

**AGENDA**  
**Board of Directors Regular Meeting**  
**Tulsa County Conservation District**  
**March 16, 2023 – 5:30 PM**  
**6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74120**

**Please email [tulsacd@conservation.ok.gov](mailto: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
  - A. Status Update on Conservation Plan from NRCS
5. Approval of Minutes from the October 12, 2022, Regular Meeting and December 2, 2022 Special Meeting
6. Approval of Financial Committee Report for Period Ending February 28<sup>th</sup>, 2023
  - A. Packet Financials
7. Review of TACF Financials for Period Ending January 31, 2023
8. Discussion of the TCCD Monthly Activities and Outreach Report for March 2023
9. Discussion and Acceptance of District Conservationist Agency Report February 2023
10. Discussion and Approval of Publishing Dates for Notice of Filing Period for Election in the Tulsa World and Other Appointment Discussion.
11. Discussion and Approval of Paying OACD Annual Membership Dues for 2023
12. Discussion and Approval of Changing TCCD Meeting Schedule
13. Discussion of Joint Plan of Operations
14. Discussion of Local Operational Agreement
15. Cost-Share Program Year 25 Emergency Drought Program
  - A. Approval of Reimbursement Claims for Michael Henley and Greg Harris
  - B. Approval of Extensions for Jane Wittstock, Angela Weaver, Tonya Goesch, Tommy Hudson, Joshua Lamb, Kay Paul Ross, Charissa McCreary, Andy Jordan, Jeff Fitts, and Jared Redyke
16. Cost Share Program Year 25
  - A. Program Year 25 Guidelines
  - B. Complete Director Checklist
17. Proposed Executive Session:
  - Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1). To discuss employee issues
  - If the executive session is approved, designate in open session the person keeping minutes.
  - B. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.
18. New Business:
19. 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 April 13, 2023 at 5:30 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 [March 15, 2023](#) in the following location:

**[6660 S. Sheridan Rd., Suite 120](#)**

**[Tulsa, OK 74133](#)**

**[&](#)**

**[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](mailto: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, 2023** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **June 8, 2023**

  
\_\_\_\_\_  
Chair, Board of Directors

  
\_\_\_\_\_  
Date

Attest:

  
\_\_\_\_\_

**Tulsa County Conservation District**

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

Date: March 16, 2023

Time: 5:30 PM

Members Present: Tom Tolbert, Chairman  
Julie Monnot, Vice-Chairwoman  
Chrissy Parker, Member

Members Absent: Michael Patton, Treasure  
Jana Black, Member

Others Present: Gabrielael Parker, District Manager

**1. Meeting Called to Order:**

Chairman, Tom Tolbert called the meeting to order at 5:35 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 March 15, 2023, in the front window of 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 and tulsaccd.org.

**2. Roll Call**

Tom Tolbert  
Julie Monnot  
Chrissy Parker  
Gabriael Parker

**3. Public Comments**

None

**4. Discussion of Urban Conservation Area**

**A. Status Update on Conservation Plan from NRCS**

Since NRCS was not present in this meeting, the board decided to table this agenda item.

**5. Approval of Minutes from the October 12, 2022, Regular Meeting and December 2, 2022, Special Meeting**

After some discussion, Julie Monnot made a motion to approve the October 12th, 2022, Regular Meeting and December 2nd, 2022, Special Meeting minutes. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

**6. Approval of Financial Committee Report for Period Ending February 28th, 2023**

**A. Packet Financials**

Gabriel Parker said she asked OCC about keeping her timesheet and leaving records out of the packet given to anyone who asks, and OCC said it needs to be in the packet. She said she is very uncomfortable with the whole world, knowing she is out of the office when she is at the doctor, the dentist, or for any other personal reason. Tom Tolbert, Julie Monnot, and Chrissy Parker agreed. Gabriel said she sends every board member her timesheet before the meeting, and she does not feel it is the general public's business to know when she goes to the doctor. Tom said he would investigate further to find out how we could handle this legally. Until then, we will table this agenda item.

**7. Review of TACF Financials for Period Ending January 31, 2023**

The board reviewed the bank statements and other financials for TACF ending January 31<sup>st</sup>, 2023. No further action needs to be taken at this time.

**8. Discussion of the TCCD Monthly Activities and Outreach Report March 2023**

**March Meetings:**

03/02/2023	MCCD Board Meeting
03/02/2023	Home & Garden Show Trainings
03/16/2023	TCCD Board Meeting

**Special Events:**

03/09 – 03/12/2023	Home & Garden Show
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**Holidays:**

None

**April Meetings:**

03/16/2023	TCCD Board Meeting
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**April Events:**

None

**Deadlines:**

**Work Duties Performed:**

- ❖ Answer NRCS Calls
- ❖ NRCS Walk-ins
- ❖ Email Correspondences
- ❖ Bill Pay/Financials
- ❖ TCCD File Organization

- ❖ TCCD
- ❖ Scanning
- ❖ Shredding
- ❖ TCCD Payroll/Taxes
- ❖ Home & Garden Show Activities
- ❖ Website Updates
- ❖ TCCD Board Meetings
- ❖ CSPY – Emergency Drought Programs TCCD
- ❖ Check/Paperwork Signatures

Gabriel Parker briefly discussed the outreach report for March. No further action needs to be taken at this time.

**9. Discussion and Acceptance of District Conservationist Agency Report  
February 2023**

Since NRCS was not present in this meeting, the board decided to table this agenda item.

**10. Discussion and Approval of Publishing Dates for Notice of Filing Period for  
Election in the Tulsa World and Other Appointment Discussion.**

After a brief discussion, Julie Monnot made a motion to approve publishing the Notice of Filing Period for Election in the Tulsa World on Monday, April 3rd, 2023, and Monday April 10th, 2023. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

**11. Discussion and Approval of Paying OACD Annual Membership Dues for 2023**

After a brief discussion, Julie Monnot made a motion to approve paying the OACD Annual Membership Dues for 2023. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

**12. Discussion and Approval of Changing TCCD Meeting Schedule**

After a brief discussion, Chrissy Parker made a motion to change the meetings from the Wednesday of the month to the second Thursday of the month at 5:30 PM. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

**13. Discussion of Joint Plan of Operations**

Tom Tolbert said that since Chris Clemens is not here to discuss this, we will table this agenda item. He asked Gabriel Parker to contact Clancy Green at OCC to visit us on the Joint Plan of Operations. No further action needs to be taken at this time.

**14. Discussion of Local Operational Agreement**

Tom Tolbert said we would table this agenda item like item thirteen but would like Clancy Green to visit with us on the Local Operational Agreement as well. No further action needs to be taken at this time.

**15. Cost-Share Program Year 25 Emergency Drought Program**

**A. Approval of Reimbursement Claims for Michael Henley and Greg Harris**

After a brief discussion, Julie Monnot made a motion to approve the reimbursement claims for Michael Henley and Greg Harris. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

**B. Approval of Extensions for Jane Wittstock, Angela Weaver, Tonya Goesch, Tommy Hudson, Joshua Lamb, Kay Paul Ross, Charissa McCreary, Andy Jordan, Jeff Fitts, and Jared Redyke**

Gabriel Parker said she had been so busy with Mayes County stuff; she neglected the participants in Tulsa County. She is asking for an administrative extension because she has been unable to work with the participants. Tom Tolbert said they had had a few months now to complete it. The board said this would be the last extension that they would give. Julie Monnot made a motion to approve the drought extensions for Jane Wittstock, Angela Weaver, Tonya Goesch, Tommy Hudson, Joshua Lamb, Kay Paul Ross, Charissa McCreary, Andy Jordan, Jeff Fitts, and Jared Redyke. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

**16. Cost Share Program Year 25**

**A. Program Year 25 Guidelines**

The board reviewed the guidelines. No further action needs to be taken at this time.

**B. Complete Director Checklist**

***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	<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: <b>03/16/2023</b>	Action: <b>Yes, the District is Participating</b>
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 <b><u>must immediately</u></b> remove themselves from board discussions and votes on program items.	
	Date: <b>03/16/2023</b>	Action: <b>No, Members of the Board are not Permitted to Participate</b>
<u>CHOOSE DISTRICT REPRESENTATIVE</u> - Designate the authorized district representative. This person <b><u>must</u></b> be a district board member. Any board member making application in the local program is <b><u>not</u></b> eligible to serve as the district representative.		



**Tulsa County Conservation District**

3	Date: <b>03/16/2023</b>	Action: <b>All Members of the Board are Designated Authorized Representatives</b>
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: <b>03/16/2023</b>	Action: <b>All the Available Practices will be Approved</b>
5	<u>CHOOSE COST SHARE RATE &amp; 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 <b>85%</b> and the maximum cost-share payment amount can't exceed <b>\$7,500</b> per participant.	
	Date: <b>03/16/2023</b>	Action: <b>The Approved Rate is 85% &amp; Max Payment is \$7,500</b>
6	<u>DEVELOP APPLICATION RANKING SYSTEM</u> - Establish your district's local program priorities and application ranking system. <b>Submit your ranking system to OCC for review and approval prior to starting the application process.</b>	
	Date: <b>03/16/2023</b>	Action: <b>The Current Ranking System was Approved</b>
7	<u>SET APPLICATION PERIOD &amp; ADVERTISING</u> - Establish your district's application period and advertise locally.	
	Date: <b>03/16/2023</b>	Action: <b>TCCD will Accept Application from 03/16/2023 to COB 04/11/2023</b>
<b>STOP STOP Submit your ranking system to OCC for review and approval. STOP STOP</b>		

After a brief discussion, Julie Monnot made a motion to approve the Director Checklist for program year 25 as discussed above. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

**17. Proposed Executive Session:**

**A. Vote in open session to enter Executive Session, as authorized by Title 25 O.S. Section 307 (B) (1). To discuss employee issues**

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

Julie Monnot made a motion to enter into Executive Session, with Julie Monnot taking minutes and all staying except for Gabriel Parker. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

The board entered into Executive Session at 6:29 PM.



**B. Return to open session and establishment of quorum. Take any action or entertain a motion related to executive session described above.**

The board exited Executive Session at 6:45 PM. No action was taken.

