

AMENDAED AGENDA
Board of Directors Special Virtual Teleconference Meeting
Tulsa County Conservation District
March 16, 2021 - 4:00 PM
FREECONFERENCECALL.COM TELECONFERENCE MEETING

For Public Access Meeting Links:

URL – <https://www.freeconferencecall.com/tulsaccd>

Conference Number – (701) 802-5222 Access Code: 643736

Microsoft Teams Video Chat: To Request Meeting Link, Email tulsaccd@conservation.ok.gov by 3:00 PM on March 16, 2021

Public Access to handout material:

Please email tulsaccd@conservation.ok.gov at least 1 hour prior to meeting to have materials emailed back to you.

1. Meeting called to order
2. Roll Call
3. Discussion of Broken Arrow Conservation Project with Michael Patton with Land Legacy
4. Approval of Minutes from the February 23, 2020 Special Meeting
5. Approval of Financial Statements & District Budget for Period Ending February 28, 2021
6. Review of TACF Financials for Period Ending February 28, 2021
7. Approval of District Reimbursement Claims and Payment of Bills Owed by the District for February 2021
8. Approval of District Employee Timesheet & Leave Records for the Month of February 2021
9. Cost Share Program Year 23
 - A. Program Year 23 Guidelines
 - B. Complete Director Checklist
 - C. Discuss and Possible Action on District Ranking
10. Discussion and/or Possible Action on the Following District Operation Items:
 - A. Discussion and Acceptance of District Conservationist Agency Report for March 2021
 - B. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for February 2021
 - C. Discussion of the TCCD Monthly Activities and Outreach Report for February 2021
 - D. Discussion and Approval of Notary Renewal and Purchase of Surety Bond and State Filing Fees
 - E. Discussion of March 1st and March 2nd OACD Annual State Meeting
 - F. Discussion and Approval of Publishing Dates for Notice of Filing Period for Election in the Tulsa World
 - G. Discussion and Approval of Cooperator Agreement for Michael Patton
 - H. Discussion and Approval of Cooperator Agreement for Mike Workman
 - I. Discussion and Approval of Recommendations for Appointments to the Board of Directors
 - J. Discussion of 10-Minute Guide series: #12 District Director Elections - Revised
 - K. Discussion of Chapter 3 Sections 6 through 8 of the District Handbook: District Director Elections
11. New Business:
12. Public Comments:
13. Adjourn:

This teleconference meeting is held in compliance with the Open Meeting Act, as amended by S.B. 1031. as amended. Notice of this meeting is on file with the County Clerk's Office. The agenda for this meeting was posted on **March 13, 2021** in the front window at:

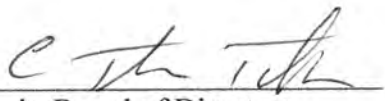
6660 S Sheridan Road, Suite 120 Tulsa,
Oklahoma 74133

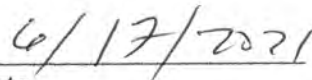


Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **March 16, 2021** were approved as written by a vote in the **Special Meeting** of the Board of Directors held **June 17, 2021**


Chair, Board of Directors


Date

Attest:



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

Date: March 16, 2021

Time: 4:30 PM

Members Present: Tom Tolbert, Chairman
Jana Black, Vice Chairwoman/Treasure
Sherry Laskey, Member

Members Absent: None

Others Present: Gabrielael Parker, District Secretary
Christopher Best, NRCS Team 17 District Conservationist
Michael Patton, Executive Director of Land Legacy
Mike Workman, Member of the Public
Janet Stewart, Oklahoma Conservation Commission
General Counsel
Taylor Marshall, Oklahoma Conservation Commission
Cost-Share Program Coordinator
Representative Carol Bush, Oklahoma State House of
Representatives
Senator Dave Rader, Oklahoma State Senate
Representatives

1. Meeting Called to Order:

Chairman, Tom Tolbert called the meeting to order at 4:08 PM. He noted this was a regular meeting and held in compliance with the Open Meeting Act. This meeting will include teleconferencing in compliance with the Open Meetings Act as amended by S.B. 1030. Public access to the meeting could be accessed through the links above. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on March 16, 2021 in the front window 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

2. Roll Call

Tom Tolbert, Chairman
Jana Black, Vice Chairwoman/Treasure
Sherry Laskey, Member
Gabriael Parker, District Secretary
Christopher Best, NRCS Team 17 District Conservationist
Mike Workman, Member of the Public
Michael Patton, Executive Director of Land Legacy

Taylor Marshall, Oklahoma Conservation Commission
Representative Carol Bush, Oklahoma State House of Representatives
Senator Dave Rader, Oklahoma State Senate Representatives

Senator Dave Rader Entered the Meeting at 4:12

Representative Carol Bush Entered the Meeting at 4:15 PM

3. Discussion of Broken Arrow Conservation Project with Michael Patton with Land Legacy

Michael Patton said thank you for reaching out to me today and listening to me today. Land Legacy is a Land Trust. We are in-essence a nonprofit that works on conservation issues. We are similar to the Nature Conservancy, although we were not as broad as they are. They are worldwide and we are a bit smaller. We do a lot of work in the Oklahoma region where we have projects in 17 counties. We do a lot of work with the Department of Defense around military bases. We do work in watersheds and utility authorities, but mostly we work with private landowners in areas that we have identified in essence to stop development. We have an interesting approach. If you own land and you own a bundle of rights like mineral rights, water rights, surface rights or something else called development rights. You could build houses, or you give up the rights to build houses. If you gave up the right to build house, you would be giving up something of value. There are certified appraisers that can estimate what that is worth and then that value can be sold or donated to a nonprofit like Land Legacy.

We identify projects in areas and try to convince developers, voluntarily, to not develop land to fit in with an overall conservation message. The IRS allows us to accept non-cash donations of those rights, but to do that, we must prove that the land is worth conserving. We must do a lot of due diligence about the soil, water, the endangered species, the development pressure and the zoning. These are all the things we do at Land Legacy. Is it worth conserving and if so, can we defend it in court if there is a violation? That is my goal here. The IRS has offered some new guidance on projects and they are, obviously, trying to stop some abuse and there has been some tax manage issues. One thing they have asked, are these projects in compliance or guidance or compatible with existing conservation plans adopted by area governments.

I have said, I don't think there is a conservation plan that I know of, but there are agencies that can create a conservation plan. So, I have decided with every project I do in the county, I am going to try to run it by the conservation district. I do not mean it like I need the blessing of the district. I would like to have the district say in their minutes that they believe this is a good project and we do think this helps in our overall goals.

Michael said that was what his goal was today. He wanted to present this project to show what it does and the kind of significant value that it has. Hopefully, in liking the project, the district might help with encouraging landowners voluntarily. That is the key. If the City of Broken Arrow or City of Tulsa or Oklahoma City says you cannot do this kind of project, the landowner is not giving up anything of value. We try to get in before the landowner develops it.

If I did get the right project or right person, we could have the IRS help fund improvements that we all want to have in our communities. This is one of those projects I have described. This project is on 129th and 101st St. There is an existing creek through there and there are plans to build homes on both sides of the creek. It is only a matter of time before they are built. We are working with the landowner to protect the very middle around the Creek. That way they can have a nice green buffer and build a new pond. This pond can also be used for the tension for future homes and work within the client's area. Michael said he likes this project because there is a lot of development pressure in Broken Arrow right now. The developers can do this the wrong way or the right way. Everyone will come out a winner, if I can do this before they build new homes. That includes the homeowners, who will have a nice green space and trails to walk around between the developments.

That is where our project is today. I cannot give you the landowner's name because it is private work, but I wanted to let you know about this project. We have maps, we have a management plan, we have an assessment we have an appraisal. I have flown drones over the property. We have also done soil samples. I have hired a person to do an environmental baseline report. So, we feel very comfortable that this is good land, and this project will help the overall development in Broken Arrow by adding more green space.

We have not finalized this project. I will probably be finalized in next couple of days. When we do, I will file an easement, which is a document with restrictions. This will say you cannot do anything on this land without my permission and I am going to say no. In the future, if they want to build a boathouse on the pond, I am going to say no. No roads, no buildings nothing. I am going to have a program with a management plan to help make sure the pond is sustainable and prevent any issues with it. After that, we will move on to another project. Michael asked if we had any questions or any ideas. If we like projects like this and we know people who might be interested, we can refer them to the Land Legacy. He thought this type of project might fit some of the district's conservation goals or could be adopted as part of your conservation goals in the future.

Sherry Laskey said she was familiar with Land Legacy and the projects that they have done all over the country. She asked Christopher Best to correct her if she was wrong, but she thought the USDA also had something similar. Is it the same type of program and you are just helping people or is that a totally different program? If I am not mistaken, USDA has a program where people can put some of their property put into an easement. She thought many of these easements must be around something like an artillery plant. So, there are bits and pieces that she was familiar with.

Michael Patton said the USDA does have easements. The Fish and Wildlife Service have easements. Some highway departments have easements. Some communities do easements for roads and utility lines, on the idea that easements are restrictions. How we differ, is that we are a nonprofit. We are more negotiable, and we look for certain things

to restrict for conservation value. I want to make sure that that how it looks in 2021, will look the same in 2022 and 2032. So, we want to keep and maintain conservation value. Our restrictions are to permit certain behaviors but restrict other behaviors. No roads and no buildings. Also, you cannot take out any trees without my permission. We want to make sure that we have a bank of conservation, whatever that may be. He said we are reasonable people, but we want to protect it. We are building parks, in essence, green buffers around Oklahoma. We do a lot of work like this and we do a lot of work with communities. We are donating land to the City of Tulsa for a new park on 71st and highway 169 that a family donated to us.

There are tax advantages going to us without restrictions and then we are going to give it to the city with restrictions that will be attached. If it is agricultural land, the USDA might be a good match. In fact, similar projects have USDA grant funds and the EPA has funds as well. Sherry said it may not be necessarily for cattle or farmland, but they are converting open spaces to wildflowers, and creating buffers and habitat for wildlife.

Sherry asked, if the owners have to come to you, or does he seek out the owners. Michael said, we are very picky with whom we do business with. People think this is great way to not pay taxes. We have a series of priorities. This year, my board of directors want me to focus on Oklahoma and on urban areas because of development pressure. Our program is tailored mostly around water and timber.

We also do some prairie work in Osage County. We look for projects that we think, oh my gosh, this is something that if we don't get in there now, it is all going to be developed. Most likely causing downstream problems and issues. For the Department of Defense, we do Fort Sill. We now have targeted hay farmers and we have the entire southern border and eastern border of our priorities. We have easements on more than two-thirds of it. So, it just depends. Tulsa County and around Edmond are the urban areas were focusing on because they are developing so much. They are building houses like crazy.

Sherry said, when you say urban to me, she was thinking between 31st and Peoria, all the way out to 56th St North and Peoria. That area needs to be made into a green space. It is the space across the street from where George Kaiser purchased a large amount of land. She said, she did not know if you have had conversations about making that entire space into an urban green space. There are people who want to do that. Michael said, find me the owners, set the meetings, get their tax accountant involved. Michael said he loved that idea! We have done a little bit of work, but not much.

We have some property at 3rd and Lewis. It is a small greenbelt on the West side of the road between 3rd and 5th of trees. I have some projects like that, albeit very small. We have done some work on the Tisdale Expressway from pine to the west side of an old trail. He said he loved the idea of green space across from where the Kaisers property is.

Sherry said, they are supposed to be remodeling that area and this is where they are talking about development on 35th and Peoria. It is the area on that corner where the Comanche Apartments are. They are turning it into moderate or mixed-income housing. What I mean by that are, apartments and townhouses and freestanding homes. The area immediately behind that is forest all the way over to Lewis. All the way over to the creek.

Michael said he would like to talk offline. He will do some additional research and can get some names. He said he could look at the ownership and if she knew anybody in that area. We can see what kind of water in there as well as timber.

Tom Tolbert said there is a lot of development going on around the project here in Broken Arrow. He has many areas that he would like to do a riparian area on. One of a few creeks here that is ripe for a restoration project this year. Michael said he would share more with you. He said he likes to keep it very simple, but we have a three-inch file full of work in that area. I would tell the IRS, yes, this project is working, and I do my due diligence. I don't just say that without doing my homework. I say that so we have a big project and it will be a great project and I look forward to doing more.

We do not do just creeks alone. However, if they are building a new mall next to a housing development, they can keep 100-foot buffer between the homes and the mall. I can give them some tax incentives to do that. So, they do not need a creek do that. In essence, anything green that they could build on it, or do not build on. Potentially, we can provide incentives to do the right thing. That is why the law exists. This gives people the incentive to do the right thing. Tom said developers could provide cooperation that will allow water quality improvements in development. Ultimately, that gives us the ability to build retention ponds. Show something related to a water quality aspect to that pond to development or in development. It is a good project. It has been a long time since people to pay attention to what we are doing.

Jana Black said, it really does sound interesting. She then asked if he would let us know what we can do to help. Michael said he was concerned with the ones in Tulsa County and wanted to present to the board. He said he would like minutes to reflect that the project had been reviewed and say whether or not it fits into the district's goals. He was trying to interpret the IRS is saying. I want every T crossed and every I dotted.

Michael said he was not aware of an official conservation plan adopted by any of the groups. The City of Tulsa does not have one nor does Tulsa County. Then, he wondered if the Conservation district had one in their records. He thought that maybe this does, at least in a generic form, fit one or more of the district goals. He said he believed it was a good idea to run these projects past each of the conservation districts. He did not mean get their blessing, but let them know what is going on. He thought it could help them, in a unique way, achieve their goals. They can do this by using a nonprofit and the IRS. Tom said it is a really good fit. He said he is certainly proponent of this. Thank you for bringing this project to the board for discussion.

4. Approval of Minutes from the February 23, 2020 Special Meeting

After a review of the previous meeting minutes, the board did not notice any corrections. Sherry Laskey made a motion to approve the minutes from the February 23, 2021 Special Meeting as presented. Jana Black 2nd the motion. Nays: None. The motion carries.

5. Approval of Financial Statements & District Budget for Period Ending February 28, 2021

After a brief discussion, the board determined nothing was out of the ordinary with the financial statements and district budget for the month ending February 28, 2021. Jana Black made a motion to approve the financial statements & district budget for period ending February 28, 2021. Sherry Laskey 2nd the motion. Nays: None. The motion carries.

6. Review of TACF Financials for Period Ending February 28, 2021

After a brief discussion, the board decided to table this agenda item until the April meeting.

7. Approval of District Reimbursement Claims and Payment of Bills Owed by the District for February 2021

After a brief discussion, Jana Black made a motion to approve the district reimbursement claims and payment of bills owed by the district for February 2021. Sherry Laskey 2nd the motion. Nays: None. The motion carries.

8. Approval of District Employee Timesheet & Leave Records for the Month of February 2021

After a brief discussion, Jana Black made a motion to approve the district employee timesheet and leave records for the months of February 2021. Sherry Laskey 2nd the motion. Nays: None. The motion carries.

Representative Bush left the meeting at 4:35 PM

Senator Radar left the meeting at 4:45 PM

9. Cost Share Program Year 23

A. Program Year 23 Guidelines

Gabriel Parker said we received Program year 23 guidelines on March 1st. Unfortunately, we find ourselves in another year where we have only received \$5000. She said she did not think a lot that changed from the guidelines from the last two years. Sherry asked to confirm that Tulsa County only has \$5000 program year 23. Gabriel said in the allocation of funds notice, OCC gives a breakdown of how they determine your allocation for that year. They base it off the amount of money the district spent over the last three years. In this case, OCC calculated the amount spent from program year 18, 19 and 20. Taylor Marshall said she wanted to clarify the funding amount. It was based

on program years 18, 19 and 20. We had not wrapped up program year 21 and 22. Once those program years get wrapped up, will be using those allocation calculations. Sherry Laskey asked once program year 21 and 22 are completed, you will be using 21, 22 and 23. Taylor said program year 23 won't be completed yet when we start the next program year. We will be using 20, 21 and 22 for program year 24. Sherry said that really throws her off. Jana Black asked what the reason for why the programs start at different times of the year and not on a calendar year. Taylor said, it is because of the way our funding works. We generally, don't find out how much money we are going to have to give out until December or sometimes January. I think in the past it has been harder to roll out the programs at the beginning of the year, just because of the lack of information on funding. Also, because Tammy Sawatzky was handling the entire state cost share program by herself. She said was going to introduce herself and give a little background information. She said her name was Taylor Marshall I am the newer cost share program coordinator for OCC.

