.	AMOUNT	OBJECT ACCOUNT	OBJECT SUB-ACCT	FUNDING CLASS	ACT/SUB DEPT	BUDGET REF YR	CFDA CHARTFIELD	ROGRA	PROJECT	OPER UNIT	RESERVED	RESERVED
TOTAL												
DATE	ITEM	QUANTITY	ARTICLE						UNIT PRICE	AMOUNT CLAIMED	OBJECT ACCOUNT	
November-18												
	20		Office Supplies						\$ 33.00			
	21		GoDaddy Website Hosting Renewal						\$119.88			
	61		Annual Audit/Compilation						\$570.00			
	69		November Mileage						\$ 62.98			
	71		November Internet						\$ 74.78			
	86		Copier Rental						\$139.83			
THE SECTION BELOW IS NOT REQUIRED FOR WITHHOLDING PAYMENTS-EXCEPT FOR WITHHOLDING REFUND									TOTAL AMOUNT APPROVED	\$ 1,000.47		
The undersigned contractor, vendor, individual, or duly sworn agent, of lawful age, upon oath says that this claim is true and correct. Affiant further states that the work, services, or materials as shown by this claim have been completed or supplied in accordance with the plans, specifications, orders, requests, and all other terms of the contract. Affiant also states that any refunds represented by this payment are due. (NOTE: Claimant signature only for payroll withholding refunds.) _____ State of _____ County of _____ Claimant _____ Notary Public (or Clerk or Judge)									I hereby approve this claim for payment and certify it complies with the purchasing laws of this State. And as appropriate, with the payroll withholding rules and regulations of this State. _____ Agency's Approving Officer _____ Title _____ Date _____			
												_____ Subscribed and sworn before me _____ My Commission expires _____

Tulsa County

Conservation District:

December-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	29	30
Conservation Planning																														
Customer service toolkit data entry																														
Conservation plan maintenance																														
Assemble plan components			X	X	X														X								X	X		
Conducts on-site inspections																														
Provide practice check out services																														
Development of plan and soil maps																														
Other:																														
Outreach for Farm Bill Programs																														
News Article Development																									H	H				
Outreach Activities,							X																		O	O				
Assist with monthly outreach report																									L	L				
Public presentations																									I	I				
Success stories																									D	D				
Earth Team volunteer program																									A	A				
Assist with statewide media																									Y	Y				
Other: Tulsa Farm Show																														
Administrative Assistance for Farm Bill Programs																														
Filing			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X						X	X	X	
Updating General Manual and FOTG																									O	O				
Receptionist			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				F	F	X	X	X	
General office correspondence			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				F	F	X	X	X	
Record of meeting minutes																									I	I				
Maintain office schedules			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				C	C	X	X	X	
Maintain ledgers			X	X	X	X	X			X	X	X	X	X			X	X	X	X	X				E	E	X	X	X	
Other: SCSPY 19, Website Updates							X																							
Farm Bill Contracting																														
Explain and promote farm bill programs																														
Local work group coordination												X					X	X							C	C				
Complete program applications																									L	L				
Program application rankings																									O	O				
Compile and file applications																									S	S				
Prepare and mail form letters																									E	E				
Plan and contract development																									D	D				
Provide technical assistance																														
Update and maintain LTP-003																														
Other Farm Bill Activities:																														
NRCS Scanning/Mail																													X	

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:

 1/10/19
Conservation District Board Representative (Signature & Date)

 1/10/19
NRCS District Conservationist (Signature & Date)

TCCD Monthly Outreach and Activities Report

November 2018



Meetings:

11/01/2018	Sustainable Tulsa Meeting
11/01/2018	Locally Led Meeting/Urban Gardening 101 Workshop @ OSU Extension
11/3 – 11/4	Blue Thumb Training
11/08/2018	TCCD Board Meeting
11/13/2018	Area III Meeting
11/14/2018	RMC Planning Meeting

Special Events:

Holidays:

11/12/2018	Veteran's Day – Office Closed
11/25-11/26/2018	Thanksgiving Holiday – Office Closed

Upcoming Meetings

12/06/2018	Sustainable Tulsa Meeting
12/13/2018	TCCD Board Meeting
12/17/2018	Crow Creek Planning Meeting

Up Coming Events:

Upcoming NRCS Deadlines:

11/30/2018	CSP Renewal Applications Due in FNM Inbox for 2 nd Level Review
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Upcoming Holidays:

12/24-12/25/2018	Christmas Holiday – TCCD Office Closed - NRCS office open 12/24
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Side Notes:

Work Duties Performed:

- ❖ Assemble Agenda and Minutes for Meetings
- ❖ Answer phones
- ❖ TCCD/TACF Website Updates
- ❖ Email Correspondences
- ❖ Bill Pay/Financials
- ❖ TCCD File Organization
- ❖ Office Mail
- ❖ Update Office Calendars
- ❖ Meeting Organization and Coordination
- ❖ Office Scanning
- ❖ Meeting Minutes
- ❖ State Cost-Share Program Year 19
- ❖ Event Prep
- ❖ Tax Prep

AREA III AGENDA

8:00 a.m. – Registration

9:00 a.m. – Welcome & Opening Ceremonies

Jimmy Emmons, OACD President

9:10 a.m. – Continuing Education Initiative for Directors & Employees

Ed Casey, OACD Area III Director

9:25 a.m. – NRCS Field Restructure Update & Programs Rollout

Jamey Wood, NRCS Assistant State Conservationist

9:50 a.m. – Conservation and Agriculture Reach Everyone Project Update

Sarah Blaney, OACD Executive Director

10:10 a.m. – Speech Contest Sign In

10:15 a.m. – Break

10:25 a.m. – Soil Health Area Case Studies

Amy Seiger, OCC/NRCS Soil Health Coordinator

Steve Alspach, NRCS State Soil Scientist

Greg Scott, OCC Soil Scientist

Blane Stacy, OCC Soil Health Assistant Program Director

10:30 a.m. – Speech Contest

11:10 a.m. – 2018 Legislative Successes & 2019 Legislative Agenda

Sarah Blaney, OACD Executive Director

Trey Lam, OCC Executive Director

11:25 a.m. – OCC Division Presentation

Robert Toole, Abandoned Mine Land Reclamation Program Director

11:45 a.m. – Conservation in Oklahoma Film

Jamey Wood, NRCS Assistant State Conservationist

12:00 p.m. – Awards Luncheon

1:05 p.m. – Pollinators and Soil Health

Sarah Blaney, OACD Executive Director

1:15 p.m. – Blue Thumb 2018 & Friends of Blue Thumb

Candice Miller, Blue Thumb Education Coordinator

Joyce Varner, Friends of Blue Thumb

1:35 p.m. – Communication in the Modern Age

Chris Cox, OCC/NRCS Public Information Officer

Amy Seiger, OCC/NRCS Soil Health Coordinator

7:30 AM - 4:15 PM

AREA III AGENDA CONT.

1:55 p.m. – Oklahoma State Cost Share Program Panel Discussion

Lisa Knauf Owen, District Services Director/OCC Assistant Director

Patty Underhill, Caney Valley/Nowata County Conservation District Secretary

Julie Lamb, NRCS District Conservationist in Nowata

2:25 p.m. – Farm Bill Update

Amy Hagerman, OSU Professor of Agricultural Economics

2:45 p.m. – Business Meetings

Directors Meeting

OACDE Meeting

NRCS Staff Meeting

3:15 p.m. – Adjournment

2018 NEW DIRECTORS FOR AREA III

Charles Coblenz - Mayes County Conservation District

Jason Cagle - Okmulgee County Conservation District

Angie Harmon - Rogers County Conservation District

DIRECTOR SERVICE AWARDS

5 Years

Mandy Blocker - Muskogee CCD

10 Years

Audrey Adney - Muskogee CCD

15 Years

Gerald Grimes - Ottawa CCD

Curtis Haskins - Creek CCD

Savoy Alexander, Jr. - Creek CCD

Frank Woodruff - Sequoyah CCD

Jim Manning, Jr. - Creek CCD

YOUTH CONTEST SPONSORS

ITC

Oklahoma Chapter of the Soil and Water Conservation Society

Oklahoma County CD

Cimarron County CD

Greer County CD

Cotton County CD

Nowata County CD

Custer County CD



CONSERVATION DISTRICTS

Adair County CD
Caney Valley CD
Cherokee County CD
Craig County CD
Creek County CD
Delaware County CD
Mayes County CD
Muskogee County CD