**18. New Business:**

None

**19. Adjourn:**

Julie Monnot made a motion to adjourn the meeting. Chrissy Parker 2<sup>nd</sup> the motion. The meeting Adjourned at 6:49 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 Thursday April 11, 2023, at 5:30 PM  
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

Hi Gabrielael,

Lisa forwarded me your question about the board packet since Rhonda or I are the ones to whom these types of questions should be directed.

The check register, bank statements, and any other financial documents (particularly a financial statement that shows deposits, disbursements, and current on hand balance) should be included in the board packet and as part of the final minutes packet. It is not necessary to include all the receipts, payment confirmations, and/or invoices as part of the board packet. However, you should have these items available at the board meeting for the board to review.

If you have additional questions, please let Rhonda or I know; have a great afternoon!

Clancy Green

District Services Director

Oklahoma Conservation Commission

[clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov)

Office: 405.522.2111

Mobile: 405.227.8769

## Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Arvest Checking 6407</b>							8,720.53
<b>Operating Acct - 6407</b>							0.00
Total Operating Acct - 6407							0.00
<b>Arvest Checking 6407 - Other</b>							8,720.53
Check	2/1/2023	8937	OCC	January 2023 Preclaim	Employee Benefits	-438.35	8,282.18
Deposit	2/3/2023		OCC	Oct & Dec Mayes Mileage Reimbursement	OCC General Exp Reimb...	226.75	8,508.93
Deposit	2/3/2023		OCC	December Salary Reimbursement	OCC Salary Reimbursem...	3,453.93	11,962.86
Deposit	2/3/2023		OCC	Oct, Nov, Dec General Reimbursement	OCC General Exp Reimb...	567.48	12,530.34
Check	2/3/2023	8919	Gabriel S Parker	July 2022 Tulsa Mileage	Travel	-109.06	12,421.28
Check	2/3/2023	8918	Gabriel S Parker	July 2022 Mayes Mileage	Travel	-121.19	12,300.09
Check	2/15/2023		OK Tax Commission	January 2023 Payment	Payroll Tax	-114.00	12,186.09
Deposit	2/17/2023		Arvest	OACD CARE Grant Administrative Expense Reim...	Grant Income	2,500.00	14,686.09
Check	2/20/2023		Retractable Banner...	1st Purchase of Retractable Signs for Events	Outreach Programs	-256.59	14,429.50
Check	2/23/2023	CC	Retractable Banner...	2nd Purchase of Retractable Signs for Events	Outreach Programs	-256.59	14,172.91
Check	2/24/2023		IRS	941 Tax Payment for November 2022	Payroll Tax	-824.95	13,347.96
Check	2/28/2023		BuzzBanner.com	Purchase of Horizontal TCCD Banner	Outreach Programs	-38.08	13,309.88
Deposit	2/28/2023		Arvest	Interest Payment	Interest Income	0.48	13,310.36
Total Arvest Checking 6407 - Other							4,589.83
Total Arvest Checking 6407							13,310.36
<b>Arvest Special Projects 6410</b>							88.86
Total Arvest Special Projects 6410							88.86

3:11 PM  
03/14/23  
Accrual Basis

Tulsa County Conservation District  
Profit & Loss  
February 2023

	<u>Feb 23</u>
Income	
Grant Income	2,500.00
OCC General Exp Reimbursements	794.23
OCC Salary Reimbursements	<u>3,453.93</u>
Total Income	6,748.16
Expense	
Employee Benefits	438.35
Outreach Programs	551.26
Payroll Tax	938.95
Travel	<u>230.25</u>
Total Expense	<u>2,158.81</u>
Net Income	<u><u>4,589.35</u></u>

3:13 PM  
03/14/23  
Accrual Basis

**Tulsa County Conservation District**  
**Profit & Loss**  
**July 2022 through February 2023**

	<u>Jul '22 - Feb 23</u>
<b>Income</b>	
Administrative Income	200.00
Grant Income	2,500.00
Interest Income	0.90
OCC Cost-Share Reimbursements	14,000.00
OCC General Exp Reimbursements	3,247.66
OCC Salary Reimbursements	20,723.58
<b>Total Income</b>	<b>40,672.14</b>
<b>Expense</b>	
Administrative Expense	2,233.70
Cost-Share Payments	6,500.00
Employee Benefits	2,994.54
Membership Fees	200.00
Office Supplies	82.91
Outreach Programs	841.69
Payroll	12,566.18
Payroll Tax	5,996.58
Postage	69.79
Registration Fees	45.00
Travel	963.55
<b>Total Expense</b>	<b>32,493.94</b>
<b>Net Income</b>	<b><u>8,178.20</u></b>



P O BOX 1670  
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

## Statement Ending 02/28/2023

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number:

10

### 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](http://www.arvest.com)

### Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING	10	\$85.86
Total Current Value		\$85.86

### NON-PROFIT INTEREST CHECKING

10

#### Account Summary

Date	Description	Amount
02/01/2023	Beginning Balance	\$85.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
02/28/2023	Ending Balance	\$85.86

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

#### Daily Balances

Date	Amount
01/31/2023	\$85.86



P O BOX 1670  
LOWELL AR 72745

**ADDRESS SERVICE REQUESTED**

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

**Statement Ending 02/28/2023**

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number: .

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**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](http://www.arvest.com)

**Summary of Accounts**

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING	07	\$13,310.36
Total Current Value		\$13,310.36

**NON-PROFIT INTEREST CHECKING**

**Account Summary**

Date	Description	Amount
02/01/2023	Beginning Balance	\$8,720.53
	3 Credit(s) This Period	\$6,748.64
	8 Debit(s) This Period	\$2,158.81
02/28/2023	Ending Balance	\$13,310.36

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.48
Interest Paid Year-to-Date	\$0.69
Interest Withheld Year-to-Date	\$0.00

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

**Deposits**

Date	Description	Amount
02/17/2023	DDA VIRTUAL DEPOSIT	\$2,500.00

**Electronic Credits**

Date	Description	Amount
02/03/2023	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$4,248.16

**Other Credits**

Date	Description	Amount
02/28/2023	INTEREST PMT	\$0.48

**Electronic Debits**

Date	Description	Amount
02/15/2023	OKLAHOMATAXPMTS OK TAX PMT TULSA CO CONSERVATION	-\$114.00
02/20/2023	PRINTSONTHECHEAP DDA PIN POS PUR 800-330-9622 TX#304826083703	-\$256.59
02/23/2023	PRINTSONTHECHEAP	-\$256.59



**Statement Ending 02/28/2023**

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number:

07

**NON-PROFIT INTEREST CHECKING****07 (continued)****Electronic Debits (continued)**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	DDA PIN POS PUR 800-330-9622 TX#305326083333	
02/24/2023	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$824.95
02/28/2023	BANNERBUZZ DDA PIN POS PUR C.D. 800-580-4489 GA#305922852373	-\$38.08

**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>
8918	02/03/2023	\$121.19	8919	02/03/2023	\$109.06	8937*	02/01/2023	\$438.35

\* Indicates skipped check number

**Daily Balances**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
01/31/2023	\$8,720.53	02/15/2023	\$12,186.09	02/23/2023	\$14,172.91
02/01/2023	\$8,282.18	02/17/2023	\$14,686.09	02/24/2023	\$13,347.96
02/03/2023	\$12,300.09	02/20/2023	\$14,429.50	02/28/2023	\$13,310.36



P O BOX 1670  
LOWELL AR 72745

**ADDRESS SERVICE REQUESTED**

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

**Statement Ending 02/28/2023**

TULSA AREA CONSERVATION

Page 1 of 4

Customer Number

192

**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](http://www.arvest.com)

**Summary of Accounts**

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING	92	\$7,607.70
Total Current Value		\$7,607.70

**NON-PROFIT INTEREST CHECKING**

**92**

**Account Summary**

Date	Description	Amount
02/01/2023	Beginning Balance	\$7,173.00
	2 Credit(s) This Period	\$688.78
	1 Debit(s) This Period	\$254.08
02/28/2023	Ending Balance	\$7,607.70

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.28
Interest Paid Year-to-Date	\$0.58
Interest Withheld Year-to-Date	\$0.00

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

**Deposits**

Date	Description	Amount
02/17/2023	DDA DEPOSIT	\$688.50

**Other Credits**

Date	Description	Amount
02/28/2023	INTEREST PMT	\$0.28

**Electronic Debits**

Date	Description	Amount
02/27/2023	GO DADDY WEB ORDER Secretary	-\$254.08

**Daily Balances**

Date	Amount	Date	Amount
01/31/2023	\$7,173.00	02/27/2023	\$7,607.42
02/17/2023	\$7,861.50	02/28/2023	\$7,607.70



P O BOX 1670  
LOWELL AR 72745

**ADDRESS SERVICE REQUESTED**

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

**Statement Ending 02/28/2023**

TULSA AREA CONSERVATION

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Customer Number: 02

**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](http://www.arvest.com)

**Summary of Accounts**

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$7,412.44
Total Current Value		\$7,412.44

**BUSINESS MONEY MARKET**

**2**

**Account Summary**

Date	Description	Amount
02/01/2023	Beginning Balance	\$7,408.83
	1 Credit(s) This Period	\$3.61
	0 Debit(s) This Period	\$0.00
02/28/2023	Ending Balance	\$7,412.44

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$3.61
Interest Paid Year-to-Date	\$7.04
Interest Withheld Year-to-Date	\$0.00

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

**Other Credits**

Date	Description	Amount
02/28/2023	INTEREST PMT	\$3.61

**Daily Balances**

Date	Amount	Date	Amount
01/31/2023	\$7,408.83	02/28/2023	\$7,412.44

## **Clemens, Christopher - FPAC-NRCS, OK**

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**From:** Riley, Stacy - NRCS, Stillwater, OK  
**Sent:** Thursday, February 16, 2023 2:08 PM  
**To:** ug-OK-nrcs  
**Subject:** IRA- EQIP and CSP 2023  
**Attachments:** CSAF Mitigation Activities\_2023.pdf; NRCS Conservation Programs and the Inflation Reduction Act.pdf