She started on December 1st. I was born and raised in Tulsa my parents still live at 51st and Sheridan. She has lived in Tulsa my whole life and it is still a place she would always call home. I am very familiar with the area. She would like to say, and the board had mentioned it before, Tulsa does not receive a lot of money from the cost share program. She said she thought part of that is just because of the demographic of lands in Tulsa. There is not a lot of people who know about or have a willingness to use cost share funds. I would like to somehow make the program more accessible to communities that have more urban areas, Tulsa is one of them and certain areas here in OKC.

Taylor said she had a few ideas of how to potentially get more things done for Tulsa and for other urban districts. She said she has been looking at grant to encourage you to apply for through any conservation district for an agriculture grant. This can be used to have a project for underserved communities. Also, she is working on trying to figure out how to get more urban agricultural practices on the cost share list. That will allow more things that would be accessible to people in the Tulsa area. She said she would like to see Tulsa succeed with their cost share program. She said she would love to work Tulsa on that. Her phone is always open for calls and questions or anything that you like to discuss. If you have ideas, I would love to hear them. She would love to hear from the board and staff about ways we could make this program better for Tulsa.

Jana Black asked Taylor was able to send the grant information to us yet. Taylor said, she had not yet because deadline for this year has already passed. The deadline was February 15th. She said she would be happy to send an email to Gabriel with the information. It is also on the NACD website under urban agriculture grant information. It is fairly easy to find, but I am happy to send it to Gabriel. This year they are going to award 18 grants up to \$50,000 and on their website, it lists all the projects past and present that were awarded the grants.

Gabriel said she sent a request to all board members to fill out the survey you sent out to the districts. I copied and pasted it into Word so they could fill it out and include their

responses. Taylor said she had a few responses still trickling in on that. The thing she noticed about the survey that she was not thinking about but should have. The survey was anonymous. Unless it was specified, which she thought Tulsa's answers were specified, she did not know whose answers she was reading. Some of them, like yours, were very thoughtful and others were a bit more lackluster.

Taylor said she did get her answers and have read them and factor that in potential ways that I could make this program work. I would like to see our program offer rainwater collection systems or pollinator habitat. She said she spoke with Oklahoma County about the possibility of working with city parks. It would be something she would have to find a way to work around. Gabrielael said she gave the survey to the board members to fill out. The board would have some really good ideas as well. She said as soon as received them, she would send to her to have for a reference as well.

Gabriael asked if program year 23 was based on 18 19 and 20, will program year 24 be based on 21, 22 and 23. Taylor said because program year 23 will still have six months or more left on it, program year 24 will not factor into program year 23. Gabrielael said since program year 23 was based on 18 19 and 20. Program year 24 should then be based on years 20, 21 and 22. She asked how that would work when program year 21 was structured completely different. Funding was allocated to each county like it had in the past, but we had to spend the money as a team. Taylor said that is a great question. She said that was definitely something she would need to check with Tammy on. She did not think about that until Gabrielael mentioned it. With that that being true, it would make more sense use 19, 20 and 22. It wouldn't exactly be fair to use 21. She said she was also discussing, with Tammy about the possibility of changing the way we do our allocation. She only started about three months ago and she was still learning about the program.

Gabriael asked if anyone else had any other questions. Jana said she did not, but it was great to hear that she wanted to work with us to get more funding. Taylor said that was certainly one of her goals and she was happy to do it.

Tom said we have used carryover funds in the past. Gabrielael said that we have, but she could not remember what year OCC stopped doing that. She thought it might have been program year 19. Taylor said we stopped doing that because we wanted to avoid having money that was just sitting there and not being used. The carryover funds allowed thousands of dollars that were not being used by the districts to just sit there, but were still at their disposal. If districts were not going to use it, we would like it to go to other districts that could use it. She said that was reasoning behind why the rollover stopped.

Gabriael asked if OCC was going to allow us to request more money if we need to like they did this last program year. Taylor said yes, they will. At the end of this month on March 31st, program year 21 will end. Whatever funds we have left from program year 21 we will be re-dispersing for program year 23. Jana asked if there was a limit on that funding. Taylor said she would not know until the later in the process. It will depend on all the money that was allocated through the first round of allocations and is completely

used. She would not know the answer until she gets the reports done for Program year 21. Jana said we do not want to get lost since we are urban. Taylor said she did not want us to get lost.

Looking through all the reports from previous years, she felt like our district, as well as a few other, have gotten lost in the shuffle. That is why she wanted to come to the meeting. She was here specifically for this program and to help those districts who have fallen through the cracks. Jana said it is always nice to have an advocate. Taylor said she comes to Tulsa often because her parents still live there, and her mom works for the County. Hopefully, she will be able to see us in-person eventually.

Sherry said the struggle is when people think of Tulsa, they think about the city proper and not necessarily the in-between shouldering places. It is a matter of getting the word out to them. We could create like a placard or a handbill to put in places like Atwood's in a place like Sand Springs. Sand Springs is still a part of the county, but not all of it. If we could put them in places where people go. There could be something like where we all make it a day of like put these things out. Put them out wherever you see a tractor or dirt where somebody is doing work. We could put them in their mailboxes. A lot of times people do not know. Just putting them in the neighborhood Dollar General store could help a lot. Just simple stuff like that so people have access to it. She was not sure what our budget was like, but we could create a marketing template and we can hand it out. We could talk to people about getting a conservation plan together. Even if we were to put it out on the counter of the feed stores. People do go to those places.

Gabriel said the few times that we have had outreach events at the extension office, she literally drove all over the County including the feed store in Turley. She had even gone to a feed store on the county line between Wagner and Tulsa. It was just past the Hard Rock Casino. Sherry said we should not forget about the rodeo shows that are coming up. They may have horses or cows or fields that need to address their soil health issues.

We can find a printer to print 1000 flyers and do a mass handout event. We must be consistent with it. We can give it to the neighborhood tractor repair guy or whoever is repairing tillers. Taylor said she completely agreed with Sherry. she said she has lived all over Tulsa County. Her mom works for Tulsa County Highway District Number Three and they just moved to a new building on 171st and Yale. She had never been out that way before, but realized there is nothing out there. It is brand new building on the corner, and she realized that a lot of people in that area that could benefit from this program. Even on the other side of town. She certainly agreed with Sherry on that. We must start somewhere and that might be somewhere to start.

Gabriel said the guidelines include a list of approved practices by OCC. We usually approve all of them, but we are not going to do that until next month due to the time constraints. The max payment is \$7500, but unfortunately, we do not have that that luxury because we only have \$5000. After the approved practice list, there is the eligibility requirements. It also has what we need to do in order to request reimbursement.

Tom asked Christopher Best if he had heard of any reports of the feral swine problems moving into Tulsa. Chris said he knew there were some pilot programs in some counties. It is not covering all counties and it is not for everybody at this moment. He had not heard of any complaints of the hogs moving in our area yet. If there have, they have not called the office or contacted him about it. Tom said he had not gotten calls about it. Chris said if he heard anything, he would let Tom know.

Gabraiel said if anybody wants to look at these guidelines another time and more in-depth, she can send them out. She said see the Max payment or allocation was \$40,000 and we only received \$5000. That was the same amount we received a few years ago. Gabrael asked Taylor if the Monarch Species mix under conservation cover was a new practice. Taylor said she pulled that from program year 20. They might have renamed it on the NRCS website because that's where she pulled the prices from. Tom said that kind of practice could be implemented easier in Tulsa County.

Taylor said NRCS has some tree planting practices. She has spoken to other state cost care participants who have used pavement removal. However, she did not know if it was an NRCS practice. Tom said from his water quality perspective, he would love to see more LID practice on there. NRCS also has a roof runoff practice. She did mention that she did not want to add any of these to these practices to this program year. She wanted to get more established in the job before she started changing the program. She said that she wanted us to know that she does care, and she was working on it.

All the districts she has spoken to, she has them that she really does want to hear from them and not just in Tulsa. Not just also not just in Oklahoma County where she lives. She wants to hear from everyone. The districts are the ones who have to use this program. It is the district that has to go out and get people involved in this. If you have suggestions or comments or anything like that, she wants to hear from you.

Sherry said mentioned wildflowers and that is part of conservation, but in Tulsa County, we talk a lot about vacant lots. If we were to get owners on board to address concerns they have. For example, lots that have Johnson Grass that is ten feet tall or taller. They could plant wildflowers to create a wildflower plot or even Clover. We could suggest something more aesthetically pleasing. They would not have to have the city come mow every week because it is wildly out-of-control. That is something to think about. Tom said that is what he was doing before he came to the meeting. He was arguing with a developer about leaving a riparian area along the creek. He just wanted to mow it down.

Tom asked Taylor if this was a program that we could offer to developers if they would be willing to set aside a green space. Taylor said there is a there is an indirect Farm Service Agency (FSA) requirement we have to deal with for the cost share program. FSA requires people or entities to be registered within the FSA system. This something she is trying to find some way to work around. That means individuals or entities need to have a farm and track number in order for NRCS to provide conservation planning. She also

said she believed it is a requirement of NRCS as well. She said she was not sure of that, but one of the NRCS staff could clarify that. Chris said she was correct. Taylor said she had only briefly discussed with Tammy on finding a way to be able to use the cost share funds for what Tom had mentioned.

Gabriel asked if anyone had questions. She also said she could email the guidelines to anyone who wanted to look at them more in-depth. Sherry asked Taylor if the cost share program is just for the Tulsa County or Oklahoma in general. Taylor said the conservation cost share program actually runs for all 88 conservation districts in Oklahoma. No further discussion is needed at this time.

Taylor Marshall left the meeting at 5:01 PM

B. Complete Director Checklist

Due to time constraints, the board decided to table this agenda item.

C. Discuss and Possible Action on District Ranking

Due to time constraints, the board decided to table this agenda item.

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

Representative Bush entered the meeting at 5:15 PM

A. Discussion and Acceptance of District Conservationist Agency Report for March 2021

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

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

EQIP - FY 2021

- Sign up deadline is Jan. 29, 2021
- 90 applications
- Ranking applications
- EQIP Incentive Contracts sign up coming soon

CSP/CSP-GCI – FY 2021

- CSP Renewal; completed
 - o CSP-Renewal 2021 ineligible letters being mailed out
 - o 2022 CSP-Renewal letters being mailed out
- CSP-Classic – 2020 Payments deadline - completed
 - o CSP-Classic sign up deadline??
 - o No longer can receive payment the following year

State Cost Share

Program – Working on plans & check outs as requested

Other –

- Updated FPAC Staffing Guidance for COVID-19 office staffing (Attached)
- NRCS Employees will not participate, in person, in a public gathering in our official capacity unless previous written approval.
- Mask are always required when in the office no exceptions
- Staff Meeting March 4, 2021 on Microsoft teams
- Team 17 training March 16 on Microsoft Teams

Jana Black made a motion to accept the District Conservationist Agency Report for March 2021. Sherry Laskey 2nd the motion. Nays: None. The motion carries.

B. Discussion and Approval of the NRCS Farm Bill Performance Worksheets for February 2021

After a brief discussion, Jana Black made a motion to approve the NRCS Farm Bill Performance Worksheets for February 2021. Sherry Laskey 2nd the motion. Nays: None. The motion carries.

C. Discussion of the TCCD Monthly Activities and Outreach Report for February 2021

Gabriel Parker suggested that we table this agenda item due to time constraints. The board agreed. No further action needed to be taken at this time.

D. Discussion and Approval of Notary Renewal and Purchase of Surety Bond and State Filing Fees

Gabriel Parker said the notary expires on the 16th of April and she needs to renew it. She said it would cost \$30 for the surety bond, \$20 to renew the application for the state, \$10 for the state filing fee and no more than \$30 for the new notary stamp. The board said they did not have any issues with that. Jana Black made a motion to approve the notary renewal and purchase of the surety bond, state filing fees and the notary stamp for Gabriel Parker. Sherry Laskey 2nd the motion. Nays: None. The motion carries.

E. Discussion of March 1st and March 2nd OACD Annual State Meeting

Due to time constraints, the board decided to table this agenda item.

F. Discussion and Approval of Publishing Dates for Notice of Filing Period for Election in the Tulsa World

After a brief discussion, Jana Black made a motion to approve publishing dates for notice of filing period for election in the Tulsa World and surrounding papers on April 5, 2021 and April 19, 2021. Sherry Laskey 2nd the motion. Nays: None. The motion carries.

G. Discussion and Approval of Cooperator Agreement for Michael Patton

Tom Tolbert asked Michael Patton if he had served on the board before. Michael said he had, but it was several years ago. He estimated it was about eight years ago. He also served for a few years as the Director of the Metropolitan Environmental Trust and since then with Land Legacy. He has also done a few other environmental conservation projects. He then said he was a tree hugger. Tom said he was becoming one. Tom then asked Jana Black and Sherry Laskey if they had any other questions for Mr. Patton.

Jana said she did not. She has known Michael for a long time. She has worked together on projects and she has volunteered for some of his events before.

Sherry said she has not worked with Michael before, but was interested in hearing more of his ideas on other conservation projects that he worked on. Sherry said she knows the County is trying to build a new extension office and they really need some input on locations. The county wants to put the new office in on Greenwood. Many people have said that is not a good place for extension office.

Michael said he was familiar with some of the work going on in that area, but he does not know all the projects. He tries to stay up to date on what is going on in that area. He applies for grant funding for similar projects. Right now, we are trying to get grant funding to do a new bike trail from North Tulsa all the way to Birch Lake. He apologized, but he did not have information on the OSU Extension Office Project.

Jana Black made a motion to approve the Cooperator Agreement for Michael Patton Sherry Laskey 2nd the motion. Nays: None. The motion carries.

H. Discussion and Approval of Cooperator Agreement for Mike Workman

Gabriel Parker said this was just an agreement that is required between the district and anybody who works with or volunteers with the district. It is also required with NRCS since we use their services for district activities.

Tom Tolbert asked Mr. Workman if he had done any work with conservation outside his political arena. Mike said he has done a lot of work with the air quality water quality and he has learned a lot in the last 60 days about soil retention. He said he understood the agreement to be a simple application to be approved as a cooperator. He has done a variety of work on a host of environmental issues like water quality and air quality. Basic environmental protections, and it goes all the way back from working with Congress Brad Carson on chicken poop and the drinking water in his congressional district. He said he has had several decades of experience working with water, air quality.

Jana Black asked him in what capacity he worked on these issues. Mike said he was a paid staff member for Brad Carson's Congressional Campaign in 2000. He was a senior political consultant for candidates of his party and contested in a primary runoff and general elections. He has worked with governmental officials in six states professionally since 1973 on a variety of issues for candidates. He said he has helped move legislation towards completion of the different governmental bodies like this one. Some of the other

governmental bodies include environmental boards, state boards in Texas and particularly with environmental issues. Every state has different names for their group. Theirs was the Natural Resources Conservation. Tom said he was familiar with a number of them. He also mentioned Texas DEQ, Region 6. After 30 years, he had made good friends in most of those organizations as well ODEQ and WPB. Tom asked if he has had any hands-on experience with conservation. Mike said he has dealt with water quality issues and worked on some Sierra Club Projects and things of that nature.

Tom asked in what capacity did Mike work with the Sierra Club. Was it in a political or a hands-on capacity? Mike said he has been a decades long member involved in volunteer projects. He participated as a volunteer and not as a professional. He has been professionally involved in political campaigns and projects since 1978. Thirty years in Texas and 20 years here in Oklahoma and projects in other states as well.

Tom asked Sherry Laskey if she had any questions for Mr. Workman. She said she was just trying to get to the own to the nitty-gritty of it all the work he has done in Tulsa County. She wanted to know how his conservation work relates to farming because that is a lot of what we are trying to do. We are trying to do things related to urban farming as well as rural farming. She said we do water quality, but for the most part, the push is for the conservation service projects. The conservation practices have a lot to do with urban farming. She asked about the type of farming activities he had been involved in. Mike said he had not been personally involved in farming activities. He quoted his friend Jim Hightower of another state, who said, "if you eat, you are involved in agriculture."

