

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
August 10, 2023 – 5:30 PM
6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74120

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

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Discussion of Urban Conservation Area
5. Approval of Minutes from the July 18, 2023
6. Approval of Financial Statements & District Reports for Period Ending July 31, 2023
7. Discussion and Approval of Staff Timesheet and Leave Forms
8. Review of TACF Financials for Period Ending July 31, 2023
9. Discussion and Acceptance of District Conservationist Agency Report August 2023
10. Discussion of the TCCD Monthly Activities and Outreach Report for August 2023
11. Discussion and Approval of the FY - 2023 Annual Report & FY – 2023 Joint Plan of Operations Status Review
12. Discussion and Approval of FY – 2024 Joint Plan of Operations Modifications
13. Discussion and Approval of Adopting District Handbook as Policy
 - a. Sign Electronic Version of Acknowledgment Form
14. Discussion and Approval of Director Position Descriptions
15. Review of 10-Minute Guide No. 21 - Duties of a Conservation District Public Official
16. Discussion and Approval of Local Operational Agreement
17. Cost Share Program Year 25
 - a. Discussion and Approval of Request for Additional Funding for Alternates
18. Discussion of Purchasing New District Technology Equipment in the Future
19. New Business:
20. 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.

The next regularly scheduled meeting is Thursday September 14, 2023 at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133



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

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **August 10, 2023** were approved as written by a vote in the **Special Meeting** of the Board of Directors held **October 18, 2023**

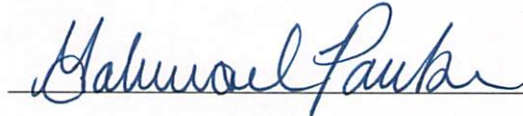


Chair, Board of Directors



Date

Attest:



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

Date: August 10th, 2023
Time: 5:30 PM

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

Members Absent: None

Others Present: Gabriael Parker, District Manager

1. Meeting Called to Order:

Chairman Tom Tolbert called the meeting to order at 5:44 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 August 9th, 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

Tom Tolbert said he has charged the foundation with finding funding for the urban conservation area. He wants to find funding to prepare for a walking trail and potential education building. He is also working on getting the City of Broken Arrow to help install a parking lot for the area. In talking to the city, they seem amicable about installing a parking lot and have determined there is enough space for some parking. Gabriael Parker said the next foundation meeting at Foolish Things Coffee is September 15th, 2023. No further action needs to be taken at this time.

5. Approval of Minutes from the July 18th, 2023

After a brief discussion, Julie Monnot made a motion to approve the minutes as presented. 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 July 31st, 2023

After a brief discussion, Julie Monnot made a motion to approve the Financial Committee Report for the Period Ending July 31st, 2023. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

7. Discussion and Approval of Staff Timesheet and Leave Forms

After a brief discussion, Julie Monnot made a motion to approve the timesheet and leave records for staff for July 2023. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

8. Review of TACF Financials for Period Ending July 31st, 2023

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

9. Discussion and Acceptance of District Conservationist Agency Report August 2023

TULSA COUNTY CONSERVATION DISTRICT BOARD MEETING 8/10/2023

Ranking and planning for CSP and State Cost Share are ongoing.

Chris spoke at the Agriculture in Action Monthly Zoom Meeting Outreach event.

Chris represented NRCS at the 28th Annual Inter-Tribal Environmental Council Conference.

Jack presented at the Muscogee Nation Urban Workshop.

An offer has been made for a new Soil Conservationist. Going through a background check.

Tyler Tran and Scott Fine have been assisting with Tulsa FO planning.

PROGRAMS

- EQIP (Classic, CIC, and IRA)

June 15th, 2023- Applications submitted to FNM for Obligation deadline IRA (Signup 1) and CIC September 1st, 2023- On-Schedule Status Reviews

- CSP (Classic and GCI)- Bulletin Ref. 300-22-07, 300-22-08

June 30th, 2023- Assessment/Ranking Deadline

July 28th, 2023- Approved applications submitted to FNM inbox for obligation review.

September 1st, 2023- On-Schedule Status Reviews

- RCPP- EQIP/CSP

September 1st, 2023- On-Schedule Status Reviews

- ACEP- Bulletin Reference OK-440-23-01

September 1st, 2023- On-Schedule Status Reviews

Since Chris Clemens was not in attendance, Gabriela Parker gave a brief synopsis of the DC report to the best of her ability. Julie Monnot said there have been a few tribal events over the past two months that we should have participated in. She suggested we make sure we participate in those when they are available. Tom Tolbert agreed. Gabriela said she would talk to Jack Titchener about letting her know when tribal events are scheduled. Julie Monnot made a motion to accept the District Conservationist Agency Report for August 2023. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

10. Discussion of the TCCD Monthly Activities and Outreach Report August 2023

August Meetings:

08/07/2023	Wildflowers to Wine Planning Meeting
08/09/2023	Conservation District Handbook Teams Training Session One
08/10/2023	Conservation District Handbook Teams Training Session Two
08/10/2023	TCCD Board Meeting
08/14/2023	Monarch's on the Mountain Meeting
08/21/2023	FSA & NACD Information Training
08/28/2023	Monarch's on the Mountain Meeting

August Special Events:

08/03/2023	Crow Creek – Meadow Mosey
08/28/2023	Fred Creek Monitoring

August Holidays:

None

September Meetings:

09/11/2023	Monarch's on the Mountain Meeting
09/14/2023	TCCD Board Meeting
09/15/2023	TACF Board Meeting @ Foolish Things Coffee

Deadlines:

08/01/2023	Newley Elected Officers
08/04/2023	Deadline for submission of FY23 claims for salaries, operating expenses, and copier rental
8/15/2023	Jacob's Stormwater Report
8/31/2023	All Audit Documents Submitted to Auditor

Notes:

07/22 – 07/31/2023 Gabrielael Parker Vacation

Work Duties Performed:

❖ Answer NRCS Calls	❖ Website Updates
❖ NRCS Walk-ins	❖ TCCD Board Meetings
❖ Email Correspondences	❖ CSPY – 25 Emails
❖ Bill Pay/Financials	❖ Check/Paperwork Signatures
❖ Scanning	❖ Yard-by-Yard Emails
❖ Shredding	❖ FY – 2023 Annual Report
❖ TCCD Payroll/Taxes	❖ FY – 2023 JPO Status Updates

Gabriel Parker briefly discussed the outreach report for August 2023. No further action needs to be taken at this time.

11. Discussion and Approval of the FY - 2023 Annual Report & FY – 2023 Joint Plan of Operations (JPO) Status Review

Gabriel Parker said she completely changed our FY – 2023 Annual Report. She was excited to present it to the board. She also ran performance statistics on our FY – 2023 JPO and included those in the board packet. While most areas were completed with 100% or above, others were below 50%. She said those areas will become a focus in FY – 2024. The board appreciated the extra effort during the year despite the challenges. Julie Monnot made a

motion to approve the FY - 2023 Annual Report and FY – 2023 Joint Plan of Operations (JPO) Status Review. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries

12. Discussion and Approval of FY – 2024 Joint Plan of Operations Modifications

Gabriel Parker said she sent the previous modifications to Clancy Green at OCC, and she sent back several additional changes. Gabriel said she made the suggested updates and included them in the packet. The plan is colored-coded with the items from the original, modified, and ultimately deleted. Julie Monnot said she appreciated the different colors. After a review, Julie Monnot made a motion to approve the FY–2024 Joint Plan of Operations modifications. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

13. Discussion and Approval of Adopting District Handbook as Policy

a. Sign the Electronic Version of the Acknowledgment Form

Gabriel Parker said we must review the District Handbook and sign the electronic acknowledgment form by September 30th, 2023. She said she would make sure everyone submitted the document by the Deadline. She would like all board members to email her a screenshot of the submission confirmation to ensure that it is completed on time. The board did not disagree. Julie Monnot made a motion to approve the adoption of the District Handbook as policy. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

14. Discussion of Director Position Descriptions

Gabriel Parker said it is the time of year to review the Director Position Descriptions. The board reviewed the Director Position Descriptions and signed the forms. No further action was taken.

15. Review of 10-Minute Guide No. 21 - Duties of a Conservation District Public Official

The board reviewed and discussed the 10-Minute Guide No. 21 – Duties of a Conservation District Public Official. No further action was taken.

16. Discussion and Approval of Local Operational Agreement

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 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 the 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 visits to accomplish inventory and evaluation, on-site planning, and 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 articles 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 presentations to local farm groups and other interested organizations on the conservation of natural resources and farm—
bill programs
- Developing success stories of 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 a file of time and attendance records, schedules, and actual work documentation.
- Develop and maintain minutes of staff meetings, locally led meetings, and local workgroup meetings.
- Assist with the development, maintenance, and tracking of the field office schedule.

1) FARM BILL CONTRACTING

a) Possible Work Tasks:

- Explain and promote farm bill programs.
- Assist with local workgroup coordination.
- Assist customers in completing 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

The board went through each item above and approved "Possible Work Tasks:" with blue check marks and what tasks were not approved with a blank box. Julie Monnot made a motion to approve the FY - 2024 Local Operational Agreement with the approved work tasks above. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

17. Cost Share Program Year 25

a. Discussion and Approval of Request for Additional Funding for Alternates

Gabriel Parker said OCC has a new process for requesting additional funding for Cost Share Program Year 25 alternate participants. The new process is: “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 31st, 2023. 4. Be submitted September 1-15.” Gabriel included a copy of the alternates and the amounts we estimate they would need. The board said they did not see a problem with the estimated amounts. The alternates are Michael H. - \$5,500, Ryan M. - \$4,300, Barry M. - \$6,800, Joe E. - \$4,800, Charles S. - \$6,000, Elizabeth H. - \$2,000, and Rodney C. - \$4,000, for a total of \$33,400. Julie Monnot made a motion to approve the request for additional funding request for Michael H. - \$5,500, Ryan M. - \$4,300, Barry M. - \$6,800, Joe E. - \$4,800, Charles S. - \$6,000, Elizabeth H. - \$2,000, Rodney C. - \$4,000.00, for a total of \$33,400. Chrissy Parker 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Chrissy Parker. Nays: None. The motion carries.

18. Discussion of Purchasing New District Technology Equipment in the Future

Gabriel Parker said OCC had allocated more funding to districts to purchase district-owned computer equipment. She said she did not have any quotes yet but would like to let the board know she would investigate it. OCC wants districts to ensure they can continue to work if the office is closed or the federal government shuts down. Tom Tolbert said he did not have any issues with that. He told Gabriel to research items and present that to the board for approval. No further action needs to be taken at this time.

19. New Business:

Julie Monnot said she would send interest emails to her contacts in surrounding cities about hosting a fats, oils, and grease Resource Management Conference later this year. She said she would let everyone know what she finds out. No further action needs to be taken at this time.

20. Adjourn:

Julie Monnot made a motion to adjourn the meeting. Chrissy Parker 2nd the motion. The meeting Adjourned at 7:13 PM.

