

AGENDA
Board of Directors Regular In-Person Meeting
Tulsa County Conservation District
October 12, 2022 – 1:00 PM
6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74120

Please email tulsacd@conservation.ok.gov at least 2 hours prior to meeting to have materials emailed to you.

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Discussion of Urban Conservation Area
5. Approval of Minutes from the September 27, 2022, Special Meeting
6. Approval of Financial Committee Report for Period Ending September 30th, 2022
7. Review of TACF Financials for Period Ending September 30th, 2022
8. Discussion and Acceptance of District Conservationist Agency Report September or October 2022
9. Discussion and Approval of the NRCS Farm Bill Performance Worksheet for September 2022
10. Discussion of the TCCD Monthly Activities and Outreach Report for October 2022
11. Discussion and Approval of TCCD and Staff to Attend the OACD Area III November 18, 2022
12. Discussion of Local Operational Agreement
13. Discussion of TACF Board Reconstruction
14. Cost Share Program Year – Emergency Drought Program ED 2
 - A. Program Year ED 2 Guidelines
 - B. Complete Director Checklist
 - C. Discuss and Possible Action on District Ranking
15. Guide No. 7 – Audits
16. New Business:
17. Adjourn:

All items on this agenda, including but not limited to any agenda item concerning the adoption or approval of any resolution, contract, agreement, or any other item of business, are subject to revision or amendment, including additions and/or deletions, without exception. Any revision or amendments will be limited and rationally related to the topic of the agenda item. The Board may defer, strike, continue, table, and/or refer any agenda item to its chief administrative officer, staff, attorney, and/or refer back or appoint a committee for the purpose of gathering more information the Board may need to take action on any agenda item at a subsequent special or regular meeting of the Board.

Next regularly scheduled meeting November 9th, 2022 at 1:00 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

This Meeting is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the County Clerk's Office. The agenda for this meeting was posted on [October 11, 2022](#) in the following location:

6660 S. Sheridan Rd., Suite 120

Tulsa, OK 74133

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tulsaccd.org

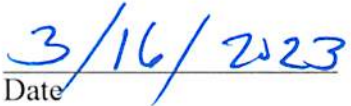


Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **October 12, 2022** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **March 16, 2023**


Chair, Board of Directors


Date

Attest:



Minutes
Tulsa County Conservation District
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
Regular Board Meeting

Date: October 12, 2022

Time: 1:00 PM

Members Present: Julie Monnot, Vice-Chairwoman
Michael Patton, Treasure
Jana Black, Member

Members Absent: Chrissy Parker, Member
Tom Tolbert, Chairman

Others Present: Gabrielael Parker, District Manager
Ray McIntosh, Farm Bill Specialist, NRCS
Jack Titchener, Tulsa Urban Soil Conservationist, OCC -
NRCS
Chris Clemens, District Conservationist, NRCS

1. Meeting Called to Order:

Vice-Chairwoman, Julie Monnot called the meeting to order at 1:12 PM. He noted this was a regular meeting and held in compliance with the Open Meeting Act. Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on October 11, 2022, in the front window of 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 and tulsaccd.org.

2. Roll Call

Julie Monnot
Michael Patton
Jana Black
Gabriael Parker
Jack Titchener
Ray McIntosh
Chris Clemens

3. Public Comments

None

4. Discussion of Urban Conservation Area

Gabriel Parker briefly discussed the tree limb situation, and since Tom Tolbert was not present in the meeting, she could not go into more detail. No further action is needed to be taken at this time.

5. Approval of Minutes from the September 27, 2022, Special Meeting

After a brief discussion, and finding no changes, Michael Patton made a motion to approve the minutes from the September 27th, 2022, Special Meeting. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.

6. Approval of Financial Committee Report for Period Ending September 30th, 2022

After a brief discussion, Michael Patton made a motion to approve the financial committee report for period ending September 30th, 2022. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.

7. Review of TACF Financials for Period Ending September 30th, 2022

The board reviewed the financials for TACF for the period ending September 30th, 2022. No further action needed to be taken at this time.

8. Discussion and Acceptance of District Conservationist Agency Report September and October 2022

Gabriel Parker advised the board we have a new District Conservationist, and his name is Chris Clemens. Chris said he is the new district conservationist for Team 17. Our team comprises Mayes, Wagoner, Tulsa, Rogers, Muskogee, and Okmulgee counties. He said he came from our central zone. He used to be in the Bristow Field Office as a resource conservationist. Before that, he was out in western Oklahoma. He had previously worked as a district manager for a retail store chain Petsmart. He said he had a little bit of background in business and agriculture. David asked where he would be stationed, and Chris said his office would be in the Okmulgee office.

Chris also introduced the board to Ray McIntosh, the new Farm Bill Specialist, and Jack Titchener, the new Tulsa Urban Soil Conservationist, OCC – NRCS. Ray and Jack gave some information on their backgrounds.

Chris said we have two CSP Contracts and CSP Payments starting this month. We have been preparing for the upcoming CSP Renewals, and we are also preparing for OCC's Emergency Drought Program. He said he would wait to talk about that until agenda item number twelve. No further action needs to be taken at this time.

9. Discussion and Approval of the NRCS Farm Bill Performance Worksheet for September 2022

Gabriel Parker told the Board that Chris Clemens would like to discuss this. Chris said he spoke with Gabriel last month, and it sounds like she has a lot on her plate right now

that she cannot do any duties here and that she is primarily teleworking for both Mayes and the Tulsa Area Conservation Foundation.

It sounds like she has so much stuff on her plate for that stuff that that she is not able to help with NRCS tasks. I wanted to discuss getting another individual to assist her if she continues to work on other tasks.

That way, she can assist with the field office tasks, especially with the drought assistance program. We have been swamped with phone calls and getting organized in all the offices, but we have fewer than ten applications in Tulsa. Once the program is advertised, we will be overwhelmed with calls.

Jana Black asked Chris if he recommended hiring a part-time person. Chris asked if we could investigate something like that. We do all the phone calls for the district here, and it can prevent other staff from being able to focus on their work. We would like to have an individual with the district that can help in the team and in that office. She handles Mayes County and has to work in that office as well. Chris said he is going to that meeting tomorrow to discuss getting a full-time employee there, so she is stretched thin. She can focus on her main office if dealing with fewer things. Jana asked whom he recommended funding for that position. Chris said that the district would typically provide funding if it were for the district. Gabriel said the funding would have to go through OCC because we do not have the funding for a part-time position.

Gabriel said OCC approved a full-time District Manager position in Mayes County, and she was still determining when the Mayes County Board would be able to fill that position. Jana said OCC sent a notification of the job posting. Chris said the delineation of duties and how we work together is in the Operational Agreement that Gabriel has on the agenda for discussion. Michael Patton said he needed to understand the delineation of job duties clearly. We need to have a sense of who does what their responsibilities are. Who is the backup when a phone call comes in?

Chris said in the Operational Agreement in your packet that we could go over the different things district employees can do and where we need coverage. He told her that since she could not be in the office, he could not sign off on the performance worksheet because she was not doing some of the office activities listed. Those office activities include greeting the public when they walk in or answering the phone. We can request more assistance when we have a record of her doing those things and see them completed. If the Board has her doing other things, we can request assistance for the office for different duties.

Julie Monnot said that Gabriel was initially hired as the District Secretary. There were also two other people working here at the time. So, as funding was lost, she ended up doing duties outside the scope of the secretary's description. She has been doing the position of District Secretary, Education and Outreach Coordinator, and District Manager position. She has earned the District Manager title. Julie asked if Chris was proposing getting a joint part-time secretary or administrative position for the District and NRCS.

Chris said Rogers County has a full-time Outdoor Educator and that is all he does. They also have a district manager that works in the office. Jana said it would be an excellent opportunity to contact other districts and find out if they need a part-time person

to help with outreach or administrative tasks and share the cost. It could eventually become a full-time position, but they could only work as a shared position, and each organization split the cost. Gabrielael said we did that with Cindy Short. She was a part-time district employee, OCC, and Outreach Coordinator. She did not know what had happened with that position on the back end.