Tom then asked Jana if she had any other questions for Mr. Workman. Jana said she did not have any more questions at this time. Tom said, given his background and the need to have someone who can hit the ground running because we have been short some on people for some time. He said would like to offer the position to Mr. Pattern, just because of experience, background in the area. He said he thought it would be a better fit. Mike said he thought this was a question about accepting the agreement as a volunteer. Gabrielael told Tom we were on the approval and discussion of the cooperator agreement for Mike Workman. Tom then asked if we approved the agreements for both Michael Patton and Mike Workman. Jana said we had already approved the one for Mr. Patton.

Jana asked if we are approving him to help with outreach. Gabrielael said it can be for outreach, or being on the board at a later time or anything else. Mike said for example volunteering with a Blue Thumb project. Gabrielael said we approve these for anybody who has any dealings with the district. Tom then asked if we needed to have any more discussion on this. Jana said she did not. Tom said he wanted to make sure he understood what we were approving. This is for him to do outreach programs not as a board member, but an associate board member. Gabrielael said no, the cooperator agreement is an agreement between the district and an individual who may be a non-landowner or landowner. It outlines the things the expectations of whatever we are doing.

It is for people who want to help us with a project or event and for us to be able to provide assistance to them. On the second page, which is the actual agreement, it outlines what the cooperator agrees to and what the district agrees. It says, furnish cooperator(s) with technical assistance as needed in developing a conservation plan based upon a soil and plant inventory of the land. Furnish the Cooperator(s) a conservation soils map, aerial photo and job sheets for needed conservation practices. Furnish the cooperator(s) with information, guidance and needed technical assistance as available for proper maintenance of established conservation measures. Keep cooperator(s) informed of conservation programs suitable for implementation on their land. Anyone who is applying for or running for one of the positions on the board, they must have this form on file in order to be confirmed. It does not matter if they win the election or they appointed Gabriel said we have never actually denied one, from what she understood. At the bottom of the page, it says, the District will provide information and education to the Cooperator(s) so they will be informed about the District, conservation programs, and District activities. Provide opportunities for Cooperator(s) to become involved in information and education events and activities, and other District activities and projects. Provide recognition to Cooperator(s) for assistance to the District.

Gabriel said again that we have never denied one of these. Tom said he did not see a reason to deny this one. Sherry said she was still stuck on the nature of the national meeting. She said, people were under the impression that he was already on the board and she was questioning that. So, if the rest of the board were okay with it and that was the part she was questioning. She said she thought it was a little premature. After the national meeting, she had someone call and ask her if Mr. Workman was a board member. Mike said in the national convention he would listen as if he was being considered for an appointment. Sherry said the person said the meeting was February 2nd. They called me and asked me if I knew about the new board member. She said she was not aware we had a new board member. It struck her as odd because it was not in order.

Tom asked Mike if he portrayed himself as a board member in the national meeting. Mike said no he did not. In the national convention, in the chat, and the chat sessions can be pulled up. He thought that was a Zoom session that has a recording and a transcript. He knew that because he went back and caught part of the meeting that he was not able to catch. In fact, he caught most of the national convention and a substantial part of the state convention. He said that what he thought she was referring to, was a call during the national convention, we had a lot of breakout sessions. He has been in many webinars since then, but each and every time, he said he was a pending board member. He said he usually lists the date of the next board meeting where board membership is under consideration. She said the message she received, said your new board member is working the crowd in a good way. He gave me the name and it was Mike Workman. She said well we have a new board member she had never met, and we had not had a meeting yet. That is why she was hesitant. She understood wanting to be a part of the board, but it gave the impression of misrepresentation.

The person she spoke to, gave nothing but compliments. She said for her to get that call not knowing what they were talking about, made her look like did not know what was going on as board member. She said this was coming from a representative of our state board member. Mike said he could narrow it down to two members because he talked to the state board chair and a state board member who represents Tulsa County. He said he was glad to know that they appreciated his contacts as a potential board member in Tulsa. He also said they appreciated his willingness to learn more about the Tulsa County Conservation District. In addition to how it fits in with the state and the federal organizations of conservation districts.

Sherry said she did not even know we had anyone interested in becoming a board member. Mike said he had been requesting, for about three months, for Gabrielael to give me the contact information for the other two board members. He and Tom had a get acquainted session on phone and in person. He and Gabrielael have spoken a few times. He has tried reaching out to the other two board members for several months. Jana said she got something from him yesterday, but was really busy and could not respond. Mike said that is the reason he asked some of his state legislatures to come to this board meeting. He asked them to come and speak in favor of the only two agenda items with his name on them. Those items were the cooperative agreement and board membership. He said he understood the public posting is the only name posted for consideration to fill a vacancy for delinquency. According to your public postings.

Tom said Mr. Patton has been interested in a position for some time now. He wanted to discuss the project for Land Legacy. Mike said he has known Michael Patton for several decades. This is the first time he heard his name was under consideration. When we get finished with the cooperatior agreement, which he understood was still pending; he would like to layout his potential appointment to the vacancy. That is why State Representative Bush, who was still on the line, here wishing to speak in favor of that appointment.

Tom asked where we were in relation to completing the agenda item. Gabrielael said she had a motion to approve, but she needs a second. Sherry said she was going to abstain. Tom asked if she could do that. Gabrielael said she did not know. Janet Stewart asked how many board members are in the meeting today. Tom said there were only three because we only have three. Janet said there are only have three board members; we have to have all three to approve the cooperative agreement. The cooperative agreements are a basic form. Tom asked if this is just approving the paperwork. Janet said anything that we are going to do through the district; you usually have to have a clear agreement. She said she sent Gabrielael some information to give to the board to the so they can read up on the agreements.

The agreement is a very general form and referenced in state statues. It is a pretty standard form. Usually, you vote to approve it and then you can move on to the next agenda item. She said she did not understand what the abstaining was. If anybody that is going to do stuff with the district, should enter an agreement. Gabrielael said, if Mr. Workman wants to volunteer at the Home and Garden show, the Farm Show, Monarch's

on the Mountain, or any other activity, it is best to have a cooperator agreement. She said the form is not indicating he is going to be on the board or be associate board member. It is not saying any of that. It is saying we are agreeing to terms related to activities of the district and he is agreeing to the provisions listed on the second half of the page.

Jana asked what the cooperator agrees to. Janet said the cooperator agrees to working with representatives of the District to carry out planned projects, assist with district activities and participate in district events. Become knowledgeable about the District. Suggested ways to do this are attend board meetings, volunteer to help with District activities, read District materials, attend conservation meetings, or visit with district directors or staff. Provide input to the District as they develop their conservation goals and needs assessments. She said it general stuff. It is not tying your hands to anything specific. Anything you do stuff with should have cooperator agreement. Jana Black mad the motion to approve the Cooperator Agreement for Mike Workman. Sherry 2nd the motion. Tom asked if there were any nays. There were none. The motion is approved.

I. Discussion and Approval of Recommendations for Appointments to the Board of Directors

Gabriel suggested, if Representative Bush was still in the meeting, we should have her speak right now, but it did not look like she was still on. She also noted that it looked like we have been experiencing some technical issues. Jana said she was in a rush and that she needed to go back to work. She did not have a lot of time to wait for them to get back on.

Mike Workman introduced himself. He said his appointment was under consideration in the previous meeting, but was held over. In accordance to your public posts, his was the only name posted on the meeting today to fill a vacancy. Whether you do not accept, take no action or approve the appointment. The only item eligible for approval, his name to fill the vacancy. He has been involved in politics along time. He has been in marketing and public relations. He said he spoke to some national and some state people because of his work in government. He spoke to some state board members and told them he was pending appointment. He would bring a unique connection to this board. He said, like any legislators, it is important that you know who your legislators are, but it is even more important that they know who you are. That is why he asked for and got a letter of recommendation from his state representative, Carl Bush. She had been here waiting very patiently since it early on to speak in favor of him being appointed. His State Senator Dave Radar was in the meeting very early on as well.

Both told him when he asked about the Tulsa County Conservation District, they did not even know this agency existed on a County or even a statewide level. He said whether he was accepted or not he made a great contribution. Inviting them both they now know a little bit more about a very small piece of state government. Again, also within the county, he knows all three county commissioners and all three of them know him. I did not have them write letters or show up here today, but again, according to your public

posting, I'm the only name subject to consideration at this meeting today. He said if he was not approved, he will probably run for the seat we are getting ready to post.

Tom Tolbert said he had no issues with him running. He said this is not about anything in the past and that he has strictly avoided the past. That was not his business, but his business is the good of the board, and what we do. He said he told him way back when that this was not going to be a political position. He deals with that on a daily basis with the city government.

Mike said that he had two other people in line to speak. He said he left out that he has worked with Congresswoman Debbie Haaland, who just got approved for interior secretary. For 20 years, he worked with former Iowa Governor Tom Vilsack. He was approved to be the new Agriculture Commissioner. He said he brings a unique circumstance and perspective about good political connections on a federal and state level. Whether or not he was a board member, he would help raise the profile of what the district is doing. The other two people waiting to speak is Christine O'Toole and Charlotte Bell. They should be in the queue waiting to speak in favor of his appointment as the sole person here for consideration today. Dave Rader wanted to speak and so did Carol Bush.

Mike said he had letters from both of them that Gabrielael should have put it in the board packet. He believed she could not display on the screen here for this meeting. Tom asked what Jana thoughts were. Jana said she agreed with what Tom said about the district not being a politically motivated board, but he was giving us a lot of political talk. She said that it was a bit concerning to her. Jana then asked Sherry what her thoughts were.

Mike said he would like to respond. He said he was mentioning officeholders, top political figures, offices like the Secretary of Interior, Secretary of Agriculture. Tom said he was sorry, but from our standpoint that is politics. Office holders or a candidate for politics is political. Jana asked Mike why we were getting comments from a lot of different people that he was not very good to work with and that he makes trouble. She also mentioned that he had some restraining orders. Tom told Jana that we are not going to discuss any of that because it was off limits.

Mike said to quote the late Congressman John Lewis, "if you are going to get in trouble, get in good trouble." He has gotten in good trouble with people in his party, elected officials, candidates and officeholders. He has also gotten into good trouble on a variety of levels from school boards to City Councils to County commissioners. Several counties and several states. He has worked professionally for 47 years in politics and there are a lot of things that we call, "war stories," but you do not want to call it politics. He said he does call it politics because it is a political effort.

He said he does a lot of political work in his church and he does a lot of church work in his politics. He will simply use the late Congressman John Lewis, has he gotten in good trouble yes. Will he continue to get in good trouble? When you are speaking up for

helping people live better lives and in this case, with better quality air water and soil. Yes, he will continue to get in good trouble.

For political purposes, Carol Bush knows he is the Democratic Precinct Chair and Dave Rader is a Republican State Senator. They respect him enough that they would write a letter and make a phone call. He said it may be over lobbying in his chase, but he did not have the opportunity to speak with two out of three board members. So, he thought it needed a little extra communication from him and from their part. Again, we have Christine O'Toole and Charlotte Bell who text they are on hold waiting to speak on his behalf.

Gabriel said she emailed them the link to this meeting and they not in here. She said she has not seen them pop up waiting to get in. Jana said she had not seen them either. When somebody joins, anybody can let them in Gabriel said she gave them link and she sent them the same link she sent him just before the board meeting. If they are able get in, we will let them in to speak.

Mike said what he thought Representative Bush was trying to bring, was to bring forward some personal comments to reinforce the letter. Senator Radar was prepared to do the same. She was also going to respond to any questions you have. When I told representative Carol there was someone in his party that is upset with me. She responded with, "just one". He said he has a longer list, but she has got a longer list within her party and she is in leadership in her party. He said he thought that there was a role for politics both for officeholders and board members.

People need to interact with elected officials. As elected officials, he thought he had a track record of being able to bring people from the party not my own. The other piece of information is he was the Democratic nominee statewide for the United States Senate four years ago. He had the top vote getter. There is no Oklahoma Democrat who has received more votes than he has, in Oklahoma in the last 10 years. He said that was his little consolation prize for not winning statewide elections. He has a high profile within his political party and within civic activities in Tulsa County, both partisan and nonpartisan. He has a pretty good profile within the state of Oklahoma, including statewide position with the Methodist Church. As well as adding the Men's group for the state of Oklahoma. He has a lot of civic and political activities governmental activities. So, he would bring a unique contribution.

Mike said his first contribution was, anytime you get elected member of the legislature wanting to speak, you let them speak early. Jana said we were going by our agenda. Mike replied, it is standard routine, and he recommended that to get both, Gabriel and to Tom to let them speak earlier. He said, but it was at your discretion.

Tom asked the board members if they had anything else. Jana said not at this point. Sherry Mike definitely had a lot of experience and years of experience in politics. It is quite noticeable, and it could help us in reaching the goals in the County. It is just right

off the bat, he came the board, almost like Robert's Rules of Order. She said this particular board does not necessarily operate that way. The overall political tone was a bit much. She heard all the nays and yeas. A lot of people had nothing but good things to say. She said he has that knowledge base of how politics work and how things are done in Oklahoma. He also has that ability to reach out to the people on a county level. Which would help a lot.

Tom asked Janet Stewart if we could pass on the appointment, but Teams was having issues with her microphone. Gabrielael said she did not think we should table this agenda item.

Tom said he appreciated Mr. Workman's connection to politics. He is not a political person and he did not think this board should be involved in politics. He said at this time, the board is going to pass on his appointment to the board. Jana said she agreed with Sherry. She sees some things that she liked and things she did not like. She agreed with Tom. She said she would vote against the appointment her. Sherry said she was going to say no as well.

Tom said he would like him to participate with us in other aspects. Maybe later the board will be a little bit more open to some of this. It will allow us to be more educated. He said he thought he was a good individual and that he really liked listening to him discuss politics even though he hates politics. He said for right now, the board is going to have to say no to his appointment. He is more than welcome to run for the position when it is available.

Mike Workman said he appreciated be under consideration and that he would likely file for that seat. According to your public posting, his name was the only name on your open meeting posting. Tom said Mr. Patton has not been appointed as of this meeting. Mike Workman said he understood that, but his name was the only name that could be considered tonight according to your open meetings. He also said that he thought Michael Patton would be a great board member and that he had known him for a long time.

Tom said, he is a relatively new to this position on the board Mr. Patton has the experience. Mr. Patton has been involved with the environmental conservation for many years. Tom said he felt Mr. Patton is what the District needs. He thanked Mr. Workman for showing interest in becoming a board member. Mike Workman said he would most likely come back to future board meetings as a member the public to be able to communicate with the board.

Gabriael reminded Tom that we needed a motion on Mike Workman's appointment. Jana Black made a motion to approve the recommendation to the Board of Directors for Mike Workman. Sherry Laskey 2nd the motion. All in favor: None. Nays: Jana Black voted no and Sherry Laskey voted no. The motion dose not pass.

J. Discussion of 10-Minute Guide series: #12 District Director Elections – Revised

Due to time constraints, the board decided to table this agenda item.

K. Discussion of Chapter 3 Sections 6 through 8 of the District Handbook: District Director Elections

Due to time constraints, the board decided to table this agenda item.

11. New Business:

Gabriel Parker said she wanted to let the board know when Fuzzell's Business Equipment sent us a new copier, they had to change our billing cycle. Instead of being billed in February, May, August and November, we will now be billed in March, June, September and December. Since they did not bill us in November, they sent a bill in March for both November and March. The board did not have any issues with that. No further action needed to be taken at this time.

12. Public Comments:

Michael Workman left the meeting at 6:37 PM

13. Adjourn:

Meeting Adjourned at 6:38 PM

Next regularly scheduled meeting is April 8, 2021 via Microsoft Teams and
freeconferencecall.com teleconference

Conservation Easement Baseline Data Report

Perkins Development Corporation, Tulsa County



January 22, 2021

**CONSERVATION EASEMENT
BASELINE DATA**

Baseline Completed By: Lauran Drummond, ENERCON Services, Inc. **Date:** 1/24/21
Site Analysis Completed By: Lauran Drummond, ENERCON Services, Inc.

Property Name: 9.70 Acres of Land

Nearest Town: Broken Arrow **County:** Tulsa **State:** OK

Travel (location): The subject property is located on the southeast corner of East 101st Street and South 129th East Avenue, north and east of Broken Arrow South Loop, north of West Florence Street, south of East 91st Street, and west of South Elm Place. The easement is 300' south of the southeast corner and extends 120' to the south. A swath approximately 120' wide across the remainder of the property. The subject property is easily accessible from the west.