### **BLUF: Additional information about IRA for EQIP and CSP 2023 as we know it today is below.**

Team Oklahoma,

As you saw earlier this week the USDA Secretary Vilsack announced the 2023 IRA program is open for business. We have been asked to set our application deadlines for EQIP and CSP. Those will be posted on the National Website sometime in the next several days. In Oklahoma, we have chosen these dates: EQIP-IRA March 17, 2023, and CSP-IRA March 31, 2023 (same day we have planned for classic). This is the big picture information. The details are still coming in from our National Headquarters team on what all this means. Here's the Stacy Riley executive summary of where we are and where we are going:

#### **Background and information provided by Headquarters**

- On August 16, 2022, President Biden signed the Inflation Reduction Act (IRA) into law. It is a historic, once-in-a-generation investment and opportunity for the agricultural communities that USDA serves.
- The IRA will help producers stay on the farm, prevent producers from becoming ineligible for future assistance, and promote climate-smart agriculture by increasing access to conservation assistance.
- On Nov. 21, 2022, USDA published a Federal Register Notice requesting public input on implementation of the funding provided by the Inflation Reduction Act and sought comments on program delivery and outreach, especially for underserved producers. That notice closed on Dec. 21, 2022, and NRCS received over 450 comments from the public, which the agency is using to guide actions in fiscal year 2023 and will continue to identify and adopt additional changes based on that public feedback in fiscal year 2024 and in future years.
- The U.S. Department of Agriculture (USDA) is making additional financial assistance available for agricultural producers and forest landowners nationwide who want to participate in its conservation programs and adopt climate-smart practices.
- NRCS accepts producer applications for its conservation programs year-round, but producers interested in EQIP or CSP should apply by their state's ranking dates to be considered for funding in the current cycle. Funding is provided through a competitive process.
- Why is NRCS only focusing on climate mitigation activities, versus adaptation strategies, for IRA implementation?
  - The IRA directs NRCS to use the funds for climate-smart mitigation activities, those which directly reduce greenhouse gas emissions or increase carbon sequestration.
  - NRCS can also use the funds for practices that help facilitate those mitigation activities.
- IRA provided \$19.5 billion, but this year, NRCS is working to implement less than \$1 billion because of short time to implement. Did NRCS miss an opportunity?
  - Given the short time to implement, NRCS decided that the best way to do so in FY23 was to meet the unmet needs in their oversubscribed programs for climate-smart mitigation activities.
  - NRCS is now working to develop implementation plans for fiscal year 2024 and beyond.

#### **Additional Information learned or available**

- EQIP and CSP IRA funds must be spent on Climate-Smart Agriculture and Forestry Mitigation Activities and supporting practices to implement these activities. (list is attached)
- Oklahoma allocation for 2023 (expect this to be 7 to 9 times more in 2024):
  - EQIP-IRA \$3.3 million
  - CSP-IRA \$4.8 million
- For the rules people out there: Conservation Programs Manual Title 440 Part 530 Subpart M- Inflation Reduction Act (IRA)- Funded Contracts is available on eDirectives
- National Guidance and/or Templates for CART work have still not been released
- State Bulletin and Training will be provided just as quickly as we get the information from NHQ in the meantime...
  - Accept applications from people all the time. Never say we are out of IRA funding. Say we expect to get more in the future. (Yes, even in September)
  - Be positive in your messaging when talking about Climate Smart and/or IRA
  - Be thinking about ways to reach new customers in for next year
- You are part of History with this funding. Largest amount of money ever made available for NRCS to implement.
  - Our time to prove that voluntary conservation can make a difference for the Climate
  - People are watching and wanting us to fail

More information will be coming. I wish I had the magic wand to provide you all the information at once to include all the tools you need but I don't. I am attaching a factsheet that was provided as well for your use. Thanks, and I appreciate all you have done and continue to do for the farmers and ranchers of Oklahoma. Keep doing the good work and fighting the good fight!

Stacy Riley  
 Acting State Conservationist (1/30/23 to 3/4/23)  
 Oklahoma NRCS  
 (405) 742-1204 Office  
 (405) 334-2928 Cell  
*Helping People Help the Land*

Natural Resources Conservation Service

# Climate-Smart Agriculture and Forestry (CSAF) Mitigation Activities List<sup>[1]</sup> FY2023



Climate Change Mitigation Practice Categories	Code	Conservation Practice Standard Name <sup>[2]</sup> (units)	CSP Enhancement Code	Conservation Stewardship Program (CSP) Bundle and Enhancement Activity
Soil Health			B000BFF1	Buffer Bundle#1*
			B000CPL24	Cropland soil health management system*
			B000CPL25	Climate smart advanced soil health*
	327	Conservation Cover (acres)	E327A	Conservation cover for pollinators and beneficial insects
			E327B	Establish Monarch butterfly habitat
	328	Conservation Crop Rotation (acres)	E328A	Resource conserving crop rotation
			E328B	Improved resource conserving crop rotation
			E328E	Soil health crop rotation
			E328F	Modifications to improve soil health and increase soil organic matter
			E328G	Crop rotation on recently converted CRP grass/legume cover for soil organic matter improvement
			E328N	Intercropping to improve soil health
			E328O	Perennial grain crop conservation rotation
	329	Residue and Tillage Management, No Till (acres)	E329A	No till to reduce soil erosion
			E329B	No till to reduce tillage induced particulate matter
			E329C	No till to increase plant-available moisture
			E329D	No till system to increase soil health and soil organic matter content
			E329E	No till to reduce energy
	332	Contour Buffer Strips (acres)		None Available
	340	Cover Crop (acres)	E340A	Cover crop to reduce soil erosion
			E340B	Intensive cover cropping to increase soil health and soil organic matter content
			E340C	Use of multi-species cover crops to improve soil health and increase soil organic matter
			E340D	Intensive orchard/vineyard floor cover cropping to increase soil health
			E340F	Cover crop to minimize soil compaction
			E340G	Cover crop to reduce water quality degradation by utilizing excess soil nutrients
			E340H	Cover crop to suppress excessive weed pressures and break pest cycles
			E340I	Using cover crops for biological strip till
			E345A	Reduced tillage to reduce soil erosion
	345	Residue and Tillage Management, Reduced Till (acres)	E345B	Reduced tillage to reduce tillage induced particulate matter
			E345C	Reduced tillage to increase plant-available moisture
			E345D	Reduced tillage to increase soil health and soil organic matter content
			E345E	Reduced tillage to reduce energy use
	386	Field Border (acres)	E386A	Enhanced field borders to reduce soil erosion along the edge(s) of a field
			E386B	Enhanced field borders to increase carbon storage along the edge(s) of the field
			E386C	Enhanced field borders to decrease particulate emissions along the edge(s) of the field
			E386D	Enhanced field borders to increase food for pollinators along the edge(s) of a field
			E386E	Enhanced field borders to increase wildlife food and habitat along the edge(s) of a field
	393	Filter Strips (acres)	E393A	Extend existing filter strip to reduce water quality impacts
	412	Grassed Waterways (acres)	E412A	Enhance a grassed waterway
	484	Mulching (acres)	E484A	Mulching to improve soil health
			E484B	Reduce particulate matter emissions by using orchard or vineyard generated woody materials as mulch
			E484C	Reduce particulate matter emissions by using orchard or vineyard generated woody materials as mulch
	585	Stripcropping (acres)		None Available
	601	Vegetative Barriers (feet)		
	603	Herbaceous Wind Barriers (feet)		

Climate Change Mitigation Practice Categories	Code	Conservation Practice Standard Name <sup>[2]</sup> (units)	CSP Enhancement Code	Conservation Stewardship Program (CSP) Bundle and Enhancement Activity
Nitrogen Management	590	Nutrient Management (acres)	E590A	Improving nutrient uptake efficiency and reducing risk of nutrient losses
			E590B	Reduce risks of nutrient loss to surface water by utilizing precision agriculture technologies
			E590C	Improving nutrient uptake efficiency and reducing risk of nutrient losses on pasture
			E590D	Reduce risks of nutrient losses to surface and groundwater by increasing setback awareness via precision technology
Livestock Partnership	366	Anaerobic Digester (number)	None Available	
	632	Waste Separation Facility (number)*		
Grazing and Pasture	512	Pasture and Hay Planting (acres)	E512A	Cropland conversion to grass-based agriculture to reduce soil erosion
			E512B	Forage plantings that help increase organic matter in depleted soils
			E512C	Cropland conversion to grass for soil organic matter improvement
			E512D	Forage plantings that help increase organic matter in depleted soils
			E512E	Forage and biomass planting that produces feedstock for biofuels or energy production
			E512I	Establish pollinator and/or beneficial insect and/or monarch habitat
			E512J	Establish wildlife corridors to provide habitat continuity or access to water
			E512L	Diversifying forage base with interseeding forbs and legumes to increase pasture quality
			E512M	Forage plantings that improve wildlife habitat cover and shelter or structure and composition
	528	Prescribed Grazing (acres)	E528A	Maintaining quantity and quality of forage for animal health and productivity
			E528D	Grazing management for improving quantity and quality of food or cover and shelter for wildlife
			E528E	Improved grazing management for enhanced plant structure and composition for wildlife
			E528F	Stockpiling cool season forage to improve structure and composition or plant productivity and health
			E528G	Improved grazing management on pasture for plant productivity and health with monitoring activities
			E528H	Prescribed grazing to improve/maintain riparian and watershed function-elevated water temperature
			E528I	Grazing management that protects sensitive areas -surface or ground water from nutrients
			E528J	Prescribed grazing on pastureland that improves riparian and watershed function
			E528L	Prescribed grazing that improves or maintains riparian and watershed function-erosion
			E528M	Grazing management that protects sensitive areas from gully erosion
			E528O	Clipping mature forages to set back vegetative growth for improved forage quality
			E528P	Implementing Bale or Swath Grazing to increase organic matter and reduce nutrients in surface water
			E528R	Management intensive rotational grazing
			E528S	Soil Health Improvements on Pasture
			E528T	Grazing to Reduce Wildfire Risks on Forests
	550	Range Planting (acres)	E550A	Range planting for increasing/maintaining organic matter
			E550B	Range planting for improving forage, browse, or cover for wildlife