Chris said many of these dual positions, the funding comes primarily from grants if they are a full-time outdoor educator. You can then use those monies towards your customer service individuals representing the districts. Jana said if we look for someone who only writes grants, that will take more money. She said she works for the professor, and it is all soft money and knew grant writing entails. She has been on the grant writing, receiving, and reporting end. It is involved work, and it is not to say that we cannot do that. She did not think we had that ability with one person.

Chris said he brought that up for discussion to see if it interests the Board. He said he could not sign off on performance worksheets because Gabrielael is teleworking full-time, and some jobs need to be done in the office. Gabrielael said she did not understand why he could not sign off on the worksheet when she included NRCS in all outreach events she did. She said that when she is doing an event, and someone asks her NRCS-related questions, she will always refer them to NRCS. She said she does many outreach events, and NRCS benefits from that outreach.

Chris said he would sign off on the outreach portion, but things in the office need to be done, and you can only do them if you are here. Gabrielael said that when she spoke to him about this last month, she told him that she had not been the District Secretary for nine years. She said she could not do everything outside of this office and do everything inside. There was a working relationship when Freddie Trujillo and Chris Best were here. We took care of each other. We had conversations, we had staff meetings, and we had friendly banter. That has not happened in this office in a very long-time and. She said it was disappointing because this had never been an issue before. It was not an issue before COVID or during Covid. At present, this had been the first time anybody from NRCS had attended our board meeting since April, and even then, it was via Teams. NRCS had not been present for the last eight months, so we could not discuss these issues. Now, she is being told that her actions do not count because she is not in the office, and you will not sign off on them.

Chris said he could not sign off on it in the general sense, but we can correct the forms, and I can sign off on those items. A lot of this is understanding that we need assistance here and understanding where NRCS can help the district so we can help our public. Since he would not sign off on this form as presented, Julie asked if this would indicate to people at the state office that there was a problem and that she had too much on her plate. Chris said that was correct. Julie then asked if this would reflect negatively on Gabrielael if you could not sign off on this as presented. Chris said this worksheet raises those concerns to the Board so the Board can make decisions and talk with the Conservation Commission about obtaining more funding.

He could sign off on the worksheet because it would not benefit anyone if those things were not done, and then we pile more work on her. Eventually, she will have too

many things to do, and we are not letting the state know that items are not being done in the first place. So that is why he wanted to address these issues so we could get her some help. Michael asked if there was a deadline to approve this performance worksheet. Gabriela said she is supposed to turn them in monthly. Michael said he needs a better understanding of all items and the expectations. He said it would be suitable for the Chair and Vice-chair to meet with you and review the things in writing that should be done in a typical Operational Agreement.

We can start with that, and if things are not being done with current staffing, we can find staffing. We can commit to finding the best path forward. If Chris would, on this Agreement, indicate what we are committed to doing that still needs to be done. He would like to get it from his perspective so he and Tom could meet with him to discuss it. Julie said she felt uncomfortable signing the worksheet with these issues coming up and two of the five board members needing to be present, and she thought we would need to table this for later discussion.

Jana wanted to clarify one of Chris's primary concerns. She asked him if his main concern was always having somebody in the office, and Chris said she was correct. He said having somebody that could be here for customer service purposes was very important, and Gabriela does a lot of outreach and other things. He said she does a fantastic job with it, but she is being pulled into several positions lumped into one. If she goes in one direction with a position, we need to start looking at helping with the other job she had been doing previously. Jana said Gabriela brought up an excellent point with staff meetings.

She said staff meetings are important things to have and coordinate. If we need a board member present at those staff meetings, we can rotate that or do a Zoom meeting. Chris said we have weekly staff meetings but could even have a Tulsa team meeting to discuss issues that arise. Jana said our goal is communication and for us to work with you and you with us. Michael said we table this item and item twelve, the Operational Agreement, until the next meeting. Michael Patton made a motion to table this and agenda item number twelve until the next meeting. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.

10. Discussion of the TCCD Monthly Activities and Outreach Report for October 2022

October Meetings:

10/05/2022	MCCD Board Meeting (Rescheduled)
10/12/2022	TCCD Board Meeting
10/13/2022	Rescheduled MCCD Board Meeting
10/27/2022	TCCD/TACF Joint Meeting

In Mayes Office

10/13/2022	10/25/2022
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Special Events:

10/01/2022	Broken Arrow Rose Festival
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10/25/2022 MCCD Outreach Meeting

Holidays:

10/10/2022

Indigenous People’s Day – NRCS Office Closed

10/31/2022

Halloween

November Meetings:

11/02/2022

MCCD Board Meeting

11/09/2022

TCCD Board Meeting

11/18/2022

OACD Area III Meeting in Bartlesville, OK

October Events:

10/01/2022

Broken Arrow Rose Festival

10/25/2022

Mayes County Outreach Meeting

November Events:

11/10/2022

Iris Club of BA - Yard-by-Yard Prestation

11/18/2022

Keep Oklahoma Beautiful Awards in OKC

Tentatively In Maves Office

11/01/2022

11/02/2022

11/11/2022

11/14/2022

Gabriel Parker went over the outreach events and meetings for October and scheduled November meetings and events. No further action needed to be taken at this time.

**11. Discussion and Approval of TCCD and Staff to Attend the OACD Area III
November 18, 2022**

After a brief discussion, Michael Patton made a motion to approve at least one board member and staff to attend the OACD Area III meeting November 18th, 2022. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.

12. Discussion of Local Operational Agreement

After the extensive discussion about the Local Operational Agreement in agenda item number nine, the board decided to table this agenda item until the next board meeting. brief discussion. Michael Patton made a motion to table this and agenda item number none until the next meeting. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.

13. Discussion of TACF Board Reconstruction

The board discussed next steps in recruiting new board members for the foundation. The board decided to talk to their potential members and invite them to a meeting with TCCD. No further action needed to be taken at this time.

14. Cost Share Program Year – Emergency Drought Program ED 2

A. Program Year ED 2 Guidelines

Julie Monnot said she saw that we had \$33,000 in available funding. Gabriel Parker said drought money was allocated on a county level. One county could have two districts, and then they would split them between the two districts, but it is on a county level. Cost-Share is a significantly accelerated program. We must have everything we usually do in two years done by February. Jana Black said a few things were of concern to her. Gabriel Parker said we could not opt out of this program. She said she had asked OCC, but they told her no. Jana said the way she understood it; she thought NRCS could go out and approve the conditions or the improvements and asked if that was correct. Chris Clemens noted there are two practices in question. We cannot provide certification on the pond cleanout and pasture tap. However, we are there to work with the district to get those practices approved. Jana asked how one of the board members would go into the field and inspect the practice if they were not trained. Chris said our technician, Clay Davis, would go out with the designated representative from the district and give recommendations on that practice. NRCS will tell the district if the practice looks good per our policy. Jana then said NRCS would provide us with advice but not official advice. He could not sign off on the certification, indicating it was done per our standards because we do not have a standard for those two practices. He could give advice and recommendations but could not officially certify them.

Jana asked what kind of liability districts have if the recommendation needs to be corrected. Chris said that is an issue that should be brought to the attention of the Commission. He said the main advice from NRCS would not touch the structure itself. As far as the berm with the core, pipe, and stuff in the spillway, the dam must not be touched. If those items are not touched in any way, we should not see a structural failure by only cleaning out the sediment. He said that is the first question he has had from a board. It is a great question related to the district's liability and should be brought up to the state office.

Michael Patton asked if we are asked to bless the recommendation from NRCS staff, could we have a process where you create a baseline with some pictures for us to review? He said he would have no problem agreeing with that if he had a document that says how you conclude that this cost share practice is appropriate, like the pipeline, dam, etc., and we recommend money be allocated to this practice. Then we could have the option to approve it or do a site. Julie said she had some concerns with liability aspects as well. She said many of these practices, like the pumping plant, water watering facility, and pipeline, we are not trained to help. Gabriel said every practice on the list except pond cleanouts and water taps are practices on which NRCS provides technical assistance, and NRCS staff would be allowed to certify them.