Acres: 9.07

Determined by: Survey Deed Estimate Tax Map Other

Landowner(s): Perkins Development Corporation

Owner's Address:
P.O. Box 1527
Tulsa OK 74101

Phone:
918-812-8325

Deed of Conservation Easement Filing: Book # _____ Page # _____

GENERAL PROPERTY INFORMATION

<u>Land/Water Types</u> occurring on property.	<u>Acreage/%</u> of Total for each
Forest (operable): 80%	Pasture:
Forest (inoperable):	Natural Pond/Lake: 5%
Tree Farm:	Man-made Pond/Lake:
Field:	Stream/River: 15%
Cultivated:	Swamp:
Ledge:	Bog:
Marsh:	Other:

Description of land/water types:

The subject property consists of a natural habitat of timber and low-lying grasses. The subject property is heavily forested with mature trees including cedars, maples, and oaks. A large, unnamed, natural stream runs through the subject property.

Soil types

Dennis (2thf0) silt loam, 3 to 5 percent slopes:

These soils primarily consist of silt loam and silty clay loam. Soils are somewhat poorly drained with a moderate runoff class. The ecological site is reported to be Loamy Upland. These soils are considered prime farmland.

Newtonia (2tgv4) silt loam, 3 to 5 percent slopes:

These soils primarily consist of silt loam and silty clay loam. Soils are well drained with a low runoff class. The ecological site is reported to be Loamy Upland. These soils are considered prime farmland.

Geology

Nowata Formation. Middle Pennsylvanian:

According to the Geologic Map of Oklahoma, the geologic formations underlying the surface soils is the Nowata Formation. Near the Kansas State line and east of Verdigris River, this formation occupies a narrow band between the escarpments of overlying and underlying limestones. The

formation consists of a series of shales with a few interstratified sandstones and at least one bed of coal. The shales generally are bluish or greenish in color, weathering green or buff. Formation thickness varies from 50 ft to 600 ft in Tulsa County

Boundaries..

- Well defined
- Able to be located (Partially)
- Not defined
- Surveyed
- Need improvement

Fencing:

The west boundary of the subject property is lined with a barbwire fence. No other fences were observed.

Public Access, Recreational, and Educational Uses:

The public does not currently have access to the subject property. No evidence of agricultural or logging activities were observed. The natural habitat is intact and holds the potential for recreational uses.

History

Past disturbances – storms, fire, infestation: No evidence of past disturbances were observed.

Land uses (other than farming): mining, drilling, commercial, feedlots, etc.: The subject property appears to be unused and in its natural condition.

Wildlife

Mammals	Birds	Reptiles
Deer Rodents (squirrels)	Forest songbirds	Numerous snake and lizard species

Unique/Outstanding

List plants/aquatic, geologic, scenic or other physical features of significance: A large unnamed stream is located on the subject property. The stream meanders through the property, creating historic cuts in the forest floor. The forest is mature, and ecosystem is cohesive.

BUILDING INFORMATION

Type/Size/Condition: No improvements were observed on the subject property.

Potential Uses: Recreational activities.

FOREST RESOURCE INFORMATION

Is the area part of a larger similar area under protection/needing protection? Y N

Timber Management Plan Summary: N/A

Forest Types

Temperate Forest: Woody species include post oak, blackjack oak, elm, shortleaf pine, white oak, red oak, American elm, green ash, pecan, acorn, sugar maple and hickory. Shrubby species include serisea, sumac, coralberry, grape, Virginia creeper, hawthorn, and black haw.

AGRICULTURAL RESOURCE INFORMATION

The subject property is heavily wooded and does not appear to have been historically used for agriculture.

Current/potential crops: No current crops were observed.

Grazing Management Plan Summary: N/A

VALUES, TAX STATUS, ACQUISITION COSTS:

Total Assessed Value: \$30,000 Buildings: \$ Land: \$
Total Easement Value: \$ Per acre: \$
Total Donation Value: \$

Appraiser: Kenny & Associates

Date of Appraisal:

Federal, State, Local Funds use to purchase Easement:

Backup Easement Holder (organization):

PLEASE CHECK ALL THAT APPLY

Photos

- Orthophotos with boundaries delineated
- On-site photos

Elements of conserved Land to be photographed:

- Farmland or Ranchland
- Critical habitat/natural areas
- Prominent scenic features
- Vegetative buffer areas
- Corner of property
- Existing improvements (structures, roads, utilities, wells, house, barn)
- Site(s) of proposed improvements
- Wetlands, ponds, streams
- Evidence of wildlife, rare flora
- Easily identified photo of property from main road
- Historical and Archaeological sites (describe):

Documented with (Organization): All photographs and supporting documents are on file at the offices of Land Legacy.

Maps

- Property locator map
- Base map
- Survey of property with current abutters identified
- Survey areas with existing improvements
- Forest management plan map, if applicable
- Photo point map
- Town tax map

Farmland

- Brief description of current uses, i.e., hay, corn, dairy, sheep
- Copy of NRCS Conservation Plan if available
- Grazing Management Plan

Forestland

- Copy of most current forest management plan if forestry is occurring or planned
- Timber Management Plan

Review Comments:

Interior of subject property is accessible from the west from South 129th East Avenue. The subject property area is being rapidly developed with residential subdivisions. Impending development is encroaching on this natural forest habitat.



Signature

1/22/2021

Date



View of forest



View of forest



View of stream bed



View of forest



View of forest



View of forest canopy

Tax Incentives w/ Conservation Easements

Contacts:

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Phone: 918.587.2190
www.landlegacy.com

The Conservation Easement Incentive Act is considered by many to be the most important conservation legislation in the last 20 years. This act (part of the American Gives More Act), encourages landowners to place conservation easements on their land to protect important natural, scenic and historic resources.

Lands placed into conservation easements continue to be farmed, grazed, hunted or used for outdoor recreation and wildlife conservation. These lands also remain on county tax rolls, strengthening local economies.

Donating a voluntary conservation easement (also called conservation agreement) can be one of the smartest ways to conserve the land you love, while maintaining your private property rights and realizing significant federal tax benefits.

The permanent incentive benefits to landowners:

- The deduction a donor can take for donating a conservation easement is 50% of his or her annual income;
- The period for a donor to take a tax deduction for a conservation agreement is 15 years, and
- Qualifying farmers and ranchers can deduct up to 100% of their income.

Example: a landowner earning \$50,000 a year who donated a conservation easement worth \$1 million could take as much as \$800,000 in tax deductions over the next 15 years – still less than the full value of their donation, but a significant advantage.

This is a powerful tool for allowing modest-income donors to receive greater credit for donating a very valuable conservation easement on property they own. For land trusts, this translates to the protection of much more land through the use of conservation easements.

The national conservation easement effort is directly responsible for conserving more than 2 million acres of America's natural outdoor heritage.



For more information, please contact us at (918) 587-2190 or visit our website www.LandLegacy.com.

1:21 PM
03/01/21
Accrual Basis

Tulsa County Conservastion District
Profit & Loss
July 2020 through February 2021

	<u>Jul '20 - Feb 21</u>
Income	
Interest Income	0.46
OCC Cost-Share Reimbursements	5,535.78
OCC General Exp Reimbursements	3,809.47
OCC Salary Reimbursements	21,515.74
Total Income	<u>30,861.45</u>
Expense	
Administrative Expense	423.54
Cost-Share Payments	5,535.78
Employee Benefits	2,282.64
Internet	435.88
Membership Fees	300.00
Office Supplies	158.50
Outreach Programs	296.59
Payroll	12,858.85
Payroll Tax	6,102.39
Postage	56.80
Travel	130.19
Total Expense	<u>28,581.16</u>
Net Income	<u><u>2,280.29</u></u>

1:20 PM
03/01/21
Accrual Basis

Tulsa County Conservation District
Profit & Loss
February 2021

	<u>Feb 21</u>
Income	
Interest Income	0.07
OCC General Exp Reimbursements	2,060.30
OCC Salary Reimbursements	5,368.60
Total Income	<u>7,428.97</u>
Expense	
Employee Benefits	403.23
Payroll	4,013.04
Payroll Tax	994.78
Total Expense	<u>5,411.05</u>
Net Income	<u><u>2,017.92</u></u>

1:22 PM
 03/01/21
 Accrual Basis

Tulsa County Conservation District Profit & Loss Detail February 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	2/26/2021		Arvest	Interest Pay...		Arvest Checki...	0.07	0.07
Total Interest Income							0.07	0.07
OCC General Exp Reimbursements								
Deposit	2/1/2021		OCC	November G...		Arvest Checki...	330.30	330.30
Deposit	2/1/2021		OCC	December G...		Arvest Checki...	1,730.00	2,060.30
Total OCC General Exp Reimbursements							2,060.30	2,060.30
OCC Salary Reimbursements								
Deposit	2/1/2021		OCC	January Sala...		Arvest Checki...	2,684.30	2,684.30
Deposit	2/3/2021		OCC	February Sal...		Arvest Checki...	2,684.30	5,368.60
Total OCC Salary Reimbursements							5,368.60	5,368.60
Total Income							7,428.97	7,428.97
Expense								
Employee Benefits								
Check	2/3/2021	8780	OCC	January 2021...		Arvest Checki...	403.23	403.23
Total Employee Benefits							403.23	403.23
Payroll								
Check	2/1/2021	8745	Gabriel S Parker	August 1-15t...		Arvest Checki...	1,003.26	1,003.26
Check	2/1/2021	8746	Gabriel S Parker	August 16-31...		Arvest Checki...	1,003.26	2,006.52
Check	2/12/2021	8749	Gabriel S Parker	September 1-...		Arvest Checki...	1,003.26	3,009.78
Check	2/24/2021	8751	Gabriel S Parker	September 1...		Arvest Checki...	1,003.26	4,013.04
Total Payroll							4,013.04	4,013.04
Payroll Tax								
Check	2/10/2021		IRS	941 Tax Pay...		Arvest Checki...	880.78	880.78
Check	2/17/2021		Oklahoma Tax Com...	January 2021...		Arvest Checki...	114.00	994.78
Total Payroll Tax							994.78	994.78
Total Expense							5,411.05	5,411.05
Net Income							2,017.92	2,017.92



P O BOX 1670
LOWELL AR 72745

Statement Ending 02/28/2021

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number:

ADDRESS SERVICE REQUESTED

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

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		\$2,976.02
Total Current Value		\$2,976.02

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
02/01/2021	Beginning Balance	\$958.10
	3 Credit(s) This Period	\$7,428.97
	7 Debit(s) This Period	\$5,411.05
02/28/2021	Ending Balance	\$2,976.02

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.07
Interest Paid Year-to-Date	\$0.10
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
02/01/2021	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$4,744.60
02/03/2021	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$2,684.30

Other Credits

Date	Description	Amount
02/28/2021	INTEREST PMT	\$0.07

Electronic Debits

Date	Description	Amount
02/10/2021	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$880.78
02/17/2021	TAX PAYMENTS OK TAX PMT	-\$114.00



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>
8745	02/01/2021	\$1,003.26	8749*	02/12/2021	\$1,003.26	8780*	02/03/2021	\$403.23
8746	02/01/2021	\$1,003.26	8751*	02/24/2021	\$1,003.26			

* Indicates skipped check number

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
01/31/2021	\$958.10	02/10/2021	\$5,096.47	02/24/2021	\$2,975.95
02/01/2021	\$3,696.18	02/12/2021	\$4,093.21	02/26/2021	\$2,976.02
02/03/2021	\$5,977.25	02/17/2021	\$3,979.21		



P O BOX 1670
LOWELL AR 72745

Statement Ending 02/28/2021

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number

ADDRESS SERVICE REQUESTED

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

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING	XXXXXXXX6410	\$83.86
Total Current Value		\$83.86

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
02/01/2021	Beginning Balance	\$83.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
02/28/2021	Ending Balance	\$83.86

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

Daily Balances

Date	Amount
01/31/2021	\$83.86

1:37 PM

03/01/21

Accrual Basis

Tulsa Area Conservation Foundation

Profit & Loss

July 2020 through February 2021

	<u>Jul '20 - Feb 21</u>
Income	
Interest Income	<u>1.53</u>
Total Income	<u>1.53</u>
Gross Profit	1.53
Expense	
Website Hosting	<u>254.08</u>
Total Expense	<u>254.08</u>
Net Income	<u><u>-252.55</u></u>

1:36 PM
03/01/21
Accrual Basis

Tulsa Area Conservation Foundation
Profit & Loss
February 2021

	<u>Feb 21</u>
Income	
Interest Income	0.09
Total Income	<u>0.09</u>
Gross Profit	0.09
Expense	
Website Hosting	254.08
Total Expense	<u>254.08</u>
Net Income	<u><u>-253.99</u></u>

1:38 PM
 03/01/21
 Accrual Basis

Tulsa Area Conservation Foundation
Profit & Loss Detail
 February 2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Income								
Interest Income								
Deposit	2/28/2021		Arvest Bank	Interest Pay...		Arvest Checki...	0.02	0.02
Deposit	2/28/2021		Arvest Bank	Interest Pay...		Arvest Saving...	0.07	0.09
Total Interest Income							0.09	0.09
Total Income							0.09	0.09
Gross Profit							0.09	0.09
Expense								
Website Hosting								
Check	2/26/2021		GoDaddy	Renewal of ...		Arvest Checki...	254.08	254.08
Total Website Hosting							254.08	254.08
Total Expense							254.08	254.08
Net Income							-253.99	-253.99



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD
TULSA OK 74133-1730

Statement Ending 02/28/2021

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$773.60
Total Current Value		\$773.60

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
02/01/2021	Beginning Balance	\$1,027.66
	1 Credit(s) This Period	\$0.02
	1 Debit(s) This Period	\$254.08
02/28/2021	Ending Balance	\$773.60

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	\$0.04
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
02/28/2021	INTEREST PMT	\$0.02

Electronic Debits

Date	Description	Amount
02/26/2021	GO DADDY WEB ORDER Secretary	-\$254.08

Daily Balances

Date	Amount	Date	Amount
01/31/2021	\$1,027.66	02/26/2021	\$773.60



P O BOX 1670
LOWELL AR 72745

Statement Ending 02/28/2021

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

ADDRESS SERVICE REQUESTED

TULSA AREA CONSERVATION FOUNDATION
6660 S SHERIDAN RD
TULSA OK 74133-1730

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
BUSINESS MONEY MARKET		\$2,993.68
Total Current Value		\$2,993.68

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
02/01/2021	Beginning Balance	\$2,993.61
	1 Credit(s) This Period	\$0.07
	0 Debit(s) This Period	\$0.00
02/28/2021	Ending Balance	\$2,993.68

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.07
Interest Paid Year-to-Date	\$0.16
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
02/28/2021	INTEREST PMT	\$0.07

Daily Balances

Date	Amount	Date	Amount
01/31/2021	\$2,993.61	02/26/2021	\$2,993.68

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

PROGRAM YEAR 23

Program Year Begins: March 1, 2021
Program Year Ends: August 31, 2022

Allocation Period Begins: March 1, 2021
Allocation Period Ends: August 31, 2021

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

Approved by the Conservation Commission on, March 1, 2021.

I PURPOSE

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

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

Make cost share funds available to conservation districts for the purpose of providing cost share payments to landowners and operators implementing conservation practices which will protect our soil and water natural resources.

Make cost share funds available to conservation districts for the purpose of purchasing an electronic hog trap to assist landowners and operators in reducing the feral swine population on their lands.

The Commission herein establishes the Conservation Cost Share Program Guidelines for Program Year 23. Any exceptions from these established guidelines shall be approved by the Commission.

II ALLOCATION OF FUNDS

The Commission allocates \$1,800,000 of cost share funds for Program Year 23. The amount of funds allocated to each participating conservation district for Program Year 23 can be found on page 12. Allocations were based on each conservation district's performance ranking during Program Years 18, 19, and 20. The Commission will make these funds available to participating conservation districts upon receipt and approval of the district's Program Year 23 local priorities and application ranking system.

A. Locally Led Conservation Initiative

The total budget for the locally led conservation initiative is \$1,750,000. Eligible landowners and operators may apply at their local conservation district for cost share funds for the purpose of implementing approved conservation practices to protect soil and water natural resources.

