

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
Wednesday March 19, – 5:30 PM
6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Discussion with George Fraley Rogers County Conservation District
5. Discussion of NRCS Agency Report
6. Discussion of Resource Management Conference
7. Discussion of Urban Conservation Area
8. Approval of Minutes from the January 8, 2025, Regular Meeting
9. Approval of Financial Statements, District Reports and District Payroll Forms for Period Ending January & February 2025
10. Discussion and Ratification of Staff Timesheet and Leave Forms January & Approval of Staff Timesheet and Leave Forms February 2025
11. Review of TACF Financials for Period Ending January & February 2025
12. Discussion of the TCCD Monthly Activities and Outreach Report February & March 2025
13. Discussion and Approval of Publishing Notice of Filing Period and Election Twice Between April 1st and April 22nd
14. Discussion and Approval of Notary Renewal, Bond Insurance, Bond Filing, and Notary Stamp for Gabriel Parker
15. Discussion and Approval of Revised Mileage Claims from July 2024 to February 2025
16. Discussion of the FY - 2026 Joint Plan of Operations
17. Discussion of Vacant Board of Director Position
18. Discussion and Approval of the Following EDAP Applications and Application Reviews:
 - a. Payne Keith
19. Discussion and Approval of the Following EDAP Reimbursement Claims:
 - a. Payne Keith
20. Discussion and Approval of the Cooperator Agreement for Jeff Graham and Georgia Riggs
21. Cost Share Program Year 27
 - A. Program Year 27 Guidelines
 - B. Complete Director Checklist
 - C. Director Participation form
 - D. Local Program Priorities
 - E. Application Ranking System
22. Proposed executive session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B)(7) to discuss OCC conservation plans for Robinson Ranch, and Ron Hall, whereby disclosure of any additional information would violate federal confidentiality laws.
 - a. Vote by the Board of Directors on whether to hold Executive Session.
 - b. Designation of attendance of any additional persons.
 - c. Executive Session held if authorized by the Board.
 - d. Acknowledge return to open session.
 - e. Announcement of Compliance Statement.
 - f. Board votes on possible action(s) if any relating to the matter(s) discussed in the executive session.
23. Discussion of February District Teams Training Takeaways – Septic Tank Remediation Program
24. New Business:
25. 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 Wednesday April 9, 2025
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133

This Meeting is held in compliance with the Open Meeting Act, Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the County Clerk's Office. The agenda for this meeting was posted on [March 18, 2025](#) in the following location:

6660 S. Sheridan Rd., Suite 120

Tulsa, OK 74133

&

tulsaccd.org




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

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the **Regular** of the Tulsa County Conservation District Board of Directors held on **March 19, 2025** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **May 14, 2025**.



Chair, Board of Directors



Date

Attest:



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

Date: March 19, 2025

Time: 5:30 PM

Members Present: Tom Tolbert, Chair
Julie Monnot, Vice-Chair
Janna Colaizzi, Member

Members Absent: Chrissy Parker, Treasurer

Staff Present: Gabriael Parker, District Manager

Others Present: Justin Cash, Resource Conservationist, USDA-NRCS
George Fraley, Board Chairman, Rogers County Conservation District
Phyllis Albertson, Administrative Assistant, Rogers County
Conservation District

1. Meeting Called to Order:

Chairman Tom Tolbert called the meeting to order at 5:37 PM. He noted that this was a regular meeting and held in compliance with the Open Meeting Act. Title 25 of the Oklahoma Statutes, Section 301 and following, as amended. Notice of this meeting is on file with the county clerk's office. The agenda for this meeting was posted on March 18, 2025, in the front window of 6660 S. Sheridan Rd., Suite 120, Tulsa, OK 74133, and at tulsaccd.org.

2. Roll Call

Tom Tolbert
Julie Monnot
Janna Colaizzi
Gabriael Parker
Justin Cash
George Fraley
Phyllis Albertson

3. Public Comments

None

4. Discussion with George Fraley Rogers County Conservation District

George Fraley introduced himself and gave a little history of his conservation district background. He thanked the Board for allowing him to come and speak to them. He said he was trying to attend all district board meetings in Area III to understand how the JPO process went for them. He was disappointed and displeased with how the process was executed and wanted to gauge Tulsa County CD's experience. The Board explained the experience and discussed the challenges we had. George said their, as well as many other boards he has visited, was similar. George said he was unsure of

what could be done in the future to make the process less cumbersome for districts to complete, but plans to attend a few more board meetings to discuss their experience and will contact everyone once his visits have been completed and give an update. No further action needs to be taken at this time.

5. Discussion of NRCS Agency Report

Justin Cash updated NRCS's EQIP and CSP programs for Tulsa, Mayes, and Rogers County. He said that due to federal spending cuts and funding freezes, future program funding is in limbo. He was not sure if producers in the programs already funded would get payments and information at this point. No further action needs to be taken at this time.

Justin Cash, George Fraley, and Phyllis Albertson exited the meeting at 6:15 PM.

6. Discussion of Resource Management Conference

Julie Monnot said that since the City of Owasso was holding a conference on new permitting rules, she wanted to reschedule our meeting. She also noted that Owasso's was not even on the topics our RMC would have covered. Gabriel Parker suggested we host one in late summer or even in the fall of this year. The Board decided to revisit this item in the next board meeting. No further action needs to be taken at this time.

7. Discussion of Urban Conservation Area

Tom Tolbert said he spoke to a tree service company at the Home and Garden Show. Clark Tree Service said they would pull the tree on our property into the creek for \$200. Some of the homeowners in the area said they would be more than happy to cut it up themselves to use as firewood. Gabriel said we could afford that over the \$4000 quote she received from Trees by Jake. Tom said he would contact Clark Tree Service to schedule a visit. No further action needs to be taken at this time.

8. Approval of Minutes from the January 8, 2025, Regular Meeting

After a brief discussion, Julie Monnot made a motion to approve the minutes from the January 8, 2025, Regular Meeting. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries.

9. Approval of Financial Statements & District Reports for the Period Ending January and February 2025

After a brief discussion, Janna Colaizzi made a motion to approve the Financial Statements & District Reports for the Period Ending January and February 2025. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries.

10. Discussion and Ratification of Staff Timesheet and Leave Forms January & Approval of Staff Timesheet and Leave Forms February 2025

After a brief discussion, Julie Monnot made a motion to approve the ratification of the staff timesheet and leave forms for January and the approval of the staff timesheet and leave forms for February 2025. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries.

11. Review of TACF Financials for the Period Ending January and February 2025

The Board reviewed the TACF Financials for the Periods Ending January 31, 2025, and February 28, 2025. No further action was needed at this time.

12. Discussion of the TCCD Monthly Activities and Outreach Report February and March 2025

February Meetings:

02/06/2025	Home & Garden Show Meeting w/ Cheryl
02/06/2025	GCWC Committee Meeting
02/12/2025	TCCD Board Meeting
02/11/2025	OCC Teams Training Oklahoma Septic Tank Remediation Program Session 1
01/12/2025	OCC Teams Training Oklahoma Septic Tank Remediation Program Session 2

February Events:

02/28/2025	Fred Creek Monitoring
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February Holidays:

02/17/2025	President's Day – Office Closed
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March Meetings:

03/19/2025	TCCD Board Meeting
03/20/2025	GCWC Committee Meeting

Deadlines:

None

Notes:

None

Work Duties Performed:

❖ Answer NRCS Calls	❖ TCCD Board Meetings
❖ NRCS Walk-ins	❖ CSPY – 26 Claims Emails
❖ Email Correspondences	❖ CSPY EDAP 3 Claims & Emails
❖ Bill Pay/Financials	❖ Check/Paperwork Signatures
❖ Scanning	❖ Blue Thumb Monitoring Activities
❖ Shredding	❖ Event Prep & Organization
❖ TCCD Payroll	❖ GCWC Meetings
❖ TCCD Financials	❖ OACD Grant Training
❖ Website Updates	

March Meetings:

03/19/2025	TCCD Board Meeting
03/09/2025	OCC Teams State Cost Share Training – Program Year 27
03/20/2025	GCWC Committee Meeting
03/26/2025	Monarch's on the Mountain Meeting (Tentative)
03/31/2025	Fred Creek Monitoring

March Events:

03/06 – 03/09/2025	Home and Garden Show
03/28/2025	H2Oklahoma @ Oxley Nature Center

March Holidays:

02/17/2025 **St. Patrick's Day**

April Meetings:

04/09/2025 TCCD Board Meeting

Deadlines:

None

Notes:

None

Work Duties Performed:

- | | |
|-------------------------|------------------------------------|
| ❖ Answer NRCS Calls | ❖ Website Updates |
| ❖ NRCS Walk-ins | ❖ TCCD Board Meetings |
| ❖ Email Correspondences | ❖ CSPY – 26 Claims Emails |
| ❖ Bill Pay/Financials | ❖ CSPY EDAP 3 Claims & Emails |
| ❖ Scanning | ❖ Check/Paperwork Signatures |
| ❖ Shredding | ❖ Blue Thumb Monitoring Activities |
| ❖ TCCD Payroll | ❖ Event Prep & Organization |
| ❖ TCCD Financials | ❖ GCWC Meetings |

The Board reviewed the Monthly Activities and Outreach Report for February and March 2025. No further action is needed at this time.

**13. Discussion and Approval of Publishing Notice of Filing Period and Election
Twice Between April 1 and April 22**

After a brief discussion, Janna Colaizzi made a motion to approve publishing Notice of Filing Period and Election in the Tulsa World on Friday, April 4, 2025, and Friday, April 11, 2025. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Janna Colaizzi. Nays: None. The motion carries.

**14. Discussion and Approval of Notary Renewal, Bond Insurance, Bond Filing, and
Notary Stamp for Gabriel Parker**

Gabriel Parker said her notary commission would expire on April 16, 2025, and she needs to renew it. She said the renewal through the state is \$20, a surety bond is \$30, the filing fee is \$10, and they will need a new stamp. She was unsure of the cost of the stamp, but it shouldn't be more than \$50. Gabriel said to ensure everything is covered and requested a spending limit on the above items up to \$150. Julie Monnot made a motion to approve the notary commission renewal, surety bond insurance, bond filing, and new notary stamp for Gabriel Parker up to \$150.00. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Janna Colaizzi. Nays: None. The motion carries.

**15. Discussion and Approval of Revised Mileage Claims from July 2024 to February
2025**

Gabriel Parker said that since we are short on time and have several months of mileage to review, she suggested we table this until the next board meeting. Julie Monnot made a motion to table the approval of the revised mileage claims from July 2024 to February 2025 until the next board meeting. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Janna Colaizzi. Nays: None. The motion carries.

16. Discussion of the FY - 2026 Joint Plan of Operations

Gabriel Parker said it is time to start on the FY 2026 Joint Plan of Operations. She said we should not have a terrible time finishing this on time since OCC did not change the format or requirements. The Board reviewed the information on the plan provided in the guidance handout. No further action needs to be taken at this time.

17. Approval of the Following Applications and Application Reviews:

a. Payne Keith

After a brief discussion, Janna Colaizzi made a motion to approve the application and application review for Payne Keith. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Janna Colaizzi. Nays: None. The motion carries.

18. Approval of the Following Reimbursement Claims:

a. Payne Keith

After a brief discussion, Janna Colaizzi made a motion to approve the EDAP reimbursement claim for Payne Keith. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Janna Colaizzi. Nays: None. The motion carries.

19. Discussion and Approval of the Cooperator Agreement for Jeff Graham

After a brief discussion, Janna Colaizzi made a motion to approve the cooperator agreement for Jeff Graham. Julie Monnot 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Janna Colaizzi. Nays: None. The motion carries.

20. Cost Share Program Year 27

- A. Program Year 27 Guidelines**
- B. Complete Director Checklist**
- C. Director Participation form**
- D. Local Program Priorities**
- E. Application Ranking System**

Julie Monnot made a motion to table the approval of agenda item number twenty, including Program Year 27 guidelines, completing the Director Checklist, completing the Director Participation form, local program priorities, and the application ranking system until the next board meeting. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Janna Colaizzi. Nays: None. The motion carries.

21. Proposed executive session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. § 307(B)(7) to discuss OCC conservation plans for Robinson Ranch and Ron Hall, whereby disclosure of any additional information would violate federal confidentiality laws.

As authorized by the Oklahoma Open Meeting Act in Section 307(B)(7) of Title 25 of the Oklahoma Statutes, an executive session may be held for the purpose of discussing the OCC conservation plans for Robinson Ranch, and Ron Hall. Pursuant to this provision, the District proposes to hold an executive session for the purpose of discussing the conservation plans.

Julie Monnot made a motion to enter the Executive Session. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, Janna Colaizzi. Nays: None. The motion carries.