Nowata County CD
Okmulgee County CD
Osage County CD
Ottawa County CD
Rogers County CD
Sequoyah County CD
Tulsa County CD
Wagoner County CD

OACD EXECUTIVE BOARD

Jimmy Emmons, President - Dewey County Conservation District
Bryant Reeves, Vice President - Greer County Conservation District
Larry Wright, Vice President - Deer Creek Conservation District
Bill Jordan, Vice President - Garvin Conservation District
Debi Carnott, Area I Representative - Central North Canadian River Conservation District
Joe Caughlin, Area II Representative - Kay County Conservation District
Ed Casey, Area III Representative - Nowata County Conservation District
Kenneth Hart, Area IV Representative - North Fork of the Red River Conservation District
Dale Jenkins, Area V Representative - Hughes County Conservation District

OCC AREA III COMMISSIONER

Scotty Herriman, Nowata County Conservation District

OACD AREA III DIRECTOR

Ed Casey, Area III Representative



*Things Are
Looking Up!*



OKLAHOMA ASSOCIATION OF CONSERVATION DISTRICTS

LOCAL
LEADERSHIP
GLOBAL
IMPACT



*OACD Area 3
Meeting*

*November 13th, 2018
Mid America Industrial Park
Expo Center
Chouteau, OK*

Soil Health Exhibits

The following exhibits and activities are available for demonstration by the Soil Health Team. We will present at any type of function or field day, either in conjunction with another soil health activity/training/workshop, or as a stand-alone exhibit at your event.

Rainfall Simulator (image 1)

How does your soil react to a heavy rain? How does a covered soil react compared to a bare soil? The rainfall simulator shows real time reactions to a simulated “good ol’ Oklahoma rainstorm” and its effects on the soil. Up to 5 soil pans can be compared side by side at the same time. Parameters such as runoff, erosion, water infiltration and storage, effectiveness of litter and mulch, and even compost, can be demonstrated. Soil Samples collected locally when possible.



Soil Health Educational Display (image 2)

The Soil Health program has available for check-out an educational display board. This display is great for county fairs, natural resource days, and any other event where a booth space is used for display. The display can be outfitted in a variety of ways, tailoring it to your audience. Included are several 'Soil Facts' placards and banners that attach via Velcro to the fabric display board.

Soil Health Exhibits

Soil Profile Interactive Lesson (image 3)

This interactive exhibit demonstrates the profile of the soil set up as a walk through exhibit. The pop up canopy is fitted to hold twelve 3'X6' soil profile display posters along the walls, or can be outfitted as a walk through tunnel with tables as the sides. Images on the panels consist of a basic soil profile, a forest soil, a grassland soil, a wetland soil, soil components, soil forming factors, soil organisms, and the functions of soil. Great for Natural Resource Days, Earth Day activities, or as an addition to science classroom activities.



Soil Health and Blue Thumb

Tabletop Rainfall Simulator (image 4)

Similar to the full size rainfall simulator, this display is scaled down to fit on a table top. Stations can be set up, with a 'rain cloud' tray, the soil sample collector tray, an infiltration tray and a runoff/erosion collection tray. Excellent for indoor use where the full size unit is impractical to use. This is a highly effective and visual demonstration of erosion and runoff, perfect for educating about soil health or water quality. It can be requested through the soil health team or the Blue Thumb team.

Blue Thumb Programs

Creek Walks

A creek walk is really a stream ecology experience. Learn what lives in a nearby creek by seining for fish and looking under rocks for bugs. Learn all about what lives in our waters and why it's important.



Stream Trailer

See the difference between a healthy riparian area and an unhealthy riparian area, and the amount of erosion that happens with each. Learn how water moves in a channelized stream versus a naturally meandering stream and how that water impacts the land along the water's edge.



Creek Cleanup

Remove litter and junk from the streams in your area while learning about nonpoint source pollution and other factors that impact the water's health. If you know of a stream that needs cleaning, let us know!



Soil Health Education

Restoring Soil Health

Customized Field Days

Design your field day based on your needs and interests. These adaptable soil health field days can look at custom equipment and use, designing a cover crop seed mix, crop rotations, soil sampling, and more. We will work with your conservation district and our other partners to design and present a field day featuring knowledgeable speakers. Just tell us what you need! *Indoor, outdoor, or both.*

Customize Your Soil Health Field Day

- | | |
|---|---|
| <input type="checkbox"/> Cover crop planning & design | <input type="checkbox"/> Plant ID |
| <input checked="" type="checkbox"/> Forage mix design & use | <input type="checkbox"/> Water quality |
| <input type="checkbox"/> Companion plantings | <input type="checkbox"/> Ecosystem services |
| <input type="checkbox"/> Grazing management | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Grazing system planning | |
| <input type="checkbox"/> Infiltration testing | |
| <input type="checkbox"/> Irrigation | |
| <input type="checkbox"/> Erosion | |
| <input type="checkbox"/> Sprayers & settings | |
| <input checked="" type="checkbox"/> Soil sampling | |
| <input type="checkbox"/> Equipment selection & settings | |

1. Find a producer to host.
2. Choose 3 or 4 topics your producers want to know about.
3. We'll provide the experts!

OKLAHOMA
CONSERVATION
COMMISSION

Plant ID for Soil Health

What plants are growing in a location tells a lot about the soil below. Learn to identify what's growing so you can make informed decisions about how to manage your plants and land. The training covers native- and introduced-plant identification, focusing on basic plant anatomy and terminology. Discussions include how plants interact with the soil; how traditional pasture/range management affects soil health; what plants can be used to benefit soil health; and beneficial plants for wildlife and soil microbes. Plant ID can take place indoor, outdoor, or both.

Soil Health Education

Understanding Soil Health

Soil Health 101

This introduction to Soil Health basics focuses on defining Soil Health and discusses the five principles of Soil Health that anyone can incorporate into conservation planning for farming, ranching, or urban settings. *Indoor, outdoor, or both.*

Soil Health 201

A continuation of the five soil health principles designed around your region. Our specialist focus more in depth for the concerns for that conservation district and implanting soil health practices that can be applied in a variety of landscapes and people across disciplines.

Assessing Soil Health

Tools & Methods for Assessing Soil Health

Meet the 'Soil Health Tool Bucket,' a 5-gallon bucket that includes the supplies and tools needed to determine soil health. This workshop demonstrates how to use these tools. Learn how to measure soil infiltration, pH, temperature, compaction, aggregate stability, biological activity, and more! *Indoor/outdoor, or outdoor only.*

Assessing Soil Health Field Day

Let's diagnose that soil! Apply what you learned in the tool bucket training. Use the tools and compare the results to the NRCS Soil Health Card to determine the soil health of at least two fields. What's the cause and what's the solution? This training focuses on diagnosing soil health problems, influences of crop or pasture production, and how soil health principles can be applied for improvement. *Indoor/outdoor or outdoor only.*

Blue Thumb Programs

Project WET

Provides educators with tools to teach about the value of water through fun, interactive lessons. Provides classroom-ready teaching aids and activities that can be used across a range of subjects and age groups.



EnviroScape

Create pollution in a watershed and see how storm water runoff carries it downhill and into your local waterways. Learn about what it means to live in a watershed and how both urban and rural areas can and will impact water quality.



Incredible Journey

Learn all about the water cycle and the many places water travels in its journey. Getting to make a bracelet along the way provides something fun to take home as well as a reminder of what drives the water cycle and why it's important.



Blue Thumb Programs

Groundwater Screening

The Blue Thumb Program offers Groundwater Screenings. While bacteria is not included, several parameters, including nitrates, are tested for. Conservation districts typically sponsor these events, with local volunteers actually performing the tests.



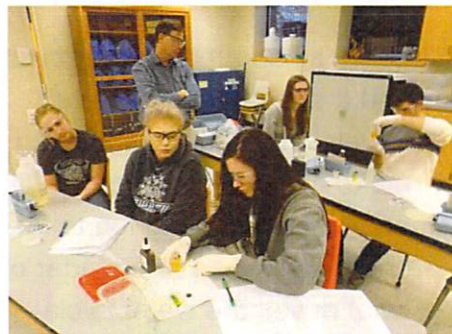
Fish Printing

Provides an easy-to-make item that can be taken home, which includes water quality information on the back of the paper. Several types of rubber fish available with a variety of colors.