B. Reduction of Feral Swine Population

The total budget for the feral swine initiative is \$50,000. Only conservation districts are eligible to apply to the Commission for cost share funds for the purpose of purchasing an electronic hop trap to assist landowners and operators in reducing the feral swine population on their lands.

III LOCALLY LED CONSERVATION INITIATIVE PROGRAM POLICIES

Conservation District Participation

The Cost Share Program (CSP) is a voluntary program. Conservation districts are not required to participate. To participate in the CSP the conservation district board must take action in a regularly scheduled district board meeting. CSP funds allocated to conservation districts that choose not to participate will be returned to the Commission for reallocation to other districts.

Carry Over Funds

Conservation districts will not be allowed to carry over unobligated Program Year 22 funds to Program Year 23.

Program Year

Program Year 23 begins on March 1, 2021 and ends on August 31, 2022. All Performance and Maintenance Agreements must be completed, and cost share payments disbursed by August 31, 2022. The Commission will not process claims received after August 31, 2022.

Allocation Period

The allocation period is the period of time in which a conservation district has to obligate their program year allocation. The Commission has established March 1, 2021 through August 31, 2021 as the allocation period for Program Year 23. If a conservation district fails to obligate all of their allocation by August 31, 2021, the unobligated amount will be withdrawn and made available for reallocation to other districts by the Commission. Funds become obligated when an application has been approved for funding by the conservation district board and a Performance and Maintenance Agreement has been signed and dated by the district board and the applicant.

Eligibility Requirements

Applicants for cost share funds must be a conservation district cooperator with a conservation plan.

Applicants must agree to maintain the conservation practice for the expected life specified by the conservation district.

Applicants that lease the land must submit a landowner consent form with their application. The landowner must agree to continue maintenance of the conservation practice for the expected life specified by the conservation district in the event that the land lease agreement is canceled.

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

Conservation district directors are eligible to participate in the Conservation Cost Share Program. Due to the limited amount of funds available for Program Year 23 individual directors should consider public perception when making their decision to participate in the Program. Each participating conservation district must submit to the Commission a Director Participation form documenting the district board's vote related to board members participation in the CSP. If the district board votes to allow board members to apply for cost share funds the guidelines below will be followed.

1. Only two conservation district board members can apply for cost share funds during Program Year 23.
2. Individual district board members applying cannot discuss any element of the Cost Share Program including but not limited to practices, rates, average costs, selection/ranking criteria, application approval/disapprovals, payments, and extensions.
3. Individual district board members applying for the cost share funds must abstain from voting on all elements of the Program.
4. Individual district board members cannot use their position as a conservation district board member to improve or elevate their individual chances of becoming a successful applicant.

Authorized District Representative

The conservation district board must designate an authorized district representative. This person can sign all forms. The authorized district representative must be a conservation district board member. It cannot be a conservation district employee. The board can designate more than one district board member as the authorized district representative. Board members applying for cost share funds cannot serve as the authorized district representative.

Technical Representative

Natural Resources Conservation Service (NRCS) staff will serve as the conservation district's technical representative. They will assist the conservation district by: conducting field visits to determine landowner needs, participating in the application review process, developing conservation plans, design and layout of practices when required, determining compliance with NRCS conservation practices standards and specifications, and certifying practice quantities. The technical representative will be required to sign the Certification of Completion and Acceptance form.

Eligible Conservation Practices and Average Costs

Eligible conservation practices for Program Year 23 are:

314 Brush Management	327 Conservation Cover
340 Cover Crop	342 Critical Area Planting
362 Diversion	382 Fencing
386 Field Border	393 Filter Strip
394 Firebreak	512 Forage and Biomass Planting
410 Grade Stabilization Structure	412 Grassed Waterway
561 Heavy Use Area Protection	315 Herbaceous Weed Control
516 Livestock Pipeline	590 Nutrient Management
378 Pond	338 Prescribed Burning
528 Prescribed Grazing	533 Pumping Plant
550 Range Planting	329 Residue and Tillage Management, No-Till
614 Watering Facility	642 Water Well

Each conservation district board may select any of the approved conservation practices for inclusion in the conservation district's local program. The selected practices should address the conservation district's identified priority resource concerns. A conservation district can request Commission approval to add conservation practices not included in the list of approved practices. The request must be submitted to the Commission in writing and be accompanied by supporting data compiled by the conservation district. The requested practice must be approved by the Commission prior to the district board's approval of CSP applications.

Conservation practices shall be implemented according to NRCS standards and specifications.

CSP average costs (unit cost) for the conservation practices is based on Oklahoma NRCS data. A conservation district can request an average cost variance. The request must be submitted to the Commission in writing and be accompanied by supporting data compiled by the conservation district. The requested variance rate must be approved by the Commission prior to the district board's approval of CSP applications.

Maximum Cost Share Payment

The maximum cost share payment amount per participant in Program Year 23 is \$7,500. Each conservation district board may choose to establish a maximum cost share payment amount that is less than \$7,500.

Maximum Cost-Share Rate

The maximum cost share rate for all conservation practices is 85%. Each conservation district board may choose to establish a cost share rate less than 85%.

Local Program Priorities and Application Ranking System

The CSP gives conservation districts the responsibility to determine the recipients of state cost share funds. To meet this responsibility conservation districts must establish local program priorities. Clearly understood priorities make the approval process much easier and minimize possible misunderstandings.

Conservation districts must develop an application ranking system that will be used during the application approval process. The ranking system should address applicant eligibility requirements first to determine if additional consideration towards approval is necessary. Conservation district staff and technical representatives based on best professional judgment and site specific evaluations should provide information to assist the district board during the application ranking process.

District Ranking Systems to be due by May 1st, 2021

Each conservation district must submit their local program priorities and application ranking system for the Commission's review and approval prior to starting the application process. Cost share funds become available to conservation districts for obligation after the Commission approves their local program priorities and application ranking system. The application process cannot begin prior to receiving Commission approval.

Application Process

Conservation districts should advertise the availability of CSP funds throughout the district. The following information should be included in your advertisement: application period, maximum allowed payment, cost share rate, conservation practices available, and district contact information. Advertisement can be in the form of a local newspaper article, newsletters, announcement of the district's Facebook page, flyers at business in the district, or word of mouth. Any costs associated with advertising your local CSP can be reimbursed from your other operating funds.

Potential applicants must return completed applications to the district prior to the end of the district's application period. Applicants that lease the land must submit a landowner consent form with their application. Each applicant is limited to one application. Multiple practices can be applied for on one application.

Approval Process

Conservation districts must use their program priorities and application ranking system to make CSP funding decisions. Applications must be approved during an official conservation district board meeting. Board meeting minutes must include a list of approved applications showing the approved applicant's name, practice and maximum cost share amount.

Approved applicants must be notified, in writing, within 10 days after conservation district board action. Applicants should be instructed to contact the conservation district to set up an appointment to sign a Performance and Maintenance Agreement, IRS W9 Form and schedule a field visit.

Conservation districts that have more qualified applications than available CSP funds may choose to approve those applications as alternates on the condition that funding becomes available. Alternates must be notified, in writing, within 10 days after conservation district board action. Approved alternates should be instructed to contact the conservation district to set up an appointment to sign a Performance and Maintenance Agreement prior to August 31, 2021. Work cannot begin until notified by the conservation district that funds are available. All approved alternates must understand that there is no guarantee that funds will become available during the program year.

Applicants denied for any reason must be notified, in writing, within 10 days of the district board decision. The conservation district board must give reason(s) for the denial and advise the applicant of their right to appeal and the procedures necessary to exercise those appeal rights.

Appeals Process

Applicants denied CSP funds has the right to appeal the conservation district's decision. The conservation district board has 30 days in which to respond to an applicant appeal. The conservation district board must hear an appeal in a regularly scheduled district board meeting. Appeals must be listed on the agenda and heard in open session; no appeals shall be heard or discussed in executive session. The conservation district board should give the applicant an opportunity to be heard, that is, what is the reason for contesting the decision. If the conservation district board agrees with the applicant, then the district board can reverse its earlier decision and approve the application. However, if the conservation district board feels that its original denial of the application was justified, the district board is certainly entitled to stand by its original ruling. In that case the applicant must be notified in writing, that the conservation district board's decision can be appealed to the Commission.

Appeals to the Commission must be made, in writing, within 30 days of the conservation district board's decision. The conservation district must forward to the Commission a copy of the case file, the application ranking system used by the district, and the reasons for the district board's denial.

Completion Dates

Conservation districts shall set and enforce completion dates for approved applicants and inform the applicant of that date. The applicant should make every effort to complete approved practices by the established completion date. Applicants that have not started, are not under construction, or have not completed implementation of practices by the established completion date can be canceled in order to reallocate funds to an approved alternate. Conservation districts may make applicants that were canceled for lack of completion effort ineligible for CSP funding in future program years. When mitigating circumstances influence an applicant's ability to complete implementation, conservation districts can reconsider the applicant's ineligibility for CSP funding in future program years.

Execution of Performance and Maintenance Agreement

The Performance and Maintenance Agreement shall require the applicant to meet the following requirements:

- To perform or have performed all work described in the Conservation Plan in accordance with NRCS conservation practice standards and specifications.
- To submit to the district a detailed, itemized statement of costs and copies of contractor's invoices when the conservation practice(s) are constructed by a contractor.
- To submit to the district detailed invoices for applicant in-kind contributions.
- To complete or have completed all work described in the Conservation Plan by the completion date established by the district.
- To obtain all required permits and approvals prior to the construction of the

conservation practice(s).

- To permit free access to the applicant's land for district and NRCS representatives to inspect the conservation practice(s) upon completion.
- To maintain, at no cost to the district, the conservation practice(s) as designed and constructed for the expected life as set forth by the district. If the applicant removes, destroys or does not maintain the practice(s) before the end of its expected life, the district shall be authorized to recover the CSP funds disbursed. The applicant shall remain ineligible for future CSP funding until the practice(s) is properly maintained, CSP funds are recovered by the district, or the expected life of the practice(s) expires.
- To accept the district's method of calculating the cost share payment for completed work.
- To complete and attach an IRS W-9 Form-Request for Taxpayer Identification Number and Certification.

After an applicant has been notified they have been approved for CSP funds, the applicant and conservation district must execute a Performance and Maintenance Agreement. An agreement number following the Commission approved format must be assigned to each agreement. Example agreement number – 03-022-001

03 - conservation district number
022 - program year number
001 – applicant number assigned by the district

All Program Year 23 Performance and Maintenance Agreements must be signed and dated by the conservation district board and applicant on or before August 31, 2021. All Program Year 23 Performance and Maintenance Agreements must be completed and the CSP claim submitted to the Commission on or before August 31, 2021. Installation of conservation practices cannot begin until an effective Performance and Maintenance Agreement is in place. An agreement becomes effective on the last date of signature. Each applicant can have only one Performance and Maintenance Agreement.

Practice Failures

Practice failures may occur due to unusual weather conditions, such as drought or severe storms that are beyond the control of the applicant. If the practice has been certified complete and fails due to an extreme act of nature during the expected life, the applicant may apply for CSP funds in future program years for the same practice.

Agreement Violations

If a violation of a Performance and Maintenance Agreement is alleged a representative of the conservation district and/or a representative of the Commission will investigate. If the investigation determines a violation has occurred the conservation district shall notify the applicant in writing. Notification must include a description of the violation, corrective action required, and date corrective action should be complete. The conservation district shall be authorized to recover all CSP funds disbursed to the applicant if corrective action is not taken. The applicant shall not be given more than 45 days to make repayment. If the applicant does not make repayment, the conservation district shall contact the Commission for further guidance.

Cost Share Claim Process

A cost share claim can be submitted to the Commission after certification of practice implementation has been completed and the applicant has submitted all relevant receipts. Multiple completed agreements can be submitted on the same cost share claim. For each agreement listed on the claim a copy of the following back-up documentation must be attached to the claim.

All relevant invoices and in-kind documentation (Claims will not be sent down for payment without proper documentation)

- Performance and Maintenance Agreement
- Consent (if applicable)
- Certification of Completion and Acceptance
- Payment Calculation Sheet
- Signed Conservation Plan (Copies of maps are not needed, only the plan and signature page)

Cost share claim reimbursements will be made to the conservation district by EFT. The conservation district will issue a district check to the applicant for the approved payment amount. The Commission cannot process Program Year 23 claims received after August 31, 2022.

Conservation districts must provide an IRS Form 1099-MISC to any applicant receiving \$600 or more in payment(s) from the district during a calendar year. In accordance with IRS regulations conservation districts must file a copy of each IRS 1099-MISC form along with IRS Form 1096 with the Internal Revenue Service. Neither the conservation district nor the Commission provides tax advice; the applicant may wish to consult with an independent tax advisor regarding any potential tax consequences.

IV REDUCTION OF FERAL SWINE PROGRAM POLICIES

Eligibility

Only conservation districts are eligible to apply for CSP funds for the purpose of purchasing an electronic hog trap to assist landowners' in reducing the feral swine population on their lands.

Available Monies

The Commission has set aside \$50,000 of CSP funds for the feral swine initiative.

Application Process

Conservation districts applying for CSP funds for the purchase of electronic hog traps shall submit a business plan to the Commission for approval. Business plans are due in the Commission office no later than May 1, 2021.

1. Preparation - Before preparing the business plan the conservation district board and staff must be familiar with the Feral Swine Control Act and promulgated rules, as well as state carcass disposal requirements.
2. Business Plan - The business plan must include:
 - Make and model of the electronic hog trap.
 - A current (less than 3 months old) cost quote for the electronic hog trap.

- A policy statement that details responsibilities for assembly and de-assembly of the trap, upkeep, maintenance, transportation of the trap to and from locations, and resetting of the trap. The conservation district should restrict renters from performing maintenance on the equipment.
 - A proposed rental plan that sets rental period and how costs shall be assessed (per day, weekly, or monthly rate). The rates will need to include any charges for assembly, de-assembly, resetting, transportation, mobile phone or wireless costs, normal wear and tear on the trap, maintenance, and possible damage to equipment not covered by insurance.
 - A statement verifying that the conservation district has adequate staffing resources to maintain the equipment and implement the trapping program in the district.
 - **Operator must understand and agree that if any personal or property damage or injury were to occur while the hog trap is in their possession, they cannot hold the District or any of its director's or employees liable in any way. After the hog trap is delivered and set up at the chosen location, the operator must assume any and all liability, and the operator must also assume any and all liability until the return of the hog trap back to the district.**
 - A draft copy of the conservation district's comprehensive hog trap rental agreement that provides clear instructions on use, responsibilities, liabilities, and safety to renters. The rental agreement must include the link to the Oklahoma Department of Agriculture, Food, and Forestry website regarding feral swine laws and rules. The conservation district must provide renters information about proper disposal of hog carcasses pursuant to state statutes.
3. Restrictions - When a conservation district decides to sell an electronic hog trap purchased with CSP funds they must notify the Commission before placing the trap for sale. All monies from the sale must be reported to the Commission and can only be used by the conservation district to fund CSP applicants in future program years.

Approval Process

Commission staff have 30 days to review the business plan. Conservation districts will be notified in writing of the Commission's decision.

V ADMINISTRATIVE GUIDELINES

District Reporting and Accounting

Conservation districts shall conduct the following reporting and accounting procedures:

1. Maintain a Cost Share Program Allocation Report in electronic format. The report should include data for all conservation district board approved Performance and Maintenance Agreements. Agreement approved as alternates must be labeled as 'alternate'. The report should include the following :
 - conservation district name
 - applicant's name
 - agreement number
 - expected completion date
 - obligated amount
 - agreement effective date

2. Submit the Cost Share Program Allocation Report to the Commission for review on September 1, 2021.
3. Assemble case files for each approved applicant containing the following
 - Approved application
 - Application ranking form
 - Certificate of Completion and Acceptance form
 - Performance and Maintenance Agreement
 - Conservation Plan
 - Copy of cost share claim
 - Consent form
 - Applicant's receipts and in-kind documentation
 - Final practice design
 - Map locating the practices
 - Documentation of communication (verbal and written) with the applicant

Commission Reporting and Accounting

The Commission shall conduct the following reporting and accounting procedures:

1. Receive and review Cost Share Program Allocation Reports from conservation districts.
2. On or before October 1, 2021 reallocate to conservation districts with unfunded approved alternates all unobligated CSP funds returned at the end of the allocation period.