Jack Titchener said the practice you see with the numbers as in 512 and 533 has already established standards. Those are practices NRCS can certify. Practices that do not have numbers, like PC and WT, do not have an actual NRCS standard associated with them. NRCS could certify it, but there is no existing standard. They are getting many calls about pond cleanouts in Tulsa County. Chris said there had been a lot of

communication on TV and radio about this because this is the first time since 2012 that individuals have had a completely dry pond. Is it directly helping with the drought? No, but in the future, it could help in that situation. Michael said that we, as board members tend to believe NRCS's judgment. If NRCS gives us a proposal with their recommendations for practice approval, we could approve it. Gabrielael said that is different from how cost-share works. She said NRCS develops a conservation plan for the board to review and approve a program application. She did not know what that would look like for pond cleanouts and pasture taps, but NRCS does not submit a proposal as Michael requested. Michael said something that says they would recommend the district approve this practice because it is a good project.

Jana asked if this would be a lot of paperwork for our District Manager since NRCS is not helping with those two practices. Chris said that is part of the authorization process. Jack said the rules say there must be an NRCS technical representative and a District technical representative. Those two people would be the ones to go and certify that drought conditions on the property to certify their eligibility. That means they meet all program requirements for us to approve the application, and then those two representatives must ensure that the practices were installed correctly. Gabrielael said there is an eligibility requirement that the district is supposed to do before we can allocate money. It is like how we implement our regular Cost-Share Program. Jana asked if someone applies for a pond cleanout, one of the NRCS staff would go with one of us, and you would say conditions exist. We would then return, say we approve the cleanout, and do the paperwork. Chris said yes, and we would complete the conservation plan with the engineering work. OCC has no official plan document except what they outlined on the Conservation Practice Standard OCC(10/22) form.

Michael said he would volunteer to be a district representative. Jana said she would like to volunteer too. Michael said we could work our schedules to be available to make field visits with NRCS. Jana asked why there was such a rush on this program. Michael said it was because it might rain. Chris said they would pull the funding if there were a significant rainfall event. Jack said that money would be removed from the pool to be set aside for the next time extreme drought conditions occur. Michael asked if we had enough inquiries to get the process started. Jack said Gabrielael pointed out that we must collect that information to rank, approve, and allocate money. Michael said NRCS could develop project details and rankings, which is easy. Gabrielael said the district is supposed to come up with the ranking, not NRCS. Michael said he needs to know what we need to rank. He said when it does easements near lake Eucha and Spavinaw, the closer it is to the lake, the more points are awarded. The more stream miles you have through the property, the more points are awarded. We have all these different factors, but he needed to know what factors we should consider. Should we consider the size of the pond or how long it has been dry? What endangered species may fly over that pond one day?

Chris said the Commission would have identified many of those for sediment removal. The guidelines discuss determining pond size. Michael said NRCS knows the

ins and outs of what can and cannot be done. He asked Chris if they could help us develop a factor to rank these ponds. From our perspective, we want good projects and what makes a good project. There is the potential for publicity by getting it aired on the evening news. We can figure it out together, and if we can get the expertise and have people complete these practices, everybody wins.

Jana asked if there had been any calls related to this program. Chris said the calls are primarily about pond cleanouts. Jack said we had about five to seven in Tulsa County. Chris said the team had over 200, but many are for Rogers and Muskogee Counties. Jana asked what they needed from the board. Chris said they are waiting for the board to decide whether Tulsa plans to participate and at what rate. Once those things are resolved and designate the district technical representative, we can start taking applications. During that time, you can develop rankings and start contacting individuals. NRCS technicians have been getting property information like locations, but the district technical representative determines eligibility.

Jana said since this is an accelerated program, we should designate multiple people as the district technical representative. Michael asked if we could meet in two weeks. Gabrielael said she is on annual leave starting October 22nd and will return on October 24th. Michael said that would put the committee meeting on the 26th. Gabrielael advised the board if we are approving things, it must be an official meeting. Michael replied that it would be a committee meeting and would not have five members. Jana and I would meet with staff to review rankings and applications. We would only approve something with an official board meeting. He asked Gabrielael the next meeting date, and she replied November 9th. Gabrielael said she anticipates they would need multiple sessions to complete this program. Julie pointed out that we were trying to beat the rain. Gabrielael said she must put in the paperwork for the 27th. She asked Jack about having the local work group meeting at the TACF-TCCD joint meeting on the 27th but setting a meeting day and time would be up to the board. Michael said the committee would meet on the 26th with rankings and other information and assemble it for the board to discuss.

Jana asked Chris if it would be possible to set up a field trip with NRCS staff to see what they would need to do, and Chris said yes. We can arrange it anytime with Clay Davis to give you an example of what we are looking for with pond sediment. Jana, Michael, and NRCS set a tentative date of October 26th in the afternoon to do a site visit. No further action needs to be taken at this time.

B. Complete Director Checklist

<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	<p><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.</p> <p>Date: 10/12/2022</p> <p>Action: Yes, the District is Participating. Michael Patton made a motion to approve TCCD's participation. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.</p>

Tulsa County Conservation District

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 must immediately remove themselves from board discussions and votes on program items.	
	Date: 10/12/2022	Action: Members of the Board are Permitted to Participate. Michael Patton made a motion to approve board member participation. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.
3	<u>CHOOSE DISTRICT REPRESENTATIVE</u> - Designate the authorized district representative. This person must be a district board member. Any board member making application in the local program is not eligible to serve as the district representative.	
	Date: 10/12/2022	Action: All Members of the Board are Designated Authorized Representatives. Michael Patton made a motion to approve all board members and Gabriel Parker be the designated authorized representatives. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.
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: 10/12/2022	Action: All the Available Practices will be Approved. Michael Patton made a motion to approve all available practices. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.
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 85% and the maximum cost-share payment amount can't exceed \$7,500 per participant.	
	Date: 10/12/2022	Action: The Approved Rate is 80% & Max Payment is \$7,500. Michael Patton made a motion to approve the cost-share rate of 80% with a maximum payment of \$7500. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.
6	<u>DEVELOP APPLICATION RANKING SYSTEM</u> - Establish your district's local program priorities and application ranking system. Submit your ranking system to OCC for review and approval prior to starting the application process.	
	Date: 10/12/2022	Action: Ranking approved provided in the board packet. Michael Patton made a motion to approve the ranking system presented by Chris Clemens. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.
7	<u>SET APPLICATION PERIOD & ADVERTISING</u> - Establish your district's application period and advertise locally.	
	Date: 10/12/2022	Action: TCCD will Accept Application from 10/13/2022 to COB 11/04/2022. Michael Patton made a motion to approve application period between 10/23/2023 to cob 11/04/2023. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.
STOP STOP Submit your ranking system to OCC for review and approval. STOP STOP		

C. Discuss and Possible Action on District Ranking

After a brief discussion, Michael Patton made a motion to approve the ranking Chris Clemens provided at the start of the meeting. Please see packet for ranking sheet. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries.

15. Guide No. 7 – Audits

The board reviewed Guide No 7 – Audits. No further action needed to be taken at this time.

16. New Business:

None

17. Adjourn:

Michael Patton made a motion to move adjourn the meeting. Jana Black 2nd the motion. Ayes: Julie Monnot, Jana Black, Michael Patton. Nays: None. The motion carries. Adjourned at 3:05 PM

All items on this agenda, including but not limited to any agenda item concerning the adoption or approval of any resolution, contract, agreement, or any other item of business, are subject to revision or amendment, including additions and/or deletions, without exception. Any revision or amendments will be limited and rationally related to the topic of the agenda item. The Board may defer, strike, continue, table, and/or refer any agenda item to its chief administrative officer, staff, attorney, and/or refer or appoint a committee for the purpose of gathering more information the Board may need to take action on any agenda item at a subsequent special or regular meetings of the Board.