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**The next regularly scheduled meeting is Thursday, September 14th, 2023, at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

4:58 PM
08/01/23
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July 2023

	<u>Jul 23</u>
Income	
Interest Income	0.36
OCC General Exp Reimbursements	816.59
Total Income	<u>816.95</u>
Expense	
Employee Benefits	522.03
Grant Expenses	500.00
Payroll	4,184.16
Payroll Tax	934.15
Registration Fees	130.10
Total Expense	<u>6,270.44</u>
Net Income	<u><u>-5,453.49</u></u>

12:33 PM

08/02/23

Accrual Basis

Tulsa County Conservastion District
General Ledger
 As of July 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance	
Arvest Checking 6407							11,488.33	
Operating Acct - 6407							0.00	
Total Operating Acct - 6407							0.00	
Arvest Checking 6407 - Other							11,488.33	
Check	7/3/2023	8970	OCC	June 2023 Preclaim	Employee Ben...	-438.35	11,049.98	
Check	7/7/2023		Oklahoma Employment Security...	2nd Quarter 2023 Payment	Employee Ben...	-83.68	10,966.30	
Check	7/11/2023		IRS	Additional Amount Owed for 1st Quarter 2023 Payments	Payroll Tax	-16.11	10,950.19	
Check	7/14/2023	8968	Gabriel S Parker	April 1-30th 2023 Pay Period	Payroll	-2,092.08	8,858.11	
Check	7/17/2023		Oklahoma Tax Commission	June 2023 Payment	Payroll Tax	-114.00	8,744.11	
Check	7/20/2023	8973	Tom Tolbert	Reimbursement for Embassy Suite Accidentally Charging Tom Tolbert fo...	Registration Fees	-130.10	8,614.01	
Check	7/20/2023		IRS	941 Tax Payment for May 2023	Payroll Tax	-804.04	7,809.97	
Check	7/21/2023	8969	Gabriel S Parker	May 1-31st 2023 Pay Period	Payroll	-2,092.08	5,717.89	
Check	7/21/2023	8974	Rodney Clark	Reimbursement from OACD CARE Grant For Field Day Expenses	Grant Expenses	-500.00	5,217.89	
Deposit	7/28/2023		OCC	May - June General Reimbursement	OCC General E...	816.59	6,034.48	
Deposit	7/31/2023		Arvest	Interest Payment	Interest Income	0.36	6,034.84	
Total Arvest Checking 6407 - Other							-5,453.49	6,034.84
Total Arvest Checking 6407							-5,453.49	6,034.84
Arvest Money Market 6423							0.00	
Total Arvest Money Market 6423							0.00	
Arvest Special Projects 6410							88.86	
Total Arvest Special Projects 6410							88.86	
Payroll Liabilities							0.00	
Total Payroll Liabilities							0.00	
Opening Balance Equity							-10,307.75	
Total Opening Balance Equity							-10,307.75	
Retained Earnings							-1,269.44	
Total Retained Earnings							-1,269.44	
Administrative Income							0.00	
Total Administrative Income							0.00	
Aerials and Maps							0.00	
Total Aerials and Maps							0.00	
Arvest Bank							0.00	
Total Arvest Bank							0.00	
Director Election							0.00	
Total Director Election							0.00	

12:33 PM

08/02/23

Accrual Basis

Tulsa County Conservastion District
General Ledger
 As of July 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
Grant Income							0.00
Total Grant Income							0.00
Interest Income							0.00
Deposit	7/31/2023	Arvest	Interest Payment		Arvest Checkin...	-0.36	-0.36
Total Interest Income						-0.36	-0.36
OCC Cost-Share Reimbursements							0.00
Total OCC Cost-Share Reimbursements							0.00
OCC Director Election Reimburse							0.00
Total OCC Director Election Reimburse							0.00
OCC Director Exp Reimbursements							0.00
Total OCC Director Exp Reimbursements							0.00
OCC General Exp Reimbursements							0.00
Deposit	7/28/2023	OCC	May - June General Reimbursement		Arvest Checkin...	-816.59	-816.59
Total OCC General Exp Reimbursements						-816.59	-816.59
OCC Salary Reimbursements							0.00
Total OCC Salary Reimbursements							0.00
Program Income							0.00
Total Program Income							0.00
TACF Gen Expense Reimbursements							0.00
Total TACF Gen Expense Reimbursements							0.00
TACF Salary Reimbursements							0.00
Total TACF Salary Reimbursements							0.00
Uncategorized Income							0.00
Total Uncategorized Income							0.00
Administrative Expense							0.00
Total Administrative Expense							0.00
Advertising and Promotion							0.00
Total Advertising and Promotion							0.00
Cost-Share Payments							0.00
Total Cost-Share Payments							0.00
Director Fees							0.00
Total Director Fees							0.00

12:33 PM

08/02/23

Accrual Basis

**Tulsa County Conservastion District
General Ledger
As of July 31, 2023**

Type	Date	Num	Name	Memo	Split	Amount	Balance
Employee Benefits							
Check	7/3/2023	8970	OCC	June 2023 Preclaim	Arvest Checkin...	438.35	438.35
Check	7/7/2023		Oklahoma Employment Security...	2nd Quarter 2023 Payment	Arvest Checkin...	83.68	522.03
Total Employee Benefits						522.03	522.03
Grant Expenses							
Check	7/21/2023	8974	Rodney Clark	Reimbursement from OACD CARE Grant For Field Day Expenses	Arvest Checkin...	500.00	500.00
Total Grant Expenses						500.00	500.00
Insurance							
Total Insurance							0.00
Internet							
Total Internet							0.00
Membership Fees							
Total Membership Fees							0.00
Office Supplies							
Total Office Supplies							0.00
Outreach Programs							
Total Outreach Programs							0.00
Payroll							
Check	7/14/2023	8968	Gabriel S Parker	April 1-30th 2023 Pay Period	Arvest Checkin...	2,092.08	2,092.08
Check	7/21/2023	8969	Gabriel S Parker	May 1-31st 2023 Pay Period	Arvest Checkin...	2,092.08	4,184.16
Total Payroll						4,184.16	4,184.16
Payroll Tax							
Check	7/11/2023		IRS	Additional Amount Owed for 1st Quarter 2023 Payments	Arvest Checkin...	16.11	16.11
Check	7/17/2023		Oklahoma Tax Commission	June 2023 Payment	Arvest Checkin...	114.00	130.11
Check	7/20/2023		IRS	941 Tax Payment for May 2023	Arvest Checkin...	804.04	934.15
Total Payroll Tax						934.15	934.15
Postage							
Total Postage							0.00
Professional Fees							
Total Professional Fees							0.00
Reconciliation Discrepancies							
Total Reconciliation Discrepancies							0.00
Registration Fees							
Check	7/20/2023	8973	Tom Tolbert	Reimbursement for Embassy Suite Accidentally Charging Tom Tolbert fo...	Arvest Checkin...	130.10	130.10
Total Registration Fees						130.10	130.10



P O BOX 1670
LOWELL AR 72745

Statement Ending 07/31/2023

TULSA COUNTY CONSERVATION





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Customer Number:

ADDRESS SERVICE REQUESTED

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

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$6,034.84
Total Current Value		\$6,034.84

NON-PROFIT INTEREST CHECKING -

Account Summary

Date	Description	Amount
07/01/2023	Beginning Balance	\$11,488.33
	2 Credit(s) This Period	\$816.95
	9 Debit(s) This Period	\$6,270.44
07/31/2023	Ending Balance	\$6,034.84

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.36
Interest Paid Year-to-Date	\$3.03
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
07/28/2023	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$816.59

Other Credits

Date	Description	Amount
07/31/2023	INTEREST PMT	\$0.36

Electronic Debits

Date	Description	Amount
07/07/2023	EMPL SEC COMM EMPL SEC 2302345384	-\$83.68
07/11/2023	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$16.11
07/17/2023	OKLAHOMATAXPMTS OK TAX PMT TULSA CO CONSERVATION	-\$114.00
07/20/2023	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$804.04



Statement Ending 07/31/2023

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number

NON-PROFIT INTEREST CHECKING

Checks Cleared

<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>	<u>Check Nbr</u>	<u>Date</u>	<u>Amount</u>
8968	07/14/2023	\$2,092.08	8970	07/03/2023	\$438.35	8974	07/21/2023	\$500.00
8969	07/21/2023	\$2,092.08	8973*	07/20/2023	\$130.10			

* Indicates skipped check number

Daily Balances

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
06/30/2023	\$11,488.33	07/14/2023	\$8,858.11	07/28/2023	\$6,034.48
07/03/2023	\$11,049.98	07/17/2023	\$8,744.11	07/31/2023	\$6,034.84
07/07/2023	\$10,966.30	07/20/2023	\$7,809.97		
07/11/2023	\$10,950.19	07/21/2023	\$5,217.89		



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 07/31/2023

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Num

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$90.86
Total Current Value		\$90.86

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
07/01/2023	Beginning Balance	\$90.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
07/31/2023	Ending Balance	\$90.86

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

Daily Balances

Date	Amount
06/30/2023	\$90.86

Oklahoma Employment Security Commission

EMPLOYERS QUARTERLY CONTRIBUTION REPORT

Cashier: P O Box 52004 Oklahoma City, Ok 73152-2004

Your report has been received, DO NOT mail a copy of the Employers Quarterly Contribution Report with payment.

1. Employee SSN	Change Type	2. Last Name	First Name	Middle Name	3. Total Wages Paid	4. Taxable Wages Paid
					\$8,367.00	\$8,367.00
				REPORT TOTAL	\$8,367.00	\$8,367.00

14. Monthly count of all full and part-time workers who worked or received pay subject to unemployment insurance for the payroll period that includes the 12th of the month.

Month 1 Month 2 Month 3

15. Oklahoma Account Number:

16. Federal I.D. No:

17. Qtr / Yr:

18. Due Date:

19. Employer Name / Address

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

Confirmation No.: **EB9968F283**

5. TOTAL WAGES PAID.....	\$8,367.00
6. TAXABLE WAGES PAID.....	\$8,367.00
7. Contribution Rate for This Quarter.....	1%
8. Contributions Due.....	\$83.67
9. Interest Due.....	\$0.00
10. 10% Penalty Due + \$100.00 Penalty Due.....	\$0.00
11. Debit.....	\$0.00
12. AMOUNT DUE.....	\$83.67
13. Amount Paid.....	