The Board entered into an executive session at 7:01 PM to discuss the OCC conservation plans for Robinson Ranch and Ron Hall as authorized by 25 O.S. Section 307(B)(7). Those present in the executive session were Tom Tolbert, Chair of the Board; Julie Monnot, Vice-Chair of the Board; Janna Colaizzi, Board Member; and Gabrael Parker, District Manager in attendance. No vote or action was taken by the conservation district board while in executive session. The Board returned to regular session at 7:13 PM.

22. Discussion of February District Teams Training Takeaways – Septic Tank Remediation Program

The Board reviewed the February District Teams Training Takeaways—Septic Tank Remediation Program. No further action is needed at this time.

23. New Business:

None

24. New Adjourn:

Julie Monnot made a motion to adjourn the meeting. Janna Colaizzi 2nd the motion. Ayes: Tom Tolbert, Julie Monnot, and Janna Colaizzi. Nays: None. The motion carries

The meeting adjourned at 7:17 PM.

All items on this agenda, including but not limited to any agenda item concerning the adoption or approval of any resolution, contract, agreement, or any other item of business, are subject to revision or amendment, including additions and deletions, without exception. Any modifications or amendments will be limited and rationally related to the agenda item topic. The Board may defer, strike, continue, table, and refer any agenda item to its chief administrative officer, staff, or attorney and refer or appoint a committee to gather 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 Wednesday, April 9, 2025, at 5:30 PM
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

11:10 AM

03/18/25

Accrual Basis

Tulsa County Conservation District
General Ledger
As of January 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
Arvest Checking 6407							5,276.83
Operating Acct - 6407							0.00
Total Operating Acct - 6407							0.00
Arvest Checking 6407 - Other							5,276.83
Deposit	1/3/2025		OCC	Cost-Share Year EDAP 3 Rei...	OCC Cost-Share R...	7,500.00	12,776.83
Deposit	1/6/2025		OCC	Cost-Share Year 26 Reimburs...	OCC Cost-Share R...	6,700.00	19,476.83
Deposit	1/6/2025		OCC	Cost-Share Year 26 Reimburs...	OCC Cost-Share R...	4,300.00	23,776.83
Check	1/6/2025	9068	April Adams C...	FY - 2024 Compilation Final P...	Professional Fees	-350.86	23,425.97
Deposit	1/8/2025		OCC	Cost-Share Year EDAP 3 Rei...	OCC Cost-Share R...	7,085.84	30,511.81
Check	1/9/2025	9079	OACD	2nd Installment of 2024 Memb...	Membership Fees	-225.00	30,286.81
Check	1/10/2025	CC	Office Depot	Purchase of Postage - Post Of...	Postage	-73.00	30,213.81
Check	1/13/2025	ACH	Office Depot	Calendar Purchased in Decem...	Office Supplies	-18.78	30,195.03
Check	1/14/2025	CC	Go Daddy We...	Web Hosting Deluxe Renewal ...	Administrative Expe...	-203.76	29,991.27
Check	1/15/2025	ACH	OK Tax Comm...	December 2024 Payment	Payroll Tax	-145.00	29,846.27
Check	1/16/2025	ACH	IRS	941 Tax Payment for July 2024	Payroll Tax	-961.46	28,884.81
Check	1/17/2025	9085	Ron Hall	Cost-Share Year EDAP 3 Pay...	Cost-Share Payme...	-7,085.84	21,798.97
Deposit	1/24/2025		OCC	Cost-Share Year 26 Reimburs...	OCC Cost-Share R...	6,700.00	28,498.97
Check	1/24/2025	9084	John 316 Missi...	Cost-Share Year 26 Payment ...	Cost-Share Payme...	-4,300.00	24,198.97
Check	1/27/2025	9083	Jeremiah Meff...	Cost-Share Year 26 Payment ...	Cost-Share Payme...	-6,700.00	17,498.97
Deposit	1/28/2025	ACH	OCC	November 2024 Salary Reimb...	OCC Salary Reimb...	4,177.84	21,676.81
Deposit	1/28/2025	ACH	OCC	November 2024 General Expe...	OCC General Exp ...	194.81	21,871.62
Deposit	1/31/2025	1160	OACD	4th Quarter 2024 Stipen from ...	Grant Income	500.00	22,371.62
Deposit	1/31/2025	ACH	Arvest	Interest Payment	Interest Income	0.95	22,372.57
Check	1/31/2025	ACH	Arvest	Service Fee	Administrative Expe...	-10.09	22,362.48
Total Arvest Checking 6407 - Other							17,085.65
Total Arvest Checking 6407							17,085.65
Arvest Money Market 6423							0.00
Total Arvest Money Market 6423							0.00
Arvest Special Projects 6410							95.86
Total Arvest Special Projects 6410							95.86
Payroll Liabilities							0.00
Total Payroll Liabilities							0.00
Opening Balance Equity							-10,307.75
Total Opening Balance Equity							-10,307.75
Retained Earnings							4,392.70
Total Retained Earnings							4,392.70
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
Grant Income							-537.03
Deposit	1/31/2025	1160	OACD	4th Quarter 2024 Stipen from ...	Arvest Checking 6...	-500.00	-1,037.03
Total Grant Income							-500.00
Interest Income							-1.48
Deposit	1/31/2025	ACH	Arvest	Interest Payment	Arvest Checking 6...	-0.95	-2.43
Total Interest Income							-0.95

11:10 AM

03/18/25

Accrual Basis

Tulsa County Conservation District
General Ledger
As of January 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
OCC Cost-Share Reimbursements							-17,768.86
Deposit	1/3/2025		OCC	Cost-Share Year EDAP 3 Rei...	Arvest Checking 6...	-7,500.00	-25,268.86
Deposit	1/6/2025		OCC	Cost-Share Year 26 Reimburs...	Arvest Checking 6...	-6,700.00	-31,968.86
Deposit	1/6/2025		OCC	Cost-Share Year 26 Reimburs...	Arvest Checking 6...	-4,300.00	-36,268.86
Deposit	1/8/2025		OCC	Cost-Share Year EDAP 3 Rei...	Arvest Checking 6...	-7,085.84	-43,354.70
Deposit	1/24/2025		OCC	Cost-Share Year 26 Reimburs...	Arvest Checking 6...	-6,700.00	-50,054.70
Total OCC Cost-Share Reimbursements						-32,285.84	-50,054.70
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							-1,053.84
Deposit	1/28/2025	ACH	OCC	November 2024 General Expe...	Arvest Checking 6...	-194.81	-1,248.65
Total OCC General Exp Reimbursements						-194.81	-1,248.65
OCC Salary Reimbursements							-22,051.37
Deposit	1/28/2025	ACH	OCC	November 2024 Salary Reimb...	Arvest Checking 6...	-4,177.84	-26,229.21
Total OCC Salary Reimbursements						-4,177.84	-26,229.21
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							2,724.64
Check	1/14/2025	CC	Go Daddy We...	Web Hosting Deluxe Renewal ...	Arvest Checking 6...	203.76	2,928.40
Check	1/31/2025	ACH	Arvest	Service Fee	Arvest Checking 6...	10.09	2,938.49
Total Administrative Expense						213.85	2,938.49
Advertising and Promotion							0.00
Total Advertising and Promotion							0.00
Cost-Share Payments							17,768.38
Check	1/17/2025	9085	Ron Hall	Cost-Share Year EDAP 3 Pay...	Arvest Checking 6...	7,085.84	24,854.22
Check	1/24/2025	9084	John 316 Missi...	Cost-Share Year 26 Payment ...	Arvest Checking 6...	4,300.00	29,154.22
Check	1/27/2025	9083	Jeremiah Meff...	Cost-Share Year 26 Payment ...	Arvest Checking 6...	6,700.00	35,854.22
Total Cost-Share Payments						18,085.84	35,854.22
Director Fees							0.00
Total Director Fees							0.00
Employee Benefits							2,825.16
Total Employee Benefits							2,825.16
Grant Expenses							0.00
Total Grant Expenses							0.00
Insurance							0.00
Total Insurance							0.00
Internet							0.00
Total Internet							0.00
Membership Fees							0.00
Check	1/9/2025	9079	OACD	2nd Installment of 2024 Memb...	Arvest Checking 6...	225.00	225.00
Total Membership Fees						225.00	225.00

11:10 AM

03/18/25

Accrual Basis

Tulsa County Conservation District
General Ledger
As of January 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
Office Supplies							129.32
Check	1/13/2025	ACH	Office Depot	Calendar Purchased in Decem...	Arvest Checking 6...	18.78	148.10
Total Office Supplies						18.78	148.10
Outreach Programs							0.00
Total Outreach Programs							0.00
Payroll							11,282.19
Total Payroll							11,282.19
Payroll Tax							4,798.84
Check	1/15/2025	ACH	OK Tax Comm...	December 2024 Payment	Arvest Checking 6...	145.00	4,943.84
Check	1/16/2025	ACH	IRS	941 Tax Payment for July 2024	Arvest Checking 6...	961.46	5,905.30
Total Payroll Tax						1,106.46	5,905.30
Postage							30.45
Check	1/10/2025	CC	Office Depot	Purchase of Postage - Post Of...	Arvest Checking 6...	73.00	103.45
Total Postage						73.00	103.45
Professional Fees							350.00
Check	1/6/2025	9068	April Adams C...	FY - 2024 Compilation Final P...	Arvest Checking 6...	350.86	700.86
Total Professional Fees						350.86	700.86
Reconciliation Discrepancies							0.00
Total Reconciliation Discrepancies							0.00
Registration Fees							1,100.00
Total Registration Fees							1,100.00
Telephone and Internet							0.00
Total Telephone and Internet							0.00
Travel							945.96
Total Travel							945.96
Uncategorized Expenses							0.00
Total Uncategorized Expenses							0.00
No acct							0.00
Total no acct							0.00
TOTAL						0.00	0.00

11:00 AM
03/18/25
Accrual Basis

Tulsa County Conservation District
Profit & Loss
January 2025

	<u>Jan 25</u>
Income	
Grant Income	500.00
Interest Income	0.95
OCC Cost-Share Reimbursements	32,285.84
OCC General Exp Reimbursements	194.81
OCC Salary Reimbursements	<u>4,177.84</u>
Total Income	37,159.44
Expense	
Administrative Expense	213.85
Cost-Share Payments	18,085.84
Membership Fees	225.00
Office Supplies	18.78
Payroll Tax	1,106.46
Postage	73.00
Professional Fees	<u>350.86</u>
Total Expense	<u>20,073.79</u>
Net Income	<u>17,085.65</u>

11:01 AM
03/18/25
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July 2024 through January 2025

	<u>Jul '24 - Jan 25</u>
Income	
Grant Income	1,037.03
Interest Income	2.43
OCC Cost-Share Reimbursements	50,054.70
OCC General Exp Reimbursements	1,248.65
OCC Salary Reimbursements	26,229.21
Total Income	<u>78,572.02</u>
Expense	
Administrative Expense	2,938.49
Cost-Share Payments	35,854.22
Employee Benefits	2,825.16
Membership Fees	225.00
Office Supplies	148.10
Payroll	11,282.19
Payroll Tax	5,905.30
Postage	103.45
Professional Fees	700.86
Registration Fees	1,100.00
Travel	945.96
Total Expense	<u>62,028.73</u>
Net Income	<u><u>16,543.29</u></u>



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 01/31/2025

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number:

Managing Your Accounts



24-HOUR
ACCOUNT INFO (800) 601-8655
LINE



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$22,362.48
Total Current Value		\$22,362.48

NON-PROFIT INTEREST CHECKING -

Account Summary

Date	Description	Amount
01/01/2025	Beginning Balance	\$5,276.83
	7 Credit(s) This Period	\$37,159.44
	11 Debit(s) This Period	\$20,073.79
01/31/2025	Ending Balance	\$22,362.48
	Service Charges	\$10.09

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.95
Interest Paid Year-to-Date	\$0.95
Interest Withheld Year-to-Date	\$0.00

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

Deposits

Date	Description	Amount
01/31/2025	DDA VIRTUAL DEPOSIT	\$500.00

Electronic Credits

Date	Description	Amount
01/03/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$7,500.00
01/06/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$11,000.00
01/08/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$7,085.84
01/24/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$6,700.00
01/28/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$4,372.65

Other Credits

Date	Description	Amount
01/31/2025	INTEREST PMT	\$0.95



Statement Ending 01/31/2025

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number:

NON-PROFIT INTEREST CHECKING -

(continued)

Electronic Debits

Date	Description	Amount
01/10/2025	OFFICE DEPOT #2132 DDA PIN POS PUR CD5315 800-463-3768 OK#501023100320	-\$73.00
01/13/2025	OFFICE DEPOT ONLINE PMT TULSA CO CONSERVATION	-\$18.78
01/15/2025	DNH* GODADDY#3524840539 DDA RECUR POS PUR CD5315 https://www.gaz501524212920	-\$203.76
01/15/2025	OKLAHOMATAXPMTS OK TAX PMT TULSA CO CONSERVATION	-\$145.00
01/16/2025	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$961.46

Other Debits

Date	Description	Amount
01/31/2025	SERVICE CHARGE	-\$10.09

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
9068	01/06/2025	\$350.86	9083*	01/27/2025	\$6,700.00	9085	01/17/2025	\$7,085.84
9079*	01/09/2025	\$225.00	9084	01/24/2025	\$4,300.00			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
12/31/2024	\$5,276.83	01/10/2025	\$30,213.81	01/24/2025	\$24,198.97
01/03/2025	\$12,776.83	01/13/2025	\$30,195.03	01/27/2025	\$17,498.97
01/06/2025	\$23,425.97	01/15/2025	\$29,846.27	01/28/2025	\$21,871.62
01/08/2025	\$30,511.81	01/16/2025	\$28,884.81	01/31/2025	\$22,362.48
01/09/2025	\$30,286.81	01/17/2025	\$21,798.97		



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 01/31/2025

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts



24-HOUR
ACCOUNT INFO (800) 601-8655
LINE



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$95.86
Total Current Value		\$95.86

NON-PROFIT INTEREST CHECKING -

Account Summary

Date	Description	Amount
01/01/2025	Beginning Balance	\$95.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
01/31/2025	Ending Balance	\$95.86

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

Daily Balances

Date	Amount
12/31/2024	\$95.86

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
					\$11,713.00	\$0.00
				REPORT TOTAL	\$11,713.00	\$0.00

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:

4/2024

18. Due Date:

1/31/2025

19. Employer Name / Address

TULSA COUNTY CONSERVATION DIST

6660 S SHERIDAN RD STE 120

TULSA

OK

74133

-

1164

Confirmation No.: **833F342060**

5. TOTAL WAGES PAID.....

\$11,713.00

6. TAXABLE WAGES PAID.....

\$0.00

7. Contribution Rate for This Quarter.....

1%

8. Contributions Due.....

\$0.00

9. Interest Due.....

\$0.00

10. 10% Penalty Due + \$200.00 Penalty Due.....

\$0.00

11. Debit.....

\$0.00

12. AMOUNT DUE.....

\$0.00

13. Amount Paid.....

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

Contact Name: **Gabriel Parker**

Title: **District Manager**

Contact Phone: **918-877-9559**

Date: **1/8/2025**

11:57 AM

03/18/25

Accrual Basis

Tulsa County Conservation District
General Ledger
As of February 28, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
Arvest Checking 6407							21,871.62
Operating Acct - 6407							0.00
Total Operating Acct - 6407							0.00
Arvest Checking 6407 - Other							21,871.62
Deposit	1/31/2025	1160	OACD	4th Quarter 2024 Stipen fr...	Grant Income	500.00	22,371.62
Deposit	1/31/2025		Arvest	Interest Payment	Interest Income	0.95	22,372.57
Check	1/31/2025	ACH	Arvest	Service Fee	Administrative Exp...	-10.09	22,362.48
Check	2/1/2025	9073	Gabriel S Parker	October 1-15th 2024 Pay ...	Payroll	-1,300.26	21,062.22
Check	2/1/2025	9074	Gabriel S Parker	October 16-31st 2024 Pay...	Payroll	-1,300.26	19,761.96
Check	2/3/2025	ACH	IRS	941 Tax Payment for June...	Payroll Tax	-892.18	18,869.78
Deposit	2/5/2025		OCC	Cost-Share Year EDAP 3 ...	OCC Cost-Share R...	7,500.00	26,369.78
Deposit	2/5/2025		OCC	Cost-Share Year EDAP 3 ...	OCC Cost-Share R...	7,500.00	33,869.78
Deposit	2/5/2025		OCC	Cost-Share Year 26 Reim...	OCC Cost-Share R...	6,700.00	40,569.78
Check	2/6/2025	9088	Megan & Jeff Carpe...	Cost-Share Year 26 Paym...	Cost-Share Payme...	-6,700.00	33,869.78
Deposit	2/7/2025		OCC	Cost-Share Year EDAP 3 ...	OCC Cost-Share R...	5,276.00	39,145.78
Check	2/7/2025	9075	OCC	January 2025 Preclaim	Employee Benefits	-499.94	38,645.84
Check	2/7/2025	9082	John Fugate	Cost-Share Year EDAP 3 ...	Cost-Share Payme...	-7,500.00	31,145.84
Check	2/10/2025	9091	Coty Calvert	Cost-Share Year EDAP 3 ...	Cost-Share Payme...	-7,500.00	23,645.84
Check	2/10/2025	9092	Coty Calvert	Cost-Share Year 26 Paym...	Cost-Share Payme...	-6,700.00	16,945.84
Check	2/14/2025	CC	Hampton Inn & Suit...	Administrative Expense	Administrative Exp...	-251.24	16,694.60
Deposit	2/18/2025		OCC	December 2024 Salary Re...	OCC Salary Reimb...	4,177.84	20,872.44
Deposit	2/18/2025		OCC	December 2024 General E...	OCC General Exp ...	139.83	21,012.27
Check	2/18/2025	9094	David Jones	Cost-Share Year EDAP 3 ...	Cost-Share Payme...	-5,276.00	15,736.27
Check	2/19/2025	ACH	OK Tax Commission	January 2025 Payment	Payroll Tax	-150.00	15,586.27
Check	2/21/2025	9077	Gabriel S Parker	November 1-15th 2024 Pa...	Payroll	-1,300.26	14,286.01
Check	2/21/2025	9078	Gabriel S Parker	November 16-30th 2024 P...	Payroll	-1,300.26	12,985.75
Check	2/24/2025	9090	Jane Wittstock	Cost-Share Year EDAP 3 ...	Cost-Share Payme...	-7,500.00	5,485.75
Deposit	2/28/2025		Arvest	Interest Payment	Interest Income	0.68	5,486.43
Check	2/28/2025	ACH	Arvest	Service Fee	Administrative Exp...	-13.24	5,473.19
Total Arvest Checking 6407 - Other						-16,398.43	5,473.19
Total Arvest Checking 6407						-16,398.43	5,473.19
Arvest Money Market 6423							0.00
Total Arvest Money Market 6423							0.00
Arvest Special Projects 6410							95.86
Total Arvest Special Projects 6410							95.86
Payroll Liabilities							0.00
Total Payroll Liabilities							0.00
Opening Balance Equity							-10,307.75
Total Opening Balance Equity							-10,307.75
Retained Earnings							4,392.70
Total Retained Earnings							4,392.70
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
Grant Income							-537.03
Deposit	1/31/2025	1160	OACD	4th Quarter 2024 Stipen fr...	Arvest Checking 6...	-500.00	-1,037.03
Total Grant Income						-500.00	-1,037.03

11:57 AM

03/18/25

Accrual Basis

Tulsa County Conservation District
General Ledger
As of February 28, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
Interest Income							-1.48
Deposit	1/31/2025		Arvest	Interest Payment	Arvest Checking 6...	-0.95	-2.43
Deposit	2/28/2025		Arvest	Interest Payment	Arvest Checking 6...	-0.68	-3.11
Total Interest Income						-1.63	-3.11
OCC Cost-Share Reimbursements							-50,054.70
Deposit	2/5/2025		OCC	Cost-Share Year EDAP 3 ...	Arvest Checking 6...	-7,500.00	-57,554.70
Deposit	2/5/2025		OCC	Cost-Share Year EDAP 3 ...	Arvest Checking 6...	-7,500.00	-65,054.70
Deposit	2/5/2025		OCC	Cost-Share Year 26 Reim...	Arvest Checking 6...	-6,700.00	-71,754.70
Deposit	2/7/2025		OCC	Cost-Share Year EDAP 3 ...	Arvest Checking 6...	-5,276.00	-77,030.70
Total OCC Cost-Share Reimbursements						-26,976.00	-77,030.70
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							-1,248.65
Deposit	2/18/2025		OCC	December 2024 General E...	Arvest Checking 6...	-139.83	-1,388.48
Total OCC General Exp Reimbursements						-139.83	-1,388.48
OCC Salary Reimbursements							-26,229.21
Deposit	2/18/2025		OCC	December 2024 Salary Re...	Arvest Checking 6...	-4,177.84	-30,407.05
Total OCC Salary Reimbursements						-4,177.84	-30,407.05
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							2,928.40
Check	1/31/2025	ACH	Arvest	Service Fee	Arvest Checking 6...	10.09	2,938.49
Check	2/14/2025	CC	Hampton Inn & Suit...	Administrative Expense	Arvest Checking 6...	251.24	3,189.73
Check	2/28/2025	ACH	Arvest	Service Fee	Arvest Checking 6...	13.24	3,202.97
Total Administrative Expense						274.57	3,202.97
Advertising and Promotion							0.00
Total Advertising and Promotion							0.00
Cost-Share Payments							35,854.22
Check	2/6/2025	9088	Megan & Jeff Carpe...	Cost-Share Year 26 Paym...	Arvest Checking 6...	6,700.00	42,554.22
Check	2/7/2025	9082	John Fugate	Cost-Share Year EDAP 3 ...	Arvest Checking 6...	7,500.00	50,054.22
Check	2/10/2025	9091	Coty Calvert	Cost-Share Year EDAP 3 ...	Arvest Checking 6...	7,500.00	57,554.22
Check	2/10/2025	9092	Coty Calvert	Cost-Share Year 26 Paym...	Arvest Checking 6...	6,700.00	64,254.22
Check	2/18/2025	9094	David Jones	Cost-Share Year EDAP 3 ...	Arvest Checking 6...	5,276.00	69,530.22
Check	2/24/2025	9090	Jane Wittstock	Cost-Share Year EDAP 3 ...	Arvest Checking 6...	7,500.00	77,030.22
Total Cost-Share Payments						41,176.00	77,030.22
Director Fees							0.00
Total Director Fees							0.00
Employee Benefits							2,825.16
Check	2/7/2025	9075	OCC	January 2025 Preclaim	Arvest Checking 6...	499.94	3,325.10
Total Employee Benefits						499.94	3,325.10
Grant Expenses							0.00
Total Grant Expenses							0.00

11:57 AM

03/18/25

Accrual Basis

Tulsa County Conservation District
General Ledger
As of February 28, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
Insurance							0.00
Total Insurance							0.00
Internet							0.00
Total Internet							0.00
Membership Fees							225.00
Total Membership Fees							225.00
Office Supplies							148.10
Total Office Supplies							148.10
Outreach Programs							0.00
Total Outreach Programs							0.00
Payroll							11,282.19
Check	2/1/2025	9073	Gabriel S Parker	October 1-15th 2024 Pay ...	Arvest Checking 6...	1,300.26	12,582.45
Check	2/1/2025	9074	Gabriel S Parker	October 16-31st 2024 Pay...	Arvest Checking 6...	1,300.26	13,882.71
Check	2/21/2025	9077	Gabriel S Parker	November 1-15th 2024 Pa...	Arvest Checking 6...	1,300.26	15,182.97
Check	2/21/2025	9078	Gabriel S Parker	November 16-30th 2024 P...	Arvest Checking 6...	1,300.26	16,483.23
Total Payroll						5,201.04	16,483.23
Payroll Tax							5,905.30
Check	2/3/2025	ACH	IRS	941 Tax Payment for June...	Arvest Checking 6...	892.18	6,797.48
Check	2/19/2025	ACH	OK Tax Commission	January 2025 Payment	Arvest Checking 6...	150.00	6,947.48
Total Payroll Tax						1,042.18	6,947.48
Postage							103.45
Total Postage							103.45
Professional Fees							700.86
Total Professional Fees							700.86
Reconciliation Discrepancies							0.00
Total Reconciliation Discrepancies							0.00
Registration Fees							1,100.00
Total Registration Fees							1,100.00
Telephone and Internet							0.00
Total Telephone and Internet							0.00
Travel							945.96
Total Travel							945.96
Uncategorized Expenses							0.00
Total Uncategorized Expenses							0.00
No acct							0.00
Total no acct							0.00
TOTAL						0.00	0.00

11:57 AM
03/18/25
Accrual Basis

Tulsa County Conservation District
Profit & Loss
February 2025

	Feb 25
Income	
Interest Income	0.68
OCC Cost-Share Reimbursements	26,976.00
OCC General Exp Reimbursements	139.83
OCC Salary Reimbursements	4,177.84
Total Income	31,294.35
Expense	
Administrative Expense	264.48
Cost-Share Payments	41,176.00
Employee Benefits	499.94
Payroll	5,201.04
Payroll Tax	1,042.18
Total Expense	48,183.64
Net Income	-16,889.29

Tulsa County Conservation District
Profit & Loss
July 2024 through February 2025

	<u>Jul '24 - Feb 25</u>
Income	
Grant Income	1,037.03
Interest Income	3.11
OCC Cost-Share Reimbursements	77,030.70
OCC General Exp Reimbursements	1,388.48
OCC Salary Reimbursements	30,407.05
Total Income	<u>109,866.37</u>
Expense	
Administrative Expense	3,202.97
Cost-Share Payments	77,030.22
Employee Benefits	3,325.10
Membership Fees	225.00
Office Supplies	148.10
Payroll	16,483.23
Payroll Tax	6,947.48
Postage	103.45
Professional Fees	700.86
Registration Fees	1,100.00
Travel	945.96
Total Expense	<u>110,212.37</u>
Net Income	<u><u>-346.00</u></u>



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 02/28/2025

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number

Managing Your Accounts



24-HOUR
ACCOUNT INFO (800) 601-8655
LINE



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$5,473.19
Total Current Value		\$5,473.19

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
02/01/2025	Beginning Balance	\$22,362.48
	4 Credit(s) This Period	\$31,294.35
	15 Debit(s) This Period	\$48,183.64
02/28/2025	Ending Balance	\$5,473.19
	Service Charges	\$13.24

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.68
Interest Paid Year-to-Date	\$1.63
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
02/05/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$21,700.00
02/07/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$5,276.00
02/18/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$4,317.67

Other Credits

Date	Description	Amount
02/28/2025	INTEREST PMT	\$0.68

Electronic Debits

Date	Description	Amount
02/03/2025	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$892.18
02/14/2025	HOTEL LODG* HAMPTONIN9 DDA PIN POS PUR CD5315 HELP.LODGING. CA#504527500006	-\$251.24
02/18/2025	OKLAHOMATAXPMTS OK TAX PMT	-\$150.00



Statement Ending 02/28/2025

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number:

NON-PROFIT INTEREST CHECKING -

Electronic Debits (continued)

Date	Description	Amount
	TULSA CO CONSERVATION	

Other Debits

Date	Description	Amount
02/28/2025	SERVICE CHARGE	-\$13.24

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
9073	02/03/2025	\$1,300.26	9078	02/21/2025	\$1,300.26	9091	02/10/2025	\$7,500.00
9074	02/03/2025	\$1,300.26	9082*	02/07/2025	\$7,500.00	9092	02/10/2025	\$6,700.00
9075	02/07/2025	\$499.94	9088*	02/06/2025	\$6,700.00	9094*	02/18/2025	\$5,276.00
9077*	02/21/2025	\$1,300.26	9090*	02/24/2025	\$7,500.00			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
01/31/2025	\$22,362.48	02/07/2025	\$31,145.84	02/21/2025	\$12,985.75
02/03/2025	\$18,869.78	02/10/2025	\$16,945.84	02/24/2025	\$5,485.75
02/05/2025	\$40,569.78	02/14/2025	\$16,694.60	02/28/2025	\$5,473.19
02/06/2025	\$33,869.78	02/18/2025	\$15,586.27		



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 02/28/2025

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number:

Managing Your Accounts



24-HOUR
ACCOUNT INFO (800) 601-8655
LINE



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$95.86
Total Current Value		\$95.86

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
02/01/2025	Beginning Balance	\$95.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
02/28/2025	Ending Balance	\$95.86

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

Daily Balances

Date	Amount
01/31/2025	\$95.86



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 01/31/2025

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		\$7,558.44
Total Current Value		\$7,558.44

NON-PROFIT INTEREST CHECKING

Account Summary

Date	Description	Amount
01/01/2025	Beginning Balance	\$7,563.91
	1 Credit(s) This Period	\$0.32
	1 Debit(s) This Period	\$5.79
01/31/2025	Ending Balance	\$7,558.44
	Service Charges	\$5.79

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	\$0.32
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
01/31/2025	INTEREST PMT	\$0.32

Other Debits

Date	Description	Amount
01/31/2025	SERVICE CHARGE	-\$5.79

Daily Balances

Date	Amount	Date	Amount
12/31/2024	\$7,563.91	01/31/2025	\$7,558.44



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 01/31/2025

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		\$7,683.93
Total Current Value		\$7,683.93

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
01/01/2025	Beginning Balance	\$7,672.53
	1 Credit(s) This Period	\$11.40
	0 Debit(s) This Period	\$0.00
01/31/2025	Ending Balance	\$7,683.93

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$11.40
Interest Paid Year-to-Date	\$11.40
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
01/31/2025	INTEREST PMT	\$11.40

Daily Balances

Date	Amount	Date	Amount
12/31/2024	\$7,672.53	01/31/2025	\$7,683.93



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 02/28/2025

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		\$7,226.45
Total Current Value		\$7,226.45

NON-PROFIT INTEREST CHECKING -

Account Summary

Date	Description	Amount
02/01/2025	Beginning Balance	\$7,558.44
	1 Credit(s) This Period	\$0.29
	2 Debit(s) This Period	\$332.28
02/28/2025	Ending Balance	\$7,226.45
	Service Charges	\$6.20

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.29
Interest Paid Year-to-Date	\$0.61
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
02/28/2025	INTEREST PMT	\$0.29

Electronic Debits

Date	Description	Amount
02/26/2025	GO DADDY.COM,INC WEB ORDER Secretary	-\$326.08

Other Debits

Date	Description	Amount
02/28/2025	SERVICE CHARGE	-\$6.20

Daily Balances

Date	Amount	Date	Amount	Date	Amount
01/31/2025	\$7,558.44	02/26/2025	\$7,232.36	02/28/2025	\$7,226.45



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 02/28/2025

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		\$7,694.25
Total Current Value		\$7,694.25

BUSINESS MONEY MARKET

Account Summary

Date	Description	Amount
02/01/2025	Beginning Balance	\$7,683.93
	1 Credit(s) This Period	\$10.32
	0 Debit(s) This Period	\$0.00
02/28/2025	Ending Balance	\$7,694.25

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$10.32
Interest Paid Year-to-Date	\$21.72
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
02/28/2025	INTEREST PMT	\$10.32

Daily Balances

Date	Amount	Date	Amount
01/31/2025	\$7,683.93	02/28/2025	\$7,694.25

TCCD Monthly Outreach and Activities Report February 2025



February Meetings:

02/06/2025	Home & Garden Show Meeting w/ Cheryl
02/06/2025	GCWC Committee Meeting
02/12/2025	TCCD Board Meeting
02/11/2025	OCC Teams Training Oklahoma Septic Tank Remediation Program Session 1
01/12/2025	OCC Teams Training Oklahoma Septic Tank Remediation Program Session 2

February Events:

02/28/2025	Fred Creek Monitoring
------------	-----------------------

February Holidays:

02/17/2025	President's Day – Office Closed
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March Meetings:

03/19/2025	TCCD Board Meeting
03/20/2025	GCWC Committee Meeting

Deadlines:

None

Notes:

None

Work Duties Performed:

❖ Answer NRCS Calls	❖ TCCD Board Meetings
❖ NRCS Walk-ins	❖ CSPY – 26 Claims Emails
❖ Email Correspondences	❖ CSPY EDAP 3 Claims & Emails
❖ Bill Pay/Financials	❖ Check/Paperwork Signatures
❖ Scanning	❖ Blue Thumb Monitoring Activities
❖ Shredding	❖ Event Prep & Organization
❖ TCCD Payroll	❖ GCWC Meetings
❖ TCCD Financials	❖ OACD Grant Training
❖ Website Updates	

TCCD Monthly Outreach and Activities Report March 2025



March Meetings:

03/19/2025	TCCD Board Meeting
03/09/2025	OCC Teams State Cost Share Training – Program Year 27
03/20/2025	GCWC Committee Meeting
03/26/2025	Monarch's on the Mountain Meeting (Tentative)
03/31/2025	Fred Creek Monitoring

March Events:

03/06 – 03/09/2025	Home and Garden Show
03/28/2025	H2Oklahoma @ Oxley Nature Center

March Holidays:

02/17/2025	St. Patrick's Day
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April Meetings:

04/09/2025	TCCD Board Meeting
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Deadlines:

None

Notes:

None

Work Duties Performed:

❖ Answer NRCS Calls	❖ TCCD Board Meetings
❖ NRCS Walk-ins	❖ CSPY – 26 Claims Emails
❖ Email Correspondences	❖ CSPY EDAP 3 Claims & Emails
❖ Bill Pay/Financials	❖ Check/Paperwork Signatures
❖ Scanning	❖ Blue Thumb Monitoring Activities
❖ Shredding	❖ Event Prep & Organization
❖ TCCD Payroll	❖ GCWC Meetings
❖ TCCD Financials	
❖ Website Updates	

DISTRICT DIRECTOR POSITION #3 ELECTION SCHEDULE

FEBRUARY OR MARCH REGULAR DISTRICT BOARD MEETING

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

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

APRIL 1-22

Publish twice, one week apart, the Notice of Filing Period for Election of District Director, Form OCC-3D (revision 03/22). It is recommended to publish as close to the first of the month as possible so if any errors occur there is time to correct. Notice **must** be published in print as a legal notice; electronic notices are not valid.

APRIL 22 – APRIL 29

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

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

- Area 1: Lacie Landers, lacie.landiers@conservation.ok.gov
- Area 2: Tammy Curry, tammy.curry@conservation.ok.gov
- Area 3: Rhonda Bowman, rhonda.bowman@conservation.ok.gov
- Area 4: Amy Weathers, amy.weathers@conservation.ok.gov
- Area 5: Lisa Grey, lisa.grey@conservation.ok.gov

APRIL OR MAY REGULAR DISTRICT BOARD MEETING

The board should act in their April or May regular board meeting to select polling places and a District Election Committee for recommendation to the Commission and designate newspapers for publishing the Notice of Election. See the “Procedures for Holding an Election” document for additional information on actions that should be taken as well as the Conservation District Handbook beginning on page 31 for a complete list of election responsibilities and actions.

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

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

MAY 1-14

Accept applications from those who apply by using Notice of Declaration of Candidacy, Form OCC-3F (revision 02/2025) through close of business May 14.

A copy of the applicant's Cooperator Agreement must be included with the completed Form OCC-3F. If the applicant does not already have a Cooperator Agreement on file, they must fill out an Application for Conservation District Cooperator Agreement, Form OCC-2B (revision 05/09). The completed application must be included with Form OCC-3F; after board approval, the completed Cooperator Agreement should be emailed to the Commission.

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

Candidacy forms and all required documents must be emailed to brandon.welborn@conservation.ok.gov **upon receipt** for candidate eligibility determination to be completed by the Commission. Retain the original documents in your office; do not mail hard copies of any documents. The Commission will advise the district of candidate eligibility after verification.

MAY 14

Close of business is the deadline for accepting candidacy forms. All forms and required documents must be forwarded to the Commission by close of business May 14 or immediately the morning of May 15.

- If no one files, you must notify the Commission by sending an email at close of business on May 14 to brandon.welborn@conservation.ok.gov stating such. The Commission will advise the district of next steps.
- If only one individual files, and the applicant is determined eligible by the Commission, there will be no election. The Commission will advise the district of next steps.
- If two or more candidates file, contact the Commission at once. The Commission will notify the district whether candidates are eligible and whether an election will be held.
 - If an election will be held, use the procedures outlined in the attached "Procedures for Holding an Election" document to begin setting up the election. The Conservation District Handbook beginning on page 31 should also be reviewed for the complete responsibilities of holding a district director election.

Note: All election expenses are eligible to be reimbursed by the Commission with no effect on your district allocation. For expenses to be eligible, they must be claimed on a separate OSF-3 form using code 93. Election expenses do include the cost of publishing the Notice of Filing Period. Publication expenses are only eligible if all publication requirements are met (i.e. correct timeframe, information, etc.)

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

Instructions for Completing the Oklahoma Application for Notary Public Commission

(Please read carefully)

Notary Filing Process

1. Obtain your State of Oklahoma Notary Commission from Oklahoma Secretary of State (New or Renewal) <https://www.sos.ok.gov/notary/default.aspx>. Commissions can be paid online and are \$25.00 for a new Commission and \$20.00 for a renewal commission. Questions regarding Obtaining a state commission should be directed to the Oklahoma Secretary of State Notary Department at (405) 521-2516.
 - Legal Requirements to be Commissioned as an Oklahoma Notary Public:
 - Age Requirement- A notary public must be at least 18 years of age or older.
 - No Felony Conviction- A felony conviction is grounds for removal of a person from the office of notary public. If you have been convicted of a felony, you should not apply for appointment as an Oklahoma Notary Public
 - English Language- A notary public must be able to read and write English.
 - Residence- A notary public must be a legal resident of or employed within Oklahoma
 - Instructions for Completing the Commission Application
 - Name- Type your name **exactly** as you will sign documents as a notary public. The name must contain, at minimum, your first name or first initial of your first name and your last name.
 - Current or Prior Commission- If you are currently or have previously been commissioned as a notary public, provide the number and expiration date of your current or last commission. A commission may NOT be renewed earlier than 6 weeks prior to the expiration date.
 - Former Name (s)- If your name has changed since the last time your commission was issued, list your previous name(s).
 - Resident Address- Enter the street address, city, state zip code and county of your residence. If you do not have a street address, a route number is acceptable. However, P.O. Boxes are NOT acceptable. If you do not have a street address or route number, provide directions to your residence.
 - Oklahoma Non-Resident- A notary public must either be a legal resident of Oklahoma, or a non-resident employed in the state. If you are NOT a resident of Oklahoma, you must provide the street address, city, zip code, and county of your place of employment in Oklahoma. P.O. Boxes are NOT acceptable.
 - Email Address- Your valid email address is required by law.
 - Telephone Number- Enter your daytime telephone number, including the area code.
 - Signature- Sign your name exactly as you will sign documents as a notary public. Your signature must be identical to the name entered on the application.
2. Once Commission is received, it is time to get the bond. Please use the following link to issue your Notary Bond:
3. <https://mybondapp.com/16281/DirectNavBond?BondType=N350023389&State=OK>
4. Purchase Notary Stamp (Optional) either from the bond link below or a local supply store. Stamp can be an embosser seal or a rubber stamp. The notary seal must contain your name and the words **State of Oklahoma** and **Notary Public**. Your commission number needs to be reflected on the stamp and your expiration date is optional.
5. Once bond is received it will need to be filed with the Secretary of State under Bond Filing. **This must be filed within sixty days after the date your commission is issued.** The filing fee, which is paid to the Secretary of State, is \$10.00. Mail fully signed and stamped Notary Bond to the address at the top of the first page of your bond.
6. **A notary public shall NOT perform any notarial acts until his or her bond, official seal, oath of office, and loyalty oath have been received and approved by the Secretary of State.**

Notice of Expiring Notary Public Commission

From Secretary of State Webmaster <Webmaster@sos.ok.gov>

Date Fri 3/7/2025 23:02

To Tulsa County Conservation District <tulsaccd@conservation.ok.gov>

Name : GABRIAEELSE'MONEPARKER

Commission Number : 13003581

Expiration Date : 4/16/2025 12:00:00 AM

Our records indicate that your commission for notary public will expire on the expiration date listed above. You may renew your appointment by submitting a completed application and a 20.000 fee to the Secretary of State's office prior to your expiration date. Applications are available through our website at: <https://www.sos.ok.gov/notary/filing/default.aspx> or by calling (405) 521-3912.

If you have questions regarding your renewal, please contact the Notary Department at (405) 521-2516

2025 JPO Guidance

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

Date Thu 3/6/2025 14:02

 1 attachment (164 KB)

2025 JPO Guidance.pdf;

Good afternoon:

It is time to develop the Joint Plan of Operations (JPO) for July 2025 through September 2026. This plan is the district's road map for conducting business in partnership with NRCS from July 1, 2025 – September 30, 2026. It should be a detailed plan of programs, events, and activities geared toward meeting the goals set forth in the district's Long Range Plan (LRP).

The attached guidance outlines the required elements of this year's JPO. Read the guidance closely to be sure all the requirements are met. No major changes have been made from last year; the required template must still be used, and the plan content must still meet the same minimum requirements. The content of this JPO should be substantially related to the Year 2 goals in the district's current LRP.

A draft of the plan must be submitted to me via email as a word document by no later than June 6, 2025. Submitting a word document will allow needed revisions or corrections to be indicated directly in the plan – hopefully making the process easier and more efficient for us all.

The final plan is due to the Commission by June 30, 2025. It also should be submitted to me via email. Please send the file as a PDF with the correct file name (i.e., OttawaCountyCDJPO.pdf).

The JPO, including submission of the plan with progress notes as part of the Annual Report, is part of the Commission's continuing effort to implement a process of evaluating district effectiveness. This process is based on what the district indicates it hopes to achieve through its LRP and JPOs compared to what it has achieved.

Operating expense allocations for FY26 will be determined utilizing the District Deliverables Assessment (a.k.a. "report card") as in previous years. Progress and completion of stated goals as reported on the JPO with the Annual Report will also be considered during the budgeting process for allocations.

Please make notes of the following due dates for the planning process:

- June 6, 2025 – word document draft of the JPO must be submitted to the Commission
- June 30, 2025 – final PDF version of the JPO must be submitted to the Commission

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

Clancy Green

Certified Public Manager • Certified Procurement Officer I

District Services Director

Oklahoma Conservation Commission

2800 N. Lincoln Blvd. STE 200. Oklahoma City, OK 73105

Office: 405.522.2111

Cell: 405.227.8769

Email: clancy.green@conservation.ok.gov



Joint Plan of Operations Guidance

Draft Due Date: June 6, 2025 Final Plan Due Date: June 30, 2025

The Joint Plan of Operations (JPO) is the working document that directs the day-to-day programs and activities of the district and, to some degree, the NRCS field office. The plan encompasses both the state and federal fiscal years (July 1, 2025 to September 30, 2026).

The JPO provides the short-term, annual goals and objectives needed to meet the goals and address the priorities of the Long Range Plan (LRP). Working together with input from your NRCS partners, the district must annually develop a plan of operations that directs how the district and field office will meet established long-range goals. The plan elements should provide a clear picture of the goals, objectives, and projects each district and NRCS field office will undertake to move their long-range plan programs forward.

Requirements:

The JPO must use the OCC provided template. The template is available on the website and is the same version that was utilized for the 2025 LRP and JPO. Since the template has not been changed from last year, there should be no need to start completely from scratch on this year's JPO. Make a copy of your current JPO and update each item for year 2 in the planning cycle. Be sure to review each item and update it accordingly!

The plan is required to follow the template and contain all information that is requested in the document. This includes:

- Director information, including at minimum each director's service beginning Month and Year (i.e., when they first joined the board) and when their current term ends.
- District staff information, including at minimum each employee's month and year of hire and years of service.
- NRCS staff information, including staff member's name, title, and location of their home office site.
- Listing of the district priority natural resource concerns; a minimum of 5 must be listed. These should match, or substantially match, the LRP since this is year 2 of the planning cycle.
- Listing of the district priority education, information, and operation concerns; a minimum of 5 must be listed. These should match, or substantially match, the LRP since this is year 2 of the planning cycle.
- Each identified priority (a minimum of 10 total) must have a Current Goal with at least 2 district-driven objectives provided. This means the JPO will have a minimum of 10 current goals and 20 objectives. If additional goals beyond the required minimum 10 are included, each must have at least 2 objectives listed.
- Each objective must provide all the necessary information: a measurable (provide a count/number to tell the reader how much of something will be completed) objective statement, estimated budget, source of funding, timeline, and responsible parties.

*If you choose to include any optional additional information, those items should be placed at the end of the plan.

Plan Submission:

Draft submission(s) of the plan should be **emailed as word document files** to clancy.green@conservation.ok.gov by no later than June 6, 2025. Submitting your draft as a word file will allow corrections to be noted directly within the document; hopefully making the review process more efficient.

The draft(s) of the plan will be reviewed for completion and returned for corrections if necessary. Corrections that may be requested could include, but are not limited to:

- Providing specific numerical values for measurements
- Clarifying goal objective and action statements
- Correcting timeline dates
- Ensuring substantial connection to the LRP goals and priorities
- Inclusion of all required elements (ex: 10 goals, 20 objectives)

The final plan should be **emailed as PDF** using the correct naming system to clancy.green@conservation.ok.gov no later than June 30, 2025. Plans should be named using the following format:

DistrictNameCDJPO.pdf

Examples: *ArbuckleCDJPO.pdf* or *OttawaCountyCDJPO.pdf*

Some tips to help the planning process and the review process go smoother:

- Make sure the logo in the upper right corner of the plan is the district's.
- Don't use individuals' names, apart from staff and director information, instead use titles of positions. (i.e., District Manager, District Director, etc.)
- Refer to the LRP and current JPO for information; you should be able to use the Year 2 goal from the LRP as the basis for this plan's current goal unless the district's priorities have changed.
- Objective statements must be measurable. Objectives must provide a numerical unit of something (number of plans, acres, educated, etc.) that can be measured/quantified. In most cases, this means that a number will appear in the objective statement somewhere. Providing numbers/measurements makes it much easier to identify if the objective has been fulfilled – this is important when tracking progress toward meeting each goal.
- If an objective is continued from the previous plan because it has not yet been completed, there should be notes entered in the "Actions Taken and Progress Toward Completion" cell. Otherwise, this should be left blank. A Year 1 continued objective does not apply toward the plan's required 20 objectives for this year's plan. If you have questions on how to address and include continued objectives, please reach out before submitting your draft.
- Estimated Budget must be presented as a dollar value (\$0.00). If there is no cost associated beyond salaries, include a statement indicating that.
- Timelines should be presented in a mm/yyyy format (ex: July 2025 – September 2025) and may be as short as a month and up to one year. Be sure to verify that the timelines fall within the plan timeframe (July 2025 to September 2026).
- Work with NRCS to determine what goals and objectives they need included in the plan.
- If you do not include any optional information (i.e., calendar of events, MOUs, Primary Partners, NRCS Specific Goals/Objectives) then remove those sections from the plan.

Tracking JPO Progress and the Annual Report

The district is required to submit a copy of the JPO with updates to the action/progress sections with the Annual Report each September 1. It is important that notes on actions and progress of each JPO element be kept throughout the year to facilitate ease of completion of this requirement.

The FY25 Annual Report that is due September 1, 2025, should include a copy of the 2024 JPO (i.e. July 1, 2024 – September 30, 2025) with progress notes.

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

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

Mark the Following Due Dates on Your Calendar

Reminders may not be sent.

2025 Joint Plan of Operations (Draft version, submitted as a Word doc)	June 6, 2025
2025 Joint Plan of Operations (Final version, submitted as a PDF)	June 30, 2025
2025 JPO with updates/progress notes submitted as part of the FY24 Annual Report	September 1, 2025

**It is highly encouraged that you submit a draft plan as early as possible so reviews can be completed, and assistance provided in making updates and improvements to ensure all requirements are met.*

STATE OF OKLAHOMA

EMERGENCY DROUGHT ASSISTANCE PROGRAM

APPLICATION

The Emergency Drought Assistance Program provides assistance to Oklahoma's farmers and producers during the current, persistent, emergency drought conditions in Oklahoma. Eligible farmers and producers may receive 80% of actual costs not to exceed \$7,500 to install approved drought practice(s) in response to drought conditions or in preparation for effects of drought. Only one application will be accepted per farm. Counties are only eligible when total area in drought (D1-D4) reaches 25% as reported on the National Drought Monitor.

The application and a directory of conservation district addresses are available on the Oklahoma Conservation Commission's website at <https://conservation.ok.gov/>.

There are three options for submitting your application to your local conservation district office:

- In person, visit your local district office November 12, 2024 at 8:30 a.m., and before January 31, 2025 at 4:00 p.m.
- Email to your local district office. (must be received by January 31, 2025 at 4:00 p.m.)
- Mail to your local district office. (must be postmarked by January 31, 2025 and received by February 7, 2025)

All portions of your application must be received before the deadline to be considered. This application is to be completed, signed, and dated by the applicant.

Application/ Farming information			
First Name PAYNE	Last Name KEITH		
Email Address	Phone Number		
Farm County (If more than one, select the eligible county where you principally operate.) TULSA			
Mailing Address (Must match the IRS Form W-9)			
City Owasso	State OK	Zip 74055	
Practice(s)			
Please select all that apply:		Legal Description (Latitude / Longitude preferred)	
<input type="checkbox"/> Heavy Use Protection Area	_____		
<input type="checkbox"/> Pasture Tap (1 per applicant)	_____ and _____		
<input type="checkbox"/> Pipeline	_____		
<input checked="" type="checkbox"/> Pond Cleanout (1 per pasture)	_____		
<input type="checkbox"/> Pumping Plant	_____		
<input type="checkbox"/> Watering Facility	_____		
<input type="checkbox"/> Water Well (1 per applicant)	_____		
I have <input checked="" type="checkbox"/> completed or <input type="checkbox"/> started the drought practice(s) selected above.			
Type of Operation			
My operation is a: <input checked="" type="checkbox"/> Livestock Farm or Ranch <input type="checkbox"/> Crop Farm <input type="checkbox"/> Livestock & Crop Operation			
I am the <input checked="" type="checkbox"/> landowner or <input type="checkbox"/> lessee of the farm referenced on this application.			

Actual Costs	
<p>Costs must have been incurred and paid for between August 1, 2024 and July 31, 2025. Include all receipts that are directly related to the installation of drought practice(s). Only labor performed by the applicant solely to install the drought practice(s) is eligible as an in-kind contribution and must be submitted on the In-Kind Contributions Form. Allowable in-kind hourly rate is limited to:</p> <ul style="list-style-type: none"> • \$175 / hour when the applicant uses their equipment to perform the work • \$100 / hour when the applicant rents equipment and performs the work themselves 	
IRS Form W-9	
<p>Complete an IRS Form W-9. You must complete boxes 1, 2, 3, 5, and 6, include your Social Security Number or Employer Identification Number, and sign and date at the bottom. The form is available at www.irs.gov/pub/irs-pdf/fw9.pdf</p>	
Acknowledgements and Attestations	
<p>You must check each of the following boxes to attest that you meet all the qualifications and understand the requirements of the program.</p> <p><input checked="" type="checkbox"/> I attest that I am the landowner or as the lessee have attached a Consent Form giving me the authority to apply on behalf of the farm and no other application is being submitted from this farm.</p> <p><input checked="" type="checkbox"/> I attest that I raise livestock or grow crops. A farm is any place from which \$500 or more of agricultural products were produced and sold, or normally would have been sold, during the year.</p> <p><input checked="" type="checkbox"/> I understand that if I receive and accept drought assistance funds, I will receive a 1099 Form.</p> <p><input checked="" type="checkbox"/> I understand that my Social Security number, federal employer tax identification number, and or Oklahoma tax identification number, already provided to the state, may be used by federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action that requires filling of state tax returns and paying delinquent state tax liabilities.</p> <p><input checked="" type="checkbox"/> I understand a site visit may be conducted on this farm before and or after the installation of drought practice(s).</p> <p><input checked="" type="checkbox"/> I agree to keep all related records and receipts and make them available to the Conservation District, Conservation Commission or State Auditor for a minimum of six years.</p> <p><input checked="" type="checkbox"/> I affirm that the information I am submitting is true, complete, and accurate.</p>	
Summary	
<p>You must submit the following to your local conservation district for your application to be considered complete:</p> <p><input checked="" type="checkbox"/> Completed application, signed and dated.</p> <p><input checked="" type="checkbox"/> IRS Form W-9, signed and dated.</p> <p><input checked="" type="checkbox"/> Consent Form, required if you are not the landowner.</p>	
Applicant's Signature	
<p>Signature</p> <p><i>Page Keith</i></p>	<p>Date</p> <p>1-12-25</p>

For Conservation District Use	
Date Received	
Time Received	
Received By	

STATE OF OKLAHOMA

EMERGENCY DROUGHT ASSISTANCE PROGRAM

APPLICATION REVIEW

- ☒ Acceptable
- ☐ Report to OCC – Date Sent _____

Conservation districts are required to visually confirm applicant need for drought assistance prior to approval on at least 10% of applications to be approved each month. Mandatory review of all applications from a district director, district employee, application for a pond cleanout or applicant that started or completed a drought practice(s) during August 1 – November 11, 2024.

Conservation District	Tulsa County
Reviewer	Gabriel Parker
Date Reviewed	January 24, 2025

Applicant	
Name Payne Keith	
Email Address	Phone Number
Type of Applicant	
Application is for a <input type="checkbox"/> District Director <input type="checkbox"/> District Employee <input type="checkbox"/> Pond Cleanout <input checked="" type="checkbox"/> None of the Above / Standard Application	
Applicant <input type="checkbox"/> started or <input checked="" type="checkbox"/> completed drought practice(s) during Aug 1 – Nov 11, 2024.	
Practice(s)	
Select all that apply: <div style="float: right; text-align: center;"> <u>Legal Description</u> (Latitude / Longitude preferred) </div>	
<input type="checkbox"/> Heavy Use Protection Area	_____
<input type="checkbox"/> Pasture Tap (1 per applicant)	_____
<input type="checkbox"/> Pipeline	_____
<input checked="" type="checkbox"/> Pond Cleanout (1 per pasture)	_____
<input type="checkbox"/> Pumping Plant	_____
<input type="checkbox"/> Watering Facility	_____
<input type="checkbox"/> Water Well (1 per applicant)	_____

Review		Remarks
1 Application was completed, signed and dated correctly.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2 IRS Form W-9 was attached to their application.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
3 Landowner consent form was attached to their application.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable	
4 Property was located and viewed using an aerial map (i.e. OKMaps, Web Soil Survey) prior to site visit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Map Attached	List map source. Google Maps
5 Is there evidence of a current water source?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
6 Is there evidence of livestock?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
7 Is there evidence of perimeter fence?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8 Drought practice(s) started or completed after August 1, 2024 and prior to November 12, 2024 were observed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
9 Pond cleanouts not completed prior to November 12, 2024:	<input type="checkbox"/> Is Full <input type="checkbox"/> Has Some Water <input type="checkbox"/> Is Dry <input type="checkbox"/> Photos Attached	
Reviewer's Signature		Date

CONSERVATION DISTRICT COOPERATOR AGREEMENT

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

Check either Landowner or Non-landowner box:

☒ **Landowner:**

The Cooperator(s) Agrees to:

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

The District Agrees to:

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

☐ **Individual Non-Landowner, Organization or Business:**

The Cooperator Agrees to:

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

The District Agrees to:

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

It is mutually agreed that:

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

Signature of Cooperator(s) JEFF GRAHAM Date 3-17-2025
 _____ Date _____

Signature of District Chair _____

Date approved by district board _____

**STATE GUIDELINES
for the
CONSERVATION COST SHARE PROGRAM**

PROGRAM YEAR 27

Program Year

Begins: March 3, 2025

Ends: August 31, 2026

Allocation Period

Begins: March 3, 2025

Ends: August 31, 2025

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

Approved by the Conservation Commission
March 3, 2025

I PURPOSE

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

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

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

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

The Commission herein establishes the Conservation Cost Share Program Guidelines for Program Year 27. Any exceptions from these established guidelines must be approved by the Commission.

II ALLOCATION OF FUNDS

The Commission allocates \$3,500,000 of cost share funds for Program Year 27. Each conservation district will be allocated \$41,400 upon receipt and approval of the conservation district's Program Year 27 Board Action Required checklist, Director Participation form, local program priorities and application ranking system.

A. Locally Led Conservation Initiative

The total budget for the locally led conservation initiative is \$3,477,600. Eligible landowners and operators may apply at their local conservation district for cost share funds for the purpose of implementing approved conservation practices to protect soil and water natural resources.

B. Reduction of Feral Swine Population

The total budget for the feral swine initiative is \$22,400. 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 conservation district board meeting.

Carry Over Funds

Conservation districts will not be allowed to carry over unobligated Program Year 26 funds to Program Year 27.

Program Year: 03/03/2025 – 08/31/2026

Program Year 27 begins on March 3, 2025, and ends on August 31, 2026. All Performance and Maintenance Agreements must be completed, and cost share payments disbursed by August 31, 2026. The Commission will not process claims received after August 31, 2026.

Allocation Period: 03/03/2025 – 08/31/2025

The allocation period is the period in which a conservation district must obligate their program year allocation. The Commission established March 3, 2025, through August 31, 2025, as the allocation period for Program Year 27. If a conservation district fails to obligate all their allocation by August 31, 2025, unobligated funds will be withdrawn by the Commission and made available for reallocation to other conservation 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 conservation district board and the applicant.

Requests for Additional Funds

Requests for additional funds can be made at any time during the allocation period up to and including September 8, 2025. All requests will be review and evaluate by Commission staff after the request period has closed. Notification of approval will be made no later than September 30, 2025. There is no guarantee additional funds will be available.

Requests must:

1. be submitted no later than September 8, 2025
2. include a current CSPY 27 Allocation Report (*Excel format only*)
3. include a copy of your conservation district board meeting minutes documenting the board's action to request additional CSPY 27 funds

The Commission will assume conservation district requests are for the total amount reported in Section 2 – Unfunded Approved Alternate Agreements on the Allocation Report. Only requests that meet the above requirements will be considered for additional funding.

Eligibility Requirements

Applicants for cost share funds must be a conservation district cooperator with a conservation plan. Applicants that lease the land where the conservation practice will be

constructed must submit a Landowner Consent form with their application. Individual conservation districts can establish additional local eligibility requirements. Additional requirements must be approved by the local conservation district board of directors.

Conservation Commissioners, Conservation Commission staff, conservation district employees or the spouses of any of these people must not be eligible to participate in the Conservation CSP.

Conservation district directors are eligible to participate in the Conservation CSP. Due to the limited amount of funds available for Program Year 27 individual directors should consider public perception when making their decision to participate in the Program. Each participating conservation district must submit to the Commission a Director Participation form documenting the conservation district board's vote related to board members participation in the CSP. If the conservation district board votes to allow board members to apply for cost share funds the guidelines below will be followed.

1. Only two conservation district board members can apply for cost share funds during Program Year 27.
2. Individual conservation district board members applying cannot discuss any element of the CSP including but not limited to practices, rates, average costs, selection/ranking criteria, application approval/disapprovals, payments, and extensions.
3. Individual conservation district board members applying for the cost share funds must abstain from voting on all elements of the Program.
4. Individual conservation district board members cannot use their position as a conservation district board member to improve or elevate their individual chances of becoming a successful applicant.

Authorized District Representative

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

Technical Representative

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

Eligible Conservation Practices and Average Costs

Eligible conservation practices for Program Year 27 are:

314	Brush Management	325	High Tunnel System
327	Conservation Cover	516	Livestock Pipeline
340	Cover Crop	590	Nutrient Management
342	Critical Area Planting	512	Pasture and Hay Planting
362	Diversion	378	Pond
382	Fencing	338	Prescribed Burning
386	Field Border	528	Prescribed Grazing
393	Filter Strip	533	Pumping Plant
394	Firebreak	550	Range Planting
410	Grade Stabilization Structure	329	Residue and Tillage Management, No-Till
412	Grassed Waterway	600	Terrace
561	Heavy Use Area Protection	642	Water Well
315	Herbaceous Weed Control	614	Watering Facility
224	Aquifer Flow Test		

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

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

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

Maximum Cost Share Payment

The maximum cost share payment amount per participant in Program Year 27 is \$7,500. Each conservation district board may choose to establish a maximum cost share payment amount that is less than \$7,500.

Maximum Cost Share Rate

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

Local Program Priorities and Application Ranking System

The CSP gives conservation districts the responsibility to determine the recipients of state cost share funds. To meet this responsibility conservation districts must establish local program priorities. Clearly defined priorities will make the application ranking and approval process more efficient and minimize misunderstandings.

Conservation districts must develop an application ranking system that will be used to rank and approve applications. When developing your ranking system consider local program priorities as well as local natural resource needs. Applicant eligibility requirements must be an element of the application ranking system. Conservation district staff and technical representatives, based on best professional judgment and site-specific evaluations should provide information to assist the conservation district board during the application ranking process.

Each conservation district must submit their Program Year 27 local program priorities and application ranking system to the Commission for review and approval. Application ranking, approval and funding is prohibited prior to receiving Commission approval. Each conservation district's cost share fund allocation will only be available upon approval of their Program Year 27 Board Action Required checklist, Director Participation form, local program priorities and application ranking system by the Commission.

Application Process

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

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

Application Approval Process

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

Approved applicants must be notified, in writing, within 10 calendar days after conservation district board action was taken. To remain eligible, approved applicants must sign a Performance and Maintenance Agreement and provide an IRS W9 Form prior to August 31, 2025.

Conservation districts that have more qualified applications than available CSP funds may choose to approve those applications as alternates on the condition that funding becomes available. Approved alternates must be notified, in writing, within 10 calendar days after conservation district board action was taken. To remain eligible, approved alternates must sign a Performance and Maintenance Agreement and provide an IRS W9 Form prior to August 31, 2025. Work cannot begin until notified by the conservation district that funds are available. All approved alternates must understand there is no guarantee funds will become available during the program year.

Applicants denied for any reason must be notified, in writing, within 10 calendar days after conservation district board action was taken. The conservation district board must give

reason(s) for the denial and advise the applicant of their right to appeal and the procedures necessary to exercise those appeal rights.

Appeals Process

In the event an applicant wishes to appeal the conservation district's decision a written request must be received within 20 calendar days of the date board action was taken. The conservation district board has 30 calendar days to respond to an applicant appeal.

The conservation district board must hear an appeal in a regularly scheduled conservation district board meeting. Appeals must be listed on the agenda and heard in open session; no appeals shall be heard or discussed in executive session. The conservation district board must give the applicant an opportunity to be heard, that is, what is the reason for contesting the decision. If the conservation district board agrees with the applicant, then the conservation district board can reverse its earlier decision and approve the application. However, if the conservation district board feels that its original denial of the application was justified, the conservation district board is certainly entitled to stand by its original ruling. In that case the applicant must be notified, in writing, within 10 calendar days after conservation district board action was taken that the denial stands and advise of their right to appeal to the Commission and the procedures necessary to exercise that right.

Appeals by an applicant to the Commission must be made, in writing, within 20 calendar days after conservation district board action was taken. The conservation district must forward to the Commission a copy of the case file, the application ranking system used by the conservation district, and the reason(s) for the conservation district board's denial. The Commission has 45 calendar days to respond, in writing, to an appeal.

Completion Dates

Conservation districts must set and enforce completion dates for approved participants. Participants must be informed of the completion date and make every effort to complete approved practices by that date. Participants that have not started are not under construction or have not completed implementation of practices listed in their Performance and Maintenance Agreements by the established completion date can be canceled in order to reallocate funds to an approved alternate.

Conservation districts may make participants that were canceled for lack of completion effort ineligible for CSP funding in future program years. When mitigating circumstances

influence a participant's ability to complete implementation, conservation districts can reconsider the ineligibility for CSP funding in future program years.

Execution of Performance and Maintenance Agreement

The Performance and Maintenance Agreement must require the participant to meet the following requirements:

- To perform or have performed all work described in the Conservation Plan in accordance with NRCS conservation practice standards and specifications.
- To obtain all required permits and approvals prior to the construction of the conservation practice(s).
- To complete or have completed all work described in the Conservation Plan by the completion date established by the conservation district.
- To permit free access to the land for conservation district and NRCS representatives to inspect the conservation practice(s) upon completion.
- To submit to the conservation district copies of detailed contractor invoices, receipts for materials and/or a CSP In-kind Contributions form documenting work performed by the participant.
- To maintain, at no cost to the conservation district, the conservation practice(s) as designed and constructed for the expected life as set forth by the conservation district. If the participant removes, destroys, or does not maintain the practice(s) before the end of its expected life, the conservation district shall be authorized to recover the CSP funds disbursed. The participant must remain ineligible for future CSP funding until the practice(s) is properly maintained, CSP funds are recovered by the conservation district, or the expected life of the practice(s) expires.
- To accept the conservation district's method of calculating the cost share payment for completed work.
- To complete and attach an IRS W-9 Form-Request for Taxpayer Identification Number and Certification.

After an applicant has been notified, they have been approved for CSP funds, the applicant and conservation district must execute a Performance and Maintenance Agreement. An agreement number following the Commission approved format must be assigned to each agreement. Example agreement number – 25-027-001

25 - conservation district number

027 - program year number

001 – applicant number assigned by the conservation district

All Program Year 27 Performance and Maintenance Agreements (including alternates) must be signed and dated by the conservation district board and applicant on or before August 31, 2025. All Program Year 27 Performance and Maintenance Agreements must be completed and the CSP claim submitted to the Commission on or before August 31, 2026. Installation of conservation practices cannot begin until an effective Performance and Maintenance Agreement is in place. An agreement becomes effective on the last date of signature. Each applicant can have only one Performance and Maintenance Agreement.

Conservation Practice Failures

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

Agreement Violations

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

Cost Share Claim Process

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

- All relevant invoices, receipts, and in-kind documentation
- Performance and Maintenance Agreement
- Consent (if applicable)
- Certification of Completion and Acceptance (must include lat/long coordinates)
- Payment Calculation Sheet
- Signed Conservation Plan

Cost share claims will not be processed for payment without all proper documentation. Claim payment will be made to the conservation district by EFT. The conservation district will issue a conservation district check to the participant for the approved payment amount. The Commission cannot process Program Year 27 claims received after August 31, 2026.

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

IV REDUCTION OF FERAL SWINE PROGRAM POLICIES

Eligibility

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

Available Monies

The Commission has set aside \$22,400 of CSP funds for the feral swine initiative.

Application Process

Conservation districts applying for CSP funds for the purchase of electronic or manual hog traps must submit a business plan to the Commission for approval. Business plans are due in the Commission office no later than August 31, 2025.

1. Preparation - Before preparing the business plan the conservation district board and staff must be familiar with the Feral Swine Control Act and promulgated rules, as well as state carcass disposal requirements.
2. Business Plan - The business plan must include:
 - Make and model of the electronic and/or manual hog trap.
 - A current (less than 3 months old) cost quote for the electronic or manual hog trap. The quote must include cost for the entire trap. Quotes for only gates and cameras are not accepted as the CSP will only fund entire traps.
 - A policy statement that details responsibilities for assembly and de-assembly of the trap, upkeep, maintenance, transportation of the trap to and from locations, and resetting of the trap. The conservation district should restrict renters from performing maintenance on the equipment.
 - A proposed rental plan that sets rental period and how costs must be assessed (per day, weekly, or monthly rate). The rates will need to include any charges for assembly, de-assembly, resetting, transportation, mobile phone or wireless costs, normal wear and tear on the trap, maintenance, and possible damage to equipment not covered by insurance.
 - A statement verifying that the conservation district has adequate staffing resources to maintain the equipment and implement the trapping program in the conservation district.
 - Operator must understand and agree that if any personal or property damage or injury were to occur while the hog trap is in their possession, they cannot hold the Conservation district or any of its director's or employees liable in any way. After the hog trap is delivered and set up at the chosen location, the operator must assume all liability, and the operator must also assume all liability until the return of the hog trap back to the conservation district.
 - A draft copy of the conservation district's comprehensive hog trap rental agreement that provides clear instructions on use, responsibilities, liabilities, and safety to renters. The rental agreement must include the link to the Oklahoma Department of Agriculture, Food, and Forestry website regarding feral swine laws and rules. The conservation district must provide renters information about proper disposal of hogcarcasses pursuant to state statutes.

3. Restrictions - When a conservation district decides to sell an electronic hog trap purchased with CSP funds they must notify the Commission before placing the trap for sale. All monies from the sale must be reported to the Commission and can only be used by the conservation district to fund CSP applicants in future program years.
4. Notice – If the Commission feels that the trap has not been utilized as contracted within the first year, the Trap may be redirected to another conservation district, or project in need.

Approval Process

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

V ADMINISTRATIVE GUIDELINES

District Reporting and Accounting

Conservation districts must conduct the following reporting and accounting procedures.

1. Maintain a CSP Allocation Report in electronic format. The report should include data for all
 - a. approved and funded participants with signed Performance and Maintenance Agreements,
 - b. applicants approved as alternates with signed Performance and Maintenance Agreements, and
 - c. agreements that have been completed.
2. Submit the CSP Allocation Report to the Commission for review on or before September 8, 2025.
3. Submit request for additional cost share funds.
4. Assemble case files for each approved applicant containing the following
 - Approved application
 - Application ranking form
 - Certificate of Completion and Acceptance form
 - Performance and Maintenance Agreement
 - Conservation Plan
 - Copy of cost share claim
 - Consent form
 - Applicant's receipts and in-kind documentation
 - Final practice design
 - Map locating the practices
 - Documentation of communication (verbal and written) with the applicant

Commission Reporting and Accounting

The Commission must conduct the following reporting and accounting procedures:

1. Receive and approve conservation district Board Action Required checklists.
2. Receive and approve conservation district Director Participation forms.

3. Receive and approve conservation district local program priorities and application ranking systems.
4. Receive and review conservation district Allocation Reports.
5. Receive, review, evaluate and approve conservation district requests (Allocation Report and district board minutes) for additional cost share funds.

V APPROVED CONSERVATION PRACTICES AND AVERAGE COSTS

Program Year 27 approved conservation practices and average costs can be found on pages 13-16. Standards and specifications for each practice can be found on the NRCS Field Office Technical Guide website. Average costs (unit cost) for approved practices are based on Oklahoma NRCS data.

Code	Practice	Component	Unit	Unit Cost
224	Aquifer Flow Test	Aquifer Testing	EACH	\$2,324.71
314	Brush Management	Chemical Control, Aerial or Ground Application	AC	\$47.29
		Individual Plant Treatment Low 50-200 Plant per Acre	AC	\$27.76
		Individual Plant Treatment High 201-400 Plants per Acre	AC	\$67.04
		Mechanical Control (bulldozer, grubber, excavator) for 11-30% Canopy Cover	AC	\$163.57
		Mechanical Control (bulldozer, grubber, excavator) for 31-50% Canopy Cover	AC	\$259.04
		Mechanical Control (bulldozer, grubber, excavator) for > 50% Canopy Cover	AC	\$465.68
327	Conservation Cover	Introduced Species	AC	\$215.29
		Monarch Species Mix	AC	\$1,098.56
		Native Species	AC	\$275.40
		Pollinator Species	AC	\$867.73
		Pollinator, Native and Forbs	AC	\$304.72
340	Cover Crop	Basic	AC	\$80.60
		Basic, Organic	AC	\$123.77
		Cover Crop, Less Than or Equal to One Acre	AC	\$541.55
		Multi-Species	AC	\$100.35
342	Critical Area Planting	Heavy Grading, Native or Introduced	AC	\$1,297.93
		Moderate Grading, Native or Introduced	AC	\$919.95
		Normal Tillage, Native or Introduced	AC	\$418.13
		Permanent Cover	SqFt	\$22.05
362	Diversion	Earth Channel and Ridge	CY	\$3.25
382	Fence	Level Non-Rocky	FT	\$3.27
		Steep-Rocky	FT	\$4.15
		Woven Wire	FT	\$3.71
Fence (382) is to be used only in conjunction with Pond (378) or as cross fencing for grazing management. It cannot be used as property fences.				
386	Field Border	Field Border, Small	SqFt	\$77.92
		Introduced Species	AC	\$120.35
		Introduced Species, Forgone Income	AC	\$519.45
		Native Species	AC	\$221.29
		Native Species, Forgone Income	AC	\$620.40
		Pollinator	AC	\$636.24
		Pollinator, Forgone Income	AC	\$1,035.35
393	Filter Strip	Introduced Species	AC	\$229.00
		Introduced Species, Forgone Income	AC	\$628.11
		Native Species	AC	\$320.33
		Native Species, Forgone Income	AC	\$719.44

Code	Practice	Component	Unit	Unit Cost
394	Firebreak	Bare Soil, 10 Feet, Reconstructed	FT	\$0.21
		Bare Soil, > 15% Slope	FT	\$1.01
		Bare Soil, ≤ to 15% Slope	FT	\$0.35
		Bare Soil, Light Equipment	FT	\$0.16
		Permanent Vegetation, 20 Feet	FT	\$0.25
410	Grade Stabilization Structure	Chute Structure, Rock	CY	\$175.84
		Drainage Area with Dispersive Treatment, 0 to 5 Acres	EACH	\$13,117.28
		Drainage Area with Dispersive Treatment, 0 to 20 Acres	EACH	\$50,809.75
		Drainage Area with Dispersive Treatment, 5.1 to 10 Acres	EACH	\$20,002.92
		Drainage Area with Dispersive Treatment, 10.1 to 20 Acres	EACH	\$32,941.73
		Drainage Area with Dispersive Treatment, 20.1 to 40 Acres	EACH	\$37,990.28
		Drainage Area with Dispersive Treatment, 40.1 to 70 Acres	EACH	\$47,251.68
		Drainage Area with Dispersive Treatment, 70.1 to 100 Acres	EACH	\$51,916.28
		Drainage Area, 0 to 5 Acres	EACH	\$9,574.11
		Drainage Area, 0 to 20 Acres	EACH	\$45,923.99
		Drainage Area, 5.1 to 10 Acres	EACH	\$15,094.87
		Drainage Area, 10.1 to 20 Acres	EACH	\$24,776.12
		Drainage Area, 20.1 to 40 Acres	EACH	\$30,447.09
		Drainage Area, 40.1 to 70 Acres	EACH	\$40,846.57
		Drainage Area, 70.1 to 100 Acres	EACH	\$48,296.85
		Drop Structure, Concrete	CY	\$1,443.63
		Drop Structure, Gabion Mattress	CY	\$590.19
		Drop Structure, Metal or Treated Lumber	SqFt	\$65.25
		Drop Structure, Rock	CY	\$404.75
		Drop Structure, Rock with Concrete Cutoff	CY	\$155.04
412	Grassed Waterway	Base Waterway	AC	\$2,838.99
		Base Waterway with Gypsum	AC	\$8,008.77
561	Heavy Use Area Protection	Aggregate, Crushed Rock or Gravel in GeoCell on Geotextile	SqFt	\$4.48
		Aggregate, Crushed Rock or Gravel on Earthen Base	SqFt	\$1.43
		Aggregate, Crushed Rock or Gravel on Geotextile	SqFt	\$1.88
		Other Cementitious Material, Compacted Caliche	SqFt	\$0.61
		Other Cementitious Material, Crushed Gypsum Rock	SqFt	\$1.52
		Reinforced Concrete with sand or gravel foundation	SqFt	\$7.43
315	Herbaceous Weed Treatment	Chemical Control	AC	\$27.29
		Mechanical Control	AC	\$22.27
		Mechanical Control, Hand Application	AC	\$32.59
325	High Tunnel System	Quonset for Intensive Sun, Small	SqFt	\$9.43
		Quonset for Low Wind or Snow, Intensive Sun	SqFt	\$5.57
		Quonset with Gutters	SqFt	\$6.04
		Quonset with Gutters, Small	SqFt	\$10.73

Code	Practice	Component	Unit	Unit Cost
516	Livestock Pipeline	HDPE, > 2 Inch, Surface Installation	Ft	\$6.39
		HDPE, ≤ to 2 Inch, Surface Installation		\$2.88
		Plastic, > 2 Inch, Normal Trenching	Ft	\$5.12
		Plastic, > 2 Inch, Rock Trenching	Ft	\$6.52
		Plastic, ≤ to 2 Inch, Normal Trenching	Ft	\$3.13
		Plastic, ≤ to 2 Inch, Rock Trenching	Ft	\$4.53
		Steel pipe, Surface or Below Ground Installation	Ft	\$13.37
590	Nutrient Management	Nutrient Management	AC	\$39.53
		Nutrient Management - Manure Incorporation	AC	\$55.40
		Nutrient Management - Manure Injection	AC	\$181.57
		Nutrient Management - Non-Organic	AC	\$29.92
		Precision Nutrient Application	AC	\$86.36
		Precision Nutrient Efficiency	AC	\$62.53
		Small Scale Basic Nutrient Management	SqFt	\$35.87
512	Pasture & Hay Planting	Cool Season Introduced Perennial Grass. Seeding	AC	\$295.45
		Native Perennial Grass (one species)	AC	\$483.71
		Warm Season Introduced Perennial Grasses. Seeding	AC	\$332.39
		Warm Season Introduced Perennial Grasses. Seeding w/ Lime	AC	\$430.75
		Warm Season Introduced Perennial Grasses: Sprigging	AC	\$391.08
		Warm Season Introduced Perennial Grasses: Sprigging w/ Lime	AC	\$478.44
378	Pond New Structures Only	Embankment, Pipe Matl 1000 Diameter Inch Foot or Smaller	CY	\$5.65
		Embankment, Pipe Matl 1001-1500 Diameter Inch Foot	CY	\$5.73
		Embankment, Pipe Matl 1501-2500 Diameter Inch Foot	CY	\$6.21
		Embankment, Pipe Matl 2501-3500 Diameter Inch Foot	CY	\$6.65
		Embankment, Pipe Matl 3501-5000 Diameter Inch Foot	CY	\$7.45
		Embankment, Pipe Matl 5001-7000 Diameter Inch Foot	CY	\$9.25
		Embankment, Pipe Matl 7001 Diameter Inch Foot or Larger	CY	\$9.80
		Excavated or Embankment Pond, No Pipe	CY	\$4.71
338	Prescribed Burning	Level Herbaceous	AC	\$15.29
		Steep Terrain, Herbaceous Fuel	AC	\$32.81
528	Prescribed Grazing	Prescribed Grazing - Small Acre	AC	\$130.68
		Standard	AC	\$12.72
533	Pumping Plant	Electric Powered Pump, 2 HP or Less	EACH	\$2,800.40
		Electric Powered Pump, 2 HP or Less, Pressure Tank	EACH	\$3,240.61
		Electric Powered Pump, > 10 HP and ≤ to 40 HP	HP	\$886.24
		Electric Powered Pump, > 2 HP and ≤ to 10 HP	HP	\$1,191.53
		Electric Powered Pump, > 40 HP	HP	\$621.35
		Internal Combustion Powered Pump, > 75 HP	HP	\$696.52
		Internal Combustion Powered Pump, ≤ to 75 HP	HP	\$871.57

Code	Practice	Component	Unit	Unit Cost
		Photovoltaic Powered Pumping Plant, 150 ft or Less of Total Head on Pump	EACH	\$5,487.71
		Photovoltaic Powered Pumping Plant, 151-300 ft of Total Head on Pump	EACH	\$6,388.89
		Photovoltaic Powered Pumping Plant, > 300 ft of Total Head on Pump	EACH	\$8,210.69
		Tractor Power Take Off (PTO) Pump	HP	\$178.25
		Variable Frequency Drive (VFD), 40 HP or Less	HP	\$208.93
		VFD, 100 HP and Greater	HP	\$100.53
		VFD, > 40 HP and Less Than 100 HP	HP	\$152.76
		Windmill Powered Pump	Ft	\$1,377.88
550	Range Planting	Cropland to Grassland with Heavy Seedbed Preparation	AC	\$491.31
		Cropland to Grassland, Standard Prep	AC	\$458.56
		Highly Diverse Mixtures of Native Plants	AC	\$245.75
		Native Plants with Heavy Seedbed Preparation	AC	\$252.83
		Native Plants with Standard Seedbed Preparation	AC	\$220.08
329	Residue and Tillage Management, No Till	No-Till/Strip-Till	AC	\$20.15
600	Terrace	Terrace Standard Construction	FT	\$0.99
		Terrace Reconstruction	FT	\$1.25
642	Water Well	Well depths 150 feet or less	EACH	\$10,109.87
		Wells > 150 feet deep to 300 feet deep.	EACH	\$16,053.28
		Wells > 300 feet deep to 600 feet deep	EACH	\$23,440.15
		Wells > 600 feet deep	EACH	\$42,809.13
614	Watering Facility	Energy Free Fountains	Gal	\$43.77
		Freeze Proof Trough or Sheep/Goat Trough	EACH	\$2,518.17
		Watering Facility, 1001 - 1400 gallons	Gal	\$2.28
		Watering Facility, 1401 - 2100 gallons	Gal	\$1.96
		Watering Facility, 2101 - 3000 gallons	Gal	\$1.61
		Watering Facility, 3001 - 5000 gallons	Gal	\$1.36
		Watering Facility, > 5,000 gallons	Gal	\$1.16
		Watering Facility, Less than 1000 gallons	Gal	\$3.51
		Watering Ramp, Rock in Geocell on Geotextile	SqFt	\$5.16
		Watering Ramp, Rock on Geotextile	SqFt	\$1.69

CHECKLIST OF BOARD ACTION REQUIRED

Conservation District <i>Tulsa County</i>	Program Year <i>26</i>
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All Cost Share Program actions taken will be recorded in the board meeting minutes. This completed form can be used as an attachment to your board meeting minutes.

1	CONSERVATION DISTRICT PARTICIPATION - Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.	
	Date: 03/19/2024	Action: Yes the District is Participating
2	BOARD MEMBER PARTICIPATION - Are district board members allowed to make application in the local program? Complete the <i>Director Participation</i> form and email it to OCC. At this point any board member making application <u>must immediately</u> remove themselves from board discussions and votes on program items.	
	Date: 03/19/2024	Action: Yes, Members of the Board are Permitted to Participate
3	CHOOSE DISTRICT REPRESENTATIVE - Designate the authorized district representative. This person <u>must</u> be a district board member. Any board member making application in the local program is <u>not</u> eligible to serve as the district representative.	
	Date: 03/19/2024	Action: All Members of the Board are Designated Authorized Representatives
4	CHOOSE PRACTICES - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.	
	Date: 03/19/2024	Action: All Available Practices will be Approved
5	CHOOSE COST SHARE RATE & MAXIMUM PAYMENT - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed <u>85%</u> and the maximum cost-share payment amount can't exceed <u>\$7,500</u> per participant.	
	Date: 03/19/2024	Action: The Approved Rate is 85% & Max Payment is \$7,500
6	DEVELOP APPLICATION RANKING SYSTEM - Establish your district's local program priorities and application ranking system. <u>Submit your ranking system to OCC for review and approval prior to starting the application process.</u>	
	Date: 03/19/2024	Action: The Current Ranking System was Approved
7	SET APPLICATION PERIOD & ADVERTISING - Establish your district's application period and advertise locally.	
	Date: 03/19/2024	Action: TCCD will Accept Application from 03/19/2024 to COB 05/10/2024

STOP STOP Submit your ranking system to OCC for review and approval. **STOP STOP**

8	<p><u>RANK & APPROVE APPLICATIONS</u> - Review and rank all applications using your district's OCC approved application ranking system.</p> <p>Board meeting minutes will include the following for each approved and funded participant: agreement number, participant name, practice(s), completion date, cost share rate, and maximum amount. <u>Alternate participants</u> approved on the condition that funding is available, must be listed separately and include the following: agreement number, participant name, practice(s), cost share rate, and maximum amount.</p> <table border="1" data-bbox="256 441 1401 556"> <tr> <td data-bbox="256 441 522 556">Date:</td><td data-bbox="522 441 1401 556">Action:</td></tr> </table>	Date:	Action:
Date:	Action:		
8a	<p><u>NOTIFY APPLICANT & EXECUTE AGREEMENT</u> - For each approved application, including alternates:</p> <ol style="list-style-type: none"> 1. prepare a <i>Performance and Maintenance Agreement</i> - fill in all blanks (agreement number, district, participant, practices, completion date, practice life span, cost share rate, and maximum cost share payment) 2. have authorized district representative sign and fill in the board meeting date when the district board took action on the <i>Performance and Maintenance Agreement</i> 3. within 10 calendar days of board action, notify the participant of approval and secure their signature on the <i>Performance and Maintenance Agreement</i> 		

CHECKLIST OF BOARD ACTION REQUIRED

Conservation District	Tulsa County	Program Year 27
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All Cost Share Program actions taken will be recorded in the board meeting minutes. This completed form can be used as an attachment to your board meeting minutes.

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

STOP STOP Submit your ranking system to OCC for review and approval. **STOP STOP**

8	<p><u>RANK & APPROVE APPLICATIONS</u> - Review and rank all applications using your district's OCC approved application ranking system.</p> <p>Board meeting minutes <u>will</u> include the following for <u>each approved and funded</u> participant: agreement number, participant name, practice(s), completion date, cost share rate, and maximum amount. <u>Alternate participants</u> approved on the condition that funding is available, must be listed separately and include the following: agreement number, participant name, practice(s), cost share rate, and maximum amount.</p> <table border="1" data-bbox="256 443 1399 558"> <tr> <td data-bbox="256 443 521 558">Date:</td><td data-bbox="521 443 1399 558">Action:</td></tr> </table>	Date:	Action:
Date:	Action:		
8a	<p><u>NOTIFY APPLICANT & EXECUTE AGREEMENT</u> - For <u>each</u> approved application, including alternates:</p> <ol style="list-style-type: none"> 1. prepare a <i>Performance and Maintenance Agreement</i> - fill in all blanks (agreement number, district, participant, practices, completion date, practice life span, cost share rate, and maximum cost share payment) 2. have authorized district representative sign and fill in the board meeting date when the district board took action on the <i>Performance and Maintenance Agreement</i> 3. within 10 calendar days of board action, notify the participant of approval and secure their signature on the <i>Performance and Maintenance Agreement</i> 		

**STATE OF OKLAHOMA
CONSERVATION COST-SHARE PROGRAM
DIRECTOR PARTICIPATION**

The _____ Conservation District voted at their

_____ board meeting to ALLOW NOT ALLOW

board members to apply for Cost-Share Program Year _____.

District board member(s) that will be making application are:

1. _____

2. _____

A copy of your district's Director Participation form must be on file in the Conservation Commission office each program year.

Program Year 26

At the Local Work Group Session in the December 14, 2023 Board Meeting, the board determined the funding priorities for the upcoming year would be:

#1 Priority - Pesticide/herbicide

#2 Priority – Soil Health

#3 Priority - Water Quality

Tulsa County Conservation District

Cost Share Program Year 26 Ranking

Participant Name: _____

Application Date: _____

Application Number: _____

Total Score: _____

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

High Priority: (315) Herbaceous Weed Control, (327) Conservation Cover, (378) Pond, (412) Grassed Waterway, (512) Forage and Biomass Planting (Sprigging), (533) Pumping Plant (516) Livestock Pipeline, (550) Range Planting, (561) Heavy Use Area Protection, (590) Nutrient Management, (614) Watering Facility, (642) Water Well, (325) High Tunnel

Medium Priority:

(314) Brush Management, (329) Residue and Tillage Management, No-Till, (340) Cover Crop, (342) Critical Area Planting, (393) Filter Strip, (528) Prescribed Grazing

Low Priority:

(338) Prescribed Burning, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure, (412) Grassed Waterway, (600) Terrace

1. Has the applicant has received state cost share funds within the last three years?
 - A. Yes 0 Points
 - B. No 20 Points
2. Has the applicant been previously approved for state cost share funding and practices were not completed within the completion date that resulted in a cancellation?
 - A. Yes -20 Points
 - B. No 20 Points

Inadequate Water Source

Water Wells, Ponds, and Water Facility, Filter Strip

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

2. Current water supply: _____
 - A. Municipal or well water only 5 Points
 - B. Pond present but unreliable 10 Points
3. Will this be the primary or secondary water source?
 - A. Primary 10 Points
 - B. Secondary 5 Points
 - C. Tertiary 0 Points
4. Purpose of the water: _____ (all that apply)
 - A. livestock 15 points
 - B. Irrigation 10 points
 - C. Erosion control 5 points
5. Will new pond improve grazing distribution due to cross fencing currently in place?
 - A. Yes 10 Points
 - B. No 0 Points

Plant Productivity and Health

1. Will producer be willing to install a season high tunnel on an existing garden to extend the growing season and reduce the potential for wind, frost, and pest damage?
 - A. Yes 20 Points
 - B. No 0 Points

Degraded Plant Condition

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

2. Does it maintain or increase soil health and organic matter content?
 - A. Yes 10 Points
 - B. No 0 Points
3. Does it improve soil moisture use efficiency?
 - B. Yes 10 Points
 - B. No 0 Points
4. Does it minimize soil compaction?
 - C. Yes 10 Points
 - B. No 0 Points
5. Does it stabilize areas with existing or expected high rates of soil erosion by wind or water?
 - D. Yes 10 Points
 - B. No 0 Points
6. Does it improve or maintain livestock nutrition and/or health?
 - E. Yes 10 Points
 - B. No 0 Points