**The next regularly scheduled meeting is Wednesday November 9th, 2022, at 1:00 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

9:50 AM
10/06/22
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July through September 2022

	<u>Jul - Sep 22</u>
Income	
Administrative Income	200.00
Interest Income	0.20
OCC Cost-Share Reimbursements	6,500.00
OCC General Exp Reimbursements	881.89
OCC Salary Reimbursements	6,907.86
	<hr/>
Total Income	14,489.95
Expense	
Administrative Expense	1,541.94
Cost-Share Payments	6,500.00
Employee Benefits	1,088.07
Outreach Programs	290.43
Payroll	6,131.36
Payroll Tax	2,025.05
Travel	592.08
	<hr/>
Total Expense	18,168.93
	<hr/>
Net Income	<u><u>-3,678.98</u></u>

9:43 AM
10/06/22
Accrual Basis

Tulsa County Conservation District
Profit & Loss
September 2022

	<u>Sep 22</u>
Income	
Interest Income	0.05
Total Income	<u>0.05</u>
Expense	
Administrative Expense	1,338.60
Employee Benefits	367.03
Payroll	4,289.88
Payroll Tax	974.96
Travel	354.45
Total Expense	<u>7,324.92</u>
Net Income	<u><u>-7,324.87</u></u>

9:39 AM
 10/08/22
 Accrual Basis

Tulsa County Conservation District
General Ledger
 As of September 30, 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Arvest Checking 6407							8,777.57	
Operating Acct - 6407							0.00	
Total Operating Acct - 6407							0.00	
Arvest Checking 6407 - Other							8,777.57	
Check	8/2/2022	8889	Gabriel ...	April 2022 Tulsa Mileage	Travel	-239.09	8,538.48	
Check	8/2/2022	8900	Gabriel ...	April 2022 Mayes Mileage	Travel	-118.36	8,423.12	
Check	8/2/2022	8918	Gabriel ...	July 1-31st 2022 Pay Parl...	Payroll	-2,144.94	6,278.18	
Check	8/2/2022	8916	Gabriel ...	August 1-31st 2022 Pay ...	Payroll	-2,144.94	4,133.24	
Check	8/8/2022	8913	OCC	August 2022 Preclaim	Employee ...	-367.03	3,766.21	
Check	8/9/2022		IRS	841 Tax Payment for July...	Payroll Tax	-657.66	2,908.25	
Check	8/16/2022		OK Tax C...	August 2022 Payment	Payroll Tax	-117.00	2,791.25	
Check	8/18/2022	CC	Billy Sims	Purchase of Catered Lun...	Administrat...	-1,118.60	1,672.65	
Check	8/18/2022	8920	Billy Sims	2022 RMC Catering Tip	Administrat...	-220.00	1,452.65	
Dep...	9/30/2022		Arvest	Interest Payment	Interest Inc...	0.05	1,452.70	
Total Arvest Checking 6407 - Other							-7,324.87	1,452.70
Total Arvest Checking 6407							-7,324.87	1,452.70
Arvest Special Projects 6410							68.66	
Total Arvest Special Projects 6410							68.66	



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 09/30/2022

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$7,171.81
Total Current Value		\$7,171.81

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
09/01/2022	Beginning Balance	\$52.03
	3 Credit(s) This Period	\$7,119.78
	0 Debit(s) This Period	\$0.00
09/30/2022	Ending Balance	\$7,171.81

Interest Summary

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

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

Deposits

Date	Description	Amount
09/27/2022	DDA VIRTUAL DEPOSIT	\$680.00

Electronic Credits

Date	Description	Amount
09/20/2022	Eventbrite, INC. EDI PYMNTS RMR*IV*291307718227**6439.72*6 439.72	\$6,439.72

Other Credits

Date	Description	Amount
09/30/2022	INTEREST PMT	\$0.06

Daily Balances

Date	Amount	Date	Amount
08/31/2022	\$52.03	09/27/2022	\$7,171.75
09/20/2022	\$6,491.75	09/30/2022	\$7,171.81



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 09/30/2022

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$7,397.62
Total Current Value		\$7,397.62

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
09/01/2022	Beginning Balance	\$7,396.78
	1 Credit(s) This Period	\$0.84
	0 Debit(s) This Period	\$0.00
09/30/2022	Ending Balance	\$7,397.62

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.84
Interest Paid Year-to-Date	\$2.00
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
09/30/2022	INTEREST PMT	\$0.84

Daily Balances

Date	Amount	Date	Amount
08/31/2022	\$7,396.78	09/30/2022	\$7,397.62



TULSA COUNTY CONSERVATION DISTRICT BOARD MEETING 10/12/2022

Introductions:

Jack Titchener (Urban Conservationist/Soil Health Expert)

Ray McIntosh (Farm Bill Specialist)

Chris Clemens (District Conservationist)

Local Led Conservation *American Legion HP commit 250⁰⁰ for dinner*

Acting State Conservationist Amanda Mathis (120-day detail)

EQIP: Dec. 9th Tentative Application Deadline

CSP: Oct. 14 CSP-GCI Application Deadline; Dec 16 CSP Renewal and GCI Obligation Deadline; March 3, 2023, Tentative 2023 CSP Classic Application Deadline

CRP: No updates

CTA: Clay, Julia and Jack are currently working on CTA site visits.

TCCD/NRCS Local Operational Agreement

TCCD District Manager assistance

TCCD Monthly Outreach and Activities Report October 2022



October Meetings:

10/05/2022 MCCD Board Meeting (Rescheduled)
 10/12/2022 TCCD Board Meeting
 10/13/2022 Rescheduled MCCD Board Meeting
 10/27/2022 TCCD/TACF Joint Meeting

In Mayes Office

10/13/2022 10/25/2022

Special Events:

10/01/2022 Broken Arrow Rose Festival
 10/25/2022 MCCD Outreach Meeting

Holidays:

10/10/2022 Indigenous People's Day – NRCS Office Closed
 10/31/2022 Halloween

November Meetings:

11/02/2022 MCCD Board Meeting
 11/09/2022 TCCD Board Meeting
 11/18/2022 OACD Area III Meeting in Bartlesville, OK

November Events:

11/10/2022 Iris Club of BA - Yard-by-Yard Prestation
 11/18/2022 Keep Oklahoma Beautiful Awards in OKC

Tentatively In Mayes Office

11/01/2022 11/02/2022
 11/11/2022 11/14/2022

Deadlines:

Work Duties Performed:

- | | |
|--|----------------------------------|
| ❖ Answer Calls | ❖ Teleconference Meetings |
| ❖ Email Correspondences | ❖ MCCD Financials/RCB Bank |
| ❖ Bill Pay/Financials | ❖ Check/Paperwork Signatures |
| ❖ TCCD/MCCD File Organization | ❖ M/TCCD Cost Share Program 24 |
| ❖ TCCD/MCCD Office Mail | ❖ Outreach Events Planning |
| ❖ Scanning | ❖ Litter Rental Activities |
| ❖ Shredding | ❖ Yard-by-Yard Outreach |
| ❖ TCCD/MCCD Meeting Minutes | ❖ Conservation Planning Training |
| ❖ TCCD Payroll/Taxes | ❖ MCCD/TCCD Local Work Group |
| ❖ CARE Project Activities | ❖ Meetings |
| ❖ Website Updates | ❖ MCCD Locally Led Outreach |
| ❖ TACF/TCCD Board Meetings | ❖ Meetings |
| ❖ CSPY – Emergency Drought Programs M/TCCD | |



September 30, 2022

RE: OACD Area III Meeting – Friday, November 18, 2022

Dear Area III Conservation District Directors, Conservation District Employees, NRCS Employees, and Partners,

On behalf of the Oklahoma Association of Conservation Districts Board of Directors, I'd like to invite you to attend the OACD Area III meeting on Friday, November 18, 2022 at Tri-County Technology Center in Bartlesville.

We are looking forward to seeing everyone this fall. The OACD Area Meetings are one of the two times per year where we can gather to share opportunities and challenges with each other.

Our agenda this year is designed to be more interactive with several options for small group discussions about important topics including the changes in the state legislature, climate and conservation, and why urban agriculture matters. As always, there will be important programmatic updates from our state partners at the Oklahoma Conservation Commission. We have included an agenda in your registration packet.