I certify this report is correct and no contribution is paid by any employee

Contact Name:

Title:

Contact Phone:

Date:

4th Qtr FY-2023

April, May, June 2023 Report

Oklahoma Employment Security Commission
Online Payment Report

The Online Payment was processed successfully :

Payment Amount : \$83.68

Payment Submitted : 7/5/2023 1:58:29 PM

UserId: TulsaCCD918

Account No.	Qtr	Year	Employer	Amount	Status	Confirmation No.	Scheduled Date	Processed Date
	02	2023	TULSA COUNTY CONSERVATION DIST	\$83.68	Pending	2302345384	7/5/2023 12:00:00 AM	-

OK Paid
7/5/2023
ACH
Code# 79
MP

ACCOUNT ID:
FILING FREQUENCY: Quarterly

FILING PERIOD: June 30, 2023
DUE DATE: July 20, 2023
RECEIVED DATE: July 18, 2023

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

Amended Return

Number of Employees	1
Wages Paid	\$8,367.90
Tax Withheld	\$342.00
Interest	\$0.00
Penalty	\$0.00
Total Due	\$342.00
Total Monthly and Semi-Monthly Prepayments Received	\$342.00
Total Balance Due	\$0.00

2nd Quarter 2023 Report
April, May, June 2023

FOR YOUR RECORDS ONLY
DO NOT MAIL



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 07/31/2023

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$7,609.28
Total Current Value		\$7,609.28

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
07/01/2023	Beginning Balance	\$7,608.96
	1 Credit(s) This Period	\$0.32
	0 Debit(s) This Period	\$0.00
07/31/2023	Ending Balance	\$7,609.28

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.32
Interest Paid Year-to-Date	\$2.16
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
07/31/2023	INTEREST PMT	\$0.32

Daily Balances

Date	Amount	Date	Amount
06/30/2023	\$7,608.96	07/31/2023	\$7,609.28



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 07/31/2023

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$7,466.86
Total Current Value		\$7,466.86

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
07/01/2023	Beginning Balance	\$7,454.20
	1 Credit(s) This Period	\$12.66
	0 Debit(s) This Period	\$0.00
07/31/2023	Ending Balance	\$7,466.86

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$12.66
Interest Paid Year-to-Date	\$61.46
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
07/31/2023	INTEREST PMT	\$12.66

Daily Balances

Date	Amount	Date	Amount
06/30/2023	\$7,454.20	07/31/2023	\$7,466.86



TULSA COUNTY CONSERVATION DISTRICT BOARD MEETING 8/10/2023

Ranking and planning for CSP and State Cost share occurring.
Chris spoke at the Agriculture in Action Monthly Zoom Meeting Outreach event.
Chris represented NRCS at the 28th Annual Inter-Tribal Environmental Council Conference. ✓
Jack presented at the Muscogee Nation Urban Workshop. ✓
Offer has been made for new Soil Conservationist. Going through background check.
Tyler Tran and Scott Fine have been assisting with Tulsa FO planning.

PROGRAMS

EQIP (Classic, CIC, and IRA)

June 15, 2023- Applications submitted to FNM for Obligation deadline IRA (Signup 1) and CIC

September 1, 2023- On-Schedule Status Reviews

CSP (Classic and GCI)- Bulletin Ref. 300-22-07, 300-22-08

June 30, 2023- Assessment/Ranking Deadline

July 28, 2023- Approved applications submitted to FNM inbox for obligation review.

September 1, 2023- On-Schedule Status Reviews

RCPP- EQIP/CSP

September 1, 2023- On-Schedule Status Reviews

ACEP- Bulletin Reference OK-440-23-01

September 1, 2023- On-Schedule Status Reviews

Chris Clemens

District Conservationist

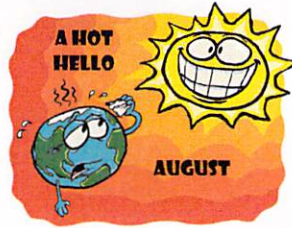
East Zone | Team 17



OKMULGEE SERVICE CENTER
719 E 8TH ST
OKMULGEE, OK 74447-5516
p: (918) 756-0850 x8160
c: (405) 219-8376
e: christopher.clemens@usda.gov | w: www.ok.nrcs.usda.gov

TCCD Monthly Outreach and Activities Report

August 2023



August Meetings:

08/07/2023	Wildflowers to Wine Planning Meeting - <i>June sit for meetings</i>
08/09/2023	Conservation District Handbook Teams Training Session One
08/10/2023	Conservation District Handbook Teams Training Session Two
08/10/2023	TCCD Board Meeting
08/14/2023	Monarch's on the Mountain Meeting
08/21/2023	FSA & NACD Information Training
08/28/2023	Monarch's on the Mountain Meeting

August Events:

08/03/2023	Crow Creek – Meadow Mosey
08/28/2023	Fred Creek Monitoring

August Holidays:

None

September Meetings:

09/11/2023	Monarch's on the Mountain Meeting
09/14/2023	TCCD Board Meeting
09/15/2023	TACF Board Meeting @ Foolish Things Coffee

Deadlines:

08/01/2023	Newley Elected Officers
08/04/2023	Deadline for submission of FY23 claims for salaries, operating expenses, and copier rental
8/15/2023	Jacob's Stormwater Report
8/31/2023	All Audit Documents Submitted to Auditor

Notes:

07/22 – 07/31/2023 Gabriel Parker Vacation

Work Duties Performed:

❖ Answer NRCS Calls	❖ Website Updates
❖ NRCS Walk-ins	❖ TCCD Board Meetings
❖ Email Correspondences	❖ CSPY – 25 Emails
❖ Bill Pay/Financials	❖ Check/Paperwork Signatures
❖ Scanning	❖ Yard-by-Yard Emails
❖ Shredding	❖ FY – 2023 Annual Report
❖ TCCD Payroll/Taxes	❖ FY – 2023 JPO Status Updates

*Tulsa County
Conservation District
Annual Report
July 1, 2022 - June 30, 2023*

Who We Are

The Tulsa County Conservation District is a local subdivision of state government. The district formed April 12, 1938, to ensure local people engage in conservation activities.

The main goal of the district is to provide services to land users in protecting and conserving natural resources and to provide a link to state and federal conservation agencies and programs.

Our Charge

Our Charge: Conservation districts are the only local unit of government charged with the responsibility of conserving our natural resources.

Our Purpose: To conserve, protect, restore, and improve Tulsa County's natural resources for the citizens of Tulsa County.

Our Mission: To provide leadership through community partnerships to help people conserve, protect, restore, and enhance Tulsa County's natural resources and environment for its residents, visitors, and wildlife.

Tulsa County Snapshot

677,358

Residents serviced
by the Conservation
District

570 Sq Mi

Land serviced by the
Conservation District

17 Sq Mi

Water serviced by the
Conservation District

Tulsa County Conservation District: 6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133
(918) 877-9559 - tulsaccd.org

Oklahoma State Cost-Share Program

The Oklahoma Legislature established the State Cost-Share Program in 1998. This is an annual program requires funding from the legislature. The conservation district board obtains input from citizens to determine conservation practices to be included in each program year. In Cost-Share Program Year, (CSPY), 23, 24, 25, and Emergency Drought (ED2), the District approved all possible conservation practices included, but not limited to: Brush management, high tunnel, herbaceous weed control, ponds, fencing, pasture and hay planting, livestock pipeline, pumping plant, range planting, nutrient management, pest management, watering facility, pond clean-out, water taps, pasture planting, and water wells.

The conservation district administers the Oklahoma Conservation Cost Share Program for Tulsa County. This district received \$170,800 for CSPY 23, 24, 25, and ED2. The Board approved a total of 36 applications for the cost share program years 23, 24 25 and ED2.

TCCD completed CSPY 23 in August 2022, CSPY 24 in April 2023, and CSPY ED2 in March 2023. Across three program years, we completed eight projects, utilizing 25% of \$170.800 allocated. The remaining funds did not roll over to CSPY 25.

Pond Clean-out



Pond clean-out construction available under the State Emergency Drought Cost-Share Program

High Tunnel



Seasonal High Tunnel, one of many practices available through the Conservation Cost- Share

Brush Management



The management or removal of woody plants including those that are invasive and noxious

Tulsa County Cost Share

Program Year 23

\$5,000 Available
3 Applications

Program Year 24

\$30,300 Available
5 Applications

Program Year ED 2

\$97,500 Available
14 Applications

Program Year 25

\$38,000 Available
14 Applications

NRCS Conservation Programs

The Conservation District works closely with the NRCS in carrying out conservation work in the county. The NRCS staff provides technical assistance to the Conservation District and to county land users. The NRCS also administers several valuable federal cost share programs.

EQIP - The Environmental Quality Incentives Program is NRCS' flagship conservation program that helps farmers, ranchers and forest landowners integrate conservation into working lands.

NRCS works one-on-one with producers to develop a conservation plan that outlines conservation practices and activities to help solve on-farm resource issues. Producers implement practices and activities in their conservation plan that can lead to cleaner water and air, healthier soil, and better wildlife habitat, all while improving their agricultural operations.

Tulsa County EQIP Program FY - 2022 to FY 2023

FY - 2022

4 (EQIP) contracts were developed on
56.3 acres Totaling \$43,395.69

FY - 2023

3 (EQIP) contracts were developed on
77.4 acres Totaling \$49,941

CSP - The Conservation Stewardship Program is conservation program helps farmers and ranchers build on their existing conservation efforts while strengthening their operation.

NRCS works one-on-one with producers to develop a conservation plan that outlines and enhances existing efforts, using new conservation practices or activities, based on management objectives for your operation. Producers implement practices and activities in their conservation plan that expands on the benefits of cleaner water and air, healthier soil, and better wildlife habitat, all while improving their agricultural operations.

Tulsa County CSP Program FY - 2022 to FY 2023

FY - 2022

2 (CSP) contract were developed on 2476.7
acres totaling \$147,538

FY - 2023

3 (CSP) contract were developed on 39.7
acres totaling \$3,605

Introducing CSAF

CSAF - Climate-Smart Agriculture and Forestry is a conservation program designed to help farmers, ranchers and forest landowners across the nation's working lands that can contribute to climate solutions. Producers and land managers are experiencing firsthand the impacts of climate change, which is caused by the build-up of greenhouse gases in the atmosphere.

While NRCS offers a broad suite of voluntary conservation activities, the agency identifies a sub-set as critical to climate change mitigation. When applied appropriately, these activities may deliver quantifiable reductions in greenhouse gas emissions and/or increases in carbon sequestration. Many offer co-benefits and ancillary benefits that help operations build climate change resilience while addressing other natural resource concerns such as soil health, water quality, pollinator and wildlife habitat and air quality.

Outreach and Education

The district conducts a variety of conservation education activities during the year. Between July 2022 and June 2023, the district was able to resume many conservation education activities in and around Tulsa County.