Climate Change Mitigation Practice Categories	Code	Conservation Practice Standard Name <sup>[2]</sup> (units)	CSP Enhancement Code	Conservation Stewardship Program (CSP) Bundle and Enhancement Activity	
Agroforestry, Forestry and Upland Wildlife Habitat	311	Alley Cropping (acres)	None Available		
	342	Critical Area Planting (acres)			
	379	Forest Farming (acres)			
	380	Windbreaks/Shelterbelt Establishment and Renovation (feet)			
	381	Silvopasture (acres)	E381A	Silvopasture to improve wildlife habitat	
	390	Riparian Herbaceous Cover (acres)	E390A	Increase riparian herbaceous cover width for sediment and nutrient reduction	
			E390B	Increase riparian herbaceous cover width to enhance wildlife habitat	
	391	Riparian Forest Buffer (acres)	E391A	Increase riparian forest buffer width for sediment and nutrient reduction	
			E391B	Increase stream shading for stream temperature reduction	
			E391C	Increase riparian forest buffer width to enhance wildlife habitat	
	420	Wildlife Habitat Planting (acres)*	E420A	Establish pollinator habitat*	
			E420B	Establish monarch butterfly habitat*	
	422	Hedgerow Planting (feet)	None Available		
	612	Tree/Shrub Establishment (acres)	E612B	Planting for high carbon sequestration rate	
			E612C	Establishing tree/shrub species to restore native plant communities	
			E612G	Tree/shrub planting for wildlife food	
	645	Upland Wildlife Habitat Management (acres)	E645B	Manage existing shrub thickets to provide adequate shelter for wildlife	
			E645C	Edge feathering for wildlife cover	
	666	Forest Stand Improvement (acres)*	E666A	Maintaining and improving forest soil quality*	
			E666D	Forest management to enhance understory vegetation*	
			E666E	Reduce height of the forest understory to limit wildfire risk*	
			E666F	Reduce forest stand density to create open stand structure*	
			E666H	Increase on-site carbon storage*	
			E666I	Crop tree management for mast production*	
			E666J	Facilitating oak forest regeneration*	
			E666K	Creating structural diversity with patch openings*	
			E666L	Forest Stand Improvement to rehabilitate degraded hardwood stands*	
			E666P	Summer roosting habitat for native forest-dwelling bat species*	
E666R			Forest songbird habitat maintenance*		
E666S			Facilitating longleaf pine regeneration and establishment*		
Restoration of Disturbed Lands	453	Land Reclamation, Landslide Treatment (acres)	None Available		
	543	Land Reclamation, Abandoned Mined Land (acres) <sup>[3]</sup>			
Energy, Combustion, and Electricity Efficiency	372	Combustion System Improvement (number)	None Available		
	374	Energy Efficient Agricultural Operation (number)*			
			E533C	Install VFDs on pumps <sup>[4]</sup> *	
			E533D	Switch fuel source for pumps <sup>[4]</sup> *	
	672	Energy Efficient Building Envelope (number)*	None Available		
670	Energy Efficient Lighting System (number)*				
Wetlands	657	Wetland Restoration (acres)*	None Available		
Rice	449	Irrigation Water Management (acres) <sup>[4]</sup>	E449B	Alternated Wetting and Drying (AWD) of rice fields	

## NOTES:

In addition to the designated CSAF mitigation activities listed, conservation practices that facilitate the management or the function of a CSAF mitigation activity but may not achieve the desired effects on their own (and may not have a quantifiable benefit) may be planned as applicable. Examples: Tree/Shrub Establishment (612) may need facilitating practices such as Tree/Shrub Site Preparation (490) or Access Control (472). Conservation Crop Rotation (328) may need facilitating practices such as Pest Management Conservation System (595), Cover Crops (340), or Irrigation Water Management (449). Waste Separation Facility may need facilitating practices such as Waste Transfer (634) or Roofs and Covers (367). Prescribed Grazing (528) may need facilitating practices such as Watering Facility (614), Stream Crossing (578), Fence (382), or Livestock Shelter Structure (576). Upland Wildlife Habitat Management (645) may need facilitating practices such as Brush Management (314), Herbaceous Weed Treatment (315), or Prescribed Grazing (528).

Activities highlighted have been added to the list in FY23.

\*Noted activities are added to the list as "provisional." These practices, associated enhancements, and bundles are being added under the premise that they may provide benefits, and a quantification methodology will be evaluated during the fiscal year. Practices may be removed from the mitigation practice list in a subsequent fiscal year if quantification is not possible.

- [1] Unless otherwise noted, listed practices have quantifiable carbon sequestration and/or GHG reduction methodologies described in COMET-Planner ([www.comet-planner.com](http://www.comet-planner.com)). New practices will be added as science progresses and scientifically defensible quantification methodologies are identified to accompany existing and new NRCS conservation practice standards.
- [2] The included Conservation Practice Standard links provide national information. Please consult the NRCS office at your local USDA Service Center for any local and state level criteria. Visit [farmers.gov/service-locator](http://farmers.gov/service-locator) to find contact information for your local office.
- [3] Effective Oct 1, 2022, Land Reclamation, Currently Mined Land (544) was archived and has been removed from this mitigation list, the practice was combined into Land Reclamation, Abandoned Mined Land (543). See NHCP Notice 172 for more information.
- [4] Conservation Practice Standards Irrigation Water Management (449) and Pumping Plant (533) are not GHG mitigation practice standards. The only atmospheric-beneficial applications are with Enhancement Activities E533C, E533D, and E449B or when 449 is implemented as part of an alternated wetting and drying (AWD) system in rice fields.





# NRCS Conservation Programs and the Inflation Reduction Act (IRA)



## Overview

The IRA provides USDA's Natural Resources Conservation Service (NRCS) with \$19.5 billion in additional funds over five years for its existing conservation programs, including the [Environmental Quality Incentives Program \(EQIP\)](#), [Conservation Stewardship Program \(CSP\)](#), and the [Agricultural Conservation Easement Program \(ACEP\)](#).

The IRA directs NRCS to use these additional funds specifically for climate change mitigation, activities that reduce greenhouse gas emissions and improve carbon storage, like:

- Cover Crops
- Reduced-Till and No-Till
- Nutrient Management
- Prescribed Grazing
- Tree/Shrub Establishment
- Wetland Restoration

Through this funding, NRCS is seeking to both benefit the climate, by reducing greenhouse gas emissions; and the producer, by improving access to programs and providing financial and technical assistance to improve their farm, ranch, urban operation or forest land.

### NRCS Climate-Smart Mitigation Activities

For a list of NRCS climate-smart mitigation activities, eligible for IRA funding in fiscal year 2023, see: [nrcs.usda.gov/mitigation-activities.pdf](https://nrcs.usda.gov/mitigation-activities.pdf).

## How to Apply

### EQIP and CSP

NRCS accepts producer applications for its conservation programs year-round, but if you're interested in EQIP or CSP, you should apply by your state's ranking dates to be considered for funding in the current cycle. Funding is provided through a competitive process: [nrcs.usda.gov/ranking-dates](https://nrcs.usda.gov/ranking-dates).

### ACEP

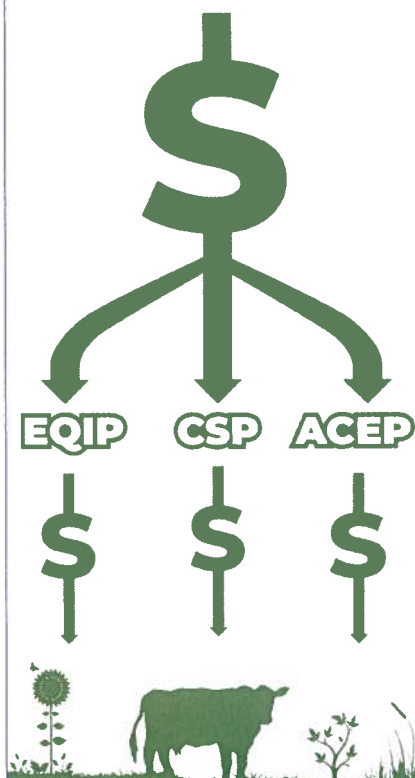
ACEP Agricultural Land Easements (ACEP-ALE) and Wetland Reserve Easements (ACEP-WRE) applications for the current IRA funding cycle must be submitted by **March 17, 2023**, for the first funding round.

## Improving Access

Every producer has a part to play when it comes to reducing greenhouse gas emissions, regardless of the size or type of operation. Whether you are a new or an existing NRCS client, we encourage you to apply. We want to make sure you have access to our programs and get all the assistance for which you are eligible.

Contact NRCS at: [farmers.gov/service-center-locator](https://farmers.gov/service-center-locator).

## Inflation Reduction Act (IRA)



### Climate-smart mitigation activities, e.g.

Cover Crops  
Reduced-Till and No Till  
Nutrient Management  
Prescribed Grazing  
Tree/Shrub Establishment  
Wetland Restoration



## TCCD Monthly Outreach and Activities Report March 2023



### **March Meetings:**

03/02/2023	MCCD Board Meeting
03/02/2023	Home & Garden Show Trainings
03/16/2023	TCCD Board Meeting

### **Special Events:**

03/09 – 03/12/2023	Home & Garden Show
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### **Holidays:**

None

### **April Meetings:**

03/16/2023	TCCD Board Meeting
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### **April Events:**

None

### **Deadlines:**

### **Work Duties Performed:**

- ❖ Answer NRCS Calls
- ❖ NRCS Walk-ins
- ❖ Email Correspondences
- ❖ Bill Pay/Financials
- ❖ TCCD File Organization
- ❖ TCCD
- ❖ Scanning
- ❖ Shredding
- ❖ TCCD Payroll/Taxes
- ❖ Home & Garden Show Activities
- ❖ Website Updates
- ❖ TCCD Board Meetings
- ❖ CSPY – Emergency Drought Programs TCCD
- ❖ Check/Paperwork Signatures

**From:** Clancy Green <Clancy.Green@Conservation.ok.gov>  
**Sent:** Friday, February 3, 2023 12:56  
**To:** OCC All Districts <OCCAllDistricts@conservation.ok.gov>  
**Subject:** Appointment & Election Information

Good morning!