We do want to encourage you to invite your locally elected officials to attend. It is always a good idea to extend an invitation to them for the area meeting. It is one way that we can strengthen our relationship with our legislators and local officials.

The Area III meeting will be hosted by the Caney Valley Conservation District & the Nowata County Conservation District at the Tri-County Technology Center located at 6101 SE Nowata Road in Bartlesville. The in-person registration will open at 8:00 a.m. The meeting will begin at 9:00 a.m. and end by 3:00 p.m.

Registration: The registration fee for in-person is \$45. This includes donuts & coffee, lunch, and printed materials. NRCS employees will register through the state office. NRCS will be directly billed for attendees. Guests, spouses, youth contest winner attendees wishing to attend the lunch must pay \$15.00. We must know in advance how many will be attending the luncheon. After October 20, 2022, no refunds will be made.

Youth Contests: The Youth Contests will be coordinated by the Employees Association. Send all posters, essays, along with entry forms for the speech contest to your OACDE Area Director, Jennifer Bailey, by October 14th. Do not send these entries to OACD or OCC. If you have



questions concerning the youth contest, please contact Jennifer from the Okmulgee County Conservation District at 918-756-8111 or Patty Underhill at the Caney Valley Conservation District at 918-214-4165. **Please register each child attending the youth contest luncheon on your form. Your registration form is how we know what children are attending. We do not announce every winner, only the ones that are attending in person. If you do not communicate that a youth contest winner will be present, their name will not be called at the awards ceremony. If you have late registrations for youth contest winners, text or email the first and last name and award to Sarah at 517-763-8609 or sarahblaney@okconservation.org**

Please contact Sarah Blaney at sarahblaney@okconservation.org or 517-763-8609 with any area meeting questions.

Sincerely,

Bill Jordan, President



REGISTRATION FORM

AREA III Meeting

Friday, November 18, 2022

Tri County Technology Center

6101 SE Nowata Road Bartlesville, OK 74006

List name, title and amount due for each person attending from your district. The registration fee of \$45.00 for in person attendance is to be paid for each District Director and District Employee. NRCS registration fees will be billed directly to NRCS; mark "Direct Bill" in the amount column for NRCS employees. All speech contestants, guests and spouses should be prepared to pay the \$15.00 luncheon fee. Speech judges, legislators, current CARE Champions will be guests of OACD and will not be required to pay. Please write "Legislator" or "Judge" in the amount column. **Please send to the Caney Valley Conservation District by November 11, 2022.**

NAME	TITLE	AMOUNT
------	-------	--------

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

PLEASE TYPE OR PRINT LEGIBLE



Total number of lunches being reserved _____

Total Amount \$ _____

Checks should be payable to: Oklahoma Association of Conservation Districts

Mail registration form(s) and payment to:

Caney Valley Conservation District
1067 NE Washington Blvd
Bartlesville, OK 74006-1222

Please contact Sarah Blaney at sarahblaney@okconservation.org or 517.763.8609 if you have questions.

Oklahoma Association of Conservation Districts, PO Box 2775, Oklahoma City, OK 73101-2775



OACD AREA MEETING AGENDA

Topics	Keypoints	Time
Introduction and opening	<ul style="list-style-type: none"> • Opening Ceremonies • Introduction of Guests • Overview of the Day <p>Bill Jordan, President of OACD</p>	9:00
Conservation and Agriculture Reach Everyone (CARE)	<ul style="list-style-type: none"> • CARE Video Series Viewing • CARE Champion Discussion on Project • Successes, Lessons Learned, Next Steps <p>Sarah Blaney, Executive Director of OACD Jean Lam, Program Manager for OACD</p>	9:05
The NEW cost share program	<ul style="list-style-type: none"> • Program Year 25 Information • Soil Health Cost Share • Drought Relief Funds <p>Tammy Sawatzky</p>	9:35
Conservation & Climate Conversation	<ul style="list-style-type: none"> • Emerging Markets • Producer Purview <p>Amy Hagerman, OSU</p>	10:00
Business Meetings	<ul style="list-style-type: none"> • Director Meeting • District Employee Meeting • NRCS Staff Meeting 	11:00



OACD AREA MEETING AGENDA

Topics	Keypoints	Time
Awards Luncheon	<ul style="list-style-type: none"> • Youth Contests • Outstanding Conservation District <p>Jane Tucker, Area V Director</p>	12:00
Vision Enabled Team	<ul style="list-style-type: none"> • Planning for Conservation Team Health, Longevity, and Impact <p>Greg Kloxin, Soil Health Director, OCC</p>	1:00
Roundtable Mini Sessions	<ul style="list-style-type: none"> • Next Generation 911, OKMaps & Office of Geographic Information Program Updates • The New Conservation District Handbook • Legislative Legacy & Future <p>Shelly Willoughby & Mike Sharp, Clancy Green, Sarah Blaney & Trey Lam</p>	1:45
What is Urban Conservation & Why Does it Matter?	<ul style="list-style-type: none"> • Defining urban conservation • The Importance of Reaching Everyone <p>Jack Titchener or Josh Kouri</p>	2:30
Accessing Tools that Can Help your Operation	<ul style="list-style-type: none"> • Customized online tools and resources for your area <p>OCC Soil Health Team</p>	3:00

Exhibit 1: Operational Agreement

Year FY - 2023

Local Operational Agreement
For
Technical Assistance in Support of Conservation Program Delivery

Conservation District: Tulsa County

NRCS Field Office: Tulsa

Items noted as "Possible Work Task" are items that can be completed for reimbursement to be completed in accordance with this agreement. These tasks shall be discussed between the NRCS District Conservationist and the local Conservation District Board to determine which tasks will be completed. It is expected that the tasks will be identified during a discussion with the DC and the District Board and will be documented on this form. If additional work tasks are identified, that are not on the available list included in Exhibit 1, they can be added as additional tasks. The agreed to tasks will be documented at the field office and District level utilizing this Exhibit Operational Agreement. A signed copy of Exhibit 1 will be retained at the local office with a copy provided to the OCC. OCC will retain a record copy of Exhibit 1 for each participating District which will be available to the NRCS state office upon request. The work tasks identified in Exhibit 1 will also be identified on the Performance Worksheet (Exhibit 2) and sent to OCC each month for documentation. If no work tasks are identified that can be completed by the District, then this information needs to be documented and sent to OCC so an adjustment in allocation of operating funds can be made.

1) CONSERVATION PLANNING

a) Possible Work Tasks:

- Enter conservation plans and contracts in Customer Service Toolkit or other databases as requested by the local District Conservationist
- Assembly, maintenance and correspondence for conservation plans
- Gathering conservation planning components (job sheets, O&M plans, soils descriptions, CPA-52 and CPA-4) as needed
- Conduct field visit to accomplish inventory and evaluation, on-site planning, locating practice locations
- Assists in surveys for the purpose of design, planning and layout of conservation practices
- Conducts on-site construction inspection reviews
- Provides practice checkout services
- Development of plan and soil maps

2) OUTREACH AND MARKETING

a) Possible Work Tasks:

- Development of farm bill related news articles for local news outlets. This includes article development, including downloading NRCS prepared articles, delivery of article to local media sources, and distribution of articles to ASTC (FO)
- Plan and assist in the development, implementation and documentation of outreach, informational and locally led meetings (preparation of minutes, sign-in sheets, agendas and photographs)
- Assist with the preparation of the report on the above activities to the ASTC (FO) on a monthly basis
- Making presentation to local farm groups and other interested organizations on conservation of natural resources and farm bill programs
- Developing success stories on local clients who have achieved noteworthy accomplishments through conservation activities for the local media
- Assist with the administration of the Earth Team Volunteer Program
- OCC will also assist with statewide media when agreed upon by OCC and NRCS

ADMINISTRATIVE DUTIES

b) Possible Work Tasks:

- Filing of all correspondence, directives, policy, FOTG (Field Office Tech Guide)
- Updating table of contents for General Manual and FOTG
- Serves as office point of contact, routing phone calls and customers to the appropriate individual and/or assisting customer
- Develop general office correspondence
- Maintain file of time and attendance records, schedules, and actual work documentation
- Develop and maintain minutes of staff meeting, locally led meetings, and local work group meetings
- Assist with development, maintenance and tracking of field office schedule

3) FARM BILL CONTRACTING

a) Possible Work Tasks:

- Explain and promote farm bill programs
- Assist with local work group coordination.
- Assist customers to complete program applications
- Assist with program application rankings by gathering preliminary customer information
- Compile applications in order of rankings, and file completed applications according to NRCS policy
- Prepare and mail form letters and other correspondence to program applicants
- Assist in assembling supporting documentation needed for contract payments and or modifications
- Delivery of direct technical assistance to support contract practice application and complete status review

Concurrence in this agreement and the performance tasks to be delivered.