Activities included:

- Provided education materials and butterfly activity for Monarch's on the Mountain
- Provided supplies for various creek cleanups around Tulsa
- Certified multiple yards for the Yard-by-Yard Project
- Coordinate Cost Share Programs Year 23, 24 Emergency Drought, and 25
- 2,304 volunteer hours were contributed by 100 individuals volunteering during the fiscal year
- Tulsa CCD benefits from citizens who volunteer from many Tulsa County streams
- Set-up Yard-by-Yard exhibits at the Rose Festival, Home and Garden Show, various Farmer's Markets
- TCCD has reached over 1,800 students, teachers and adults through our various activities and events

Preschool	55
Kindergarten	60
1st Grade	45
2nd Grade	75
3rd Grade	110
4th Grade	130
5th Grade	85
6th Grade	65
7th Grade	50
8th Grade	50
9th Grade	45
10th Grade	30
11th Grade	25
12th Grade	25
College	30
Teachers	45
Adults	850
Higher Ed Instructors	25
Grand Total	1800



Annual Report

Outreach Events

- Tulsa Home & Garden Show Monarch's on the Mountain Crow Creek Community
- Butterflies, Bird's & Bee's Oh My! Workshop
- Blue Thumb Stream Monitoring
- Blue Thumb Stream Macroinvertebrate Collections
- Kendall Whittier Farmer's Market
- Blue Thumb Macroinvertebrate Counting Yard by Yard Community Resiliency Project
- OACD Care Champion Field Days
- OneOK Field- Tulsa Driller's Baseball Games
- Resource Management Conference
- Plant Sale & Crow Creek Community Event
- 2022 Broken Arrow Rose Festival



Board Member Julie Monnot @ KW Farmer's Market July 2022



Gabriel Parker @ BBB's Oh My! February 2023



Community Partners

- City of Broken Arrow
- City of Tulsa
- City of Owasso
- City of Bixby
- City of Sand Spring
- Crow Creek Community
- Metropolitan Environmental Trust
- Monarch Initiative of Tulsa
- Natural Resources Conservation Service
- Oklahoma Association of Conservation Districts
- Oklahoma Blue Thumb
- Oklahoma Conservation Commission
- Oxley Nature Center
- River Parks Authority
- Sustainable Tulsa
- Tulsa Audubon Society
- Tulsa Urban Wilderness Coalition
- Tulsa Zoo
- Up With Trees
- Wild Birds Unlimited
- A New Leaf
- Keep Oklahoma Beautiful
- Keep Broken Arrow Beautiful
- Philbrook

OACD CARE Project Field Day

The Tulsa County Conservation District and Oklahoma Association of Conservation Districts organized a field day highlighting Tulsa County's Champion Rodney Clark and his farm in the city

The Conservation and Agriculture Reach Everyone (CARE) Project places an emphasis on assisting socially disadvantaged and veteran farmers/ranchers. The purpose is to increase the number of farmers/ranchers participating in conservation planning and programs to improve soil health, water quality, and the viability of working lands. The Project will build the capacity of participating organizations to develop and implement conservation projects and strengthen the technical capacity of conservation districts to assist in both conservation planning and Farm Bill Conservation Programs.

Topics of the Day

- Urban Agriculture
- State & Federal Assistance Programs
- Water Conservation in Urban Areas
- Soil Health - Reducing Fertilizers, Herbicides & Pesticides
- Oklahoma Association of Conservation Districts



Tulsa County's CARE
Champion Rodney Clark and
Chuck the chicken August 2022



2022 Resource Management Conference

The conference provided training for industries that adhere to OKR10 Permit for Stormwater discharges for construction activities. It focuses on employee training and education to help prevent stormwater discharges. Municipalities covered by the OKR10 permit also benefit by learning how to identify sources of stormwater pollution from construction activities, what Best Management Practices should be implemented, and what action to take to eliminate these sources.

Attendees also earn continuing education credit for full participation in the Resource Management Conference.

The event was held at the Home Builders Association of Greater Tulsa



Topics Included

- OKR10 Regulatory Compliance Overview
- Low Impact Development
- Best Management Practices
- Panel Discussion with local Stormwater Managers



Goal #1: Public Education Resources

Objective #1: Identify Effective Tulsa CCD & NRCS Program Information Distribution

Action Items:	Number	Who	When	Progress
1. Conduct Surveys (Verbal & Written) of Community Groups to identify the most effective distribution of information and events	Four	DS	Spring & Fall Events	15 Surveys
2. Publicize timely news articles regarding conservation practices, program sign-up periods, and other information of interest to county residents via most effective delivery method.	Four	DS	Quarterly	2 News Articles
3. Update District Facebook with current information regarding conservation programs and other information of interest	When information becomes available	DS	Monthly	5 Events

Objective #2: Obtain better outreach materials to assist with outreach and education events

Action Items:	Number	Who	When	Progress
1. Research education demonstration materials for environmental education events	Two	DS/ Directors	Early Spring & Fall	3 New Banners
2. Find funding to update education and outreach materials and present to the board to purchase materials	Four	DS/ Directors	Quarterly	1 RMC 09-2022
3. Provide Community service hours for students needing credit for scholarships, funding, or awards	When Requested by Event Participates	DS	When volunteers help w/ events	4 Events

Funding Source: District, State reimbursable funding, Other Community Donations
Estimated Funding: \$2,500.

Goal 1

Required

Actual

Progress

Public Information Resources

Objective 1

Program Information Distribution

	4	15		375%
	4	2		50.00%
	4	5		125.00%
Section Progress	12	22		183.33%

Objective 2

Acquire Better Outreach Materials

	2	4		200.00%
	4	2		50.00%
	4	5		125.00%
Section Progress	10	11		110.00%

Goal Progress

22

33

150.00%

Goal #2: District Staff & Director Support

Objective #1: Incorporate District Directors with Ongoing Education Opportunities

Action Items:	Number	Who	When	Progress
1. Include one of the District Directors' Responsibilities: A 10-Minute Guide Series per board meeting	Fifteen	Directors	Each Board Meeting	11 Guides
2. Include information for review from chapters 1,2,3,4,5,6,7 and 8 of the District Handbook	Fifteen	Directors	Each Board Meeting	7 Chapters
3. Have at least one Board Member attend the Annual Area III Meeting	One	DS	Oct – Nov 2022	0 Directors
4. If Board of Directors did not attend Area III Meeting, have at least 2 members review presentation slides & videos from the meeting	Two per year	Board of Directors	Dec - Jan	0 Directors
5. Have at least one Board Member attend the Annual State Meeting and two information breakout sessions	One member	Board of Directors	February 2023	3 Directors
6. Have Board Members attend OCC Monthly Teams Trainings	When board is available	Board of Directors	Monthly	0 Directors

Objective #2: Incorporate Different Education Training Opportunities for Staff

Action Items:	Number	Who	When	Progress
1. Staff Attend the Annual Area III Meeting	One	DS	Oct – Nov 2022	0 Staff
2. Staff attend the Annual State Meeting	One	DS	Feb 2023 & available	0 Staff
3. Have staff review District Directors' Responsibilities: A 10-Minute Guide Series on a regular basis	Twelve	DS	Pre & Post Board Meeting	11 Guides
4. Staff participate in any conservation planning or technical planning available opportunities & desired	When training are available	DS	Ongoing	09-2022
5. Staff attend OCC Monthly Teams Trainings	Twelve	DS	Monthly	6 Meetings
6. Work with Urban Soil Specialist on Soil Health Education in Tulsa County	Three	DS/ Directors	When events happen	3 Events
7. Conduct employee performance reviews on an annual basis to ensure adequate accomplishments	One	Board of Directors	Mar - May	1 Review

Objective #2: Incorporate Different Education Training Opportunities for Staff

Funding Source: District, NRCS, State reimbursable funding

Estimated Funding: \$3000.00 Registration fees & mileage

Goal 2	Required	Actual	Progress
---------------	-----------------	---------------	-----------------

District Staff & Director Support

Objective 1

Increase Director Event Participation

15		11	73%
15		7	46.67%
1		0	0.00%
2		0	0.00%
1		3	300.00%
4		0	0.00%
38		21	55.26%

Section Progress

Objective 2

Increase Staff Training Participation

1		0	0%
1		0	0%
12		11	92%
1		1	100%
12		6	50%
3		3	100%
1		1	100%
31		22	71%

Section Progress

Goal Progress	69	43	62.32%
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Goal #3: Effectively Execute District Daily Operations

Objective #1: Efficiently manage district financial resources, equipment, and programs to apply conservation practices according to state policy in Tulsa County

Action Items:	Number	Who	When	Progress
1. Execute District Financial audit to ensure integrity and conform to state requirements	One	DS	Annually	1 Compilation
2. Keep all financial, personnel & director records current accurate	251	DS	Daily	251 days
3. Ensure financial committee receives all monthly financial documents for TCCD & TACF in a timely manner	Sixteen	DS	Monthly	12 Sets

Objective #2: through the Implementation of the Blue Thumb Water Quality Education Program and Other Local Community Partners

Action Items:	Number	Who	When	Progress
1. Hold Locally led meetings to inventorying citizen resource concerns	One	DS/NRCS/ Directors	Sept - Oct	08-2022
2. Conduct local workgroup meeting for reviewing conservation needs and concurrence of USDA programs	One	DS/NRCS/ Directors	Fall	One 12-2022
3. Conduct locally led meetings to gather input regarding resource concerns for program direction in Tulsa County	One	DS/NRCS/ Directors	Fall	Same as #1 N/A
4. Hold and conduct sign-up for State Cost-share Program	When CSP becomes Available	DS	Dec - April	3 Including ED2
5. Evaluate current ranking criteria and make necessary changes for State Cost-share Program	One	DS/NRCS/ Directors	Annually	2 Rankings Reg & ED2
6. Complete conservation plans on accepted State Cost-share Program applications	When applications are approved	NRCS	After Item 4	5 Plans
7. Evaluate current ranking criteria and make necessary changes for EQIP implementation	One	DS/NRCS/ Directors	October	0 Rankings

Funding Source: District, State reimbursable funding
Estimated Funding: \$40,000

Objective #3: Maintain District Director Membership According to Oklahoma State Laws

Action Items:	Number	Who	When	Progress
1. Conduct elections for District Director positions that expire this fiscal year	One	All staff	June	1 Election
2. Take necessary steps to reappoint District Director positions that expire this fiscal year	One	DS	March - June	0 Reappointments
3. From the recruitment brochure, maintain a list of eligible and interested potential directors from related organizations	As vacancies open	DS	Ongoing	2 Inquires
4. Contact the eligible and interest individuals once a year to get a status update on interest and eligibility	One per year	DS/Board of Directors	January	2 Inquires
5. Have Current Board Members who do not renew their term, actively recruit their replacement	When notified	Board of Directors	When Applicable	N/A
6. Actively recruit associate board members from brochure and list to pull from when a director vacancy occurs	One	DS/Board of Directors	As needed	1 Associate Recruited

Objective #4: Conduct all District Board Meetings According to the Oklahoma Open Meetings Act

Action Items:	Number	Who	When	Progress
1. Ensure Notice of Regular Meetings is approved and delivered to the county clerk & OCC on time	One	DS	Nov 2022 or when amended	12/13/2022
2. Ensure board meeting agendas are posted in the front window in accordance with the OMA	Fourteen	DS	Monthly	14 Posted
3. Ensure board packet materials are distributed to directors in a timely manner	Monthly	DS	Ongoing	24 – Twice per Month
4. Ensure approved board meeting minutes are emailed to OCC in a timely manner	Fifteen	DS	Ten days from minutes approval	11 Sets Sent

Funding Source: District, State reimbursable funding

Estimated Funding: \$300.00 for postage

Goal 3

Required

Actual

Progress

District Operations

Objective 1

Increase District Operations Efficiency

	1	1	100%
	251	251	100%
	16	12	75%
Section Progress	268	264	99%

Objective 2

Increase Participation from Local Partners in Blue Thumb Activities

	1	1	100%
	1	1	100%
	1	3	300%
	1	2	200%
	15	5	33%
	1	0	0%
Section Progress	20	12	60%