Attached is the information for the appointment and election process for director positions with terms expiring 06/30/2023. The attachments include: the list of directors with terms expiring June 30, 2023, the 2023 election timeline, procedures for holding an election, and a 2023 election calendar with some of the important dates noted. Each district will have one director in the Appointed Position and one director in the Elected Position with a term expiring this year.

Both the appointment process and the election process apply to **EVERY** district; you must go through the required steps and meet the required deadlines.

#### **INFORMATION FOR APPOINTED POSITION**

Your board may begin making Recommendation for Appointment to the Commission to fill the appointed position expiring June 30, 2023.

This item must be listed on an upcoming board meeting agenda for consideration and action. Following action by the board, immediately forward the completed OCC-3B form and any additional required documentation to [clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov). The Commission will certify the recommended individual's eligibility and then place the appointment on the next Commission meeting agenda for consideration and possible approval. Do not mail any original forms to Commission; forms should be emailed with the originals retained in your office.

The new term for this position will expire on June 30, 2025.

Remember: Currently serving members **must** still be recommended for reappointment if they wish to continue serving.

Recommendation for Appointments will be due on the following schedule to make Commission meeting agendas; appointments received after the due date will be placed on the next month's agenda:

**OCC Meeting Date**

**Appointments Due by COB This Date**

March 6  
April 3  
May 1  
June 5  
July 3

February 22  
March 22  
April 19  
May 24  
June 21

**INFORMATION FOR THE E1 ELECTED POSITION**

The term of office for District Director Elected Position #1 will expire on June 30, 2023. The election for this position is scheduled for Tuesday, June 6, 2023.

The new term for the E1 position will expire on June 30, 2026.

If the E1 position on your board is vacant or the member serving in that position wishes to continue serving, you **MUST** still go through the election process – publish notice of filing, accept candidacy forms, and hold an election if necessary. The incumbent member **must** file candidacy forms if they wish to run for the elected position again.

The attached Election Schedule is a summary of deadlines and procedures that **must** be met regarding the election. Please refer to the attached Procedures for Holding an Election document and Chapter 3 in the Conservation District Handbook for in depth guidelines and further information.

Forms for both the appointment process and the election process may be found on the OCC website in the District Resources section: <https://conservation.ok.gov/employee-resources/> . If you have questions or need assistance, please contact your Area District Coordinator or District Services at the Commission.

Remember that all election expenses are eligible to be reimbursed by the Commission with no affect on your district allocation; these expenses do include the cost of publishing the Notice of Filing Period. For expenses to be eligible, they must be claimed on a separate OSF-3 form using code 93.

If you have questions, please let us know.

Clancy Green  
District Services Director  
Oklahoma Conservation Commission  
[clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov)  
Office: 405.522.2111  
Mobile: 405.227.8769

## **DISTRICT DIRECTOR POSITION #1 ELECTION SCHEDULE**

### **FEBRUARY OR MARCH REGULAR DISTRICT BOARD MEETING**

At the February or 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.

If publishing requirements cannot be met due to a lack of newspaper coverage in the district, contact the Commission at once for further guidance.

### **APRIL 1-21**

Publish two times, with a seven-day interval, the Notice of Filing Period for Election of District Director, Form OCC-3D (revision 03/22). 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. Notice must be published in print as a legal notice; electronic notices are not valid.

### **APRIL 24 – APRIL 28**

Each district must certify to the Commission that the notice has been published by emailing in the *Proof of Publication* provided by each newspaper. Retain the original proof(s) in your office; do not mail hard copies of any proofs.

A scanned copy of each Notice of Filing Period proof of publication should be emailed to the appropriate contact based on your area:

- Area 1: Lacie Landers, [lacie.land@conservation.ok.gov](mailto:lacie.land@conservation.ok.gov)
- Area 2: Tammy Curry, [tammy.curry@conservation.ok.gov](mailto:tammy.curry@conservation.ok.gov)
- Area 3: Rhonda Bowman, [rhonda.bowman@conservation.ok.gov](mailto:rhonda.bowman@conservation.ok.gov)
- Area 4: Clancy Green, [clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov)
- Area 5: Clancy Green, [clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov)

### **APRIL OR MAY REGULAR DISTRICT BOARD MEETING**

The board should act 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 attached “Procedures for Holding an Election” document as well as Chapter 3 in the Conservation District Handbook for a complete list of election responsibilities and actions.)

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 likely will NOT meet deadlines.

\*All referenced forms and resources are available in the District Resources section of the OCC website:  
<https://conservation.ok.gov/employee-resources/>



### **MAY 1-12**

Accept applications from those who apply by using Notice of Declaration of Candidacy, Form OCC-3F (revision 07/20) through close of business May 12.

A copy of the applicant's cooperator Agreement must be attached to Form OCC-3F. If the applicant does not already have a Cooperative Agreement on file, they must fill out an Application for Conservation District Cooperator Agreement, Form OCC-2B (revision 05/09).

The district must verify with the County Election Board that the individual filing is a registered voter in the district. Verification may be completed by calling your local election board or by using the Online Voter Portal. If you discover that a candidate or currently serving director is not registered to vote within the boundaries of the district, contact the Commission for further guidance.

Candidacy forms and any required documents should be emailed to [clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov) upon receipt for candidate eligibility determination to be completed by the Commission. Retain the original documents in your office; do not mail hard copies of any documents. The Commission will advise the district of candidate eligibility after verification.

### **MAY 12**

Close of business is the deadline for accepting candidacy forms. All forms and required documents must be forwarded to the Commission by close of business May 12 or immediately the morning of May 15.

- If no one files, you must notify the Commission by sending an email at close of business to [clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov) stating such. The Commission will advise the district of next steps.
- If only one individual files, and the applicant is determined eligible by the Commission, there will be no election. The Commission will advise the district of next steps.
- If two or more candidates file, contact 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 to begin setting up the election. Chapter 3 in the Conservation District Handbook should also be reviewed for the complete responsibilities of holding a district director election.

*Note: All election expenses are eligible to be reimbursed by the Commission with no affect on your district allocation. For expenses to be eligible, they must be claimed on a separate OSF-3 form using code 93. Election expenses do include the cost of publishing the Notice of Filing Period.*

# Dues Invoice

TO: ALL CONSERVATION DISTRICTS

DATE: 02/09/32

**Total Due:**

\$450.00

**Issue Date:**

February 9, 2023

OKLAHOMA ASSOCIATION of CONSERVATION DISTRICTS

LOCAL  
LEADERSHIP  
GLOBAL  
IMPACT



DESCRIPTION

PRICE

AMOUNT

2023 Annual Membership Dues

\$450.00

1

\$450.00

You may also pay your dues on a quarterly basis of \$112.50/per quarter

GRAND TOTAL

\$450.00

**M:** 517.763.8609

**E:** sarahblaney@okconservation.org

**W:** okconservation.org

**L:** PO Box 2775 Oklahoma City, OK 73101

**Amended**

OCC-4A (09/21)

RECEIVED



9:50 am, Jan 19, 202

**NOTICE OF SCHEDULE OF REGULAR MEETINGS  
FOR CALENDAR YEAR 2023**

In accordance with the Oklahoma Open Meeting Law, Title 25 of the Oklahoma Statutes, Sections 301 and following as amended, the Tulsa County Conservation District Board of Directors, a governmental subdivision and public body of the State of Oklahoma, with offices located at 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133 files with the County Clerk of Tulsa County County, Oklahoma, this schedule of meetings for the above calendar year.

MEETING DATE	TIME	PLACE
January 12, 2023	5:30 PM	6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
February 7, 2023	5:30 PM	6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
March 16, 2023	5:30 PM	6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
April 11, 2023	5:30 PM	6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
May 9, 2023	5:30 PM	6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
June 13, 2023	5:30 PM	6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
July 11, 2023	5:30 PM	6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
August 8, 2023	5:30 PM	6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
September 12, 2023	5:30 PM	6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
October 10, 2023	5:30 PM	6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
November 14, 2023	5:30 PM	6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
December 12, 2023	5:30 PM	6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

Name of person reporting dates: Gabriel Parker  
(Print or Type)

Signature GABRIEL PARKER (Affiliate) Digitally signed by GABRIEL PARKER (Affiliate) Date: 2023.01.19 09:20:21 -06'00'

Title District Manager Date 01/19/2023

**COUNTY CLERK STAMPED COPY  
DUE IN OCC OFFICE BY DECEMBER 15 OF EACH YEAR**

## JPO Guidance

Clancy Green <Clancy.Green@Conservation.ok.gov>

Fri 3/3/2023 12:09

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

 1 attachments (165 KB)

2024 Joint Annual Plan Guidance.pdf;

Good afternoon:

It is time to develop the Joint Plan of Operations for 2024. This plan is the district's road map for conducting business throughout the state and federal fiscal year (i.e. July 1, 2023 – September 30, 2024) in partnership NRCS. It should be a detailed plan of programs, events, and activities that are geared toward meeting the goals outlined in the district's Long Range Plan.

The attached guidance outlines required elements of this year's annual plan. Be sure to read the guidance closely to be sure all requirements are met.

The final plan is due to the Commission by June 15, 2023. It should be submitted via email to Clancy Green ([clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov)). Please send the file as a PDF with an appropriate file name (i.e. SeminoleJPO2024).

Prior to submitting the final JPO, it is highly encouraged that a draft be submitted well in advance of the final due date. This will enable the Area District Coordinators and me to assist you with edits and improvements, so the final OCC review goes smoothly.

If you are in Areas 1, 2, or 3, please submit your draft JPO to your Area District Coordinator. They will aid in reviewing and recommending changes to help ensure all requirements are met, which in turn should help make the final OCC review less painful. Areas 4 and 5, please continue to submit your draft plans to me for review.