V APPROVED CONSERVATION PRACTICES AND AVERAGE COSTS

Program Year 23 approved conservation practices and average costs can be found on pages 13-17. Standards and specifications for each practice can be found on the NRCS Field Office Technical Guide website <https://efotg.sc.egov.usda.gov/#/>. Average costs (unit cost) for approved practices are based on Oklahoma NRCS data.

Conservation District Cost Share Program Year 22 Allocations

Adair	\$40,000.00	LeFlore	\$5,000.00
Alfalfa	\$18,000.00	Lincoln	\$30,000.00
Arbuckle	\$12,000.00	Little River	\$5,000.00
Atoka	\$5,000.00	Logan	\$12,000.00
Beaver	\$18,000.00	Love	\$12,000.00
Blaine	\$30,000.00	Major	\$18,000.00
Bryan	\$40,000.00	Marshall	\$5,000.00
Caney Valley	\$40,000.00	Mayes	\$10,000.00
Central North Canadian River	\$30,000.00	McClain	\$10,000.00
Checotah	\$18,000.00	McIntosh	\$30,000.00
Cherokee	\$10,000.00	Murray	\$18,000.00
Cimarron County	\$18,000.00	Muskogee	\$18,000.00
Cleveland	\$5,000.00	Noble	\$30,000.00
Coal	\$12,000.00	North Caddo	\$18,000.00
Comanche	\$5,000.00	North Fork of Red River	\$5,000.00
Cotton	\$40,000.00	Nowata	\$30,000.00
Craig	\$36,000.00	Okfuskee	\$5,000.00
Creek	\$12,000.00	Oklahoma	\$12,000.00
Custer	\$12,000.00	Okmulgee	\$18,000.00
Deer Creek	\$30,000.00	Osage	\$40,000.00
Delaware	\$12,000.00	Ottawa	\$18,000.00
Dewey	\$40,000.00	Pawnee	\$10,000.00
East Canadian	\$36,000.00	Payne	\$36,000.00
Ellis	\$18,000.00	Pittsburg	\$30,000.00
Garfield	\$12,000.00	Pontotoc	\$12,000.00
Garvin	\$30,000.00	Pushmataha	\$12,000.00
Grady	\$5,000.00	Rogers	\$12,000.00
Grant	\$18,000.00	Seminole	\$40,000.00
Greer	\$12,000.00	Sequoyah	\$30,000.00
Harmon	\$30,000.00	Shawnee	\$12,000.00
Harper	\$30,000.00	South Caddo	\$40,000.00
Haskell	\$12,000.00	Stephens	\$30,000.00
Hughes	\$36,000.00	Talihina	\$30,000.00
Jackson	\$5,000.00	Texas	\$18,000.00
Jefferson	\$30,000.00	Tillman	\$18,000.00
Johnston	\$5,000.00	Tulsa	\$5,000.00
Kay	\$5,000.00	Upper Washita	\$18,000.00
Kiamichi	\$10,000.00	Wagoner	\$30,000.00
Kingfisher	\$30,000.00	Washita	\$18,000.00
Kiowa	\$12,000.00	West Caddo	\$36,000.00
Konawa	\$40,000.00	Woods	\$36,000.00
Latimer	\$30,000.00	Woodward	\$36,000.00

Practice Code	Practice Name	Component	Unit Type	Unit Cost
314	Brush Management	Chemical Broadcast Tebuthiuron 1.0 lb Rate	AC	\$49.14
		Chemical Broadcast Tebuthiuron 2.0 lb Rate	AC	\$77.11
		Chemical Treatment, Broadcast, Aerial or Ground	AC	\$38.25
		Individual Plant Treatment High 201-400 Plants per Acre	AC	\$55.90
		Individual Plant Treatment Low 50-200 Plant per Acre	AC	\$23.30
		Mechanical Treatment for >51% Canopy Cover	AC	\$422.03
		Mechanical Treatment for 11-30% Canopy Cover	AC	\$137.27
		Mechanical Treatment for 31-50% Canopy Cover	AC	\$219.54
327	Conservation Cover	Introduced Species	AC	\$140.90
		Monarch Species Mix	AC	\$857.80
		Native Species with Forgone Income	AC	\$189.48
		Pollinator Species	AC	\$637.57
		Pollinator, Native and Forbs	AC	\$219.54
340	Cover Crop	Cover Crop - Basic (Organic and Non-organic)	AC	\$64.53
		Cover Crop - Multiple Species (Organic and Non-organic)	AC	\$79.90
		Multi Species Cover Crop on Pasture	AC	\$65.87
342	Critical Area Planting	Native & Introduced Vegetation - Heavy Grading	AC	\$866.83
		Native & Introduced Vegetation - Moderate Grading	AC	\$552.06
		Native & Introduced Vegetation - Normal Tillage	AC	\$277.18
362	Diversion	Diversion	CY	\$2.40
382	Fence	Level Non-Rocky	FT	\$2.40
		Steep-Rocky	FT	\$3.11
		NOTE: Fence (382) is to be used only in conjunction with the Pond (378) or as cross fencing for grazing management. It cannot be used for property fences.		
386	Field Border	Field Border, Native Species, Forgone Income	AC	\$355.52
		Field Border, Native Species, Forgone Income	AC	\$279.08
		Field Border, Pollinator, Forgone Income	AC	\$702.97
393	Filter Strip	Filter Strip, Native species, Forgone Income	AC	\$429.63
		Filter Strip, Introduced Species, Forgone Income	AC	\$354.80

355.52

Practice Code	Practice Name	Component	Unit Type	Unit Cost
394	Firebreak	Constructed - Moderate Slopes with Medium Equipment	FT	\$0.19
		Constructed - Slight Slopes with Light Equipment	FT	\$0.05
		Constructed - Steep Slopes with Medium Equipment	FT	\$0.75
		Re-Construct Firebreaks where prior firebreaks existed and they are not useable	FT	\$0.08
		Vegetated, permanent firebreak642.94	FT	\$0.13
512	Forage and Biomass Planting	Cool Season Introduced Perennial Grass. Seeding	AC	\$202.32
		Native Perennial Grass (one species)	AC	\$208.92
		Warm Season Introduced Perennial Warm Season Grasses. Seeding	AC	\$246.53
		Warm Season Introduced Perennial Warm Season Grasses: Sprigging	AC	\$287.12
		Warm Season Introduced Perennial Warm Season Grasses. Seeding with Lime	AC	\$316.08
		Warm Season Introduced Perennial Warm Season Grasses: Sprigging with Lime	AC	\$350.23
		NOTE: Forage and Biomass Planting (512) can be used to add management and plant diversity to pasture and hayland by adding cool or warm season perennial grasses, legumes, or mixes to perennial warm season grass fields.		
410	Grade Stabilization Structure	Chute, Concrete	CY	\$642.94
		Chute, Gabion Mattress	CY	\$425.64
		Chute, Rock	CY	\$65.75
		Chute, Rock with Concrete Cutoff	CY	\$84.75
		Drop Structure, Concrete	CY	\$1092.44
		Drop Structure, Metal or Treated Lumber	SqFt	\$43.12
		Drop Structure, Rock	CY	\$268.40
		Embankment, CMP or Plastic Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is 0.40 to 0.20	DialnFt	\$3.75
		Embankment, CMP or Plastic Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is 0.70 to 0.41	DialnFt	\$4.68
		Embankment, CMP or Plastic Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is 1.0 to 0.71	DialnFt	\$5.78
		Embankment, CMP or Plastic Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is 1.3 to 1.1	CY	\$5.68
		Embankment, CMP or Plastic Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is 2.0 to 1.4	CY	\$5.51
		Embankment, CMP or Plastic Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is 4.0 to 2.1	CY	\$5.08
		Embankment, CMP or Plastic Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is less than 0.20	DialnFt	\$3.20
		Embankment, CMP or Plastic Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) ratio greater than 4.0	CY	\$4.86
		Embankment, Welded Steel or Aluminum Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is 0.40 or less	DialnFt	\$5.51
		Embankment, Welded Steel or Aluminum Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is 0.70 to 0.41	DialnFt	\$6.64
		Embankment, Welded Steel or Aluminum Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is 1.0 to 0.71	DialnFt	\$7.40
		Embankment, Welded Steel or Aluminum Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is 1.3 to 1.1	CY	\$6.82
		Embankment, Welded Steel or Aluminum Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is 2.0 to 1.4	CY	\$6.67
		Embankment, Welded Steel or Aluminum Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is 4.0 to 2.1	CY	\$5.48
		Embankment, Welded Steel or Aluminum Pipe, Ratio of Earthwork (CY) to Pipe (DIFT) is greater than 4.0	CY	\$5.44

Practice Code	Practice Name	Component	Unit	Unit
			Type	Cost
412	Grassed Waterway	Base Waterway	AC	\$1994.82
		Base Waterway with Gypsum	AC	\$3,719.49
561	Heavy Use Area Protection	Aggregate, Crushed Rock or Gravel in GeoCell on Geotextile	SqFt	\$3.81
		Aggregate, Crushed Rock or Gravel on Earthen Base	SqFt	\$1.00
		Aggregate, Crushed Rock or Gravel on Geotextile	SqFt	\$1.27
		Other Cementitious Material, Compacted Caliche	SqFt	\$0.49
		Other Cementitious Material, Crushed Gypsum Rock	SqFt	\$1.07
		Reinforced Concrete with Sand or Gravel Foundation	SqFt	\$4.71
315	Herbaceous Weed Treatment	Chemical application by any method	AC	\$24.71
		Forestry- Broadcast Aerial	AC	\$95.74
		Mechanical	AC	\$22.28
516	Livestock Pipeline	HDPE, Greater Than 2 Inch, Surface Installation	FT	\$4.74
		HDPE, Less Than or Equal to 2 Inch, Surface Installation	FT	\$2.16
		Plastic, 0.75 Inch to 1.25 Inch, Normal Trenching	FT	\$2.07
		Plastic, 0.75 Inch to 1.25 Inch, Rock Trenching	FT	\$3.27
		Plastic, 1.5 Inch to 2 Inch, Normal Trenching	FT	\$2.48
		Plastic, 1.5 Inch to 2 Inch, Rock Trenching	FT	\$3.68
		Plastic, Greater Than 2 Inch, Normal Trenching	FT	\$4.04
		Plastic, Greater Than 2 Inch, Rock Trenching	FT	\$5.24
		Steel pipe, Surface or Below Ground Installation	FT	\$8.94
590	Nutrient Management	Basic NM (Non-Organic/Organic)	AC	\$8.15
		Basic NM with Manure and/or Compost (Non-Organic/Organic)	AC	\$17.35
		Basic NM with Manure Injection or Incorporation	AC	\$30.68
378	Pond New Structures Only	Embankment, Pipe Material 1000 Diameter Inch Foot or Smaller	CY	\$5.05
		Embankment, Pipe Material 1001-1500 Diameter Inch Foot	CY	\$5.08
		Embankment, Pipe Material 1501-2500 Diameter Inch Foot	CY	\$5.37
		Embankment, Pipe Material 2501-3500 Diameter Inch Foot	CY	\$5.62
		Embankment, Pipe Material 3501-5000 Diameter Inch Foot	CY	\$6.14
		Embankment, Pipe Material 5001-7000 Diameter Inch Foot	CY	\$7.27

Practice Code	Practice Name	Component	Unit Type	Unit Cost
378	Pond (continued)	Embankment, Pipe Material 7001 Diameter Inch Foot or Larger	CY	\$8.65
		Excavated or Embankment Pond, No Pipe	CY	\$4.49
338	Prescribed Burning	Level Herbaceous	AC	\$11.94
		Steep Terrain, Herbaceous Fuel	AC	\$25.25
528	Prescribed Grazing	Range Deferment	AC	\$3.23
		Standard	AC	\$9.90
533	Pumping Plant	Electric Powered Pump, 2 Hp or Less	EACH	\$1,824.17
		Electric Powered Pump, 2 HP or Less, Pressure Tank	EACH	\$2,222.84
		Electric Powered Pump, Greater Than 10 HP and Less Than or Equal to 40 HP	HP	\$538.45
		Electric Powered Pump, Greater Than 2 HP and Less Than or Equal to 10 HP	HP	\$791.37
		Electric Powered Pump, Greater Than 40 HP	HP	\$362.67
		Internal Combustion Powered Pump, Greater Than 75 HP	HP	\$639.35
		Internal Combustion Powered Pump, Less Than or Equal to 75 HP	HP	\$673.49
		Photovoltaic Powered Pumping Plant, 150 ft or Less of Total Head on Pump	EACH	\$5,199.13
		Photovoltaic Powered Pumping Plant, 151-300 ft of Total Head on Pump	EACH	\$5,969.54
		Photovoltaic Powered Pumping Plant, Greater Than 300 ft of Total Head on Pump	EACH	\$7,490.31
		Tractor Power Take Off (PTO) Pump	HP	\$165.33
		Variable Frequency Drive (VFD), 40 HP or Less	HP	\$151.46
		VFD, 100 HP and Greater	HP	\$80.43
		VFD, Greater Than 40 HP and Less Than 100 HP	HP	\$115.60
		Windmill Powered Pump	FT	\$1,031.79
550	Range Planting	Cropland to Grassland with Heavy Seedbed Preparation	AC	\$293.56
		Cropland to Grassland, Standard Prep	AC	\$271.50
		Highly Diverse Mixtures of Native Plants	AC	\$171.53
329	Residue and Tillage Management, No Till	No-Till/Strip-Till	AC	\$17.92
600	Terrace	Terrace Standard Construction	CY	\$2.01
		Terrace Rehabilitation	FT	\$0.89
642	Water Well	Well depths 150 feet or less	EACH	\$4,556.01
		Wells greater than 150 feet deep to 300 feet deep.	EACH	\$9,058.00
		Wells greater than 300 feet deep to 600 feet deep	EACH	\$14,576.66

Practice Code	Practice Name	Component	Unit Type	Unit Cost
614	Watering Facility	Energy Free Fountains	Gal	\$34.39
		Freeze Proof Trough or Sheep/Goat Trough	EACH	\$1,380.70
		Watering Facility, 1001 - 1400 gallons	Gal	\$1.53
		Watering Facility, 1401 - 2100 gallons	Gal	\$1.33
		Watering Facility, 2101 - 3000 gallons	Gal	\$1.11
		Watering Facility, 3001 - 5000 gallons	Gal	\$0.96
		Watering Facility, Greater than 5,000 gallons	Gal	\$0.74
		Watering Facility, Less than 1000 gallons	Gal	\$2.33
		Watering Ramp, Rock in Geocell on Geotextile	SqFt	\$4.50

CHECKLIST OF BOARD ACTION REQUIRED

<i>All Cost Share Program actions taken <u>must</u> be recorded in the board meeting minutes. This completed form can be used as an attachment to your board meeting minutes.</i>	
1	<u>CONSERVATION DISTRICT PARTICIPATION</u> - Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.
	Date: <input type="text"/> Action: <input type="text"/>
2	<u>BOARD MEMBER PARTICIPATION</u> - Are district board members allowed to make application in the local program? Complete the <i>Director Participation</i> form and email it to OCC. At this point any board member making application <u>must immediately</u> remove themselves from board discussions and votes on program items.
	Date: <input type="text"/> Action: <input type="text"/>
3	<u>CHOOSE DISTRICT REPRESENTATIVE</u> - Designate the authorized district representative. This person <u>must</u> be a district board member. Any board member making application in the local program is <u>not</u> eligible to serve as the district representative.
	Date: <input type="text"/> Action: <input type="text"/>
4	<u>CHOOSE PRACTICES</u> - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.
	Date: <input type="text"/> Action: <input type="text"/>
5	<u>CHOOSE COST SHARE RATE & MAXIMUM PAYMENT</u> - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed <u>85%</u> and the maximum cost-share payment amount can't exceed <u>\$7,500</u> per participant.
	Date: <input type="text"/> Action: <input type="text"/>
6	<u>DEVELOP APPLICATION RANKING SYSTEM</u> - Establish your district's local program priorities and application ranking system. <u>Submit your ranking system to OCC for review and approval prior to starting the application process.</u>
	Date: <input type="text"/> Action: <input type="text"/>
7	<u>SET APPLICATION PERIOD & ADVERTISING</u> - Establish your district's application period and advertise locally.
	Date: <input type="text"/> Action: <input type="text"/>
STOP STOP Submit your ranking system to OCC for review and approval. STOP STOP	