Chairperson

8-10-2022

Date

District Conservationist

Date

**STATE GUIDELINES
FOR THE
EMERGENCY DROUGHT COST-SHARE PROGRAM
PROGRAM YEAR ED2**

**Program Year Begins: October 3, 2022
Program Year Ends: December 2, 2023**

**Allocation Period Begins: October 3, 2022
Allocation Period Ends: December 2, 2022**

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

**Funded by the Emergency Drought Commission on September 30, 2022
Approved by the Conservation Commission on October 3, 2022**

PURPOSE

Governor Kevin Stitt Declared the Following:

Due to the current, and persistent, emergency drought conditions in all 77 Counties of Oklahoma, I hereby invoke the provisions of Oklahoma law regarding the use of the Emergency Drought Relief Fund.

Executive Order 2022-23 appears on pages 10-11.

The Oklahoma Conservation Commission (Commission) herein establishes the complete list and description of the Emergency Drought Cost-Share Program policies and practices approved for use by all 84 of Oklahoma's Conservation Districts. Cost-share average costs (unit cost) are based on Oklahoma Natural Resources Conservation Service (NRCS) data and local conservation district data.

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

ALLOCATION OF FUNDS

Emergency Drought Cost-Share Program

The Emergency Drought Commission (Drought Commission) allocates \$3,000,000 from the Emergency Drought Relief Fund to the Commission for the purposes of providing cost-share payments to eligible participants for implementing approved cost-share emergency drought practices.

Conservation District Allocation

The Commission allocates \$2,541,900 of emergency drought funds to conservation districts. The amount of funds allocated to each conservation district can be found on page 7. Each county will be allocated \$33,000. Allocations for conservation districts not on county boundaries will be based on the percentage of county acres that fall within the conservation district boundary.

These funds will become available to conservation districts on October 3, 2022. The Commission will hold \$458,100 in reserve and make it available to conservation districts who demonstrate the greatest need. Requests for an additional allocation must be submitted to the Commission no later than December 5, 2022. Your district will be notified December 7-12, 2022, if your request for an additional allocation is approved.

POLICIES

Program Year

Program Year ED2 begins on October 3, 2022 and ends on December 2, 2023. All Performance and Maintenance Agreements must be completed, and cost-share payments disbursed by December 2, 2023. The Commission will not process claims received after December 2, 2023.

Allocation Period

The allocation period shall start October 3, 2022, and end December 2, 2022. Funds allocated to conservation districts and not obligated by December 2, 2022 will be withdrawn and made available for reallocation by the Commission. Funds become obligated to a participant after approval of the application by the conservation district board and a Performance and Maintenance Agreement has been signed and dated by the board and the participant.

Eligibility Requirements

Applicants must be a district cooperator with a conservation plan.

Applicants must be experiencing drought conditions.

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 if 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 Emergency Drought Cost-Share Program.

Conservation district directors are eligible to participate in the Emergency Drought Cost-Share Program. Due to the limited amount of funds available for Program Year ED2 individual directors should consider public perception when making their decision to participate in the Program. If the conservation district board decides that members can apply and members choose to apply for Program Year ED2 the guidelines below must be followed.

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

Authorized District Representative(s)

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

Authorized Technical Representative(s)

The conservation district board must designate at least one NRCS technical representative and at least one district technical representative. Conservation district directors and employees can serve as the district technical representative. District directors participating in the program cannot serve as the district technical representative.

The NRCS designated technical representative will:

- develop conservation plans,
- design and layout practices,
- certify installed practices meet NRCS approved standards and specifications.

The district technical representative will:

- certify drought conditions exist on the applicant's property,
- certify applicant's eligibility,
- certify installed practices meet Commission approved standards and specifications.

NRCS and district technical representatives will be required to sign the Certification of Completion and Acceptance form.

Eligible Conservation Practices

- | | |
|---|-------------------------------|
| 512 Pasture and Hay Planting (excludes Bermuda grass) | 516 Pipeline |
| 533 Pumping Plant | 561 Heavy Use Protection Area |
| 614 Watering Facility | 642 Water Well |
| PC Pond Cleanout | 340 Cover Crop |
| PT Pasture Tap | |

Each district board may select any of the eligible conservation practices for inclusion in the district's local guidelines. Conservation practices shall be implemented according to applicable NRCS, Commission or rural water district standards and specifications.

Average Cost

State average cost (unit cost) for eligible conservation practices is based on Oklahoma NRCS data and local conservation district data. These costs are located on pages 8-9 of this document.

Maximum Cost-Share Payment

The Commission sets the maximum cost-share payment amount per participant at \$7,500. The conservation district board cannot change the maximum cost-share payment.

Maximum Cost-Share Rate

The maximum cost-share rate for all conservation practices is 80%. Each conservation district board may choose to establish a cost-share rate less than 80%.

Application Process

Conservation districts should announce the availability of funds throughout the district. 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.

Conservation district technical representatives must complete a Certification of Drought Condition and Applicant Eligibility form for each application received.

Approval Process

Conservation districts must establish local program priorities and an application ranking system that will be used to make funding decisions. Applications must be approved during an official conservation district board meeting. Board meeting minutes must include a copy of the approved program priorities and application ranking system, list of approved applications showing the applicant's name, practice, and allocated amount.

Conservation districts that have more qualified applications than available funds may choose to approve those applications as alternates on the condition that funding becomes available. 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.

Completion Dates

The Commission establishes February 2, 2023 as the completion date for installation of all conservation practices. This is an emergency program that requires swift action. Conservation districts must enforce the established completion date for approved applicants. The participant should make every effort to complete approved practices by February 2, 2023. Participants that have not started, are not under construction, or have not completed implementation of practices by February 2, 2023 can be canceled and funds reallocate to an approved alternate. When mitigating circumstances influence a participant's ability to complete implementation, they can submit a written request to the district board for a 30-day extension.

Execution of Performance and Maintenance Agreement

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-ED2-001

03 - conservation district number
ED2 - program year number
001 - applicant number assigned by the district

All Program Year ED2 Performance and Maintenance Agreements must be signed and dated by the district board and participant on or before December 2, 2022. All Program Year ED2

agreements must be completed, and payments made to the producer on or before December 2, 2023. Installation of conservation practices cannot begin until an effective agreement is in place. An agreement becomes effective on the last date of signature. Each participant should have only one agreement.

Approved alternates must also sign a Performance and Maintenance Agreement on or before December 2, 2022.

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 December 5, 2022. This report will be used to make an additional allocation of funds. Districts will be notified December 7-12, 2022, if they were approved for an additional allocation.
3. Assemble case files for each approved 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. December 7-12, 2022 reallocate to conservation districts with unfunded approved alternates unobligated emergency drought funds returned at the end of the allocation period.

APPROVED CONSERVATION PRACTICES

Approved conservation practices and average costs can be found on pages 8-9. Standards and specifications for NRCS practices can be found on the NRCS Field Office Technical Guide website <https://efotg.sc.egov.usda.gov/#/>. Commission practice standards and specifications can be found on the Commission's website.