The JPO, including submission of the plan with progress notes as part of the Annual Report, is part of the Commission's continuing effort to work through and implement a process of evaluating district effectiveness. This process is based on what the district indicates it plans to accomplish through its long range and annual plans compared to what it has actually accomplished. This evaluation will be taken into consideration as future staffing and operating expense allocations are made.

Operating expense allocations for FY24 will continue to be made utilizing the District Deliverables Assessment (a.k.a "report card") as in previous years. However, beginning in September 2023, progress and completion of stated goals as reported on the JPO with the Annual Report will also be considered along with completion of deliverables in making future allocations.

If you have questions or concerns, please let me know.

Clancy Green

District Services Director

Oklahoma Conservation Commission

[clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov)

Office: 405.522.2111

Mobile: 405.227.8769

## Joint Annual Plan of Operations Guidance

**Due Date: June 15, 2023**

The Joint Annual Plan of Operations is the working document that directs the day-to-day programs and activities of the district and field office. The annual plan provides the objectives and actions needed to meet the goals and address the priorities of the long range plan. The plan encompasses both the state and federal fiscal years (July 1, 2023 to September 30, 2024).

Working together with your NRCS partners, the district must develop an annual plan of work that directs how the district and field office will meet their established long range goals.

There is no specific template for how the plan should be formatted. However, there are several **required elements** for the Joint Annual Plan as outlined below. Aside from including all required elements, you may choose to also include any additional information you feel would be relevant to the plan. This may include a district spotlight page, calendar of events, and/or NRCS specific goals, concerns, and objectives. Inclusion of any items not listed as required is **optional**. Please be sure that your plan is formatted in way that will clearly address all required elements; an example of a preferred layout is provided at the end of these instructions.

The plan elements should provide a clear picture of the goals, objectives, and projects each district and NRCS field office undertakes to move their long range plan programs forward. The district is required to submit a copy of the JPO with updates to the action/progress sections with the Annual Report each September 1. It is important that notes on actions and progress of each JPO element be kept to facilitate ease of completion of this requirement.

The FY23 Annual Report that is due September 1, 2023 should include a copy of the 2023 JPO (i.e. July 1, 2022 – September 30, 2023) with progress notes.

The JPO and the Annual Report when viewed together will provide a clearer picture of how each district is progressing in reaching their stated goals and will help make the JPO a more functional and useful document. Objectives may remain similar from year to year, but there should be updates; if an objective is used in consecutive years, progress from previous years should remain noted in the plan in the progress section.

Progress in reaching the selected goals will be considered when looking at staffing needs and allocations.

### **Required Elements:**

#### **Title Page**

Should include the following:

- District Name
- NRCS Field Office
- Plan Title
- Plan Timeframe

### **District Information Page**

Should include the following:

- Director names, position titles, and positions (i.e. appointed or elected) with the date they began serving and when their current term expires
- Associate director names if the district has associate directors
- District staff names and titles
- NRCS staff names and titles

### **Concerns/Priorities Page**

Should include the following:

- Listing of at least 5 Priority Natural Resource Needs/Natural Resource Concerns – these should be able to be pulled directly from your current Long Range Plan
- Listing of at least 5 Priority Education, Information, and Operation Concerns – these should be able to be pulled directly from your current Long Range Plan

### **Goals and Objectives Pages**

At a minimum, the JPO must include 1 goal (from the LRP) with 2 objectives for each concern listed on the Concerns/Priorities Page. The JPO should have at least 10 goals and 20 objectives.

Each goal should provide the following information – measurable goal, priority concern, minimum of 2 objectives, estimated cost and source of funds, space for listing actions taken and progress or completion of goal. Examples are provided on the last page for both a resource concern and an operation concern.

Each objective should be a narrative that lays out the specific, measurable objective, who is responsible for completion, and by what date.

Specific action items do not have to initially be included in the plan, although you can include them if you prefer. Only the goals and objectives for what the district is planning to achieve are required. The action items will be added as you work toward the objectives and goals and will be submitted with the Annual Report.

### **Clarification on goals vs objectives vs actions:**

- "Goals" are achievable, measurable outcomes that are typically broad and long-term; the big results over time, in this case the Long Range Plan perspective (or longer).
- "Objectives" are shorter, specific, measurable, observable items that are related to the goal and help keep you on track to achieve the goal; the shorter perspective results this year.
- "Actions" are what we do or have done (i.e. progress) to achieve the objectives this year, and over time, the goal.

March 3, 2023

Mark the Following Due Dates on Your Calendar Reminders will not be sent.	
<b>2024 Joint Annual Plan</b> (Final version)	June 15, 2023
<b>2023 JPO with updates/progress notes submitted as part of the FY23 Annual Report</b>	September 1, 2023

*\*It is highly encouraged that you submit a draft plan as early as possible so assistance can be provided by either OCC or an Area District Coordinator in making updates and improvements to ensure all requirements are met.*



*Example of resource concern:*

<b>Goal (from LRP):</b> Apply prescribed burn practices to 25,000 acres by June 2024
<b>Priority Resource Concern:</b> Eastern Red Cedar Control
<b>Objective 1:</b> <i>This needs to include the who, what, and by when</i> District conservationist, resource conservationist, and district manager will implement prescribed burns on 3000 acres by June 2023.
<b>Estimated Cost and Source of Funds:</b> <i>This needs to include the how much and from where</i> \$5000 in cost-share funding and \$10,000 in EQIP funding
<b>Actions taken and progress or completion:</b> <i>Will initially be blank, but should be completed when objective is completed OR an update provided as part of the annual report – this should include how many hours/days were spent on the project, final costs, who did what, etc.</i>
<b>Objective 2:</b> <i>This needs to include the who, what, and by when</i>
<b>Estimated Cost and Source of Funds:</b> <i>This needs to include the how much and from where</i>
<b>Actions taken and progress or completion:</b> <i>Will initially be blank, but should be completed when objective is completed OR an update provided as part of the annual report – this should include how many hours/days were spent on the project, final costs, who did what, etc.</i>

*Example of education, information, and operation concern:*

<b>Goal (from LRP):</b> All staff and board members will attend a training session or field day quarterly
<b>Priority Education, Information, and Operation Concern:</b> Continuing Education for staff and board members
<b>Objective 1:</b> <i>This needs to include the who, what, and by when</i> All district staff will attend monthly OCC Teams training sessions and provide a follow-up/review with the board during a regular board meeting regarding the topic.
<b>Estimated Cost and Source of Funds:</b> <i>This needs to include the how much and from where</i> No additional costs expected; trainings are part of regular staff workday processes covered by salaries already in place. Salaries are paid with a combination of OCC reimbursed funds and local funds.
<b>Actions taken and progress or completion:</b> <i>Will initially be blank, but should be completed when objective is completed OR an update provided as part of the annual report – this should include how many hours/days were spent on the project, final costs, who did what, etc.</i>
<b>Objective 2:</b> <i>This needs to include the who, what, and by when</i>
<b>Estimated Cost and Source of Funds:</b> <i>This needs to include the how much and from where</i>
<b>Actions taken and progress or completion:</b> <i>Will initially be blank, but should be completed when objective is completed OR an update provided as part of the annual report – this should include how many hours/days were spent on the project, final costs, who did what, etc.</i>

## 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Conservationist

\_\_\_\_\_  
Date

### COST-SHARE PAYMENT CALCULATION SHEET

Conservation District	Tulsa County					
Participant's Name & Agreement #	Greg Harris 02-ED2-011					
Conservation Practice	(516) Pipeline	(614) Watering Facility				
1 Conservation practice units completed	0.00	0.00				
2 Average cost (unit cost)	\$0.00	\$0.00				
3 Cost-share rate (percentage)	80%	80%				
4 Calculated total (line 1 x line 2 x line 3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Maximum cost-share payment amount (Refer to Part II B 3 of the Performance Agreement)	\$7,500.00	\$7,500.00				
6 Actual total cost of installing the conservation practice (total of all invoices and in-kind statements)	\$2,400.00	\$2,500.00				
7 Cost-share rate (percentage)	80%	80%				
8 Calculated total (line 6 x line 7)	\$1,920.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL AMOUNT OF COST-SHARE PAYMENT</b> (lesser of line 4, 5, or 8)	<b>\$3,920.00</b>					

### COST-SHARE PAYMENT CALCULATION SHEET

Conservation District	Tulsa County					
Participant's Name & Agreement #	Micahel Henley 02-ED2-006					
Conservation Practice	(PC) Pond Cleanout	(PT) Pasture Tap	(512) Pasture & Hay Planting	(614) Watering Facility		
1 Conservation practice units completed	0.00	0.00	0.00	0.00		
2 Average cost (unit cost)	\$0.00	\$0.00	\$0.00	\$0.00		
3 Cost-share rate (percentage)	80%	80%	80%	80%		
4 Calculated total (line 1 x line 2 x line 3)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Maximum cost-share payment amount (Refer to Part II B 3 of the Performance Agreement)	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00		
6 Actual total cost of installing the conservation practice (total of all invoices and in-kind statements)	\$7,929.33	\$1,707.34	\$1,085.34	\$599.00		
7 Cost-share rate (percentage)	80%	80%	80%	80%		
8 Calculated total (line 6 x line 7)	\$6,343.46	\$1,365.87	\$868.27	\$479.20	\$0.00	\$0.00
<b>TOTAL AMOUNT OF COST-SHARE PAYMENT</b> (lesser of line 4, 5, or 8)	<b>\$7,500.00</b>					

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

**PROGRAM YEAR 25**

Program Year Begins: March 6, 2023  
Program Year Ends: August 31, 2024

Allocation Period Begins: March 6, 2023  
Allocation Period Ends: August 31, 2023

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

Approved by the Conservation Commission on  
March 6, 2023.

## 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 25. Any exceptions from these established guidelines shall be approved by the Commission.

## II ALLOCATION OF FUNDS

The Commission allocates \$3,300,000 of cost share funds for Program Year 25. Each district will be given the opportunity to allocate \$38,000. The Commission will make these funds available to participating conservation districts upon receipt and approval of the district's Program Year 25 application ranking system.