8	<p><u>RANK & APPROVE APPLICATIONS</u> - Review and rank all applications using your district's OCC approved application ranking system.</p> <p>Board meeting minutes must include the following for each approved and funded participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount. Alternate participants approved on the condition that funding is available, must be listed separately and include the following: agreement number, participant name, practice(s), cost-share rate, and maximum amount.</p>	
	Date:	Action:
9	<p><u>NOTIFY APPLICANT & EXECUTE AGREEMENT</u> - For each approved application (including alternates), prepare a <i>Performance and Maintenance Agreement</i> including - agreement number, completion date, practice life span, cost share rate, and maximum cost share payment not to exceed the amount approved in item 5 above. Notify applicant and secure signatures of both parties.</p>	
	Date:	Action:

Tulsa County Conservation District

Cost Share Program Year 23 Ranking

Participant Name: _____

Application Date: _____

Application Number: _____

Total Score: _____

Priority Level & Practice Name

High Priority	+20 Points	
Medium Priority	+10 Points	
Low Priority	+5 Points	

High Priority: (315) Herbaceous Weed Control, (327) Conservation Cover, (393) Filter Strip, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (561) Heavy Use Area Protection, (550) Range Planting, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

Medium Priority:

(314) Brush Management, (340) Cover Crop, (342) Critical Area Planting, (378) Pond, (528) Prescribed Grazing, (533) Pumping Plant

Low Priority:

(329) Residue and Tillage Management, No Till, (338) Prescribed Burning, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure, (412) Grassed Waterway, (600) Terrace

1. Has the applicant has received state cost share funds within the last three years?
 - A. Yes 0 Points
 - B. No 20 Points

2. Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?
 - A. Yes -20 Points
 - B. No 20 Points

Inadequate Water Source

Water Wells, Ponds, and Water Facility, Filter Strip

1. Is there already a water source located on the Property?
 - A. Yes 0 Points
 - B. No 20 Points

2. Current water supply: _____
 - A. Municipal or well water only 5 Points
 - B. Pond present but unreliable 10 Points

3. Will this be the primary or secondary water source?
 - A. Primary 10 Points B. Secondary 5 Points
 - C. Tertiary 0 Points

4. Purpose of pond: _____ (all that apply)
 - A. livestock 15 points
 - B. Irrigation 10 points
 - C. Erosion control 5 points

5. Will new pond improve grazing distribution due to cross fencing currently in place?
 - A. Yes 10 Points B. No 0 Points

Degraded Plant Condition

Herbaceous Weed Control, Forage and Biomass Planting (Sprigging), Prescribed Grazing, Range Planting and Nutrient Management, Conservation Cover, Critical Area Planting, Brush Management

1. Does it maintain or increase soil health and organic matter content?
 - A. Yes 10 Points B. No 0 Points

2. Does it improve soil moisture use efficiency?
 - A. Yes 10 Points B. No 0 Points

3. Does it minimize soil compaction?
 - A. Yes 10 Points B. No 0 Points

4. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?
 - A. Yes 10 Points B. No 0 Points

5. Does it improve or maintain livestock nutrition and/or health?
 - A. Yes 10 Points B. No 0 Points

**Mayes, Rogers, Wagoner, Muskogee, Okmulgee, Tulsa County
Conservation District Board Meeting
March 3, 4, 9, 11, 2021
District Conservationist Report**

CTA - Continue with CTA planning as requested / Receipt of service
EQIP / WHIP/ CSP – Continue to work on implementation of existing contracts, applied practices and new conservation plans.

EQIP **FY 2021**
- Sign up deadline is Jan. 29, 2021
- 90 applications
- Ranking applications
- EQIP Incentive Contracts sign up coming soon

CSP/CSP-GCI – **FY 2021**
- CSP Renewal; completed
 o CSP-Renewal 2021 ineligible letters being mailed out
 o 2022 CSP-Renewal letters being mailed out
- CSP-Classic – 2020 Payments deadline - completed
 o CSP-Classic sign up deadline??
 o No longer can receive payment the following year

State Cost Share Program – Working on plans & check outs as requested

Other –
- Updated FPAC Staffing Guidance for COVID-19 office staffing (Attached)
- NRCS Employees will not participate, in person, in a public gathering in our official capacity unless previous written approval.
- Mask are always required when in the office no exceptions
- Staff Meeting March 4, 2021 on Microsoft teams
- Team 17 training March 16 on Microsoft Teams

Updated FPAC Staffing Guidance

Effective Monday, March 8, 2021

- Maximum telework is strongly encouraged to the extent possible.
- All FPAC facilities are required to maintain staffing at 25% of employees or less.
 - COC voting members (not advisors) and vacant positions count toward your number. Conservation District Board members do not count in total number (based on leasing).
 - District Directors and Farm Loan Specialists count in their headquarter county.
 - Any fraction at 0.5 and higher, rounds up. (6 people* 25% = 1.5 ... rounds to 2 people)
 - If agencies in FPAC facilities occupy physically separate office spaces, each agency may maintain up to 25% staffing.
 - If the space is physically open or not separate, 25% for the entire facility as a whole
 - If this cannot be determined through local management, contact STO
 - Office may also adjust schedules and stagger shifts to accommodate the staff needed to accomplish operational missions.
 - "Sit out" employee no longer required
 - "One week in, one week out" no longer required
 - May utilize an AM crew and a PM crew
- Visitors are not permitted until additional guidance can be approved. Customers should be provided service via phone and internet as was previously done.
 - Exceptions for office renovations/remodeling, CEC/IT work
 - Lincpass station in Stillwater is closed
- All other provisions of the USDA Workplace Safety Plan must be followed.
 - Masks, social distancing, and PPE are still required
 - No overnight travel, unless authorized in advance as mission critical by the STO
 - Phases and COVID-19 cases are no longer a factor in staffing
 - Private offices have no bearing on staffing levels
 - Any travel to other offices will require the office still be within their 25% staffing
 - Travel to one county per week is still in effect
 - No in-person outreach is authorized
 - New signage coming

TEAM 17-

- Effective Monday.
- FSA was sent the same information. Office "phases" are OUT.
- A new COVID Playbook is coming out soon.
- **IMPORTANT--- no more than 25% standing in offices.**
- NRCS, Districts, Contract (FBS), TSO, Aces all count together.
 - 5-Rogers = 1 person in office
 - office 3- Mayes= 1 persons in office
 - 5-Wagoner = 1 person in office
 - office 3-Muskogee= 1 person in office
 - office 4-Okmulgee= 1 person in office
 - office 4-Tulsa= 1 person in office
- FSA will be adhering to the same requirements.
- Half days, in the office, are Okay. Other half of the day you need to be in the field, at home teleworking or on leave.
- **Field work is Okay, it doesn't count against the office standing number.**
- Office staff can now travel to other offices within their team for field work without Stacy R. permissions. No more than 3 NRCS employees in any location together.
- No overnight travel.
- Masking still required.
- No visitors allow in building. More information is coming.

Continue to use the BumbleBee Calendar on Outlook to schedule the weekly standing. Not much has changed on office scheduling but if your office can not work a viable schedule, contact me and I will assist.

5 min rule, you have 5 minutes to get in and get out of the office if someone is in there and you need to grab something.

Please feel free to give me a call to discuss, should you have any questions.

Chris Best

District Conservationist

USDA-NRCS

(405) 385-3032

(855) 421-7632 fax

Christopher.best@usda.gov

Rogers, Mayes, Tulsa, Wagoner

Muskogee, Okmulgee

Tulsa County

Conservation District:

February-21

Month & Year

Day of Month

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Conservation Planning																												
Customer service toolkit data entry																												
Conservation plan maintenance																												
Assemble plan components																												
Conducts on-site inspections																												
Provide practice check out services																												
Development of plan and soil maps																												
Other:																												
Outreach for Farm Bill Programs																												
News Article Development																												
Outreach Activities																												
Assist with monthly outreach report																												
Public presentations																												
Success stories																												
Earth Team volunteer program																												
Assist with statewide media																												
Other: CARES Project, Website, BT Collections																												
Other Cont:																												
Administrative Assistance for Farm Bill Programs																												
Filing	X	X	X	X	X			X	X	X	X	X				X	X	X	X			X	X					
Updating General Manual and FOTG																												
Receptionist/Teleworking	X	X	X	X	X			X	X	X	X	X				F	X	X	X	X		X	X					
General office correspondence	X	X	X	X	X			X	X	X	X	X				F	X	X	X	X		X	X					
Record of meeting minutes				X												I								X				
Maintain office schedules	X		X		X				X		X					C		X		X			X					
Maintain ledgers		X		X				X		X		X				E	X		X			X						
Other: M/T Bd mtg/Prep/min, TACF Tax&Fin,	X	X	X	X				X	X	X	X	X				X	X	X	X			X	X			X		
Other Cont: SHIWG Mtg, Mail, M/t Fin,				X	X			X	X	X							X		X							X		
Farm Bill Contracting																												
Explain and promote farm bill programs																												
Local work group coordination				X																			X	X				
Complete program applications																												
Program application rankings																												
Compile and file applications																												
Prepare and mail form letters																												
Plan and contract development																												
Provide technical assistance																												
Update and maintain LTP-003																												
Other Farm Bill Activities:																												
State Cost Share Program Year 22 & 21									X	X											X							
Staff Meeting, Team Mtgs,				X																								

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: **25 hours**

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

Conservation District Board Representative (*Signature & Date*)

NRCS District Conservationist (*Signature & Date*)

TCCD Monthly Outreach and Activities Report

February 2021



Meetings:

02/03/2021	MCCD Board Meeting
02/04/2021	SHIWG (CSPY21) Meeting
02/04/2021	Team 17 Staff Meeting
02/04/2021	Sustainable Tulsa Meeting
02/10/2021	Blue Thumb New App Zoom Meeting (Did not Attend)
02/11/2021	TCCD Board Meeting
02/18/2021	NACD Building Resilient Communities: Parks, Pollinators and Other Ways to Strengthen Webinar
02/22/2021	CARE Project Monthly Meeting
02/25/2021	CARE Project Webinar (Unable to Attend)
02/27/2021	Oklahoma Chapter Black History Month Virtual Meeting

Special Events:

02/23/2020 Bug Collection @ Fred Creek with Candice Miller

Holidays:

02/15/2021 President's Day - NRCS/TCCD Office Closed

Upcoming Meetings

03/01-03/02-2021	83 rd Annual OACD State Meeting
03/03/2021	MCCD Board Meeting
03/04/2021	Sustainable Tulsa Meeting
03/11/2021	TCCD Board Meeting
03/15/2021	Meeting Volunteer to Provide Creek Clean-up Supplies
03/17 & 03/18/2021	OCC Statewide District Director Elections Training – Only One Day Required

Up Coming Events:

03/20/2021 Tulsa Residents Volunteer Led River Clean-up on Arkansas River

Upcoming NRCS Deadlines:

02/12/2021	CSP Renewal - Deadline
03/03/2021	Eligibility Deadline
03/19/2021	Ranking Deadline

Upcoming Holidays:

03/17/2021	St Patrick's Day – Wear Green
04/04/2021	Easter Sunday

Side Notes:

None

Work Duties Performed:

❖ Answer Calls	❖ OACD CARE Project
❖ Email Correspondences	❖ TCCD Payroll/Taxes
❖ Bill Pay/Financials	❖ Website Updates
❖ TCCD/MCCD File Organization	❖ Yard by Yard Program
❖ TCCD/MCCD Office Mail	❖ Teleworking
❖ Office Scanning	❖ Teleconference Meetings
❖ TCCD/MCCD Meeting Minutes	❖ MCCD Equipment License
❖ TCCD/MCCD State Cost Share	❖ TACF Financials and Tax Prep
❖ Cost Share Program Year 22 & 21	❖ MCCD Financials/RCB Bank

Phone:

Fax:

Thank you for allowing us to be your Notary Bond provider!

We look forward to serving your notary bond and supply needs!

Step 1: Select a Notary Package below.

Basic	Stamp	Stamp & Journal
<ul style="list-style-type: none"> ■ Notary Bond ■ \$5,000 Errors and Omissions Coverage 	<ul style="list-style-type: none"> ■ Notary Bond ■ \$5,000 Errors and Omissions Coverage ■ Self-Inking Notary Stamp (Standard or Deluxe) 	<ul style="list-style-type: none"> ■ Notary Bond ■ \$5,000 Errors and Omissions Coverage ■ Self-Inking Notary Stamp (Standard or Deluxe) ■ Notary Journal
<input checked="" type="checkbox"/> \$30.00	<input type="checkbox"/> Standard \$50.00 <input type="checkbox"/> Deluxe \$55.00	<input type="checkbox"/> Standard \$55.00 <input type="checkbox"/> Deluxe \$60.00

Package prices include standard shipping but do not include filing fees or filing of your application with the Secretary of State.

Step 2: (OPTIONAL)

Select Additional Errors and Omissions Coverage.

\$30.00 (Add'l \$5,000 E&O)
 \$50.00 (Add'l \$10,000 E&O)
 \$75.00 (Add'l \$25,000 E&O)

Notary Stamp Options



Standard

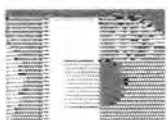


Deluxe

Step 3: Complete (or Update) the Information Below.

Name: Gabriel SeMone Parker Phone #: (918) 877-9559
 Address: 6660 S. Sheridan Rd. Suite 120 Tulsa, OK 74133
 County of Commission: Tulsa Commission #: 13003581
(if renewal)
 Email Address: tulsaccd@conservation.ok.gov

Step 4: Return to _____ for fast, efficient notary handling.



TOTAL: Basic \$30.00
(Notary Package + Additional E&O)

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

Filing Procedure:

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

Legal Requirements to Be Commissioned an Oklahoma Notary Public:

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

Instructions for Completing Application:

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

IMPORTANT ADDITIONAL INFORMATION:

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

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

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

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

State Meeting Takeaways

Trey Lam <Trey.Lam@Conservation.ok.gov>

Wed 3/3/2021 7:39 AM

To: OCC All Districts <OCCAllDistricts@conservation.ok.gov>

Cc: 'Sarah Blaney (sarahblaney@okconservation.org)' <sarahblaney@okconservation.org>

Thank you to everyone who registered and attended the Annual OACD State Meeting. I know there is a common sense of loss of fellowship with our friends and kindred spirits in conservation. But if we kept one person or family member safe and healthy then it was more than worth this one time change. As with every State Meeting there was an overload of great information during the two day event. One thing about the virtual format is you now have a treasure trove of presentations and training at your fingertips to refer back to. If you know me then you know I always have a few things to request of you:

- Give us some feedback. Soon all of you will be receiving an evaluation survey. Please fill it out regardless of whether you attended the meeting or not. For those Districts who had Directors attend, please have them fill out as well.
- Share the information. I need you to provide the presentations to any Directors or District Staff who were not able to watch the presentations on line. For any individual who is internet savvy please have them make a pledge to watch all the videos on line. For any Director or Staff Member who cannot or will not watch on their own I require more action. For as long as it takes over the next year place one or more of the sessions on your District's agenda and watch it during your meeting.
- New Board Member and new hire orientation. For any new Directors or Staff please have them watch Randy Frazier's presentation on leadership and what it means to be an effective Board Member.
- Education resources are available. On the Soil Health Day at the State Meeting we all saw an outstanding way to deliver current and relevant conservation education. Your District has Oklahoma, National and International Conservation Innovators available and willing to help your District's efforts. Imagine an Education Event: Depending on the weather and season of the year the day is split between the indoor meeting presentations and on farm or ranch demonstrations. For the indoor sessions you can hear from farmers and ranchers or Conservation leaders from anywhere in the world. Provide a meal and have time to share ideas among the attendees. For the field portion utilize OKLAHOMANS. We have agriculture producers right here in our state who are making conservation, soil health and regenerative agriculture work. These farmers and ranchers are more than willing to share their success and failures with your cooperators. Oklahoma also has an outstanding group of Conservation Professionals who know their stuff. OCC has an all star Soil Health Team who are ready to come to you to help your cooperators one on one or to lead a field day in your District. NRCS, Noble Research Institute, OSU and many private companies also have outstanding professionals who can fill your events with new and fresh Oklahoma appropriate information.

My main message is take advantage of what is available. As an individual District, Employee or Director you do not have to go it alone. You have many organizations and hundred of professional Conservationists who what to help you.

Please as always send me any feedback or message personally.