Blue Thumb Mini-Academy

Designed to help teachers train their students how to conduct chemical water quality tests. One (or less) day of training prepares students for monitoring, allows them to perform real science and can be tailored to each individual teacher's needs.



Soil Health Program

Oklahoma's Soil Health program promotes soil health and conservation practices through education. This is a statewide initiative that teaches easy techniques for understanding, assessing, and restoring soil health. The goal of the soil Health program is to teach and grow the principles of soil health so that Oklahoma's agriculture production systems, food, air, and water quality can be conserved and protected for current and future generation. For more information on Soil Health contact:

Amy Seiger

405-522-4739

amy.seiger@conservation.ok.gov

Blane Stacy

405-522-4833

blane.stacy@conservation.ok.gov



For information on any OCC program contact Chris Cox at 405-522-5954 or christopher.cox@conservation.ok.gov

Oklahoma Blue Thumb

Oklahoma's Blue Thumb Program is the education program of the Water Quality Division of the Oklahoma Conservation Commission. The goal of stream protection through education is achieved through a citizen scientist monitoring program and numerous educational programs and activities, many of which are listed in this catalog. Blue Thumb offers most events for free. When there are expenses, such as to cover the cost of training materials, there might be a small charge, which can be discussed during planning of activities. For more information, visit our website at <http://bluethumbok.com> and our Facebook page at www.facebook.com/bluethumbok. You can also contact us for more information or with questions:

Jean Lemmon
918-625-1159

jean.lemmon@conservation.ok.gov

Kim Shaw
405-522-4738

kim.shaw@conservation.ok.gov

Candice Miller
701-659-0008

candice.miller@conservation.ok.gov

Becky Zawalski
405-522-4731

becky.zawalski@conservation.ok.gov

Blue Thumb Programs

Training for New Blue Thumb Volunteers

Full-day introduction to Blue Thumb and education, held in various locations across the state. Learn about watersheds, nonpoint source pollution, water quality and how you can educate about these issues in your community. Volunteers interested in monitoring a creek attend a second full-day training focused on water quality and chemical tests.



Exhibits and Handouts

Blue Thumb frequently makes exhibit materials available to volunteers who are working with us to spread the stream protection message. A variety of scenic panels work as a background. Display boards talk about the Blue Thumb Program. Handouts are available as well, and we often work with people to tailor a handout for their specific audience.



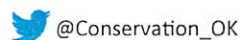
About the Oklahoma Conservation Commission

The Oklahoma Conservation Commission was established in 1937 through the Conservation District Enabling Act. The agency's mission is to provide assistance to Oklahoma's 84 conservation districts and the public through voluntary programs that enable Oklahomans to protect, conserve, and restore Oklahoma's renewable natural resources.

The Conservation District Enabling Act gave citizens the opportunity to form their own conservation districts, which are legal subdivisions of state government. The primary goal of districts is to assist citizens in practicing conservation management of the state's renewable natural resources, especially soil and water. Find your local conservation district by visiting our website. The goals of the Oklahoma Conservation Commission would not be met without the help of our many partners including the Oklahoma Association of Conservation Districts and USDA-Natural Resources Conservation Service.

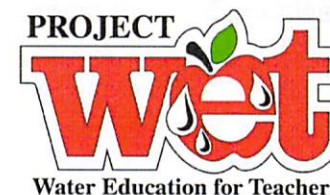


conservation.ok.gov
info@conservation.ok.gov
405-521-2384



Education Programs

The Oklahoma Conservation Commission has provided conservation education to Oklahomans since 1975. We work through an array of programs to educate Oklahomans of all ages about natural resources, with an emphasis on soil and water.



MARY FALLIN
GOVERNOR

TODD LAMB
LIEUTENANT GOVERNOR



TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

OKLAHOMA CONSERVATION COMMISSION BUDGET REQUEST - FISCAL YEAR 2020

1. Upstream Flood Control Infrastructure Dam Safety	\$1,590,000
a. Operation, Maintenance & Repair Needs (2107 structures)	\$1,000,000
b. Equipment & Vehicle Upgrades	\$ 500,000
c. Restoration of funding for mission critical positions	\$ 90,000
2. Critical Needs for Conservation Districts	\$ 378,000
Restoration of Conservation District Positions	
3. Water Quality – Illinois River Watershed Planning	\$ 500,000
TOTAL	\$2,468,000

OFFICE OF GEOGRAPHIC INFORMATION PROPOSED BUDGET REQUEST - FISCAL YEAR 2020 (Submitted by the Oklahoma Conservation Commission as approved by the State Geographic Information Council)

Operation Funding for the Office of Geographic Information	\$246,863
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MARY FALLIN
GOVERNOR

TODD LAMB
LIEUTENANT GOVERNOR



TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

To: All Conservation District Directors and Staff
From: Trey Lam, Executive Director
Date: November 1, 2018
RE: FY2020-2024 Long Range Planning Process

As a Conservation District Director or Staff Member can you answer the following questions:

1. What is the main purpose for the Conservation District's existence?
2. What is my role in helping the District meet their goals?
3. What is the District's most significant Natural Resource accomplishment in the past year?

Do your answers reflect the true picture of the work being done in your District? Are your answers consistent with the answers of other board members? If you are having trouble answering these questions perhaps it is time to re-evaluate.

It is time to begin preparing the Conservation District Long Range Plan for Fiscal Years 2020 – 2024. A draft of the plan must be submitted to the Commission for review on or before **May 1, 2019**. Additional information will be provided regarding format after the OACD Area meetings this fall.

The following is a description of a process you should use to assist you in developing the district's plan. I would encourage you to set a timeline for each of the phases so that you may complete your plan by the deadline.

The planning process should integrate a visioning process by district directors and staff as well as involvement of key stakeholders interested in conservation throughout the District. The plan should involve the following stages (defined in the next section).

BENEFITS: Why Build a Plan?

- ✓ To stimulate forward thinking and clarify future direction.
- ✓ To create a structure for evaluating and improving performance.
- ✓ To solve major organizational problems.
- ✓ To survive – even flourish with less.

- ✓ To build relationships, particularly with external stakeholders and customers.
- ✓ To build team work and expertise.
- ✓ To influence rather than be influenced.
- ✓ To meet funders' requirements.
- ✓ To set and meet attainable goals.

Phase One:	Initial Planning Process
Phase Two:	Mission & Vision Statement
Phase Three:	Inventory of Renewable Natural Resources & Update of social, economic, and demographic data
Phase Four:	Needs Assessment, Resource Trends, and Organizational Assessment
Phase Five:	Long-Term Goals
Phase Six:	Performance Measures (Objectives)
Phase Seven:	Actions & Strategies
Phase Eight:	Public Comment

PROCESS:

Phase One – Initial Planning Process

The plan should not be completed in a vacuum. The district should seek input from all interested individuals, groups, entities, or agencies (local, state, or federal). The district may consider hosting a meeting for local "opinion leaders". Local opinion leaders might include, but are not limited to, community leaders, county commissioners, school district board members, ministers, farm organization representatives, environmental organization representatives, or other agency personnel. Make a list and provide to the Commission who was invited to participate in the planning process.

Information can also be gathered from the local work group or locally-led and outreach meetings.

Phase Two - Review of the Mission & Vision Development

A review of the districts mission: what it does, how it does it and for whom. The mission statement defines:

1. The underlying reason for existence.
2. The business we are in – what we tell people we do.

3. Represents the present.

The vision will answer the question: "For what significant contribution to the quality of life in Oklahoma does the _____ Conservation District want to be known for in the coming five (5) years?"

The vision defines:

1. The future we want to create.
2. What we want people to see when they look at the district, our programs, and activities 3 – 5 years from now.
3. Represents the future.

Phase Three – *Inventory of renewable natural resources and Update of social, economic, and demographic data*

A thorough yet concise description of the renewable natural resources within the district should be included in the plan. This information, along with the social, economic, and demographic data should be relevant and current to the subject. When maps, charts, graphs, and tables are used they should be up-to-date and of good quality with the source of information referenced appropriately.

Contact Shellie Willoughby with the Information-Technology Division if you need assistance in generating district maps. Some of the maps that can be generated include (but are not limited to): roads, streams, upstream flood control sites, school districts, general census data, and general land forms.