Objective 3

Maintain District Director Membership

	1	0	0%
	1	0	0%
	2	0	0%
	1	0	0%
	2	1	50%
	1	0	0%
Section Progress	8	1	13%

Objective 4

Ensure Oklahoma Open Meetings Act Compliance

	1	1	100%
	13	13	100%
	26	26	100%
	13	11	85%
Section Progress	53	51	96%

Goal Progress

349

328

94%

Goal # 4: Coordination and Communication between Agencies

Objective #1: Increase flow of information between District, NRCS, FSA and community partners

Action Items:	Number	Who	When	Progress
1. Update conservation needs assessment to reflect locally led meeting input and resource concern changes occurring in Tulsa County	One	DS/NRCS	March	1
2. Attend Team meetings to address localized concerns	Four	DS/NRCS	Quarterly	3 Meetings
3. Complete HEL/WC compliance reviews in a timely manner and submit required reports to the State Office	When an HEL/WC is needed	NRCS	Time Sensitive	N/A
4. Schedule Resource Specialist to complete conservation planning review	During CSP Sign-ups	NRCS	Dec-Apr	5 Conversations
5. Schedule program status updates with NRCS/FSA to find out producer needs & new things coming out of partner agencies	Four	DS/NRCS	Quarterly	3
6. Update joint operations plan with conservation partnership for FY23	Six	DS/Directors NRCS	Ongoing	2 Updates
7. Recruit and utilize Earth Team Volunteer to assist with the local conservation program	At all scheduled events	DS/NRCS/Directors	Ongoing	6 Events
8. Conduct County producer outreach to identify service center programs and assistance needed	One	DS/NRCS/Directors	Ongoing	1 Event
9. Encourage cooperation and provide assistance to Units of Government	Four	DS/NRCS/Directors	Quarterly	4 Units
10. Work with agencies to emphasize and coordinate conservation activities	Four	DS/Directors NRCS	Quarterly	2 Other Agencies
11. Conduct community research to identify underserved producers in Tulsa County	Four	DS/NRCS	Quarterly	6 Events

Funding Source: District, NRCS, State reimbursable funding

Estimated Funding: \$2500.00 mileage & materials

Goal 4 **Required** **Actual** **Progress**
Coordination and Communication between Agencies

Objective 1

Increase Interagency Information Flow

1	1	100%	
4	3	75%	
15	5	33%	
4	5	125%	
6	2	33%	
6	6	100%	
1	1	100%	
4	4	100%	
4	2	50%	
4	6	150%	
Section Progress	49	35	71%
Goal Progress	49	35	71%

Goal # 5: Maintain Better Stress Management of Staff & Directors

Objective #1: Encourage Open Communication on Mental Health Episodes

Action Items:	Number	Who	When	Progress
1. Develop a plan to encourage employees, directors, and other partners to discuss concerns about stress or anxiety they are experiencing by December 2022	One	DS/Directors /NRCS	Dec 2022	0

Objective #2: Consider Flexible Work Schedules

Action Items:	Number	Who	When	Progress
1. Develop a plan to flex schedule when working outside of normal business hours by December 2022	One	DS/Directors /NRCS	Dec 2022	0
2. Encourage Employees to Take Time off to reduce burnout and anxiety	Six	DS	During the year	6 Times

Funding Source: District
Estimated Funding: \$10.00

Goal 5	Required	Actual	Progress
Stress Management			
Objective 1			
Encourage Open Communication Regarding Stress	1	0	0%
Section Progress	1	1	100%
Objective 2			
Encourage Flexible Schedules	1	6	600%
	6	3	50%
Section Progress	7	9	129%
Goal Progress	8	10	125%

Top District Needs & Priorities Progress

Total Deliverables Required	497
Total Deliverables Accomplished	449
Total Priority Progress Made	90%
Total Plan Progress Made	90%

Tulsa County Conservation District's Top Resource Concerns

Goal #1: Conserve & Improve Water Quality

Objective #1: To promote the reduction of stormwater runoff

Action Items:	Number	Who	When	Progress
1. Assist Local Organizations Plan and Hold Creek Cleanups to educate public on water quality issues	Three	BT/DS/ Directors	Ongoing	4 Cleanups
2. Create handouts for displays at Enviro Expo, various Earth Day, H&G Show, Earth Day, Farm Show, Monarch's on the Mountain events that show how to reduce herbicide, pesticide, and fertilizer use- Farmer's Markets, Spring Fest	Eight	DS/Directors/ NRCS	Ongoing	7 Events – Rose Fest, BBB OH My, CARE Field Day, Trash 4 Treat, YbyY Pres
3. Purchase supplies necessary to complete the goals of the Conservation District board	Two	DS/Directors	Semi-annually	10 Times

Objective #2: Promote Blue Thumb Activities

Action Items:	Number	Who	When	Progress
1. Assist OCC and Blue Thumb with Blue Thumb Water Quality Activities	Eight	DS/Directors	Ongoing	7 Activities
2. Participating in Blue Thumb Stream Monitoring	Fifteen	DS	Monthly	8 Months
3. Participate in Blue Thumb Bug Picking	Two	DS	When BT request	1 Session

Funding Source: District, Blue Thumb, Community Donations, State reimbursable funding

Estimated Funding: \$1000.00

Top Resource Concerns

Goal 1	Required	Actual	Progress
Water Quality			
Objective 1			
To promote the reduction of stormwater runoff			
	3	4	133%
	8	7	88%
	2	10	500%
Section Progress	13	21	162%
Objective 2			
Promote Blue Thumb Activities			
	8	7	88%
	12	8	67%
	1	1	100%
Section Progress	21	16	76%
Goal Progress	34	37	108.82%

Goal # 2: Promote Soil Health Erosion Control and Microbiome

Goal #2: By September 30, 2023, have assisted ten producers with soil health indicators and practices
Priority Resource Concern: Soil Health BMP's
Objective #1: District Secretary and Directors will organize soil health field day with assistance from OCC and NRCS soil health experts.
Estimated Costs: \$1000
Source of Funds: \$1,000 District, State reimbursable funding, NRCS funding
Action to be Taken: Have at least 1 workshop, information session, farm tour or field day related to soil health per year
Progress Reported:
Objective #2: Resource Conservationist, Soil Technician and District Secretary will design and implement at least one conservation practice related to nutrient management to maintain better soil for plants and livestock
Estimated Costs: \$6500
Source of Funds: \$3250 District & State reimbursable funding, \$3250 NRCS funding
Action to be Taken:
Progress Reported:

	Required	Actual	Progress
Goal 2			
Soil Health			
Objective 1			
Soil Health Field Day	1	1	100%
Section Progress	1	1	100%
Objective 2			
Nutrient Management Plan	1	3	300%
Section Progress	1	3	300%
Goal Progress	2	4	200.00%

Goal #3: Urban and Suburban Conservation

Goal #2: By September 30, 2023, have educated 10,000 people on issues related to urban and suburban environmental impacts
Priority Resource Concern: Urban Conservation
Objective #1: District Secretary, Directors, NRCS, OCC related staff direct education efforts towards in-town residents to show how every day activities can have an impact on the surrounding environment
Estimated Costs: \$1500
Source of Funds: \$500 District outreach funding & \$1000 State reimbursable funding
Action to be Taken:
Progress Reported:
Objective #2: District Secretary, Directors, OCC related staff will develop an outreach plan for urban farmers and ranchers
Estimated Costs: \$500
Source of Funds: \$250 District outreach funding & \$250 State reimbursable funding
Action to be Taken:
Progress Reported:

Goal 3

Required Actual Progress

Urban Conservation

Objective 1

In-Town Education

	10000	9000	90%
Section Progress	10000	9000	90%

Objective 2

Farmers & Ranchers Outreach Plan

	1	0	0%
Section Progress	1	0	0%

Goal Progress

	10001	9000	89.99%
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Goal #4: District Funding

Goal #4: By September 30, 2023, develop a plan find a sustainable funding source for locally earned funds
Priority Resource Concern: Sustainable Funding
Objective #1: District Secretary & Directors need to find a constant funding source to fund outreach and purchase much needed outreach materials
Estimated Costs: \$500
Source of Funds: \$250 District funding & \$250 TACF funding
Action to be Taken:
Progress Reported:
Objective #2: To plan, organize and host the OKR10 Stormwater Permit Resource Management Conference
Estimated Costs: \$10,000
Source of Funds: \$300 District funding, \$9,700 Community Donations
Action to be Taken:
Progress Reported:

Goal 4

Required Actual Progress

District Funding

Objective 1

Constant Funding Source

Section Progress

1	0	0%
1	0	0%

Objective 2

Organize OKR10 RMC

Section Progress

1	1	100%
1	1	100%

Goal Progress

2	1	50.00%
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Goal # 5: Maintain Better Stress Management of Staff & Directors

Objective #1: Encourage Open Communication on Mental Health Episodes

Action Items:	Number	Who	When	Progress
1. Develop a plan to encourage employees, directors, and other partners to discuss concerns about stress or anxiety they are experiencing by December 2022	One	DS/Directors /NRCS	Dec 2022	0

Objective #2: Consider Flexible Work Schedules

Action Items:	Number	Who	When	Progress
1. Develop a plan to flex schedule when working outside of normal business hours by December 2022	One	DS/Directors /NRCS	Dec 2022	0
2. Encourage Employees to Take Time off to reduce burnout and anxiety	Six	DS	During the year	6 Times

Funding Source: District
Estimated Funding: \$10.00

Goal 5	Required	Actual	Progress
Stress Management			
Objective 1			
Encourage Open Communication Regarding Stress	1	0	0%
Section Progress	1	1	100%
Objective 2			
Encourage Flexible Schedules	1	6	600%
	6	3	50%
Section Progress	7	9	129%
Goal Progress	8	10	125%

Top District Needs & Priorities Progress

Total Deliverables Required 497

Total Deliverables Accomplished 449

Total Priority Progress Made 90%

Total Plan Progress Made 90%

Recommended Version

Tulsa County Conservation District's Top Needs & Priorities

District Need & Priority # 1: Coordination and Communication between Agencies

Objective #1: Repair partnership between District and NRCS

Action Items:	Number	Who	When
1. Schedule meetings between TCCD staff and DC to discuss Local Operational Agreement expectations	Four Meetings	DM/DC	Quarterly
2. Schedule meetings between TCCD Board Directors and NRCS to discuss Local Operational Agreement expectations	Four Meetings	DM/Directors /DC	Quarterly
3. Create a Tulsa County Field Office Management Plan	One Plan	DM/Directors /DC	December 2023
4. Review Tulsa County Field Office Management Plan	Two Reviews	DM/Directors /DC	June & December
5. Provide a NRCS team 17 and Tulsa County Agency Report for each district board meeting	One Report per Month	DC	Monthly
6. Update Joint Plan of Operations with conservation partnership for FY24	Minimum of Four Reviews	DM/Directors NRCS	Quarterly Deleted Completely