Conservation District Emergency Drought Cost-Share Program Allocations

Adair	33,000	* LeFlore	23,600
Alfalfa	33,000	Lincoln	33,000
Arbuckle	33,000	Little River	33,000
Atoka	33,000	Logan	33,000
Beaver	33,000	Love	33,000
* Blaine	22,200	Major	33,000
Bryan	33,000	Marshall	33,000
Caney Valley	33,000	Mayes	33,000
* Central North Canadian	21,600	McClain	33,000
* Checotah	14,000	* McIntosh	19,100
Cherokee	33,000	Murray	33,000
Cimarron County	33,000	Muskogee	33,000
Cleveland	33,000	Noble	33,000
Coal	33,000	* North Caddo	10,400
Comanche	33,000	North Fork of Red River	33,000
Cotton	33,000	Nowata	33,000
Craig	33,000	Okfuskee	33,000
Creek	33,000	Oklahoma	33,000
* Custer	22,000	Okmulgee	33,000
* Deer Creek	15,400	Osage	33,000
Delaware	33,000	Ottawa	33,000
Dewey	33,000	Pawnee	33,000
* East Canadian	19,100	Payne	33,000
Ellis	33,000	Pittsburg	33,000
Garfield	33,000	Pontotoc	33,000
Garvin	33,000	* Pushmataha	26,900
Grady	33,000	Rogers	33,000
Grant	33,000	* Seminole	20,700
Greer	33,000	Sequoyah	33,000
Harmon	33,000	* Shawnee	21,600
Harper	33,000	* South Caddo	14,300
Haskell	33,000	Stephens	33,000
Hughes	33,000	* Talihina	18,800
Jackson	33,000	Texas	33,000
Jefferson	33,000	Tillman	33,000
Johnston	33,000	Tulsa	33,000
Kay	33,000	Upper Washita	33,000
Kiamichi	33,000	Wagoner	33,000
* Kingfisher	31,400	Washita	28,700
Kiowa	33,000	* West Caddo	13,300
* Konawa	23,900	Woods	33,000
* Latimer	29,900	Woodward	33,000

* Allocations for conservation districts not on county boundaries was based on the percentage of county acres that fall within the conservation district boundary. Data used is available upon request.

Emergency Drought Cost-Share Program Average Costs

Practice Code	Practice Name	Component	Units	Unit Cost
340	Cover Crop	Basic (Organic and Non- Organic)	AC	\$64.80
		Multiple Species (Organic and Non-Organic)	AC	\$80.34
		Basic Organic	AC	\$100.20
		1 acre or less	AC	\$481.79
512	Pasture & Hay Planting (excludes Bermuda grass)	Cool Season Introduced Perennial Grass, Seeding	AC	\$211.77
		Native Perennial Grass (one Species)	AC	\$213.89
		Warm Season Introduced Perennial, Warm Season Grasses. Seeding	AC	\$257.93
		Warm Season Introduced Perennial, Warm Season Grasses. Seeding with Lime	AC	\$336.70
516	Pipeline	.75 in - 1.25 in Plastic, Normal Trenching	LF	\$2.49
		1.5 in - 2.0 in Plastic, Normal Trenching	LF	\$3.00
		Greater than 2 in Plastic, Normal Trenching	LF	\$4.95
533	Pumping Plant	Electric Powered Pump 2 Hp or Less	EACH	\$2,020.52
		Electric Powered Pump 2 HP or Less, Pressure Tank	EACH	\$2,397.38
		Electric Powered Pump, Greater Than 10 Hp and less than or equal to 40 Hp	HP	\$594.80
		Electric Powered Pump, Greater Than 2 Hp and less than or equal to 10 Hp	HP	\$877.37
		Electric Powered Pump Greater Than 40 Hp	HP	\$402.36
		Internal Combustion Powered Pump, Greater than 75 Hp	HP	\$679.68
		Internal Combustion Powered Pump, Less than or Equal to 75 HP	HP	\$736.33
		Photovoltaic Powered Pumping Plant, 150 ft or Less of Total Head on Pump	EACH	\$5,281.99
		Photovoltaic Powered Pumping Plant, 151-300 ft of Total Head on Pump	EACH	\$6,107.04
		Photovoltaic Powered Pumping Plant, Greater Than 300 ft of Total Head on Pump	EACH	\$7,761.44
		Tractor Power Take Off (PTO) Pump	HP	\$171.41
		Variable Frequency Drive (VFD), 40 HP or Less	HP	\$184.56
		VFD, 100 HP and Greater	HP	\$87.71
		VFD, Greater Than 40 HP and Less Than 100 HP	HP	\$129.22
Windmill Powered Pump	FT	\$1,118.12		

Practice Code	Practice Name	Component	Units	Unit Cost
561	Heavy Use Protection Area	Aggregate, Crushed Rock or Gravel in GeoCell on Geotextile	Sqft	\$3.98
		Aggregate, Crushed Rock or Gravel on Earthen Base	Sqft	\$1.15
		Aggregate, Crushed Rock or Gravel on Geotextile	Sqft	\$1.42
		Other Cementitious Material, Compacted Caliche	Sqft	\$0.53
		Other Cementitious Material, Crushed Gypsum Rock	Sqft	\$1.22
		Reinforced Concrete with Sand or Gravel Foundation	Sqft	\$5.16
614	Watering Facility	Energy Free Fountains	Gal	\$38.53
		Freeze Proof Trough or Sheep/Goat Trough	EACH	\$1,525.14
		Watering Facility, 1001 - 1400 gallons	Gal	\$1.71
		Watering Facility, 1401-2100 gallons	Gal	\$1.49
		Watering Facility, 2101-3000 gallons	Gal	\$1.24
		Watering Facility, 3001 - 5000 gallons	Gal	\$1.07
		Watering Facility, Greater than 5000 Gallons	Gal	\$0.82
		Watering Facility, Less than 1000 Gallons	Gal	\$2.59
		Watering Ramp, Rock in Geocell on Geotextile	Sqft	\$4.68
		Watering Ramp, Rock on Geotextile	Sqft	\$1.22
		Watering Ramp, Rock in Geocell on Geotextile	Sqft	\$4.68
642	Water Well	Well Depths 150 ft or less	EACH	\$4,917.14
		Wells greater than 150 feet deep to 300 feet deep	EACH	\$9,783.56
		Wells Greater than 300 feet deep to 600 feet deep	EACH	\$15,710.04
PC	Pond Cleanout	Originally Built Small Pond, Less than 1000 cubic yards	EACH	\$1,000
		Originally Built Medium Pond, 1001 - 2000 cubic yards	EACH	\$2,000
		Originally Built Large Pond, Greater than 2001 cubic yards	EACH	\$3,000
PT	Pasture Tap	Water Tap (includes all installation costs)	EACH	\$2,500



FILED

September 12, 2022
OKLAHOMA SECRETARY
OF STATE

J. Kevin Stitt
Office of the Governor
State of Oklahoma

EXECUTIVE DEPARTMENT
EXECUTIVE ORDER 2022-23

I, J. Kevin Stitt, Governor of the State of Oklahoma, pursuant to the authority vested in me by Sections 2 and 8 of Article VI of the Oklahoma Constitution and Title 27A O.S. Section 2250 et seq., do hereby declare the following:

Due to the current, and persistent, emergency drought conditions in all 77 Counties of Oklahoma, I hereby invoke the provisions of Oklahoma law regarding the use of the Emergency Drought Relief Fund.

It is hereby ordered, to the fullest extent permitted by law:

1. An Emergency Drought Commission is to be immediately formed and shall exist until it is determined by the Governor that a drought emergency no longer exists. Upon expiration of its term, the Emergency Drought Commission shall cease to exist subject only to extensions granted by the Governor or a new declaration of Emergency Drought Conditions.
2. The Emergency Drought Commission shall consist of the Executive Director of the Oklahoma Conservation Commission, the Secretary of Agriculture and the Executive Director of the Oklahoma Water Resources Board.
3. The Emergency Drought Commission shall have the authority to consider requests for use of Emergency Drought Relief Funds only from proposed projects to be located, or operating, within one, or more, of Oklahoma's 77 counties. Further, the use of any Emergency Drought Commission funds pursuant to this declaration must be expended solely on efforts to relieve drought conditions.
4. The Emergency Drought Commission shall have full discretion to determine the amount and nature of the expenditures to be made from the Emergency Drought Relief Fund, subject to written concurrence by the Governor. Further, the Emergency Drought Commission shall establish such procedures and requirements as it deems necessary. The Commission shall have the sole power to determine the appropriate agency or entity to receive Emergency Drought Relief Funds.
5. The Chair of the Emergency Drought Commission shall be the Secretary of Agriculture who will have the sole power to call meetings of the Commission, as necessary. The Commission shall be provided support staff from the Oklahoma

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Department of Agriculture, Food, and Forestry. The Chair of the Emergency Drought Commission shall also have the sole discretionary power to terminate the Commission.