Phase Four – *Organizational and Needs assessments, resource trends, and current issues*

To prepare the organizational assessment, analyze the organization's strengths (what's working well?) and weaknesses (what's working poorly?).

Review resource trends and current issues to determine if they are:

- Likely to have impact on the district's ability to carry out its mission;
- Ones to which the district must respond to in an orderly fashion through the use of human and financial resources;
- Ones over which the district may reasonably expect to exert some influence.

Assess the makeup of the Board. Determine if there are representation gaps and develop a plan for addressing those gaps. From the information gathered above you will then begin to determine what the needs of the district are and will become the basis for establishing your long-term goals.

Phase Five – Long Term Goals

The district will develop the “declarative statements that define outcomes or results to be achieved at some point in the future”. Goals are definitions of conditions that are different from what currently exists. They are the general areas where things will be made to happen in order to direct the district toward a vision. Goals are ideas or concepts that will serve as benchmarks, or landmarks, from which the district may judge its work and its health.

Phase Six – Performance Measures (a.k.a. Objectives)

Phase Five efforts will be directed toward developing quantifiable statements that describe the specific work that will be performed in an effort to meet the long term goals identified in the previous phase. Performance Measures, or objectives, are achievable – all things being equal – and shall be used to determine what progress the district is making toward meeting its goals. For example, % of acres / # of producers who apply conservation practices; % of clients reached through outreach activities; # of conservation plans; a measurable unit of public awareness of the conservation district.

Phase Seven – Actions & Strategies

Actions and Strategies take into consideration the Goals and Performance Measures of the district, and prioritize them, through scheduling and budgeting processes, to meet the needs of the district. The “who” is going to do “what” by “when” and “how” type of statement is often the format used in writing strategies. The actions/strategies may change from one planning cycle to another and should have a direct tie to the Joint Plan of Operations.

Phase Eight – Public Comment

Once you have received your draft plan back from the Commission review, the district must hold a public hearing on the plan draft. Refer to the “Public Meeting” handout on further instructions for conducting the public meeting.

PLAN REQUIREMENTS:

1. Identify one (1) major project that will be accomplished within the FY2020 Joint Annual Plan. Spell out in detail the staff, director and partner involvement. Identify the customers to be reached. Develop a timeline and budget. Describe how this meets one of your long term goals.
2. Assess how district staff and directors spend time. Explain how this meets the identified goals of the district.
3. Develop a list of Top 10 Ways a Conservation District can help their customers (see example)
4. Develop a recruitment / succession plan for conservation district directors.

SUMMARY:

An investment of time and participation by the district directors and staff in this process is an integral part of its successful achievement. The district needs to be committed to planning for the fulfillment of the organization's fundamental purposes. This includes:

- Establishing and clarifying purpose;
- Deciding on goals, and strategies whose attainment will help fulfill purpose; and
- Determining the major means and pathways to pursuing goals and strategies.

We hope that you will make the plan a real working document. This plan will serve multiple purposes; one of which could be the development of a contract between OCC and the district for future funding of personnel and operating funds.

Enclosed is a suggested time frame for completing the long range plan. If you need assistance in plan development in specific areas, please call upon the appropriate Commission staff. Do not overlook local and state NRCS personnel as a valuable resource in developing your plan. If you have any questions concerning the long-range plan please contact me.

Recommended Time Frame for Completing the Long Range Plan Fiscal Years 2020 to 2024

Dec. 2018 / Jan. 2019 – Gather & update natural resource inventory data. Develop needs assessment identifying top 5 natural resource concerns. Identify trends impacting natural resources and strategies to address trends.

Feb. / March 2019 – Develop/review/modify Mission & Vision. Develop core values.

April 2019 – Develop Natural Resource Priorities & Goals
 Develop Information – Education Priorities & Goals

May 1, 2019 – Final day to submit LRP draft to Commission for Review

May / June 2019 - Development of Joint Annual Plan (Actions & Strategies to meet goals of Long Range Plan)

May 15, 2019 – Receive comment on LRP back from Commission

May 15 – 30, 2019 – Incorporate recommendations from Commission Review of LRP

June 1 – 15, 2019 – Conduct Public Hearing on LRP

June 15 – 30, 2019 – Incorporate public comments into LRP

June 30, 2019 – Distribute LRP and submit final LRP to Commission

June 30, 2019 – Final day to submit Joint Annual Plan (annual plan) to Commission

July 1, 2019 – New LRP in place for 5 years

Long Range Plan encompass 5 fiscal years

FY 2020 – July 1, 2019 to June 30, 2020

FY 2021 – July 1, 2020 to June 30, 2021

FY 2022 – July 1, 2021 to June 30, 2022

FY 2023 – July 1, 2022 to June 30, 2023

FY 2024 – July 1, 2023 to June 30, 2024

LONG RANGE PLAN PUBLIC MEETING PROCESS

Due Notice of Public Meeting

Notice of public meeting must be printed as a legal notice in a newspaper of general circulation twice with an interval of seven days between each publication. Use Form OCC-2D, *Notice of Public Meeting for Review of Long Range Plan*. Each notice must run for one day. At least 20 days must elapse between the first publication and the date of the public hearing.

A copy of the newspaper proof of publication must be forwarded to the Commission.

Public Meeting Procedure

- ☐ Call the meeting to order.
- ☐ Introduce district board members who are in attendance.
- ☐ Announce the purpose of the meeting.
- ☐ Ask those present if they would like to identify themselves. The district personnel must record the attendance of each person identified.
- ☐ Distribute copies of the district's LRP to those present.
- ☐ Give a concise summary of the LRP proposed by the district.
- ☐ Call for comments and questions. The district board and/or employees should answer the questions to the best of their knowledge.
- ☐ Request that all comments and questions introduced during the meeting be forwarded to the district office in written form or handed in at the conclusion of the meeting.
- ☐ Adjourn the meeting.

The directors should give careful consideration to all comments and suggestions received during the public meeting and decide if they should be adopted as part of the LRP. If there are no changes to be made in the LRP it is ready for printing. If there are changes to be made in the LRP a final copy with the changes incorporated should be sent to the Commission office.

**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

5-Year Plan (2016 to 2021) Lincoln County Conservation District

Contact: Lea Shields, (509)725-4181 ext. 116,

lshields@conserve.wa.net – Updated 02/08/2016

Shelly Wilkley / GIS person

Organization of the Lincoln County Conservation District

A political subdivision of the State of Washington – authorities, powers and structure contained in RCW 89.08.

- We are a non-regulatory organization who offers conservation resources water, soil, livestock, energy, and natural resource assistance to landowners in Lincoln County.

Function of the Lincoln County Conservation District

To make available technical, financial and educational resources, whatever their source, and focus or coordinate them so that they meet the needs of the local land manager with respect to conservation of soil, water and related natural resources.

We Serve & Why

- **Citizens of Lincoln County** – The needs of our constituents are of utmost priority. We have a responsibility to educate and assist patrons/land owners protect and enhance the natural resource base in the county and beyond as well as a purpose, authorization and passion to serve.
- **Future Generations** – Lincoln County will be home to people for many years to come. It is our goal to conserve, protect, and enhance natural resources today so they are available to future generations.
- **Visitors and People throughout the World** – Soils, water, air, plants, animals, and humans do not stop at our boundaries. People come to our county to recreate and the quality of life including water, air, and related natural resources should not be degraded in Lincoln County.

Mission of the Lincoln County Conservation District

- To help citizens of Lincoln County protect, conserve, and enhance our natural resources.

Vision of the Lincoln County Conservation District

- It is our intent to conserve and enhance Lincoln County's natural resource base. We believe conservation programs shall be economically feasible and socially acceptable. It is our intent to promote an integrated management philosophy of education, research, and application to protect and enhance the quality of the natural and human environment.

Values of the Lincoln County Conservation District

- We value and strive to provide honesty, integrity, compassion, and fairness in all we do
- We believe conservation programs shall be economically feasible and socially acceptable
- We value conserving, protecting, and enhancing our natural resources for current and future generations
- We value helping the general public we serve with their natural resource issues and concerns
- We value being financially responsible
- We value local leadership and volunteerism

Natural Resource Data & Information:

- The West Palouse Local Work Group provides input in NRCS. The LWG reviews natural resource data, identifies natural resource priorities by land use and resource concerns, priority treatment watershed, conservation practices, and systems to treat resource concerns, treatment areas by land use and resource concern, ranking questions and funding pools for Farm Bill Programs.