Districts will have an opportunity to request additional funds after the allocation period has ended. Requests will be accepted September 1-15, 2023. Notification of approval will be made no later than September 30, 2023. There is no guarantee additional funds will be available.

### A. Locally Led Conservation Initiative

The total budget for the locally led conservation initiative is \$3,250,000. 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 or manual hog 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 24 funds to Program Year 25.

Program Year

Program Year 25 begins on March 6, 2023 and ends on August 31, 2024. All Performance and Maintenance Agreements must be completed, and cost share payments disbursed by August 31, 2024. The Commission will not process claims received after August 31, 2024.

Allocation Period

The allocation period is the period in which a conservation district has to obligate their program year allocation. The Commission has established March 6, 2023 through August 31, 2023 as the allocation period for Program Year 25. If a conservation district fails to obligate all their allocation by August 31, 2023, unobligated funds will be withdrawn and made available for reallocation to other districts. 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.

Requests for Additional Funding

Requests for additional funding will be accepted September 1-15, 2023. Notification of approval will be made no later than September 30, 2023. Requests for additional funds must:

1. include a request letter from the district board stating the exact amount requested
2. include a copy of the board meeting minutes documenting the board's action to request additional CSPY 25 funds
3. include a copy of your district's CSPY 25 Allocation Report as of August 31, 2023
4. be submitted September 1-15 via email to [Taylor.Marshall@conservation.ok.gov](mailto:Taylor.Marshall@conservation.ok.gov)

Only requests that meet the above requirements will be considered for additional funding.

### 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 CSP.

Conservation district directors are eligible to participate in the Conservation CSP. Due to the limited amount of funds available for Program Year 25, 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 25.
2. Individual district board members applying cannot discuss any element of the CSP 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 25 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 Pasture and Hay 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
325 High Tunnels	

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 25 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.

Each conservation district must submit their local program priorities and application ranking system for the Commission's review and approval by May 31, 2023. Districts cannot start the application process prior to receiving approval of their application ranking system. Cost share funds become available to conservation districts for obligation after the Commission approves their local program priorities and application ranking system.

### 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, 2023. 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 have 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, within 10 days that the conservation district board's decision can be appealed to the Commission.

Appeals by an applicant 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 reason(s) 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 – 03-024-001

03 - conservation district number

024 - program year number

001 – applicant number assigned by the district

All Program Year 25 Performance and Maintenance Agreements (Including alternates) must be signed and dated by the conservation district board and applicant on or before August 31, 2023. All Program Year 25 Performance and Maintenance Agreements must be completed and the CSP claim submitted to the Commission on or before August 31, 2024. 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 participant 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 processed for payment without proper documentation.)
- Performance and Maintenance Agreement
- Consent (if applicable)
- Certification of Completion and Acceptance (must include lat/long coordinates)
- Payment Calculation Sheet
- Signed Conservation Plan (copies of maps are not needed/wanted, 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 25 claims received after March 31, 2024.

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 or manual 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 or manual hog traps shall submit a business plan to the Commission for approval. Business plans are due in the Commission office no later than June 1, 2023.

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 and/or manual hog trap.
  - A current (less than 3 months old) cost quote for the electronic or manual hog trap. The quote must include cost for the entire trap. Quotes for only gates and cameras are not accepted as the CSP will only fund entire traps
  - 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 hogcarcasses 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.
4. Notice – If the Commission feels that the trap has not been utilized as contracted with in the first year, the Trap may be redirected to another district, or project in need.

#### 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 CSP Allocation Report in electronic format. The report should include data for all
  - a. approved and funded participants with signed Performance and Maintenance Agreements,
  - b. applicants approved as alternates with signed Performance and Maintenance Agreements, and
  - c. agreements that have been completed.
2. Submit the CSP Allocation Report to the Commission for review on or before August 31, 2023.
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 CSP Allocation Reports from conservation districts.
2. Receive and review requests for additional funding September 1-15, 2023.

3. Notify districts of additional funding approval no later than September 30, 2023.

#### V APPROVED CONSERVATION PRACTICES AND AVERAGE COSTS

Program Year 25 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.

Practice Code	Practice Name	Component	Unit Type	Unit Cost
314	Brush Management	Chemical Broadcast Tebuthiuron 1.0 lb Rate	AC	\$65.11
		Chemical Broadcast Tebuthiuron 2.0 lb Rate	AC	\$104.82
		Chemical Treatment, Broadcast, Aerial or Ground	AC	\$47.77
		Individual Plant Treatment High 201-400 Plants per Acre	AC	\$61.13
		Individual Plant Treatment Low 50-200 Plant per Acre	AC	\$25.59
		Mechanical Treatment for >51% Canopy Cover	AC	\$407.13
		Mechanical Treatment for 11-30% Canopy Cover	AC	\$141.42
		Mechanical Treatment for 31-50% Canopy Cover	AC	\$226.15
327	Conservation Cover	Introduced Species	AC	\$210.59
		Monarch Species Mix	AC	\$867.03
		Native Species with Forgone Income	AC	\$394.04
		Pollinator Species	AC	\$689.88
		Pollinator, Native and Forbs	AC	\$240.82
340	Cover Crop	Cover Crop - Basic (Organic and Non-organic)	AC	\$77.36
		Cover Crop - Multiple Species (Organic and Non-organic)	AC	\$97.92
342	Critical Area Planting	Native & Introduced Vegetation - Heavy Grading	AC	\$1,175.83
		Native & Introduced Vegetation – Moderate Grading	AC	\$858.56
		Native & Introduced Vegetation – Normal Tillage	AC	\$440.76
362	Diversion	Diversion	CY	\$2.62
382	Fence	Level Non-Rocky	FT	\$2.93
		Steep-Rocky	FT	\$3.76
		<b>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.</b>		
386	Field Border	Field Border, Native Species, Forgone Income	AC	\$439.44
		Field Border, Introduced Species, Forgone Income	AC	\$374.56
		Field Border, Pollinator, Forgone Income	AC	\$755.40
393	Filter Strip	Filter Strip, Native species, Forgone Income	AC	\$518.50
		Filter Strip, Introduced Species, Forgone Income	AC	\$471.05

Practice Code	Practice Name	Component	Unit Type	Unit Cost
394	Firebreak	Constructed - Moderate Slopes with Medium Equipment	FT	\$0.22
		Constructed - Slight Slopes with Light Equipment	FT	\$0.06
		Constructed - Steep Slopes with Medium Equipment	FT	\$0.86
		Re-Construct Firebreaks where prior firebreaks existed and they are not useable	FT	\$0.10
		Vegetated, permanent firebreak	FT	\$0.17
512	Pasture and Hay Planting	Cool Season Introduced Perennial Grass. Seeding	AC	\$265.64
		Native Perennial Grass (one species)	AC	\$272.49
		Warm Season Introduced Perennial Warm Season Grasses. Seeding	AC	\$301.75
		Warm Season Introduced Perennial Warm Season Grasses: Sprigging	AC	\$357.65
		Warm Season Introduced Perennial Warm Season Grasses. Seeding with Lime	AC	\$417.90
		Warm Season Introduced Perennial Warm Season Grasses: Sprigging with Lime	AC	\$462.88
		NOTE: Pasture and Hay 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	\$704.47
		Chute, Gabion Mattress	CY	\$478.88
		Chute, Rock	CY	\$149.56
		Chute, Rock with Concrete Cutoff	CY	\$109.34
		Drop Structure, Concrete	CY	\$1,155.89
		Drop Structure, Metal or Treated Lumber	SqFt	\$56.96
		Drop Structure, Rock	CY	\$326.08
		Embankment Dam - Draining Area 0 to 5 Acres	EACH	\$8410.00
		Embankment Dam – Drainage Area 5.1 to 10 Acres	EACH	\$13,461.28
		Embankment Dam – Drainage Area 10.1 to 20 Acres	EACH	\$22,647.95
		Embankment Dam – Drainage Area 20 to 40 Acres	EACH	\$22,635.13
		Embankment Dam - Drainage Area 40.1 to 70 Acres	EACH	\$34,048.69
		Embankment Dam - Drainage Area 70.1 to 100 Acres	EACH	\$40,611.10
		Embankment Dam - Draining Area > 100.1 Acres	EACH	\$42,216.28

Practice Code	Practice Name	Component	Unit Type	Unit Cost
412	Grassed Waterway	Base Waterway	AC	\$2,089.95
		Base Waterway with Gypsum	AC	\$8,339.73
561	Heavy Use Area Protection	Aggregate, Crushed Rock or Gravel in GeoCell on Geotextile	SqFt	\$4.05
		Aggregate, Crushed Rock or Gravel on Earthen Base	SqFt	\$1.13
		Aggregate, Crushed Rock or Gravel on Geotextile	SqFt	\$1.36
		Other Cementitious Material, Compacted Caliche	SqFt	\$0.54
		Other Cementitious Material, Crushed Gypsum Rock	SqFt	\$1.21
		Reinforced Concrete with Sand or Gravel Foundation	SqFt	\$5.32
315	Herbaceous Weed Treatment	Chemical application by any method	AC	\$27.70
		Mechanical	AC	\$18.75
325	High Tunnel	High Tunnel, Low Wind or Snow Load, Intensive Sun	Sqft	\$5.79
516	Livestock Pipeline	HDPE, Greater Than 2 Inch, Surface Installation	FT	\$8.22
		HDPE, Less Than or Equal to 2 Inch, Surface Installation	FT	\$3.72
		Plastic, 0.75 Inch to 1.25 Inch, Normal Trenching	FT	\$2.65
		Plastic, 0.75 Inch to 1.25 Inch, Rock Trenching	FT	\$3.87
		Plastic, 1.5 Inch to 2 Inch, Normal Trenching	FT	\$3.35
		Plastic, 1.5 Inch to 2 Inch, Rock Trenching	FT	\$4.58
		Plastic, Greater Than 2 Inch, Normal Trenching	FT	\$6.02
		Plastic, Greater Than 2 Inch, Rock Trenching	FT	\$7.24
		Steel pipe, Surface or Below Ground Installation	FT	\$10.28
590	Nutrient Management	Basic NM (Non-Organic/Organic)	AC	\$9.40
		Basic NM with Manure and/or Compost (Non-Organic/Organic)	AC	\$20.10
		Basic NM with Manure Injection or Incorporation	AC	\$36.94
378	Pond	Embankment, Pipe Material 1000 Diameter Inch Foot or Smaller	CY	\$4.92
	New Structures Only	Embankment, Pipe Material 1001-1500 Diameter Inch Foot	CY	\$5.03
		Embankment, Pipe Material 1501-2500 Diameter Inch Foot	CY	\$5.54
		Embankment, Pipe Material 2501-3500 Diameter Inch Foot	CY	\$5.97