This declaration may be amended as conditions warrant.

Copies of this Executive Order shall be distributed to the Executive Director of the Oklahoma Conservation Commission, the Secretary of Agriculture, and the Executive Director of the Oklahoma Water Resources Board, who shall cause the provisions of this order to be implemented by all appropriate agencies of state government.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Oklahoma to be affixed at Oklahoma City, this 12th day of September, 2022.

BY THE GOVERNOR OF THE STATE OF OKLAHOMA



J. KEVIN STITT

ATTEST:



Brian Bingman, SECRETARY OF STATE 2907

CHECKLIST OF BOARD ACTION REQUIRED

All Cost Share Program actions taken must be recorded in the board meeting minutes. This completed form can be used as an attachment to your board meeting minutes.

1	CONSERVATION DISTRICT PARTICIPATION - 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: 10/12/2022	Action: Yes
2	BOARD MEMBER PARTICIPATION - 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 must immediately remove themselves from board discussions and votes on program items.	
	Date: 10/12/2022	Action: Board member can
3	CHOOSE DISTRICT REPRESENTATIVE - Designate the authorized district representative. This person must be a district board member. Any board member making application in the local program is not eligible to serve as the district representative.	
	Date: 10/12/2022	Action: All Board member
4	CHOOSE PRACTICES - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.	
	Date: 10/12	Action: All Approved
5	CHOOSE COST SHARE RATE & MAXIMUM PAYMENT - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed 85% and the maximum cost-share payment amount can't exceed \$7,500 per participant.	
	Date: 10/12	Action: 80%
6	DEVELOP APPLICATION RANKING SYSTEM - Establish your district's local program priorities and application ranking system. Submit your ranking system to OCC for review and approval prior to starting the application process.	
	Date: 10/12	Action: Ranking - Christ
7	SET APPLICATION PERIOD & ADVERTISING - Establish your district's application period and advertise locally.	
	Date: 10/12	Action: 10/14 - 11/4

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:

1. Are the pastures/ranges meeting prescribed grazing standards? (528) +10
2. Will the practice address inadequate livestock water due to drought in the future? (PC) +10
3. Will practice implementation allow grazing for remaining season? +50
4. Is water being hauled?
 - a. Yes +5
 - b. No +0
5. Does the current water source allow grazing in all areas in non-drought years? +25
6. Does the current water source NOT meet adequate livestock water (distribution, quality, and quantity)? -50
7. Has the producer canceled an SCS agreement within the last 3 years? -15

Tulsa County Conservation District

Cost Share Program Year ED 2 Ranking

Participant Name: _____

Application Date: _____

Application Number: _____

Total Score: _____

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

Approved Practice

512 Pasture and Hay Planting (excludes Bermuda grass)
 516 Pipeline
 533 Pumping Plant
 561 Heavy Use Protection Area

614 Watering Facility
 642 Water Well
 PC Pond Cleanout
 340 Cover Crop
 PT Pasture Tap

High Priority: (315) Herbaceous Weed Control, (327) Conservation Cover, (378) Pond, (393) Filter Strip, (412) Grassed Waterway, (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, (325) High Tunnel

Medium Priority:

(314) Brush Management, (329) Residue and Tillage Management , No-Till, (340) Cover Crop, (342) Critical Area Planting, (41) Grassed Waterway (528) Prescribed Grazing, (533) Pumping Plant

Low Priority:

(338) Prescribed Burning, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure, (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 the water: _____ (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

Plant Productivity and Health

1. Will producer be willing to install a season high tunnel on an existing garden to extend the growing season and reduce the potential for wind, frost, and pest damage?
A. Yes 20 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

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

3. Does it improve soil moisture use efficiency?
B. Yes 10 Points B. No 0 Points

4. Does it minimize soil compaction?
C. Yes 10 Points B. No 0 Points

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

6. Does it improve or maintain livestock nutrition and/or health?
E. Yes 10 Points B. No 0 Points



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. 7 - Audits

Conservation districts are required by state statute to have their financial records audited every three years. A review must be conducted in the years when an audit is not conducted. The Oklahoma Conservation Commission will notify each district whether they are to have an audit or review.

Reasons for Having an Audit

Audits are necessary because (1) they are required by state statute and (2) because the district board acts as trustees of district and state funds and are responsible for safeguarding, auditing and appraising the district's financial resources. An audit is a fundamental part of this financial responsibility.

Audits are necessary to :

1. Prevent deliberate misstatement of fact.
2. Ensure that all district funds are managed according to state law.
3. To assure records are dependable.
4. To ensure generally accepted accounting practices have been consistently followed.
5. To assure that the disclosure is complete. In many cases what is not reported is often more important that what is reported.

An audit does not shift the responsibility for the financial statements of the district on to the auditor. The district board retains the responsibility for financial management and records. District board members have to be involved in the district's financial records and ensure that funds are expended properly and that good records are maintained.

Audits consist of:

1. A review of the balance sheet, income statement, and statement of cash flow.
2. A review of underlying documents supporting the information given in these financial statements.
3. Verification of accounts receivable and payable balances with customers.
4. A review of inventory quality, quantity, valuation records and procedures.
5. Verifying the existence of recorded securities.

6. Reviewing justification for judgement decisions and estimates.

7. *Sampling* accounting records.

8. Reviewing minutes of the board of directors meetings for policy changes and instructions to employees.

Who May Perform the Annual Audit or Review?

Each year the Oklahoma Accountancy Board publishes the list of "Registrants Performing Governmental Audits in Accordance with Government Auditing Standards." The district must select an auditor from this list to conduct the district audit or review.

Ask auditors if their audits include them coming to a meeting.....OCC strongly recommends that district boards insist the auditor come make a presentation to the board to present their findings and answer questions.

There is a wide range in the amount charged for audits, so check with other conservation districts, visit with auditors about the time it will take to complete an audit, and take bids.

Districts should develop a working relationship with the auditor, so that questions can be asked throughout the year.

The law forbids district directors, employees, or those connected with the district's operations and their relatives from performing the audit.

*This 10-Minute Guide was prepared by the Oklahoma Conservation Commission - District Services Division
June 2007*

Time frame for Completing the Audit / Review:

July & August

- ◆ OCC notifies districts required to secure an audit for the past fiscal year and supplies the list of auditors authorized to perform government audits.
- ◆ Districts solicit bids for audit or review from authorized auditors.
- ◆ Staff prepares documents necessary for audit.
- ◆ District board reviews bids, select an auditor and sign letter of engagement.
- ◆ Deliver materials to auditor no later than August 15.

September 3

Notify OCC by completing the included form as to who the district selected as auditor and the date materials were delivered.

November 1

- ◆ File audit with county clerk
- ◆ Submit copy of audit / review to State Auditor and Inspector's Office and OCC
- ◆ Submit executed Form OCC-5J, Filing of Annual Audit to OCC
- ◆ Submit executed Form OCC-5K, Annual Net Worth Statement to OCC

_____ Conservation District

Selected _____ to conduct the district's Audit or Review
Name of Auditor

Auditor's phone number: _____

Audit materials were delivered on _____
Date

Chairman – Board of Directors Signature

Date

This form must be submitted to OCC on or before September 3 in order for reimbursement claims to continue to be processed.

Send or fax form to: Lisa Knauf

District Services Director
Oklahoma Conservation Commission
2800 N Lincoln Blvd. Ste 160
Oklahoma City, OK 73105
FAX: (405) 521-6686