Criteria for Selecting Conservation Priorities:

- The cost and availability of personnel to address the need
- Who pays the bill for the need?

- Locally desired and needed
- Available funding sources to address the issue (local, state, federal, and/or private)
- Most cost effective
- Time required to accomplish
- Number of district residents affected
- Acres treated and area of the district positively impacted
- Socially acceptable
- Economically feasible
- Feasibility of addressing the need
- Resource sustainability
- Amount of rainfall, soil type, and frost zone of the area

Priority Natural Resource Conservation Needs & Geographic Areas, Measures of Success and Goals:

Priority Natural Resource Conservation Need	Geographic Area	Measures of Success	Goals
Soil Health and protection (erosion, water loss, frozen soils)	County wide	<ul style="list-style-type: none"> • Acres in conservation systems • Soil erosion reduced • Soil health measurements 	<ul style="list-style-type: none"> • By February 2020, 100 conservation plans developed and implemented • By February 2020, have assisted 100 producers with soil health measurements and practices
Water resources (irrigation, water supply, water storage)	County wide	<ul style="list-style-type: none"> • Number of projects, related plans, acres and impact 	<ul style="list-style-type: none"> • By February 2020, have completed 5 water storage, 5 water supply, and 10 irrigation projects
Water quality (livestock, septic systems, nutrients, pesticides, and other pollution sources)	County wide	<ul style="list-style-type: none"> • Water quality measurements as related to the standards • Number of projects, related plans, acres and impact 	<ul style="list-style-type: none"> • By February 2020, have educated 500 people on water quality • By February 2020, have completed 25 water quality improvement projects
Forestry and grazing lands	Forest lands & grazing	<ul style="list-style-type: none"> • Number of projects, related plans, acres and impact 	<ul style="list-style-type: none"> • By February 2020, have 500 acres of conservation treated areas
Wildlife habitat (ESA, other)	County wide	<ul style="list-style-type: none"> • Number of projects, related plans, acres and impact 	<ul style="list-style-type: none"> • By February 2020, have 25 projects completed for wildlife habitat enhancements
Energy (renewable, wind, solar, efficiencies, other)	County wide	<ul style="list-style-type: none"> • Number of projects completed 	<ul style="list-style-type: none"> • By February 2020, have 5 energy conservation projects completed
Loss of private land	County wide	<ul style="list-style-type: none"> • Number of acres 	<ul style="list-style-type: none"> • By February 2020, reduce the loss of private lands
Fuels reduction	County wide	<ul style="list-style-type: none"> • Number of acres 	<ul style="list-style-type: none"> • By February 2020, have treated 500 acres and completed 20 home assessments
Conservation & continuing education	County wide	<ul style="list-style-type: none"> • Number of people reached and 	<ul style="list-style-type: none"> • By February 2020, have increased the number of

		related impact from events and activities	people reached with events and activities by 20%
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Information – Education & District Operations Priorities, Measures of Success, and Goals:

Priority	Measures of success	Goals
Education	<ul style="list-style-type: none"> Water conservation Conservation Practices 	<ul style="list-style-type: none"> By February 2016, have developed a water conservation program for city residents By February 2017, have developed a conservation cost share program
District operations	<ul style="list-style-type: none"> Financial condition Deliverables above Stable staff 	<ul style="list-style-type: none"> By February 2020, have completed deliverables while maintaining sound financial condition and stable staffing

Land Manager Needs

- Conservation planning assistance and access to planning tools
- Education and information of conservation systems that get results and programs available
- Technical assistance
- Have their voice heard at local, state, and federal level
- Program support
- Adequate cost share or grants for operators and land owners
- Computer accessibility for research, programs, planning, and information
- Advocacy group to be a buffer between regulators and clients
- Mentor farmer program and ways to exchange ideas
- Recycling programs for items hard to dispose of
- Assistance with natural disasters and recovery
- Economic and marketing information and research

Milestones, Timeline & Actions

Priority: Soil health & protection

Measurable Goal:

- By February 2020, 100 conservation plans developed and implemented
- By February 2020, have assisted 100 producers with soil health measurements and practices

Milestones	Timeline	Actions
Develop & implement information education program including growers meetings, newsletters, seminars, website, tour, field days to demonstrate	By Feb 2018	<ul style="list-style-type: none"> Host a stakeholders planning session Communication strategy developed
Cost share completed on 10 projects per year	Each year	<ul style="list-style-type: none"> Include direct seed program
Baseline soil health on 25 Farms	By Feb 2018	<ul style="list-style-type: none"> Purchase a soil quality test Hold field demonstration for developing baseline
Increase weather stations established and/or	By Feb	<ul style="list-style-type: none"> Electronic distribution of data

capacity including soil temperature, and share the data with producers	2019	<ul style="list-style-type: none"> Install weather station
Have established a working linkage with fertilizer companies to provide soil health technical assistance and promotion	By Feb 2018	<ul style="list-style-type: none"> Communication strategy developed
Soil health education tour at Lincoln County schools	Yearly	<ul style="list-style-type: none"> Host soil erosion experiment and farm visit at different elementary school each year
Direct Seed cost share implementation	Yearly	<ul style="list-style-type: none"> Provide cost share opportunity to Lincoln County operators and seek additional funding

Priority: Water resources (irrigation, livestock water, water supply, water storage)

Measurable Goal:

- By February 2020, have completed 5 water storage, 5 water supply, and 10 irrigation projects completed

Milestones	Timeline	Actions
Identify feasible projects in each category and related funding source	Each year	<ul style="list-style-type: none"> Establish a tracking system
Implement a finalized plan for passive rehydration leading to the build-out to increase water availability (irrigation, wells, other)	By Feb 2018	<ul style="list-style-type: none"> Identify partners to work with in implementation of the project...meeting, communicating and planning

Priority: Water quality (livestock, septic systems, nutrients, pesticides, and other pollution sources)

Measurable Goal:

- By February 2020, have educated 500 people on water quality
- By February 2020, have completed 25 water quality improvement projects

Milestones	Timeline	Actions
Develop and implement a septic system program	By Feb 2017	<ul style="list-style-type: none"> Stakeholders meeting for sensing need Identify funding sources Work with Lincoln County Health
Identify and hold informational meetings on water quality	yearly	<ul style="list-style-type: none"> Meet, communicate, and plan with community members
Projects identified and implemented	yearly	<ul style="list-style-type: none"> Work to develop timeline for projects
Develop & implement a water quality monitoring program with producers	By Feb 2015	<ul style="list-style-type: none"> Find projects and funding for water quality programs

Priority: Forestry and grazing lands

Measurable Goal:

- By 2020, have 500 acres of conservation treated areas

Milestones	Timeline	Actions
Establish a forestry services program with a neighboring district	By Feb 2017	<ul style="list-style-type: none"> Contact neighboring district to establish program
Establish a demonstration project for grazing	By Feb	<ul style="list-style-type: none"> Meet with 5-star group to identify a

practices and management	2018	potential ranching operation
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Priority: Wildlife habitat (ESA, other)

Measurable Goal:

- By February 2020, have 25 projects completed for wildlife habitat enhancements

Milestones	Timeline	Actions
Wolf awareness program for Lincoln County	By Sep 2016	<ul style="list-style-type: none"> • Contact potential partners and stakeholders
Implement a sage grouse habitat awareness program	By Sep 2016	<ul style="list-style-type: none"> • Develop a brochure to promote awareness • Work with partners to develop focus areas for best management practices installations
Continue tree sales	yearly	<ul style="list-style-type: none"> • Hold a tree, shrub, plant sale

Priority: Energy (renewable, wind, solar, efficiencies, other)

Measurable Goal:

- By February 2020, have 5 energy conservation projects completed

Milestones	Timeline	Actions
Identify and implement feasible projects	By Feb 2017	<ul style="list-style-type: none"> • Work with producers and parents to find projects and funding

Priority: Loss of private lands

Measurable Goal:

- By February 2020, reduce the loss of private lands

Milestones	Timeline	Actions
Establish baseline data for private lands	By Feb 2017	<ul style="list-style-type: none"> • Assist producers in establishing a baseline

Priority: Fuels Reduction

Measurable Goal:

- By February 2020, have treated 200 acres and completed 20 home assessments

Milestones	Timeline	Actions
Treat acres for Firewise in Fort Spokane area of Lincoln County	By June 2018	<ul style="list-style-type: none"> • Limb and thin trees to reduce wildfire danger
Participate in Washington Fire Adapted Communities Learning Network	Yearly	<ul style="list-style-type: none"> • Create water source GIS layer for Lincoln County • Webinars, Podio, CWPP
Create Active Firewise communities	By June 2017	<ul style="list-style-type: none"> • Home address identification, home assessments, and certification of Firewise Community

Priority: Conservation and continuing education

Measurable Goal:

- By February 2020, have increased by 20% the number of people reached with events and activities

Milestones	Timeline	Actions
Educational opportunities identified and plan based on audience, messaging, and media needed	By Feb 2016	<ul style="list-style-type: none"> • Increase electronic and social media • Look for systems for education opportunities
Identify and implement new ways to share district accomplishments to key audiences	Yearly	<ul style="list-style-type: none"> • Employee training of new marketing trends • Test new marketing techniques
Voluntary Stewardship Program	By 2020	<ul style="list-style-type: none"> • Educate, develop, and implement
Internship program	By June 2016	<ul style="list-style-type: none"> • Attend career fairs to recruit, develop program for hiring, training, and supervising of interns



FY2019 (7/1/18 – 6/30/19) Annual Work Plan Lincoln County Conservation District



For More Information Contact: Kristen Balko, 509-725-4181 x116, kbalko@wadistrict.net

Mission of the Lincoln County Conservation District

- To help citizens of Lincoln County protect, conserve, and enhance our natural resources.

Natural Resource Priorities (Based on NRCS West Palouse LWG 2018)

- Cropland: Soil erosion – sheet, rill, and wind
- Cropland: Insufficient water – Inefficient use of irrigation water
- Rangeland: Degraded plant condition – Undesirable plant productivity and health, or inadequate water for domestic animals and wildland fire considerations
- Forestland: Degraded plant condition – Undesirable plant productivity and health, and wildland fire considerations
- All lands: Other – Inadequate habitat for fish and wildlife/habitat degradation and water quality considerations

1. Program Area: Voluntary Stewardship Program (VSP)

Goal(s):

- Gather data of BMPs being implemented in Lincoln County and inform partners of our actions to protect critical areas.

Funding Source(s): Lincoln County and Washington State Conservation Commission

Activities for FY2019	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
Produce quarterly status reports and final work plan to the Conservation Commission's VSP Program Manager. Submit final work plan to Lincoln County Commissioners.	September 2018 to June 2019	Kristen Balko and Val Vissia	30 days	\$40,000	
Community outreach and education on VSP.	July 1, 2018 to June 30, 2019	Val Vissia	30 days	\$130,000	

2. Program Area: Sage Grouse Habitat Mitigation and Roadside Fuel Break Implementation Program

Goal(s):

- Educate the public to reduce wildfire risk to sage grouse
- Implement roadside fuel break projects to prevent habitat fragmentation by wildfire.

Funding Source(s): Bureau of Land Management

Activities for FY2019	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
Administer cost share program to implement roadside fuel breaks to reduce wildfire hazard in sensitive sage grouse habitat areas.	July 1, 2018 to September 15, 2018	Kristen Balko	30 days	\$84,000	
Conduct outreach campaign to educate the public on sage grouse habitat concerns and wildfire risk.	July 1, 2018 to September 15, 2018	Val Vissia	30 days	\$60,000	
Prepare and submit final progress and financial reports to BLM.	September 1 to September 15, 2018	Kristen Balko & Kathy McQuade	7 days	\$30,000	

3. Program Area: *Channeled Scablands Cooperative Weed Management Area Management***Goal(s):**

- *Educate the public to reduce wildfire risk to sage grouse*
- *Implement noxious weed mitigation projects to prevent habitat fragmentation by wildfire.*

Funding Source(s): National Fish and Wildlife Foundation

Activities for FY2019	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
Administer cost share program to fund noxious weed mitigation projects.	July 1, 2018 to March 1, 2019	Kristen Balko	120 days (July to March)	\$19,000	
Conduct outreach campaign to educate the public on sage grouse habitat concerns and wildfire risk, and noxious weed mitigation cost share program.	July 1, 2018 to March 1, 2019	Val Vissia	120 days (July to March)	\$17,000	

4. Program Area: *Washington State Department of Ecology Water Quality Grant for Direct Seed Implementation***Goal(s):**

- *Expand our existing direct seed cost share program to more producers and acres.*
- *Improve water quality via riparian restoration project*

Funding Source(s): Washington State Department of Ecology

Activities for FY2019	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
Partner with Palouse-Rock Lake and Pine Creek CDs to establish and deliver cost share program fund direct seed implementation projects.	July 1, 2018 to June 30, 2019	Kristen Balko & Elsa Bowen	180 days	\$65,000	
Economic monitoring of direct seed implementation	July 1, 2018 to June 30, 2019	Kristen Balko	180 days	\$1,700	
Evaluate BMPs and coordinate planning activities for up to 4 miles of riparian restoration project	July 1, 2018 to June 30, 2019	Kristen Balko & Elsa Bowen	60 days	\$12,000	
Conduct outreach campaign to enroll producers in direct seed cost share program.	July 1, 2018 to June 30, 2019	Val Vissia	180 days	\$10,000	

5. Program Area: Washington Fire Adapted Communities Learning Network

Goal(s):

- Build networking capacity within the WAFAC learning network
- Educate the public to reduce wildfire risk through Fire Adapted Community outreach effort.

Funding Source(s): South Central Washington Resource Conservation and Development Council

Activities for FY2019	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
Develop Fire Adaptive Community exhibit in Davenport Community Garden	July 1, 2018 to December 31, 2018	Kristen Balko & Val Vissia	60 days	\$4,000	
Attend annual WAFAC meetings, and participate in webinars, social media updates, surveys and additional meetings.	July 1, 2018 to December 31, 2018	Kristen Balko & Val Vissia	60 days	\$3,040	

6. Program Area: Washington State Department of Ecology Lincoln County Sustainable Water Supply Study

Goal(s):

- Collect water level data and build a water level geospatial database for Lincoln County
- Use the water level database to characterize water level changes and build a long-term monitoring effort

Funding Source(s): Washington State Department of Ecology

Activities for FY2019	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
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Collection of well water level data and updated database	July 1, 2018 - April 30, 2019	Dean White	180 days	\$180,000
Production of final project report describing groundwater level conditions and recommendations for future water level data collection and resource management.	April 30, 2019 to June 30, 2018	Kristen Balko	60 days	\$20,000

7. Program Area: 18-39-NR

Goal(s):

- *Implement natural resource investment projects through cost share program*

Funding Source(s): Washington State Conservation Commission

Activities for FY2019	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
Implement cost share program based on priority resource concerns at 50% cost share.	July 1, 2018 to June 30, 2019	Elsa Bowen and Kristen Balko	180 days	\$25,600	

8. Program Area: 19-39-IM

Goal(s):

- *Education and outreach to promote natural resource conservation plans and upcoming projects*
- *Implementation of natural resource projects*
- *Elections and support District operations*

Funding Source(s): Washington State Conservation Commission

Activities for FY2019	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
<i>Education and outreach activities designed to promote natural resource conservation and preservation: newsletters, website, 6th grade day, wheat week, rainfall precipitation, county fair booth, and CWPP and Hazard Mitigation planning. Attendance at education and training opportunities</i>	July 1, 2018 to June 30, 2019	Elsa Bowen, Kristen Balko, & Val Vissia	180 days	\$9,500	Anticipated funding
<i>Hold an annual district supervisor election</i>	January 1, 2019 to March 31, 2019	Val Vissia	90 days	\$500	Anticipated funding
<i>Administer BMP cost share projects</i>	July 1, 2018 to June 30, 2019	Elsa Bowen & Kristen Balko	180 days	\$20,000	Anticipated funding

9. Program Area: Palouse Watershed Regional Conservation Partnership Program (RCPP)

Goal(s):

- Partner with Palouse Conservation District to achieve the outcomes of the WRIA 34 RCPP (water quality, soil health, and wildlife habitat)
- Assist producers in WRIA 34 region of Lincoln County to apply for and receive EQIP RCPP contracts