Updated Version Tulsa County Conservation District's Top Needs & Priorities

District Need & Priority # 1: Coordination and Communication between Agencies

Objective #1: Repair partnership between District and NRCS

Action Items:	Number	Who	When
1. Schedule meetings between TCCD staff and DC to discuss Local Operational Agreement expectations	Four Meetings	DM/DC	Quarterly
2. Schedule meetings between TCCD Board Directors and NRCS to discuss Local Operational Agreement expectations	Four Meetings	DM/Directors /DC	Quarterly
3. Create a Tulsa County Field Office Management Plan	One Plan	DM/Directors /DC	December 2023
4. Review Tulsa County Field Office Management Plan	Two Reviews	DM/Directors /DC	June & December
5. Provide a NRCS team 17 <u>AND</u> Tulsa County Agency Report for each district board meeting	One Report per Month	DC	Monthly

Objective #2: Increase flow of information between District, NRCS, FSA and community partners			
Action Items:	Number	Who	When
1. Update conservation needs assessment for Tulsa County	Two Review Updates	DM/NRCS	March & October
2. Attend Team 17 meetings to address localized concerns only via Teams - Deleted "Only"	Four Team 17 Staff Meetings	DM/NRCS	Quarterly
3. Complete HEL/WC compliance reviews in a timely manner and submit required reports to the State Office	When an HEL/WC is needed	NRCS	Time Sensitive
4. Schedule Resource Specialist to complete conservation planning review	When needed	NRCS	Year-round
5. Schedule program status updates with NRCS/FSA	Four Status Meetings	DM/NRCS	Quarterly
6. Recruit and utilize Earth Team Volunteer to assist with the local conservation program	When applicable	DM/NRCS/ Directors	Year-round
7. Encourage cooperation and help other units of Government	When applicable	DM/NRCS/ Directors	Year-round
8. Work with agencies to coordinate conservation activities	When applicable	DM/Directors NRCS	As requested
Funding Source - for Objectives One & Two: In-Kind - NRCS, OCC Salary Funding Estimated Funding: \$20.00			

Objective #2: Increase flow of information between District, NRCS, FSA and community partners			
Action Items:	Number	Who	When
1. Update conservation needs assessment for Tulsa County	Two Review Updates	DM/NRCS	March & October
2. Attend Team 17 meetings to address localized concerns via Teams	Four Team 17 Staff Meetings	DM/NRCS	Quarterly
3. Complete HEL/WC compliance reviews in a timely manner and submit required reports to the State Office	When an HEL/WC is needed	NRCS	Time Sensitive
4. Schedule Resource Specialist to complete conservation planning review	When needed	NRCS	Year-round
5. Schedule program status updates with NRCS/FSA	Four Status Meetings	DM/NRCS	Quarterly
6. Recruit and utilize Earth Team Volunteer to assist with the local conservation program	When applicable	DM/NRCS/ Directors	Year-round
7. Encourage cooperation and help other units of Government	When applicable	DM/NRCS/ Directors	Year-round
8. Work with agencies to coordinate conservation activities	When applicable	DM/Directors NRCS	As requested
Funding Source - for Objectives One & Two: NRCS, OCC Salary Funding: \$20.00			

District Need & Priority #2: Public Information and Education Outreach			
Objective #1: Identify Effective Tulsa CCD & NRCS Program Information Distribution			
Action Items:	Number	Who	When
1. Conduct a local workgroup meeting for reviewing conservation needs and concurrence of USDA programs	One Meeting	DM/NRCS Directors	Between Sept - Oct
2. Conduct Surveys of Community Groups to identify the most effective distribution of information and events	Four Surveys	DM & NRCS	Spring & Fall Events
3. Conduct producer outreach to identify programs, assistance, and underserved areas	Two Events	DM/NRCS/ Directors	Year-round
4. Hold Locally led meetings (LLM) to inventorying citizen resource concerns	One LLM	DM/NRCS Directors	Sept - Oct
5. Publicize timely news articles regarding conservation practices, program sign-up periods, and other information of interest to county residents via most effective delivery method.	Four News articles	DM	Quarterly
6. Update District Facebook with current information regarding conservation programs and other information of interest	When information becomes available	DM	Monthly

Objective #2: Obtain better outreach materials to assist with outreach and education events			
Action Items:	Number	Who	When
1. Research education demonstration materials for environmental education events	Two Research Sessions	DM/ Directors	Early Spring & Fall
2. Find funding to update education and outreach materials and present to the board to purchase materials	Four Agenda Items	DM/ Directors	Quarterly if Needed
3. Provide Community service hours for students needing credit for scholarships, funding, or awards	When Requested by Event Participates	DM	When volunteers help w/ events

Funding Source - for Objectives One & Two: District, State reimbursable funding, Other Community Donations - District Local, OCC Salary & General Reimbursable Funding, Other Community Donations
Estimated Funding: \$3,000

District Need & Priority #2: Public Information and Education Outreach			
Objective #1: Identify Effective Tulsa CCD & NRCS Program Information Distribution			
Action Items:	Number	Who	When
1. Conduct a local workgroup meeting for reviewing conservation needs and concurrence of USDA programs	One Meeting	DM/NRCS Directors	Between Sept - Oct
2. Conduct Surveys of Community Groups to identify the most effective distribution of information and events	Four Surveys	DM & NRCS	Spring & Fall Events
3. Conduct producer outreach to identify programs, assistance, and underserved areas	Two Events	DM/NRCS/ Directors	Year-round
4. Hold Locally led meetings (LLM) to inventorying citizen resource concerns	One LLM	DM/NRCS Directors	Sept - Oct
5. Publicize timely news articles regarding conservation practices, program sign-up periods, and other information of interest to county residents via most effective delivery method.	Four News articles	DM	Quarterly
6. Update District Facebook with current information regarding conservation programs and other information of interest	When information becomes available	DM	Monthly

Objective #2: Obtain better outreach materials to assist with outreach and education events			
Action Items:	Number	Who	When
1. Research education demonstration materials for environmental education events	Two Research Sessions	DM/ Directors	Early Spring & Fall
2. Find funding to update education and outreach materials and present to the board to purchase materials	Four Agenda Items	DM/ Directors	Quarterly if Needed
3. Provide Community service hours for students needing credit for scholarships, funding, or awards	When Requested by Event Participates	DM	When volunteers help w/ events

Funding Source - for Objectives One & Two: District Local, OCC Salary & General Reimbursable Funding, Other Community Donations
Estimated Funding: \$3,000

District Need & Priority #3: Effectively Execute District Daily Operations

Objective #1: Efficiently manage district financial resources, equipment, and programs to apply conservation practices according to state policy in Tulsa County

Action Items:	Number	Who	When
1. Execute District Financial audit to ensure integrity and conform to state requirements	One Audit	DM	Between July & December
2. Keep all financial, personnel & director records current accurate	260 days	DM	Every Business Day
3. Ensure financial documents are sent to TCCD & TACF in a timely manner	Once a Month	DM	Monthly

Objective #2: Efficiently manage the district's State Cost-Share Program

Action Items:	Number	Who	When
1. Hold and conduct sign-up for State Cost-share Program (SCSP)	When SCSP becomes Available	DM	Between Dec - April
2. Update ranking criteria to make necessary changes for State Cost-share Program	One Ranking	DM/ Directors	When SCSP becomes Available
3. Complete conservation plans on accepted State Cost-share Program applications	When applications are approved	NRCS	After Item 4
4. Ensure timely completion of performance agreements	As many as number of Applications	DM/ Directors	Monthly

✓ Funding Source - for Objectives One & Two: State reimbursable funding - Cost Share Funding
Estimated Funding: \$45,000

Objective #3: Maintain District Director Membership According to Oklahoma State Laws

Action Items:	Number	Who	When
1. Conduct elections for District Director positions that expire this fiscal year	One if needed	All staff	June
2. Take necessary steps to reappoint District Director positions that expire this fiscal year	Three Appointment	DM/ Directors	July - June
3. From the recruitment brochure, maintain a list of eligible and interested potential directors from related organizations	As vacancies open	DM	Year-round
4. Contact the eligible and interest individuals once a year to get a status update on interest and eligibility	One per year	DM/ Directors	January
5. Have Current Board Directors who do not renew their term, actively recruit their replacement	Two Directors	Directors	When notified
6. Actively recruit associate board Directors from brochure and list to pull from when a director vacancy occurs	Two Directors	DM/ Directors	As needed

District Need & Priority #3: Effectively Execute District Daily Operations

Objective #1: Efficiently manage district financial resources, equipment, and programs to apply conservation practices according to state policy in Tulsa County

Action Items:	Number	Who	When
1. Execute District Financial audit to ensure integrity and conform to state requirements	One Audit	DM	Between July & December
2. Keep all financial, personnel & director records current accurate	260 days	DM	Every Business Day
3. Ensure financial documents are sent to TCCD & TACF in a timely manner	Once a Month	DM	Monthly

Objective #2: Efficiently manage the district's State Cost-Share Program

Action Items:	Number	Who	When
1. Hold and conduct sign-up for State Cost-share Program (SCSP)	When SCSP becomes Available	DM	Between Dec - April
2. Update ranking criteria to make necessary changes for State Cost-share Program	One Ranking	DM/ Directors	When SCSP becomes Available
3. Complete conservation plans on accepted State Cost-share Program applications	When applications are approved	NRCS	After Item 4
4. Ensure timely completion of performance agreements	As many as number of Applications	DM/ Directors	Monthly

Funding Source - for Objectives One & Two: State Cost Share Funding
Estimated Funding \$45,000

Objective #3: Maintain District Director Membership According to Oklahoma State Laws

Action Items:	Number	Who	When
1. Conduct elections for District Director positions that expire this fiscal year	One if needed	All staff	June
2. Take necessary steps to reappoint District Director positions that expire this fiscal year	Three Appointment	DM/ Directors	July - June
3. From the recruitment brochure, maintain a list of eligible and interested potential directors from related organizations	As vacancies open	DM	Year-round
4. Contact the eligible and interest individuals once a year to get a status update on interest and eligibility	One per year	DM/ Directors	January
5. Have Current Board Directors who do not renew their term, actively recruit their replacement	Two Directors	Directors	When notified
6. Actively recruit associate board Directors from brochure and list to pull from when a director vacancy occurs	Two Directors	DM/ Directors	As needed

Objective #4: Conduct all District Board Meetings According to the Oklahoma Open Meetings Act				Objective #4: Conduct all District Board Meetings According to the Oklahoma Open Meetings Act			
Action Items:	Number	Who	When	Action Items:	Number	Who	When
1. Ensure Notice of Regular Meetings is approved and delivered to the county clerk & OCC on time	One Notice	DM	Sept - Nov 2023 or when amended	1. Ensure Notice of Regular Meetings is approved and delivered to the county clerk & OCC on time	One Notice	DM	Sept - Nov 2023 or when amended
2. Ensure board meeting agendas are posted in the front window in accordance with the OMA	Once a month	DM	Monthly	2. Ensure board meeting agendas are posted in the front window in accordance with the OMA	Once a month	DM	Monthly
3. Ensure board packet materials are distributed to directors in a timely manner	Twice per month	DM	Minimum Week Before	3. Ensure board packet materials are distributed to directors in a timely manner	Twice per month	DM	Minimum Week Before
4. Ensure approved board meeting minutes are emailed to OCC in a timely manner	Monthly	DM	Within the month of approval	4. Ensure approved board meeting minutes are emailed to OCC in a timely manner	Monthly	DM	Within the month of approval