Take Care and Be Safe,

Trey

Trey Lam
Oklahoma Conservation Commission
Executive Director
2800 North Lincoln Blvd
Suite 200
Oklahoma City, OK 73105

DISTRICT DIRECTOR POSITION #2 ELECTION SCHEDULE

MARCH

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

APRIL 1 – 23

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

APRIL 26 – APRIL 30

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

In lieu of mailing an original of the proof, a scanned copy of the Notice of Filing Period proof of publication should be emailed to clancy.green@conservation.ok.gov. Retain the original proof(s) in your office.

APRIL OR MAY REGULAR DISTRICT BOARD MEETING

The board should take action in their April or May regular board meeting to select polling places and a District Election Committee for recommendation to the Commission and designate newspapers for Notice of Election. (See procedures for holding an election located in the District Handbook for a complete list of action to be taken.)

Conducting this business within your regular April or May board meeting will help you meet all the required filing deadlines; the timeframe for completing all election requirements is very tight. If you wait until the close of filing period to schedule a special meeting and make these decisions, you will NOT meet the deadlines.

MAY 1-14

Accept applications from those who apply by using Notice of Declaration of Candidacy, Form OCC-3F

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

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

MAY 14

Close of business is the deadline for accepting applications. Scan and email form OCC-3F & the cooperator agreement or Application for Cooperator Agreement for each individual that files to clancy.green@conservation.ok.gov Retain the original documents in your office. It is preferred that you email candidacy forms & the additional documentation as you receive them rather than waiting until May 14.

- If no one files, notify the Commission.
- If only one individual applies, and the applicant is determined eligible by the Commission, there will be no election.
- If two or more candidates file, advise the Commission at once. The Commission will notify the district whether candidates are eligible and whether an election will be held. If an election will be held use the procedures outlined in the attached "Procedures for Holding an Election" document.

PROCEDURES FOR HOLDING AN ELECTION

Revised 05/13/2020 due to COVID, valid for the 2021 District Election ONLY

May 14

At the close of business, if you have not already, immediately notify the Commission that two or more candidates have filed. The Commission will need to certify that candidates are eligible and, if certified, there are several deadlines and requirements that must be met. Those decisions and requirements should have been discussed and acted on during either the regular April or regular May board meeting. If they were not, you must schedule a Special Meeting for May 17th.

READ CHAPTER 3 OF THE CONSERVATION DISTRICT HANDBOOK ON COMPLETE RESPONSIBILITIES IN HOLDING A CONSERVATION DISTRICT DIRECTOR ELECTION.

The board must take the following actions regarding an election during the meeting:

1. Designate one polling place.* Per guidelines, the polling place must be in the same city/town as the district office. Polling place location must be able to accommodate social distancing measures. Email the polling place location to clancy.green@conservation.ok.gov in the Commission office immediately after the board meeting.
2. Appoint the three member District Election Committee to have charge of the election. Designate the chairperson of this Committee as all election material will be mailed to the chairperson. Email the names and addresses of the Committee to the Commission office immediately after the board meeting to clancy.green@conservation.ok.gov. OCC anticipates there may be challenges in finding volunteers to serve as the District Election Committee/Precinct Committee and would suggest consideration of neighboring Conservation District employees as committee members. In the event the district wishes to utilize employees from other districts, please contact the Commission prior to contacting any employees.
3. The Notice of Election, Form OCC-3G, must be published in ALL newspapers within the district two times, one week apart with the last notice to be published at least five days prior to election. After the notice has been filed, scan and email a copy of the newspaper's Proof of Publication to clancy.green@conservation.ok.gov .

May 28

Deadline for candidates to withdraw from election.

June 1

Election Day!

**Social distancing measures and other CDC guidelines will need to be followed at the polling location. This will include having committee members wear masks, clean surfaces, and keep the number of people inside the location to under 10 at all times. The district will need to provide cleaning supplies (wipes, sanitizer, etc).

Note: All election expenses are reimbursed by the Commission and do not affect your district allocation.

*If the board wishes to have additional polling locations, the District will be solely responsible for finding volunteers for those locations. OCC will only assist with staffing the one required polling location.

APPLICATION FOR CONSERVATION DISTRICT COOPERATOR AGREEMENT

This is a formal application to have a Conservation District Cooperator Agreement executed between the _____ Tulsa County Conservation District and the following person(s):

Name of Applicant(s) Michael Patton

Mailing Address _____

Telephone Number _____

E-mail Address Michael @LandLegacy.net

Signature of Applicant(s): Michael Patton Digitally signed by Michael Patton
DN: cn=Michael Patton, o=Land Legacy, ou=Land Legacy, email=Michael@landlegacy.net, c=US
Date: 2021.03.11 11:36:55 -06'00' Date _____
 Date _____

The next regular board meeting is scheduled on _____ March 16, 2021 and this application and Cooperator Agreement will be a part of the meeting agenda.

District Representative Gabriel Parker Date 03/11/2021

CONSERVATION DISTRICT COOPERATOR AGREEMENT

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

Check either Landowner or Non-landowner box:

Landowner:

The Cooperator(s) Agrees to:

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

The District Agrees to:

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

Individual Non-Landowner, Organization or Business:

The Cooperator Agrees to:

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

The District Agrees to:

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

It is mutually agreed that:

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

Signature of Cooperator(s) _____  _____ Date 3-16-2021

_____ Date _____

Signature of District Chair _____

Date approved by district board _____

APPLICATION FOR CONSERVATION DISTRICT COOPERATOR AGREEMENT


This is a formal application to have a Conservation District Cooperator Agreement executed between the Tulsa County Conservation District and the following person(s):

Name of Applicant(s) Mike Workman

Mailing Address _____

Telephone Number (918) 947-9017

E-mail Address _____

Signature of Applicant(s): 

Date 2-11-21

Date _____

The next regular board meeting is scheduled on February 11, 2021 and this application and Cooperator Agreement will be a part of the meeting agenda.

District Representative Gabriel Parker

Date 02/05/2021

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

Check either Landowner or Non-landowner box:

Landowner:

The Cooperator(s) Agrees to:

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

The District Agrees to:

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

Individual Non-Landowner, Organization or Business:

The Cooperator Agrees to:

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

The District Agrees to:

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

It is mutually agreed that:

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

Signature of Cooperator(s)  Date 2-11-21
 _____ Date _____

Signature of District Chair _____

Date approved by district board _____



Oklahoma Conservation Commission

District Directors' Responsibilities

A 10-Minute Guide Series

This is one in a continuing series of informational/discussion topics designed to help conservation district directors become more informed and knowledgeable about their responsibilities. It is suggested that board members review these guides before a board meeting and then have a ten minute discussion on them at a meeting.

Guide No. 12 - District Director Elections - Revised

The governing body of a conservation district consists of five public officials. Two board members are appointed by the Oklahoma Conservation Commission and three are elected by registered voters within the conservation district. Election rules were revised in 2008 with the passage of Senate Bill 1766. Listed below are the new election procedures.

Elected Directors

Three positions on the conservation district board are elected. The elected positions are numbered 1, 2 and 3 with succeeding terms, so that one term expires each year.

Term of Office

The new term of office for elected district directors will commence on July 1 and end on June 30.

The 2009 election cycle for elected directors for position number 2 will be the first to be conducted under the new law.

Eligibility Requirements for Candidate

To be eligible to file for district director election, an individual must be a registered voter in the district and must have a cooperator agreement with the district or have made application for a cooperator agreement.

Taking Office

Elected directors begin their term of office on July 1 of the year they are elected. They will be eligible to vote on district matters and to draw per diem for attending meetings on or after July 1 and after the Oklahoma Conservation Commission has certified the position and the Oath of Office and the Loyalty Oath have been administered.

Elections

Conservation district director elections are held each year on the first Tuesday of June. The filing period will be the first two weeks of May.

Election Schedule

Districts must meet several deadlines and requirements for the election cycle.

March Board Meeting- Set the dates for publishing notices of filing period and election in **all** newspapers in the district. This action must be recorded in the board meeting minutes.

April - First Three Weeks: Publish two times, with seven day interval for daily papers, the Form OCC-3D, *Notice of Filing Period for Election of District Director*. The district must then certify to the Oklahoma Conservation Commission that the notice has been published on Form OCC-3E, *Affidavit of Publication of Filing Period or Election*.

May- First two weeks: Accept applications from those who apply by using Form OCC-3F, *Notification and Declaration of Candidacy*. This form is to be made available to the public at the district office and can be found on the Commission's website.

(Continued on next page)

A copy of the applicant's Cooperator Agreement or application for Cooperator Agreement must be attached. The district must verify with the County Election Board that the individual is a registered voter in the district.

May - Second two weeks - If only one candidate files, no election will be held, and the candidate, if qualified, will be certified as elected by the Oklahoma Conservation Commission. If two or more candidates file, the district must notify the Oklahoma Conservation Commission and forward each candidate's Form OCC-3F, *Notification and Declaration of Candidacy* to the Commission office by close of business following the last day of the filing period.

The Commission will notify the district whether candidates are eligible and whether an election is to be held.

Board Meeting to Prepare for Election

If the district did not have knowledge of a district director election at the May board meeting, a special meeting should be called as soon as possible to make necessary arrangements. The board will need to:

- ◆ Determine the newspapers to publish the Notice of Election.
- ◆ Designate polling places.
- ◆ Appoint a District Election Committee to have charge of the election.

When No Candidate Files for Election

If no one files for the elected position, the Oklahoma Conservation Commission will request that the board make a recommendation for appointment. The recommendation is to be submitted on Form OCC-3B, *Recommendation for Appointment of Conservation District Director*, and signed by at least three board members.

The Commission will take action on the

For more information on election procedures contact: Kim Tweed, OCC, Oklahoma City at: Kim.Tweed@conservation.ok.gov or 405-521-4826

*Oklahoma Conservation Commission
District Services Division
January 2009*

This 10-Minute Guide was originally issued in December 2007 and reissued in January 2009 due to changes in the Conservation District Law.

This publication is issued by the Oklahoma Conservation Commission as authorized by Mike Thralls, executive director. Copies have not been printed, but are available through the agency website. Two printout copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.

Taking Office

Newly elected directors will begin their term of office on July 1 of the year they are elected. They will be eligible to vote on district matters and to draw per diem for attending meetings on or after July 1 and after the Commission has certified the position and the Oath of Office and Loyalty Oath have been administered.

Reelected directors must be administered the Oath of Office and Loyalty Oath after the position has been certified by the Commission.

Administering Oaths

By law (O.S. Title 51, Chapter 1, Section 21), notaries public, justices, judges and clerks of district, superior and county courts and other courts of record, county clerks and their deputies, county commissioners and justices of the peace may administer oaths within their respective districts, counties or jurisdiction. The original oaths must be filed with the County Clerk's office and copies retained in the district files.

DISTRICT DIRECTOR ELECTIONS

Conservation district director elections are held each year on the first Tuesday in June, as established by law (Title 27A of the Oklahoma Statutes, Section 3-3-301 (A)), a day also designated as Conservation District Day.

Deadlines and Requirements

The district must meet the following deadlines and requirements for elected positions on the board each year.

- **March Board Meeting:** The board must set the dates for publishing the Notice of Filing Period and determine the newspapers to be used. This action must be recorded in the board meeting minutes.
- **April - First Three Weeks:** All districts must publish Form OCC-3D, *Notice of Filing Period for Election of District Director*, twice, one week apart, during the first three weeks in April. The district must then certify to the Commission that the notice has been published by sending in the Proof of Publication provided by each newspaper.

NOTE: If the board of directors has sufficient information to believe that there will be an election, the board may select polling places and the Election Committee members at their May meeting.

- **May - First Two Weeks:** All who wish to file for the position of district director must complete Form OCC-3F, *Notification and Declaration of Candidacy*, by close of business on the last day of the filing period. The form is to be made available to the public at the

district office or advise that it is available on the Commission's website. A copy of the applicant's Cooperator Agreement or Application for Cooperator Agreement must be attached.

- **May - Second Two Weeks:** If only one candidate files, no election will be held. If two or more candidates file, the district must notify the Commission and forward Form OCC-3F, *Notification and Declaration of Candidacy*, to the Commission office by close of business on the last day of the filing period.
- The Commission will notify the district whether candidates are eligible and whether an election is to be held.
- **Friday Before Election Day:** The Friday before election day is the deadline for a candidate to withdraw from the election. If the withdrawal leaves only one candidate, notice should be posted at each polling place. If there are still two or more candidates, notice should be posted at each polling place and prior to the opening of the polling place the Precinct Committee must mark out the name on each ballot of the individual who withdrew.

When No Candidate Files for Election

If no one files for the elected position, the district will notify the Commission in writing that no one filed. The district will submit a recommendation to the Commission for appointment to the position. Please refer to the section titled **APPOINTED AND REAPPOINTED DIRECTORS** for procedures for appointment. However, the director serving in the position currently will continue to serve until a successor is certified by the Commission.

Board Meeting to Prepare for Election

If the district did not have knowledge of an election at the May board meeting, a special meeting should be called as soon as possible to make necessary arrangements. The board will need to:

- Determine the newspapers to publish the Notice of Election
- Designate polling places (see Polling Places)
- Appoint a District Election Committee (see District Election Committee) to have charge of the election.

Notice of Election

The board of directors must publish in a newspaper of general circulation Form OCC-3G, *Notice of Election*, two times, one week apart, with the last notice to be published five days prior to the election. The board should determine the newspaper(s) to be used for publication. Districts must verify to the Commission that Form OCC-3G (05/09), *Notice of Election* was published by submitting the Proof of Publication provided by each newspaper.

Fuzzell's Business Equipment
5959 N.W. 37th St.
Oklahoma City, OK 73122
P. 405-721-2222 / F. 405-789-9453

February 21, 2021

Re: Lexmark Copier Rental

Tulsa County Conservation District
6660 S. Sheridan Rd.
Suite 120
Tulsa, OK 74133

Attn: Gabriel

Thank you for allowing us the opportunity to upgrade your Lexmark Copier Rental.

Your new machine shipped 12/28/20
Model XM1246, Serial No. S701703630N9DB

BILLING IS DONE IN ARREARS

The last time your district was invoiced was on: November 10, 2020

Your November billing was for the months of July – August – September 2020

Moving forward you will receive quarterly invoices each March – June – September – December.

You will be billed the first week of March to resume your quarterly billing schedule.

Your March billing will October – November – December – January – February – March.

The rate is \$139.83 per quarter. As you can see this will be for 6 month so the amount of the invoice will be for 2 quarters for a total of \$279.66

Please remember that **all service and supplies** with the exception of paper / network assistance **are covered** under your rental program. When you need toner you can call or email with your request. The email address is sales@fuzzells.com and your shipment will be confirmed and processed.

A prepaid label is included with this billing so that you may return the old machine at no charge to you or your district.

Feel free to contact me with any questions or concerns.

Thank you,

Joe Fuzzell
President

FUZZELL'S BUSINESS EQUIPMENT

PO BOX 22837
 www.fuzzells.com
 OKLAHOMA CITY, OK 73123-1837

INVOICE

Invoice Number: R2173-1
 Invoice Date: Mar 10, 2021
 Page: 1

Voice: (405) 721-2222
 Fax: (405) 789-9453

Bill To:
TULSA COUNTY CONS. DISTRICT 6660 S SHERIDAN RD SUITE 120 tulsaccd@conservation.ok.gov TULSA, OK 74133

Ship to:
TULSA COUNTY CONS. DISTRICT 6660 S SHERIDAN RD SUITE 120 TULSA, OK 74133

Customer ID	Customer PO	Payment Terms	
TULDIS		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
FUZZELL'S	UPS Ground		3/20/21

Quantity	Item	Description	Unit Price	Amount
2.00	CD	QUARTERLY BILLING FOR RENTAL OF LEXMARK XM1145 MFP DEVICE, QUARTERLY ALLOWANCE 3,000 PRINTED IMAGES	139.83	279.66
	QB3	YOUR OFFICE SHOULD RECEIVE 4 QUARTERLY BILLINGS PER YEAR. YOUR BILLING MONTHS ARE: MARCH/JUNE/SEPTEMBER/DECEMBER		

Subtotal	279.66
Sales Tax	
Total Invoice Amount	279.66
Payment/Credit Applied	
TOTAL	279.66

Check/Credit Memo No:

1.5% CHARGE FOR EACH MONTH PAST DUE