Funding Source(s): USDA National Resources Conservation Service

Activities for FY2019	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
Attend WRIA 34 RCPP meetings and relevant trainings	July 1, 2018 to Sept 30, 2018	Kristen Balko	30 days	\$3,500	
Take applications, write plans, provide significant contribution, and assist partnership with RCPP implementation	July 1, 2018 to Sept 30, 2018	Kristen Balko	30 days	\$3,500	

10. Program Area: Washington State Department of Ecology Mielke WRP Wetland and Riparian Restoration

Goal(s):

- Work with program partners on the restoration of wetland and riparian areas on 110 acres to improve water quality and supply, and wildlife habitat in the Pend Oreille River Watershed (WRIA 62)

Funding Source(s): Washington State Department of Ecology

Activities for FY2019	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
Work with program partners to collect initial site data, create conceptual planning and engineering designs.	July 1, 2018 to June 30, 2019	Elsa Bowen and Kristen Balko	90 days	\$22,000	
Assist in acquiring necessary permits, advertising and hiring a contractor for earthwork construction.	July 1, 2018 to June 30, 2019	Elsa Bowen and Kristen Balko	90 days	\$34,000	
Facilitate in the creation of an engineering plan and monitor earthwork construction implementation.	July 1, 2018 to June 30, 2019	Elsa Bowen and Kristen Balko	90 days	\$11,000	
Assist in planting vegetation along riparian and wet meadow, and monitor plant survivability and water quality improvements after project implementation.	July 1, 2018 to June 30, 2019	Elsa Bowen and Kristen Balko	60 days	\$71,000	
Produce quarterly summary reports with supplemental information.	July 1, 2018 to June 30, 2019	Kristen Balko	14 days	\$3,500	

11. Program Area: Wildfire prevention and recovery**Goal(s):**

- *Promote forestry practices to target areas and perform home assessments on fire risks*

Funding Source(s): Washington State Department of Natural Resources

Activities for FY2019	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
Offer education and outreach on fire prevention and recovery BMPs, and home fire risk assessments.	July 1, 2018 to June 30, 2019	Elsa Bowen, Kristen Balko and Val Vissia	180 days	\$15,000	Anticipated funding

12. Program Area: Verle Kaiser Soil Education Tour**Goal(s):**

- *Education and outreach to area grade school students on direct seed practices and benefits*

Funding Source(s): Verle Kaiser Conservation Endowment

Activities for FY2019	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
Partner with local area producers to host a tour and presentation about soil health and erosion.	February 1, 2019 to May 31, 2019	Val Vissia	90 days	\$1,000	Anticipated funding

13. Program Area: District Implementation Projects and Community Outreach**Goal(s):**

- *Implement conservation and preservation BMP through a cost share program*
- *Provide education and outreach on BMP for conservation and preservation*
- *Host annual Tree Sale*

Funding Source(s): Lincoln County Conservation District

Activities for FY2019	Target Dates	Person Responsible	Time (Days) Required	Estimated Funding	Notes
Provide cost share programs on conservation and preservation BMPs for soil health and protection, water availability and quality, erosion	July 1, 2018 to June 30, 2019	Elsa Bowen and Kristen Balko	230 days	\$50,000	

prevention, livestock and wildlife habitat improvement, energy sources, and wildfire fuels reduction.

Provide education and outreach on conservation and preservation BMPs for soil health and protection, water availability and quality, erosion prevention, livestock and wildlife habitat improvement, energy sources, and wildfire fuels reduction.

Prepare and host annual District Tree Sale

Education and permitting of Lincoln County burn permits and administering the rental of a tillage drill.

*July 1, 2018 to
June 30, 2019*

Val Vissia

230 days

\$30,000

*January 1,
2019 to March
30, 2019*

*Kristen Balko and
Val Vissia*

90 days

\$12,000

*July 1, 2018 to
June 30, 2019*

*Dean White and
Elsa Bowen*

120 days

\$5,000

FY2019 Annual Budget Conservation District

(District budget for FY2019 (7/1/18 – 6/30/19))

Lincoln County Conservation District Budget		2018 approved 05/09/18
INCOME		
Grant- VSP		\$180,000
Grant- BLM Fire Breaks (Sage Grouse)		\$200,000
Grant- NFWF Channeled Scablands Weed Management		\$36,000
Grant- DOE Direct Seed – LCCD, PRLCD, PCCD		\$495,000
Grant- FAC Creating Firewise Networking		\$26,000
Grant- DOE Water Resources Management		\$200,000
Grant- 19-39-IM		\$30,000
Grant- WDFW Artesian and Black Lakes		\$3,000
Grant- DOE Direct Seed – PRLCD		\$0
Grant- 18-39-NR		\$30,000
Grant- 18-39-IM		\$30,000
Grant- 19-39-BA		\$12,500
Grant- Verle Kaiser (Direct Seed Tour Kids)		\$750
Grant- Mielke WRP DOE		\$158,515
Grant- RCPP WRIA 34		\$17,000
Grant- Fuels Reduction DNR		\$17,000
Interest-Savings Account		\$2,500
EQIP/CRP/WHIP tree sale & bird feed		\$10,000
Tree Sales		\$12,000
Equipment and Vehicle Rentals		\$100
Rain Gauges		\$100
Burn Permits		\$5,000
County Tax Assessment		\$150,000
Davenport Comm. Garden T-Shirts		\$50
Davenport Comm. Garden Donations		\$1,000
Sales Tax-State Share		\$1,000

Misc. Income	\$1,500
Total Income	\$1,619,015

EXPENSES	
Assessment Collection Fee	-\$12,000
Communication	-\$15,000
Purchases for Resale	-\$30,000
Misc.	-\$750
Office Supplies	-\$22,000
Professional Services	-\$800,000
Operation & Lease	-\$10,000
Sales Tax-State Share	-\$5,000
Travel	-\$20,000
Vehicle Fuel Consumed	-\$8,000
Wages & Benefits	-\$425,000
Bank Fees	-\$250
Total Expense	-\$1,348,000
Net Margin	\$271,015

10 WAYS

Conservation Districts can help you:



① They offer **cost-share programs** that help landowners pay for eligible conservation projects.



2) They offer assistance with **livestock and nutrient management**, including with manure storage, heavy use areas, and fencing.



③ They're a local source of information about **farm bill programs** and other financial assistance available for conservation work.



④ They can help with **water conservation**. Many offer incentives for irrigation management and system efficiency upgrades.



⑤ They can help you support **forest health** through forest planning, and some offer on-site assessments of wildfire risk.



⑥ They offer **solutions for managing waterfront property**, such as planting vegetation along streambanks to reduce erosion.



7) They help **preserve farmland** by connecting you to resources for estate planning, agricultural easements, and market opportunities.



⑧ They offer **soil health** services, including soil testing and erosion control. Some districts even offer low-cost rentals of no-till drills.



9) They can help **save energy** on your farm by assessing ways to improve efficiency, and some offer help with equipment upgrades.



10) They offer help with **noxious weed management**, and many conservation districts host annual native plant sales.



CONSERVATION DISTRICTS
OF WASHINGTON STATE

your window to healthy lands

Conservation district services are
**voluntary, completed at the request of
and in coordination with landowners.**

Services vary by location.

Find your conservation district: scc.wa.gov/conservation-district-map

The table below illustrates accrual rates for employees:

<i>YEARS OF CUMULATIVE SERVICE</i>	<i>ANNUAL LEAVE Accrual Rate / Accumulation Limit</i>	<i>SICK LEAVE Accrual Rate</i>
less than 5 years of service	10 hours per month / 30 days	10 hours per month
5 to 10 years of service	12 hours per month / 60 days	10 hours per month
10 to 20 years of service	13.33 hours per month / 60 days	10 hours per month
20 years of service or more	16.66 hours per month / 60 days	10 hours per month

Accumulation Limits

Employees with less than five years of service have an annual leave accumulation limit of 240 hours. Employees with more than five years of service have an annual leave accumulation limit of 480 hours. Employees may accumulate more than the maximum annual leave accumulation limits as indicated provided that such excess is used during the same year in which it accrues. There is no maximum accumulation for sick leave.

Types of Leave

Annual Leave

Annual leave is to be used for vacations, personal business and other time taken off not covered by sick leave or holiday provisions. Annual leave cannot be taken in advance. Accrued annual leave may be used for sick leave if an employee has exhausted all available sick leave. Holidays falling within a period of annual leave will not be taken off the employee's leave time.

Upon resignation or termination of an employee, the employee must be paid for accumulated annual leave up to the maximum annual leave accumulation limits shown in the schedule. Payments for excess leave above the accumulation limits in the above schedule cannot be paid to the estates of employees nor to employees who separate from the district. Such accumulations may be used for leave purposes only while the employee is continuously employed.

Sick Leave

Sick leave is to be used when employees are prevented from working because of sickness, injury, medical reasons (surgical, dental, optical examinations) or jeopardy to other's health if present at work. Sick leave may not be taken in advance. Sick leave cannot be used for annual leave. If an absence because of illness or injury extends beyond the sick leave accrued, such additional time may be charged to accrued annual leave. The board may require that the employee furnish medical statements of illness and treatment from the attending physician in order to qualify for sick pay.

If all accrued sick and annual leave are exhausted and the employee does not return to duty, the employee may be granted leave without pay or terminated at the discretion of the board. In case of

State Wide Employee Training

Grant County CD

Sent: Monday, November 19, 2018 12:43 PM**To:** OCC All Districts**Cc:** Clancy Green; Lisa Knauf

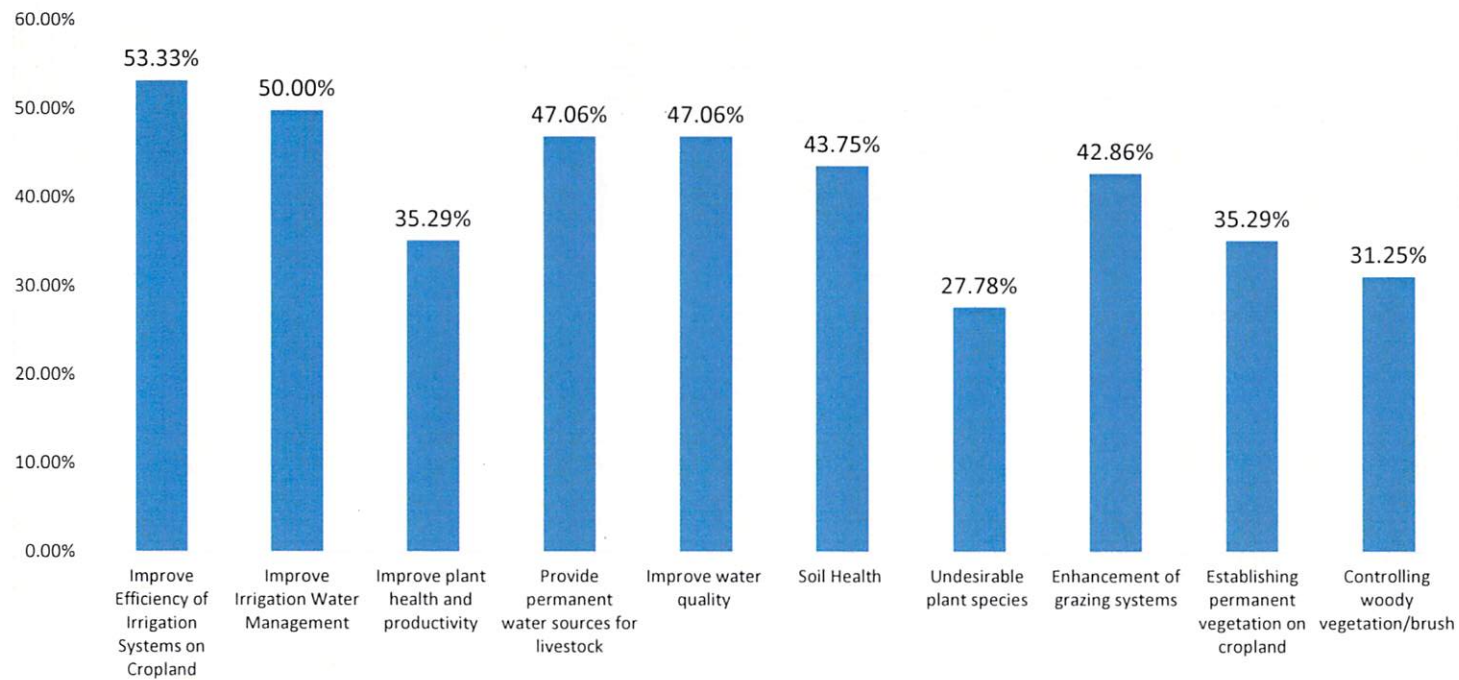
Hello All,

OACDE, OACD, and OCC will be hosting a state wide training April 2nd and April 3rd 2019. Please save the date and plan on attending! The meeting will be a two day training at the Wyndham Garden Hotel Oklahoma City Airport. Rooms have blocked off for the meeting at a rate of \$94. If your District will need assistance on paying for the hotel room please let me know. We are trying to come up with accommodation solutions so that everyone can attend. If you know for a fact your District will be able to pay for your hotel please let me know that as well, I am currently working on a budget and that information will be helpful. After the first of the year more information will be sent out in regards to times and meeting content. If you have any questions, please feel free to give me a call.

*Judy Johnson**Grant County Conservation District**624 N. Highway 81**Medford, OK 73759**580-395-2324 Ext. 3*

	Improve Efficiency of Irrigation Systems on Cropland	Improve Irrigation Water Management	Improve plant health and	Provide permanent water sources for livestock	Improve water quality	Soil Health	Undesirable plant species	Enhancement of grazing systems	Establishing permanent vegetation on cropland	Controlling woody vegetation/brush
1	53.33%	50.00%	35.29%	47.06%	47.06%	43.75%	27.78%	42.86%	35.29%	31.25%
2	13.33%	18.75%	11.76%	17.65%	29.41%	12.50%	22.22%	7.14%	11.76%	31.25%
3	6.67%	0.00%	35.29%	11.76%	5.88%	12.50%	27.78%	14.29%	11.76%	12.50%
4	6.67%	25.00%	5.88%	5.88%	0.00%	12.50%	11.11%	7.14%	29.41%	6.25%
5	20.00%	6.25%	11.76%	17.65%	17.65%	18.75%	11.11%	28.57%	11.76%	18.75%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Total	15	16	17	17	17	16	18	14	17	16

Tulsa County Priority Results



Other	Other2	Other3	Other4	Other5
50.00%	66.67%	66.67%	100.00%	0.00%
33.33%	0.00%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%
0.00%	0.00%	0.00%	0.00%	0.00%
16.67%	33.33%	33.33%	0.00%	0.00%
100.00%	100.00%	100.00%	100.00%	100.00%
6	3	3	1	0

	1	2	3	4	5	Total	Total	Other Answers
Improve Efficiency of Irrigation Systems on Cropland	53.33%	13.33%	6.67%	6.67%	20.00%	100.00%	15	Land Erosion
Improve Irrigation Water Management	50.00%	18.75%	0.00%	25.00%	6.25%	100.00%	16	Plant fruit & nut trees in city parks
Improve plant health and productivity	35.29%	11.76%	35.29%	5.88%	11.76%	100.00%	17	Urban gardening
Provide permanent water sources for livestock	47.06%	17.65%	11.76%	5.88%	17.65%	100.00%	17	Wild Fires
Improve water quality	47.06%	29.41%	5.88%	0.00%	17.65%	100.00%	17	Provide aquatic & terrestrial wildlife habitat
Soil Health	43.75%	12.50%	12.50%	12.50%	18.75%	100.00%	16	Herbicide & pesticide use education
Undesirable plant species	27.78%	22.22%	27.78%	11.11%	11.11%	100.00%	18	Increase soil organic matter & soil biology
Enhancement of grazing systems	42.86%	7.14%	14.29%	7.14%	28.57%	100.00%	14	Giving all community gradens legal ability to sell produce, and herbs
Establishing permanent vegetation on cropland	35.29%	11.76%	11.76%	29.41%	11.76%	100.00%	17	Plant Diversity
Controlling woody vegetation/brush	31.25%	31.25%	12.50%	6.25%	18.75%	100.00%	16	FFA
Other	50.00%	33.33%	0.00%	0.00%	16.67%	100.00%	6	Tool Usage - Applications
Other	66.67%	0.00%	0.00%	0.00%	33.33%	100.00%	3	Financially sustained gardens
Other	66.67%	0.00%	0.00%	0.00%	33.33%	100.00%	3	Lawn Expectation
Other	100.00%	0.00%	0.00%	0.00%	0.00%	100.00%	1	Encourage Insect & Bee protections
Other	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0	