Funding Source - for Objectives Three & Four: State reimbursable funding – OCC State Salary & General Reimbursable Funding
 Estimated Funding: \$25 for Printing Materials & \$1000.00 Potential Election Expenses

Funding Source - for Objectives Three & Four: OCC Salary & General Reimbursable Funding
 Estimated Funding: \$50.00 for Printing Materials & \$1000.00 Potential Election Expenses

District Need & Priority #4: District Staff & Director Support

Objective #1: Incorporate District Directors with Ongoing Education & Training Opportunities

Action Items:	Number	Who	When
1. Include one of the District Directors' Responsibilities: A 10-Minute Guide Series per board meeting	Once a month	Directors	Monthly
2. Include information for review from chapters 1,2,3,4,5,6,7 and 8 of the District Handbook	Once a month	Directors	Monthly
3. Have at least one Board Director attend the Annual Area III Meeting	One Director	DM	Oct – Nov 2023
4. If Board of Directors did not attend Area III Meeting, have at least 2 Directors review presentation slides & videos from the meeting	Two Directors per year	Directors	Dec - Jan
5. Have at least one Board Director attend the Annual State Meeting and two information breakout sessions	One Director	Directors	February 2024
6. District Staff Provide District Operations Trainings to Directors and NRCS Staff	Multiple trainings	DM	Year-round

Objective #2: Incorporate Different Education Training Opportunities for Staff

Action Items:	Number	Who	When
1. Staff Attend the Annual Area III Meeting	One Meeting	DM	Oct – Nov 2023,
2. Staff attend the Annual State Meeting	One If available - Meeting - Deleted "If available	DM	Feb 2024
3. Have staff review District Directors' Responsibilities: A 10-Minute Guide Series on a regular basis	Twelve	DM	Pre & Post Board Meeting
4. Staff participate in any conservation planning or technical planning available opportunities & desired	When training is available	DM/DC	Year-round
5. Staff attend OCC Monthly Teams Trainings	When Teams training is available	DM	Year-round
6. Work with Urban Soil Specialist on Soil Health Education in Tulsa County	Multiple events	DM/ Directors	Year-round
7. Conduct employee performance reviews on an annual basis to ensure adequate accomplishments	One review	Directors	Mar - May

↓ Funding Source - for Objectives One & Two: District, State reimbursable funding - District Local, NRCS, OCC General Reimbursable Funding
Estimated Funding: \$4,500.00 Registration fees & mileage.

District Need & Priority #4: District Staff & Director Support

Objective #1: Incorporate District Directors with Ongoing Education & Training Opportunities

Action Items:	Number	Who	When
1. Include one of the District Directors' Responsibilities: A 10-Minute Guide Series per board meeting	Once a month	Directors	Monthly
2. Include information for review from chapters 1,2,3,4,5,6,7 and 8 of the District Handbook	Once a month	Directors	Monthly
3. Have at least one Board Director attend the Annual Area III Meeting	One Director	DM	Oct – Nov 2023
4. If Board of Directors did not attend Area III Meeting, have at least 2 Directors review presentation slides & videos from the meeting	Two Directors per year	Directors	Dec - Jan
5. Have at least one Board Director attend the Annual State Meeting and two information breakout sessions	One Director	Directors	February 2024
6. District Staff Provide District Operations Trainings to Directors and NRCS Staff	Multiple trainings	DM	Year-round

Objective #2: Incorporate Different Education Training Opportunities for Staff

Action Items:	Number	Who	When
1. Staff Attend the Annual Area III Meeting	One Meeting	DM	Oct – Nov 2023,
2. Staff attend the Annual State Meeting	One Meeting	DM	Feb 2024
3. Have staff review District Directors' Responsibilities: A 10-Minute Guide Series on a regular basis	Twelve	DM	Pre & Post Board Meeting
4. Staff participate in any conservation planning or technical planning available opportunities & desired	When training is available	DM/DC	Year-round
5. Staff attend OCC Monthly Teams Trainings	When Teams training is available	DM	Year-round
6. Work with Urban Soil Specialist on Soil Health Education in Tulsa County	Multiple events	DM/ Directors	Year-round
7. Conduct employee performance reviews on an annual basis to ensure adequate accomplishments	One review	Directors	Mar - May

Funding Source - for Objectives One & Two: District Local, NRCS, OCC General Reimbursable Funding
Estimated Funding: \$4,500.00 Registration fees & mileage.

Tulsa County Conservation District's Top Resource Concerns

Top Resource Concern #1: Promote Water Quality Education & Water Conservation

Objective #1: To promote the reduction of stormwater runoff
Goal # 2 - 1: To assist local organizations, with events and presentations, educate public on water quality issues
Priority Resource Concern: Water Quality & Water Conservation
Objective #1: By May 31, 2024, the District Manager and Directors will assist with and or organize three creek cleanups around the Tulsa metro area to highlight water quality issues
Estimated Costs: \$100.00
Source of Funds: \$100.00 District - Local, TACF, & State reimbursable funding - OCC General Reimbursable Funding
Action to be Taken: Left blank - Collect event sign-ups and or event surveys
Progress Reported:
Objective #2: By April 30, 2024, the District Manager and Directors will set up displays and tables at eight events or festivals related to the reduction of herbicide, pesticide, and fertilizer use
Estimated Costs: \$1000.00 Event Supplies
Source of Funds: \$1000.00 District & State reimbursable funding - District Local & OCC General Reimbursable Funding
Action to be Taken: Left blank - Event sign-ups and/or event surveys
Progress Reported:
Objective #3: By March 31, 2024, the District Manager will participate in two Blue Thumb Stream Collection Days
Estimated Costs: \$100.00
Source of Funds: \$100.00 State reimbursable funding - OCC General Reimbursable Funding
Action to be Taken: Left blank - Work with Candice Miller for scheduling collection days
Progress Reported:
Objective #4: By June 30, 2024, the District Manager will participate in twelve Blue Thumb macroinvertebrate collections and bug picking sessions
Estimated Costs: \$100.00
Source of Funds: \$100.00 District & State reimbursable funding - District Local & OCC General Reimbursable Funding
Action to be Taken: Left blank - Submit data collection sheets via Blue Thumb website
Progress Reported:

Tulsa County Conservation District's Top Resource Concerns

Top Resource Concern #1: Promote Water Quality Education & Water Conservation

Objective #1: To promote the reduction of stormwater runoff
Goal #1: To assist local organizations, with events and presentations, educate public on water quality issues
Priority Resource Concern: Water Quality & Water Conservation
Objective #1: By May 31, 2024, the District Manager and Directors will assist with and or organize three creek cleanups around the Tulsa metro area to highlight water quality issues
Estimated Costs: \$100.00
Source of Funds: \$100.00 District local, TACF, & OCC General Reimbursable Funding
Action to be Taken: Collect event sign-ups and or event surveys
Progress Reported:
Objective #2: By April 30, 2024, the District Manager and Directors will set up displays and tables at eight events or festivals related to the reduction of herbicide, pesticide, and fertilizer use
Estimated Costs: \$1000.00 Event Supplies
Source of Funds: \$1000.00 District local & State reimbursable funding
Action to be Taken: Event sign-ups and/or event surveys
Progress Reported:
Objective #3: By March 31, 2024, the District Manager will participate in two Blue Thumb Stream Collection Days
Estimated Costs: \$100.00
Source of Funds: \$100.00 OCC General Reimbursable Funding
Action to be Taken: Work with Candice Miller for scheduling collection days
Progress Reported:
Objective #4: By June 30, 2024, the District Manager will participate in twelve Blue Thumb macroinvertebrate collections and bug picking sessions
Estimated Costs: \$100.00
Source of Funds: \$100.00 District Local & OCC General Reimbursable Funding
Action to be Taken: Submit data collection sheets via Blue Thumb website
Progress Reported:

Top Resource Concern # 2: Promote Soil Health Erosion Control and Microbiome

✓ Goal #2: By March 2024, have assisted five - Two producers with soil health indicators and
Priority Resource Concern: Soil Health BMP's - Best Management Practice's
Objective #1: November 30, 2023, District Manager and Directors will organize soil health outreach event
Estimated Costs: \$1000
✓ Source of Funds: \$1,000 State reimbursable funding, OCC General Reimbursable Funding
✓ Action to be Taken: Left blank - Event sign-ups and/or event surveys
Progress Reported:
Objective #2: By November 30, 2023, Resource Conservationist, Soil Technician and District Manage
Estimated Costs: \$7500
Source of Funds: \$7500 State reimbursable funding
✓ Action to be Taken: Left blank - Complete One Cost Share Practice Reimbursement Claim
Progress Reported:

Top Resource Concern #3: Conservation Stewardship

Moved this Section to Number 4

Top Resource Concern # 2: Promote Soil Health Erosion Control and Microbiome

Goal #2: By March 2024, have assisted Two producers with soil health indicators and
Priority Resource Concern: Soil Health Best Management Practice's
Objective #1: November 30, 2023, District Manager and Directors will organize soil health outreach event with
Estimated Costs: \$1000
Source of Funds: \$1,000 OCC General Reimbursable Funding
Action to be Taken: Event sign-ups and/or event surveys
Progress Reported:
Objective #2: By November 30, 2023, Resource Conservationist, Soil Technician and District Manage will
Estimated Costs: \$7500
Source of Funds: \$7500 State reimbursable funding
Action to be Taken: Complete One Cost Share Practice Reimbursement Claim
Progress Reported:

Top Resource Concern # 3: Promote Pollinator Habitats

✓ Goal #3: By May 15, 2024, have assisted three residents set-up pollinator habitats
Priority Resource Concern: Pollinator Habitats
Objective #1: By November 30, 2023, The District Manager and Board of Directors identify
Estimated Costs: \$200
Source of Funds: 150.00 District local, \$50 OCC Reimbursable Funding
Action to be Taken: Identify and contact residents from potential Yard-by-Yard participants
Progress Reported:
Objective #2: By February 29, 2024, The District Manager, Board of Directors, and OCC Staff will organize.
Estimated Costs: \$1000
Source of Funds: \$300 State reimbursable funding, \$500 donation, \$200 District local
Action to be Taken: Workshop signup and interest/need surveys
Progress Reported:

Top Resource Concern #4: Conservation Stewardship

Goal #3: By December 31, 2023, Update the Tulsa County Conservation District's Conservation Stewardship Program (CSP) Plan
Priority Resource Concern: Conservation Stewardship
Objective #1: By May 31, 2024, The District Manager and Board of Directors will host a stewardship event to focus on conservation stewardship on District Owned Property
Estimated Costs: \$750
✓ Source of Funds: \$300 State reimbursable funding - \$450 TACF Funding. \$300 OCC General Reimbursable Funding
Action to be Taken: Update CSP with current goals, event signup and event surveys
Progress Reported:
Objective #2: The District Manager, Board of Directors, and TACF Board Members will apply for one grant related to developing district conservation area
Estimated Costs: \$10,000
Source of Funds: \$500 TACF Funding, and \$9,500 Grant Funding
✓ Action to be Taken: Left Blank
Progress Reported:

Top Resource Concern #5: Urban and Suburban Conservation

Goal #4 - 5: By June 30, 2024, have educated 5,000 people on issues related to urban and suburban environmental impacts
✓ Priority Resource Concern: Urban & Suburban Conservation
Objective #1: By May 31, 2024, District Manager, Directors will direct education efforts towards in-town residents to show how every day activities can have an impact on the surrounding environment
Estimated Costs: \$250
✓ Source of Funds: \$250 State reimbursable funding - OCC General Reimbursable Funding
Action to be Taken: Complete event signups, and participation surveys
Progress Reported:
Objective #2: By March 15, 2024, District Manager, and Directors conduct aerial surveys
Estimated Costs: \$1000 for purchase of drone
✓ Source of Funds: \$1000 State reimbursable funding - \$500 OCC General Reimbursement \$500 TACF Funding
Action to be Taken: Purchase of drone and take timelapse photos for outreach events
Progress Reported:

Top Resource Concern #4: Conservation Stewardship

Goal #3: By December 31, 2023, Update the Tulsa County Conservation District's Conservation Stewardship Program (CSP) Plan
Priority Resource Concern: Conservation Stewardship
Objective #1: By May 31, 2024, The District Manager and Board of Directors will host a stewardship event to focus on conservation stewardship on District Owned Property
Estimated Costs: \$750
Source of Funds: \$450 TACF Funding. \$300 OCC General Reimbursable Funding
Action to be Taken: Update CSP with current goals, event signup and event surveys
Progress Reported:
Objective #2: The District Manager, Board of Directors, and TACF Board Members will apply for one grant related to developing district conservation area
Estimated Costs: \$10,000
Source of Funds: \$500 TACF Funding, and \$9,500 Grant Funding
Action to be Taken: Apply for at least on grant
Progress Reported:

Top Resource Concern #5: Urban and Suburban Conservation

Goal #5: By June 30, 2024, have educated 5,000 people on issues related to urban and suburban environmental impacts
Priority Resource Concern: Urban & Suburban Conservation
Objective #1: By May 31, 2024, District Manager, Directors will direct education efforts towards in-town residents to show how every day activities can have an impact on the surrounding environment
Estimated Costs: \$250
Source of Funds: \$250 OCC General Reimbursable Funding
Action to be Taken: Complete event signups, and participation surveys
Progress Reported:
Objective #2: By March 15, 2024, District Manager, and Directors conduct aerial surveys
Estimated Costs: \$1000 for purchase of drone
Source of Funds: \$500 OCC General Reimbursement \$500 TACF Funding
Action to be Taken: Purchase of drone and take timelapse photos for outreach events
Progress Reported:



Employee/District Director Acknowledgment of Conservation District Handbook

Please read the following statement and submit the form below to acknowledge your electronic access to the Conservation District Handbook (Handbook). This Handbook replaces and supersedes all other previous conservation district handbooks and policies disseminated by the Oklahoma Conservation Commission (Commission). Any district policies or guidelines will need to be reviewed to ensure compliance with this Handbook. If any conflicts are found the information contained in the Handbook takes precedence.

The guidelines, rules, and benefits described within are subject to change at the sole discretion of the Commission at any time. While the Commission will attempt to communicate any significant change in policy, laws, and rules to district directors and district employees, it is the responsibility of each board director and employee to maintain a current understanding of information and policies contained in the Handbook. A copy of this receipt shall be placed and maintained as part of the directors' and employees' personnel files.

* Required

Acknowledgment Statement

I have electronic access to the Conservation District Handbook and I acknowledge my responsibility to read and understand, or if necessary, seek help in understanding it. Furthermore, I understand that the guidelines, rules, and benefits described in this Handbook are meant to help guide district boards and employees through the variety of applicable laws, rules, benefits, and situations. I understand that the information contained in the Handbook is not intended and does not

replace or supersede any federal or state laws, rules, or regulations.

1. First Name *

Enter your answer

2. Last Name *

Enter your answer

3. Conservation District *

Enter your answer

4. Position Title *

Enter your answer

5. Date of Acknowledgment *

Please input date (M/d/yyyy)



6. Email Address (for acknowledgement receipt)

Enter your answer

**OKLAHOMA
CONSERVATION DISTRICT DIRECTOR
POSITION DESCRIPTION**

POSITION OVERVIEW:

A member of the Board of Directors of a Conservation District has the responsibility for assuring that Conservation District policies and practices enhance natural resources in his/her district. This requires the identification of local natural resource needs and issues, development of management strategies, development and setting of local policy, and coordination of local, state and federal resources.

The position requires an individual to be familiar with the district's resources; generally acquainted with the people and resource conservation problems of the district and sufficiently concerned to search for and provide solutions to these problems assuring that Conservation District policies and practices enhance natural resources in his/her district.

SPECIFIC DIRECTOR RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Be familiar with the Conservation District Act (Oklahoma Statutes, Title 27A, Section 3-1-101, following). Know the powers, authorities, responsibilities, and limitations placed upon you by the law.
- Attend all regular and special meetings of the district board.
- Accept the responsibilities of any office to which you are appointed within the district board.
- You should serve on committees and present reports on their accomplishments and activities.
- Accept responsibility for assuring the actions and policies of the district and its employees remain within the limitations of the Conservation District Act.
- Set local policy to reflect the balanced need of the Community you represent.
- Act as the conservation district representative in communicating district action, policy, etc. to your local community.
- Develop, set and implement personnel policy and accept responsibility for the hiring and supervision of district staff.
- Be responsible and active in managing district personnel, including conducting annual employee evaluations and encouraging staff development.
- Pursue and attend trainings and field days to keep up-to-date and informed on current issues.
- Help to enroll landowners as cooperators with the district.
- Attend state and national conservation district meetings and other meetings on behalf of the district to stay current with conservation issues and programs. When attending meetings on

(07/2022)

behalf of your district, make an effort to represent the feeling of your board as a whole, not just your personal feelings.

- Pursue every avenue for additional funding to support district programs and initiatives.
- Stay informed on conservation issues in your district and be familiar with all laws, policies, and programs important to your district.
- Develop a working relationship with county commissioners, state and national legislators, agency officials, local municipal and county officials, and representatives of organizations which do or could cooperate with the conservation district.
- Be thoroughly familiar with district programs and activities.
- Be positive, innovative, and action-oriented.
- Develop an annual budget, assure fiscal responsibility and provide financial statements.
- Ensure that confidential information shared and discussed in executive session remains confidential.

POSITION REQUIREMENTS:

All elected and appointed public officials are required by law to be registered voters within the boundaries of the district. They must also be a cooperator with the district or have filed to be a cooperator.

Individuals should be familiar with natural resource issues, policies, needs and programs relative to the local area. Individuals should also be capable of attending regular and special meetings of the district board under normal circumstances and locations.

I have read and understand the position description of a conservation district director:

Name

Date

ATTEST:

District Board of Directors Chair

Date



Oklahoma Conservation Commission

District Directors' Responsibilities:

A 10-Minute Guide Series

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

Guide No. 21 - Duties of a Conservation District Public Official

The information presented in this guide is designed to help district directors better understand their role as a public official and assist them to be more effective in the development and implementation of conservation district programs.

Volunteer vs. Public Official

It does a disservice to district directors to call them volunteers. Conservation district directors are non-paid elected and appointed public officials charged with the responsibility to govern the activities of a conservation district.

Responsibilities as a district director can be as limited or expansive as directors wish to make them. However, the fate and future of the conservation district is tied directly to the degree of the directors' involvement, courage, and passion.

The success or failure of a conservation district is dependent on the actions each director takes as the elected/appointed public official vested with the governance of the district.

What a Director Needs to Know First

As directors gain experience on the district board, they continue to learn facts, statistics, history, procedures, and a thousand others things. But first things first:

◆ **Get to know the other folks who serve on the district board** – not just their names, but who they really are. Where do they live? What are their occupations? What are their real interests and concerns? What motivates them to serve on the board?

◆ **Get to know the district staff** – There must be a high level of trust between those who govern and the people they have chosen to manage.

◆ **Learn where to go for answers to questions** – The best defense against being totally lost at the early stage of a director's term is to know the people and resources to give answers to the tough questions quickly.

◆ **Learn to learn** – Learning the job of boardsmanship is a never ending task. Attend national, state and area conferences, take part in workshops and read pertinent literature. Learn that this job deserves a director's very best effort.

Planning

Planning is a high priority for district directors, although some directors would like to focus more on implementing the plan.

District directors are the visionaries with an eye constantly on the future; framing the decisions made today to reach the goals of the district in the future.

Directors serve as the district's compass keeping it on track toward meaningful and successful programs.

Director Duties and Responsibilities

A conservation district is a political subdivision of state government with statutory powers and responsibilities to carry out a program of soil and water conservation and encourage wise land management.

As locally elected/appointed public officials, district directors are responsible for the operation and management of the conservation district.

District directors develop policy, which is carried out by employees and resource personnel available to the district. An effective board uses all the resources available to it to carry on effective programs.

Listed below are basic duties performed by conservation district directors.

1. Attend and participate in all board meetings and functions.
2. Cooperate with fellow board members in establishing district policies.
3. Participate in setting district priorities in providing technical assistance to land users.
4. Participate in developing annual plans of work.
5. Participate in developing, publishing, and distributing annual reports.
6. Keep informed of legislation and policies of local, state, and federal government, pertaining to conservation issues. This includes maintaining contacts with local, state and national public officials to keep them informed of the district's activities and natural resource concerns.
7. Encourage land users and public entities to become aware of and utilize the services of the district.
8. Cooperate with fellow board members to secure adequate operating funds for the district. Examples: county appropriations; state appropriations; tree seedling and grass seed sales; and so on.

9. Cooperate with fellow board members in establishing sound business practices required for adequate accounting and financial management of the district's fiscal affairs to be in accordance with state law.
10. Cooperate with fellow board members in publishing information articles, newsletters, etc.
11. Know the functions of other agencies that operate in the district.
12. Represent the people in the district in conservation matters, which requires staying informed of their conservation needs and taking action to meet those needs.

Training and Assistance is Available to Directors

District directors can receive assistance and training from the Oklahoma Conservation Commission in carrying out their duties and responsibilities.

The District Services Division of the Oklahoma Conservation Commission exists to provide direct assistance and training to directors and employees to help them carry out district operations. Training and/or assistance can be provided at board meetings, special training sessions or by phone or email.

Contact :
Lisa Knauf, Director of OCC District Services Division
405-521-6797 or lisa.knauf@conservation.ok.gov.

Exhibit 1: Operational AgreementYear

FY - 2024

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

Conservation District: Tulsa CountyNRCS 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 PLANNINGa) 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

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

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