Practice Code	Practice Name	Component	Unit Type	Unit Cost
378	Pond (continued)	Embankment, Pipe Material 3501-5000 Diameter Inch Foot	CY	\$6.69
		Embankment, Pipe Material 5001-7000 Diameter Inch Foot	CY	\$8.42
		Embankment, Pipe Material 7001 Diameter Inch Foot or Larger	CY	\$8.77
		Excavated or Embankment Pond, No Pipe	CY	\$4.06
338	Prescribed Burning	Level Herbaceous	AC	\$13.32
		Steep Terrain, Herbaceous Fuel	AC	\$28.34
528	Prescribed Grazing	Range Deferment	AC	\$3.42
		Standard	AC	\$10.65
533	Pumping Plant	Electric Powered Pump, 2 Hp or Less	EACH	\$2,291.24
		Electric Powered Pump, 2 HP or Less, Pressure Tank	EACH	\$2,689.15
		Electric Powered Pump, Greater Than 10 HP and Less Than or Equal to 40 HP	HP	\$571.23
		Electric Powered Pump, Greater Than 2 HP and Less Than or Equal to 10 HP	HP	\$879.88
		Electric Powered Pump, Greater Than 40 HP	HP	\$353.85
		Internal Combustion Powered Pump, Greater Than 75 HP	HP	\$697.39
		Internal Combustion Powered Pump, Less Than or Equal to 75 HP	HP	\$779.96
		Photovoltaic Powered Pumping Plant, 150 ft or Less of Total Head on Pump	EACH	\$6,806.32
		Photovoltaic Powered Pumping Plant, 151-300 ft of Total Head on Pump	EACH	\$7,504.20
		Photovoltaic Powered Pumping Plant, Greater Than 300 ft of Total Head on Pump	EACH	\$9,064.89
		Tractor Power Take Off (PTO) Pump	HP	\$168.92
		Variable Frequency Drive (VFD), 40 HP or Less	HP	\$170.97
		VFD, 100 HP and Greater	HP	\$95.69
		VFD, Greater Than 40 HP and Less Than 100 HP	HP	\$139.40
		Windmill Powered Pump	FT	\$1,221.79
550	Range Planting	Cropland to Grassland with Heavy Seedbed Preparation	AC	\$351.80
		Cropland to Grassland, Standard Prep	AC	\$321.75
		Highly Diverse Mixtures of Native Plants	AC	\$195.48
329	Residue and Tillage Management, No Till	No-Till/Strip-Till	AC	\$18.63
600	Terrace	Terrace Standard Construction	CY	\$0.69

Practice Code	Practice Name	Component	Unit Type	Unit Cost
642	Water Well	Well depths 150 feet or less	EACH	\$5,108.84
		Wells greater than 150 feet deep to 300 feet deep.	EACH	\$10,179.03
		Wells greater than 300 feet deep to 600 feet deep	EACH	\$16,367.76
614	Watering Facility	Energy Free Fountains	Gal	\$36.14
		Freeze Proof Trough or Sheep/Goat Trough	EACH	\$1,592.10
		Watering Facility, 1001 - 1400 gallons	Gal	\$1.88
		Watering Facility, 1401 - 2100 gallons	Gal	\$1.66
		Watering Facility, 2101 - 3000 gallons	Gal	\$1.41
		Watering Facility, 3001 - 5000 gallons	Gal	\$1.23
		Watering Facility, Greater than 5,000 gallons	Gal	\$0.93
		Watering Facility, Less than 1000 gallons	Gal	\$2.77
		Watering Ramp, Rock in Geocell on Geotextile	SqFt	\$4.79

## CHECKLIST OF BOARD ACTION REQUIRED

<p><b><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></b></p>		
1	<p><b>CONSERVATION DISTRICT PARTICIPATION</b> - 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: <b>12/09/2021</b></p>	<p>Action: <b>Yes the District is Participating</b></p>
2	<p><b>BOARD MEMBER PARTICIPATION</b> - 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 <b><u>must immediately</u></b> remove themselves from board discussions and votes on program items.</p>	
	<p>Date: <b>12/09/2021</b></p>	<p>Action: <b>No, Members of the Board are not Permitted to Participate</b></p>
3	<p><b>CHOOSE DISTRICT REPRESENTATIVE</b> - Designate the authorized district representative. This person <b><u>must</u></b> be a district board member. Any board member making application in the local program is <b><u>not</u></b> eligible to serve as the district representative.</p>	
	<p>Date: <b>12/09/2021</b></p>	<p>Action: <b>All Members of the Board are Designated Authorized Representatives</b></p>
4	<p><b>CHOOSE PRACTICES</b> - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.</p>	
	<p>Date: <b>12/09/2021</b></p>	<p>Action: <b>All the Available Practices will be Approved</b></p>
5	<p><b>CHOOSE COST SHARE RATE &amp; MAXIMUM PAYMENT</b> - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed <b><u>85%</u></b> and the maximum cost-share payment amount can't exceed <b><u>\$7,500</u></b> per participant.</p>	
	<p>Date: <b>12/09/2021</b></p>	<p>Action: <b>The Approved Rate is 85% &amp; Max Payment is \$7,500</b></p>
6	<p><b>DEVELOP APPLICATION RANKING SYSTEM</b> - Establish your district's local program priorities and application ranking system. <b><u>Submit your ranking system to OCC for review and approval prior to starting the application process.</u></b></p>	
	<p>Date: <b>12/09/2021</b></p>	<p>Action: <b>The Current Ranking System was Approved</b></p>
7	<p><b>SET APPLICATION PERIOD &amp; ADVERTISING</b> - Establish your district's application period and advertise locally.</p>	
	<p>Date: <b>12/09/2021</b></p>	<p>Action: <b>TCCD will Accept Application from 12/11/2021 to COB 01/10/2022</b></p>
<p><b>STOP STOP Submit your ranking system to OCC for review and approval. STOP STOP</b></p>		



8	<p><b><u>RANK &amp; APPROVE APPLICATIONS</u></b> - Review and rank all applications using your district's OCC approved application ranking system.</p> <p>Board meeting minutes <b><u>must</u></b> include the following for <b><u>each approved and funded</u></b> participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount. <b><u>Alternate participants</u></b> 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> <table border="1" data-bbox="264 495 1412 618"> <tr> <td data-bbox="264 495 533 618">Date:</td> <td data-bbox="533 495 1412 618">Action:</td> </tr> </table>		Date:	Action:
Date:	Action:			
9	<p><b><u>NOTIFY APPLICANT &amp; EXECUTE AGREEMENT</u></b> - For <b><u>each</u></b> 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> <table border="1" data-bbox="264 745 1412 869"> <tr> <td data-bbox="264 745 533 869">Date:</td> <td data-bbox="533 745 1412 869">Action:</td> </tr> </table>		Date:	Action:
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## CHECKLIST OF BOARD ACTION REQUIRED

<b><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></b>		
1	<b><u>CONSERVATION DISTRICT PARTICIPATION</u></b> - 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: <b>03/16/2023</b>	Action: <b>Yes the District is Participating</b>
2	<b><u>BOARD MEMBER PARTICIPATION</u></b> - 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 <b><u>must immediately</u></b> remove themselves from board discussions and votes on program items.	
	Date: <b>03/16/2023</b>	Action: <b>No, Members of the Board are not Permitted to Participate</b>
3	<b><u>CHOOSE DISTRICT REPRESENTATIVE</u></b> - Designate the authorized district representative. This person <b><u>must</u></b> be a district board member. Any board member making application in the local program is <b><u>not</u></b> eligible to serve as the district representative.	
	Date: <b>03/16/2023</b>	Action: <b>All Members of the Board are Designated Authorized Representatives</b>
4	<b><u>CHOOSE PRACTICES</u></b> - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.	
	Date: <b>03/16/2023</b>	Action: <b>All the Available Practices will be Approved</b>
5	<b><u>CHOOSE COST SHARE RATE &amp; MAXIMUM PAYMENT</u></b> - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed <b><u>85%</u></b> and the maximum cost-share payment amount can't exceed <b><u>\$7,500</u></b> per participant.	
	Date: <b>03/16/2023</b>	Action: <b>The Approved Rate is 85% &amp; Max Payment is \$7,500</b>
6	<b><u>DEVELOP APPLICATION RANKING SYSTEM</u></b> - Establish your district's local program priorities and application ranking system. <b><u>Submit your ranking system to OCC for review and approval prior to starting the application process.</u></b>	
	Date: <b>03/16/2023</b>	Action: <b>The Current Ranking System was Approved</b>
7	<b><u>SET APPLICATION PERIOD &amp; ADVERTISING</u></b> - Establish your district's application period and advertise locally.	
	Date: <b>03/16/2023</b>	Action: <b>TCCD will Accept Application from 03/16/2023 to COB 04/12/2023</b>
<b><span style="color: red;">STOP STOP</span> Submit your ranking system to OCC for review and approval. <span style="color: red;">STOP STOP</span></b>		

8	<p><b><u>RANK &amp; APPROVE APPLICATIONS</u></b> - Review and rank all applications using your district's OCC approved application ranking system.</p> <p>Board meeting minutes <b><u>must</u></b> include the following for <b><u>each approved and funded</u></b> participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount. <b><u>Alternate participants</u></b> 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><b><u>NOTIFY APPLICANT &amp; EXECUTE AGREEMENT</u></b> - For <b><u>each</u></b> 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: