

**AGENDA**  
**Board of Directors Regular Meeting**  
**Tulsa County Conservation District**  
**Wednesday July 23, 2025 – 5:30 PM**  
**6660 S. Sheridan Rd. Suite 120, Tulsa, OK 74133**

Administer Loyalty Oath to Julie Monnot  
Administer Oath of Office to Julie Monnot

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Discussion of Resource Management Conference
5. Discussion of Urban Conservation Area
6. Discussion and Approval of Minutes from the Special June 25, 2025 Meeting
7. Discussion and Approval of Financial Statements, District Reports, all Reimbursement Claims, and District Payroll Forms for Period Ending June 2025
8. Discussion and Approval of Staff Timesheet and Leave Forms for June 2025
9. Review of TACF Financials for Period Ending June 2025
10. Discussion of NRCS Agency Report
11. Discussion of the TCCD Monthly Activities and Outreach Report July 2025
12. Discussion and Ratification of final modifications to the FY - 2026 Joint Plan of Operations
13. Discussion and Approval of FY – 2026 Letter from Executive Director, Allocation, Memo to Districts, FY – 2026 Adopted Policies, FY – 2026 Allocation
14. Discussion and Possible Approval of Assisting Chrissy Parker with a Goat Soap Making Class/Fundraiser
15. Discussion of Vacant Board of Director Position
16. Discussion and Approval of Newly Elected Officers
17. Cost Share Program Year 27
  - A. Discuss the Following Rankings
    1. John 3:16 Mission
    2. Charles Sisler & Cord Hodge
  - B. Discuss and Approve the Funding Allocations and Alternates:

a) John 3:16 Mission	h) Greg Daubney
b) Charels Sisle & Cord Hodge	i) Georgia Riggs
c) Frank Wyant Jr	j) Jeff Graham
d) Tod Kinnikin	k) Justin Nix
e) Aaron Kern	l) Joshua Teague
f) Bruce Galbierz	m) Brenda Schiesel
g) Dana Grundy	n) Julie Bailey
	o) Sam Bradley
18. Discussion of June 2025 District Teams Training Takeaways – SHIP
19. New Business:
20. Adjourn:

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

**The next regularly scheduled meeting is Wednesday August 13, 2025**  
**6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

## Tulsa County Conservation District

Agency, Authority, Commission, Department or Institution

**6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

Address, City and Zip Code

**Julie Monnot**

Print Name of Officer or Employee

### LOYALTY OATH

(51 O.S., 36.2A)

I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am

#### Tulsa County Conservation District Board Director

Here put name of office, or if an employee, insert "An employee of \_\_\_\_\_" followed by the complete designation of the employing officer, agency, authority, commission, department or institution.) 51 O.S., 36.2.

Affiant Sign Here

**Oklahoma**

State of \_\_\_\_\_

**Tulsa**

County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me on this **23rd** day of

**July 2025** by **Julie Monnot**

Print name of the person taking the oath.

Signature of the Notary

**District Manager**

(Seal, if any)

Title and Rank (if other than a notary)

My Commission Expires: **April 16, 2029**

**13003581**

Commission Number: \_\_\_\_\_

(09/2003)

### LOYALTY OATH FILING

(51 O.S., §36.3)

#### WHERE TO FILE:

Every **state officer** shall be filed with the Secretary of State.

Every **state employee** shall be filed with the personnel officer of the state entity employing the state employee.

All **other officers** shall be filed with the office of the county clerk of the county of official residence of the officer.

All **other employees** shall be filed with the office of the county clerk of the county in which the entity employing the employee is located.

Every **notary public** shall be filed with the office of the court clerk of the county of official residence of the notary, or if a nonresident, the county of employment of the notary.

All **municipal officers or employees** shall be filed in the office of the municipal clerk of the municipality for which the officer or employee serves or by which the officer or employee is employed.

#### TO ENSURE PROPER FILING:

Submit only the original oath with original signatures. Photo copies are not accepted. Type or print clearly in black ink:

1. List the name and address of the entity.
  2. Full and correct name of the person taking the oath
  3. Name of the office, or if an employee, insert "an employee of \_\_\_\_\_" followed by the complete designation of the employing officer, agency, authority, commission, department or institution.
- Person taking the oath is the "Affiant".

#### ATTESTATION OF LOYALTY OATH:

The Loyalty Oath must be signed and dated by a notary public or other officer authorized to administer oaths or affirmations (indicate title and rank, if other than a notary public) and include the identification of the jurisdiction in which the act is performed. The notary shall include the name of the individual making the statement (or taking the oath), the notary seal, expiration date and commission number.

Please retain a copy for your records before submitting the oath for filing.  
**For additional information, please call 522-4564 or 522-4565.**

## OATH OF OFFICE

(Art. XV O.C. §1)

I, **Julie Monnot**, do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the United States, and the Constitution of the State of Oklahoma, and that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or nonperformance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as

**A Tulsa County Conservation District Board Director**

to the best of my ability.

State of **Oklahoma**

\_\_\_\_\_  
Affiant Sign Here

County of **Tulsa**

Signed and sworn to (or affirmed) before me on this **23rd** day of **July**, **2025** by

**Julie Monnot**

\_\_\_\_\_  
Print name of person taking the oath

\_\_\_\_\_  
Signature of the Notary

(Seal if any)

Commission Expires **April 16, 2029**

**District Manager**

Commission Number **13003581**

\_\_\_\_\_  
Title and Rank (if other than a notary)

(OKSOS-012/2017)

This is a scheduled **regular** meeting 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 **July 22, 2025** in the following location:

**6660 S. Sheridan Rd., Suite 120**

**Tulsa, OK 74133**

**&**

**[tulsaccd.org](http://tulsaccd.org)**




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

## STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the **Special Meeting** of the Tulsa County Conservation District Board of Directors held on **July 29, 2025** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **September 10, 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: July 23, 2025

Time: 5:30 PM

Members Present: Tom Tolbert, Chair  
Julie Monnot, Vice-Chair  
Chrissy Parker, Treasurer

Members Absent: Janna Colaizzi, Member

Staff Present: Gabrael Parker, District Manager

Others Present: Justin Cash, Resource Conservationist, USDA-NRCS  
Kathryn Barte, Environmental Programs Intern, INCOG Office of  
Energy & Environmental Sustainability

**1. Meeting Called to Order:**

Chairman Tom Tolbert called the meeting to order at 5:42 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 July 22, 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  
Gabrael Parker  
Kathryn Barte  
Justin Cash

**3. Public Comments**

None

**4. Discussion of the Resource Management Conference**

Julie Monnot suggested that, given the interest of other partner cities in the FOG RMC in February 2026, we should consider, or at least, going through the Oklahoma Municipal League (OML). OML does have many contacts and potential speakers. Tom Tolbert said that would not be a bad idea. Julie said she would reach out to her contacts with OML. No further action needs to be taken at this time.

**5. Discussion of Urban Conservation Area**

Tom Tolbert said he talked to the City of Broken Arrow about needing to get onto the property to do some maintenance and cleanup under one of the street bridges. For the city to do that with the

equipment, they needed a temporary easement. He went ahead and signed a temporary easement to give the city access. No further action needs to be taken at this time.

**6. Discussion and Approval of Minutes of June 25, 2025, Special Meeting**

After a brief discussion, Julie Monnot made a motion to approve the minutes from June 25, 2025, Special Meeting. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Chrissy Parker. Nays: None. The motion carries

**7. Discussion and Approval of Financial Statements, District Reports, all Reimbursement Claims, and District Payroll Forms for Period Ending June 2025**

After a brief discussion, Julie Monnot made a motion to approve the financial statements, district reports, all reimbursement claims, and district payroll forms for the period ending June 2025. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Chrissy Parker. Nays: None. The motion carries

**8. Discussion and Ratification of Staff Timesheet and Leave Forms from June 2025**

After a brief discussion, Julie Monnot made a motion to approve the ratification of staff timesheets and leave forms from June 2025. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Chrissy Parker. Nays: None. The motion carries

**9. Review of TACF Financials for Period Ending June 2025**

The Board reviewed the TACF Financials for the Period Ending June 2025. No further action needs to be taken at this time.

**10. Discussion of NRCS Agency Report**

Justin Cash said they are moving through CSP renewals and new contracts. Mayes County has ten, Rogers County has three, and Tulsa has one. The contract total amount for Team 20 is approximately 550K. It is entirely different than a few years ago when we had one CSP. No one could get into the program. No further action is required at this time.

**11. Discussion of the TCCD Monthly Activities and Outreach Report July 2025**

July Meetings:

07/09/2025	TCCD Board Meeting (Rescheduled)
07/08/2025	Teams Training - FY26 Allocations
07/09/2025	Teams Training - FY26 Allocations
07/23/2025	TCCD Board Meeting

July Events:

None

August Meetings:

08/05/2025	Monarch's on the Mountain Meeting
08/13/2025	TCCD Board Meeting
08/05/2025	Teams Training – Leave & Timesheets
08/12/2025	Teams Training – Leave & Timesheets

Deadlines:



## TULSA COUNTY CONSERVATION DISTRICT

<b>07/07/2025</b>	FY26 Allocations provided to districts following Commission Meeting
<b>07/15/2025</b>	July 15 – FY27 District Budgets due
<b>08/06/2025</b>	Final Day to Notify OCC of Assessment Report Discrepancies
<b>08/20/2025</b>	Final Day for the Commission to Receive, in the OCC Office, FY–25 Salary and Operating Expense Reimbursement Claims

### Holidays

<b>07/04/2025</b>	Independence Day – Office Closed
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### Notes:

None

### Work Duties Performed:

❖ Answer NRCS Calls	❖ TCCD Board Meetings
❖ NRCS Walk-ins	❖ CSPY – 26 & 27, & EDAP
❖ Email Correspondences	❖ Check/Paperwork Signatures
❖ Bill Pay/Financials	❖ Blue Thumb Monitoring Activities
❖ Scanning	❖ Event Prep & Organization
❖ Shredding	❖ GCWC Meetings
❖ TCCD Payroll	❖ FY – 2026 JPO
❖ TCCD Financials	❖ District-Owned Property Issues
❖ Website Updates	

The Board reviewed the Monthly Activities and Outreach Report for July 2025. No further action is required at this time.

### **12. Discussion and Ratification of final modifications to the FY - 2026 Joint Plan of Operations**

After a brief discussion, Julie Monnot made a motion to approve the ratification of final modifications to the FY-2026 Joint Plan of Operations. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Chrissy Parker. Nays: None. The motion carries

### **13. Discussion and Approval of FY – 2026 Letter from Executive Director, Allocation, Memo to Districts, FY – 2026 Adopted Policies, FY – 2026 Allocation**

After a brief discussion, Julie Monnot made a motion to approve the FY 2026 Letter from Executive Director, Allocation, Memo to Districts, FY–2026 Adopted Policies, and FY–2026 Allocation. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Chrissy Parker. Nays: None. The motion carries

### **14. Discussion and Possible Approval of Assisting Chrissy Parker with a Goat Soap Making Class/Fundraiser**

After a brief discussion, the Board decided to table this agenda item until the next meeting so Chrissy Parker can get some clarification on what responsibilities Chrissy is requesting of the district. Julie Monnot made a motion to table agenda item number 14. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Chrissy Parker. Nays: None. The motion carries



**Justin Cash exited the meeting at 6:38 PM.**

**15. Discussion of Vacant Board of Directors Position**

The Board discussed the possibility of having Kathryn Bartee join the Board. Kathryn said she would be very interested in joining. Gabriela Parker said she could fill out the appointment paperwork after the meeting, and the Board could hold a special meeting to approve her appointment. She agreed. Gabriela said she would find out when OCC's cutoff date for appointment paperwork is and set a meeting accordingly. No further action needs to be taken at this time.

**Stephanie Acquario Exited the Meeting at 6:38 PM**

**16. Discussion and Approval of Newly Elected Officers**

After a brief discussion, Julie Monnot made a motion to approve Tom Tolbert as Chair, Julie Monnot as Vice Chair, Treasurer as vacant, Chrissy Parker as a member, and Janna Colaizzi as a member. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Chrissy Parker. Nays: None. The motion carries

**17. Cost Share Program Year 27**

**A. Discuss the Following Rankings**

1. John 3:16 Mission
2. Charles Sisler & Cord Hodge

The Board discussed the rankings for both John 3:16 Mission and Charles Sisle/Cord Hodge. No further action needs to be taken at this time.

**B. Review and Approve Received Application:**

- |                               |                    |
|-------------------------------|--------------------|
| a) John 3:16 Mission          | h) Greg Daubney    |
| b) Charles Sisle & Cord Hodge | i) Georgia Riggs   |
| c) Frank Wyant Jr             | j) Jeff Graham     |
| d) Tod Kinnikin               | k) Justin Nix      |
| e) Aaron Kern                 | l) Joshua Teague   |
| f) Bruce Galbierz             | m) Brenda Schiesel |
| g) Dana Grundy                | n) Julie Bailey    |
|                               | o) Sam Bradley     |

After a brief discussion, Julie Monnot made a motion to approve funding in the amount of \$5000 for Brenda Schiesel, \$5000 for Justin Nix, \$1400 for Bruce Galbierz, \$5000 for Georgia Riggs, \$5000 for John 3:16 Mission, \$3400 for Dana Grundy, \$5000 for Jeff Graham, \$1500 for Sam Bradley, \$3400 or Todd Kinnikin, \$2500 for Greg Daubney, \$3700 for Charles Sisle & Cord Hodge, as well as approve Frank Wyant Jr., Aaron Kern, and Julie Bailey as alternates. Joshua Teague cancelled his application. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Chrissy Parker. Nays: None. The motion carries

**18. Discussion of June 2025 District Teams Training Takeaways – SHIP**

The Board reviewed the training takeaways on the SHIP Program. No further action needs to be taken at this time.

**19. New Business:**

None

**20. New Adjourn:**

Julie Monnot made a motion to adjourn the meeting. Chrissy Parker 2<sup>nd</sup> the motion. Ayes: Tom Tolbert, Julie Monnot, and Chrissy Parker. Nays: None. The motion carries

The meeting adjourned at 6:58 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, or refer any agenda item to its chief administrative officer, staff, or attorney. Additionally, the Board may refer or appoint a committee to gather more information as needed to take action on any agenda item at a subsequent special or regular meeting.

**The next regularly scheduled meeting is Wednesday, August 13, 2025, at 5:30 PM  
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

**Dr. Thomas Lawrence**  
**3808 W Toledo St**  
**Broken Arrow, OK 74012**

425-802-5816

June 25, 2025

Mr. Tom Tolbert

Tulsa County Conservation District

6660 S. Sheridan Rd., Ste 120

Tulsa, OK 74133

Dear Mr. Tolbert:

Thank you for coming to see, in person, the damage caused by the huge tree that fell from TCCD property behind my backyard across my back fence on May 4, 2025. The tree took out my back fence and a variety of other personal property. Had that tree fallen on a person, it would have killed them.

I enclose a copy of the damage report that we submitted to our insurance carrier, USAA. Because the damage was caused by a tree from another property, our deductible was \$5,000 instead of the normal deductible of \$1,000 which would have applied had the tree originated on my property. Please feel free to show this damage report to anyone in your organization you feel necessary. As you can see, we are out \$8,849.00.

Please let me know if you need anything further from me. My wife took about 100 photos of the damage right after the tree fell. If you want me to send any or all to you, let me know how you would want to receive them.

I look forward to hearing from you as to when we can expect reimbursement for our damages.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tom Lawrence".

## **DAMAGES TO OUR YARD FROM FALLING TREE**

Tree Removal from our fence and backyard	4,200.00
Back Fence & Gate Replacement	3,044.00
Arbor w/ gate (purchased from Plow & Hearth)	\$400.00
4 Carolina Jasmine Plants growing on Arbor (\$30.00 each)	120.00
2 Wooden Chaise Lounge Chairs (purchased from Plow & Hearth for \$400.00 each)	800.00
Cement Oriental House (Purchased from Skiatook Statuary)	125.00
Blue-Tile Top Table	<u>150.00</u>
<u>Total damages</u>	<b>8,839.00</b>

3:18 PM

07/18/25

Accrual Basis

**Tulsa County Conservation District**  
**General Ledger**  
**As of June 30, 2025**

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Arvest Checking 6407</b>							4,955.39
<b>Operating Acct - 6407</b>							0.00
Total Operating Acct - 6407							0.00
<b>Arvest Checking 6407 - Other</b>							4,955.39
Deposit	6/5/2025	ACH	OCC	SHIP Reimbursement Claim f...	OCC Cost-Sh...	4,724.40	9,679.79
Deposit	6/9/2025	ACH	OCC	March 2025 Salary & Longevit...	OCC Salary R...	5,521.27	15,201.06
Deposit	6/9/2025	ACH	OCC	November 2025 Flash Drive R...	OCC General ...	1,578.03	16,779.09
Check	6/9/2025	9097	Gabriel S Parker	January 16-31st 2025 Pay Pe...	Payroll	-1,286.82	15,492.27
Check	6/10/2025	ACH	IRS	941 Tax Payment for Septem...	Payroll Tax	-961.46	14,530.81
Check	6/16/2025	9111	Gabriel S Parker	January 2025 Tulsa Mileage	Travel	-56.42	14,474.39
Check	6/16/2025	9112	Gabriel S Parker	February 2025 Tulsa Mileage	Travel	-46.90	14,427.49
Check	6/16/2025	9117	Gabriel S Parker	March 2025 Tulsa Mileage	Travel	-167.30	14,260.19
Check	6/16/2025	9118	Gabriel S Parker	April 2025 Tulsa Mileage	Travel	-120.47	14,139.72
Check	6/16/2025	ACH	Oklahoma Tax Com...	May 2025 Payment	Payroll Tax	-150.00	13,989.72
Check	6/17/2025	9124	Ron Hall	SHIP Payment for Ron Hall O...	Cost-Share Pa...	-4,724.40	9,265.32
Check	6/18/2025	9127	R.K. Black, Inc.	2nd Quarter 2025 Copier Rental	Administrative...	-139.83	9,125.49
Deposit	6/20/2025	ACH	OCC	July 2024 - December 2024 M...	OCC General ...	390.08	9,515.57
Deposit	6/23/2025	ACH	OCC	Cost-Share Year 26 Reimburs...	OCC Cost-Sh...	848.64	10,364.21
Deposit	6/23/2025	ACH	OCC	Cost-Share Year 26 Reimburs...	OCC Cost-Sh...	2,400.00	12,764.21
Deposit	6/23/2025	ACH	OCC	Cost-Share Year 26 Reimburs...	OCC Cost-Sh...	1,743.82	14,508.03
Check	6/23/2025	9119	OCC	June 2025 Preclaim	Employee Ben...	-499.94	14,008.09
Check	6/23/2025	9125	Janna Colaizzi	February OACD State Meetin...	Travel	-201.14	13,806.95
Check	6/25/2025	CC	Wal-Mart	Purchase of Event Supplies fo...	Outreach Prog...	-72.17	13,734.78
Deposit	6/26/2025	ACH	OCC	April 2025 Salary Reimburse...	OCC Salary R...	4,175.64	17,910.42
Deposit	6/26/2025	ACH	OCC	SHIP Reimbursement Claim f...	OCC Cost-Sh...	4,428.78	22,339.20
Deposit	6/26/2025	ACH	OCC	March 2025 General Expense...	OCC General ...	185.35	22,524.55
Deposit	6/26/2025	ACH	OCC	January - April 2025 Mileage ...	OCC General ...	391.09	22,915.64
Check	6/30/2025	9101	Gabriel S Parker	February 15-28th 2025 Pay P...	Payroll	-1,286.82	21,628.82
Check	6/30/2025	9103	Gabriel S Parker	March 1-15th 2025 Pay Period	Payroll	-1,286.82	20,342.00
Deposit	6/30/2025	ACH	Arvest	Interest Payment	Interest Income	0.52	20,342.52
Check	6/30/2025	ACH	Arvest	Service Fee	Administrative...	-15.07	20,327.45
Total Arvest Checking 6407 - Other						15,372.06	20,327.45
Total Arvest Checking 6407						15,372.06	20,327.45
<b>Arvest Money Market 6423</b>							0.00
Total Arvest Money Market 6423							0.00
<b>Arvest Special Projects 6410</b>							95.86
Total Arvest Special Projects 6410							95.86
<b>Payroll Liabilities</b>							0.00
Total Payroll Liabilities							0.00
<b>Opening Balance Equity</b>							-10,307.75
Total Opening Balance Equity							-10,307.75
<b>Retained Earnings</b>							4,392.70
Total Retained Earnings							4,392.70
<b>Administrative Income</b>							0.00
Total Administrative Income							0.00
<b>Aerials and Maps</b>							0.00
Total Aerials and Maps							0.00
<b>Arvest Bank</b>							0.00
Total Arvest Bank							0.00
<b>Director Election</b>							0.00
Total Director Election							0.00
<b>Grant Income</b>							-1,037.03
Total Grant Income							-1,037.03

3:18 PM

07/18/25

Accrual Basis

# Tulsa County Conservation District

## General Ledger

### As of June 30, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Interest Income</b>							-4.33
Deposit	6/30/2025	ACH	Arvest	Interest Payment	Arvest Checki...	-0.52	-4.85
Total Interest Income						-0.52	-4.85
<b>OCC Cost-Share Reimbursements</b>							-84,530.70
Deposit	6/5/2025	ACH	OCC	SHIP Reimbursement Claim f...	Arvest Checki...	-4,724.40	-89,255.10
Deposit	6/23/2025	ACH	OCC	Cost-Share Year 26 Reimburs...	Arvest Checki...	-848.64	-90,103.74
Deposit	6/23/2025	ACH	OCC	Cost-Share Year 26 Reimburs...	Arvest Checki...	-2,400.00	-92,503.74
Deposit	6/23/2025	ACH	OCC	Cost-Share Year 26 Reimburs...	Arvest Checki...	-1,743.82	-94,247.56
Deposit	6/26/2025	ACH	OCC	SHIP Reimbursement Claim f...	Arvest Checki...	-4,428.78	-98,676.34
Total OCC Cost-Share Reimbursements						-14,145.64	-98,676.34
<b>OCC Director Election Reimburse</b>							0.00
Total OCC Director Election Reimburse							0.00
<b>OCC Director Exp Reimbursements</b>							0.00
Total OCC Director Exp Reimbursements							0.00
<b>OCC General Exp Reimbursements</b>							-2,660.36
Deposit	6/9/2025	ACH	OCC	November 2025 Flash Drive R...	Arvest Checki...	-1,578.03	-4,238.39
Deposit	6/20/2025	ACH	OCC	July 2024 - December 2024 M...	Arvest Checki...	-390.08	-4,628.47
Deposit	6/26/2025	ACH	OCC	March 2025 General Expense...	Arvest Checki...	-185.35	-4,813.82
Deposit	6/26/2025	ACH	OCC	January - April 2025 Mileage ...	Arvest Checki...	-391.09	-5,204.91
Total OCC General Exp Reimbursements						-2,544.55	-5,204.91
<b>OCC Salary Reimbursements</b>							-38,758.33
Deposit	6/9/2025	ACH	OCC	March 2025 Salary & Longevit...	Arvest Checki...	-5,521.27	-44,279.60
Deposit	6/26/2025	ACH	OCC	April 2025 Salary Reimburse...	Arvest Checki...	-4,175.64	-48,455.24
Total OCC Salary Reimbursements						-9,696.91	-48,455.24
<b>Program Income</b>							0.00
Total Program Income							0.00
<b>TACF Gen Expense Reimbursements</b>							0.00
Total TACF Gen Expense Reimbursements							0.00
<b>TACF Salary Reimbursements</b>							0.00
Total TACF Salary Reimbursements							0.00
<b>Uncategorized Income</b>							0.00
Total Uncategorized Income							0.00
<b>Administrative Expense</b>							3,773.00
Check	6/18/2025	9127	R.K. Black, Inc.	2nd Quarter 2025 Copier Rental	Arvest Checki...	139.83	3,912.83
Check	6/30/2025	ACH	Arvest	Service Fee	Arvest Checki...	15.07	3,927.90
Total Administrative Expense						154.90	3,927.90
<b>Advertising and Promotion</b>							60.70
Total Advertising and Promotion							60.70
<b>Cost-Share Payments</b>							84,530.22
Check	6/17/2025	9124	Ron Hall	SHIP Payment for Ron Hall 0...	Arvest Checki...	4,724.40	89,254.62
Total Cost-Share Payments						4,724.40	89,254.62
<b>Director Fees</b>							0.00
Total Director Fees							0.00
<b>Employee Benefits</b>							5,368.61
Check	6/23/2025	9119	OCC	June 2025 Preclaim	Arvest Checki...	499.94	5,868.55
Total Employee Benefits						499.94	5,868.55
<b>Grant Expenses</b>							0.00
Total Grant Expenses							0.00
<b>Insurance</b>							301.00
Total Insurance							301.00

3:18 PM

07/18/25

Accrual Basis

**Tulsa County Conservation District**  
**General Ledger**  
As of June 30, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Internet</b>							0.00
Total Internet							0.00
<b>Membership Fees</b>							225.00
Total Membership Fees							225.00
<b>Office Supplies</b>							165.09
Total Office Supplies							165.09
<b>Outreach Programs</b>							25.00
Check	6/25/2025	CC	Wal-Mart	Purchase of Event Supplies fo...	Arvest Checki...	72.17	97.17
Total Outreach Programs						72.17	97.17
<b>Payroll</b>							21,657.39
Check	6/9/2025	9097	Gabriel S Parker	January 16-31st 2025 Pay Pe...	Arvest Checki...	1,286.82	22,944.21
Check	6/30/2025	9101	Gabriel S Parker	February 15-28th 2025 Pay P...	Arvest Checki...	1,286.82	24,231.03
Check	6/30/2025	9103	Gabriel S Parker	March 1-15th 2025 Pay Period	Arvest Checki...	1,286.82	25,517.85
Total Payroll						3,860.46	25,517.85
<b>Payroll Tax</b>							8,508.19
Check	6/10/2025	ACH	IRS	941 Tax Payment for Septem...	Arvest Checki...	961.46	9,469.65
Check	6/16/2025	ACH	Oklahoma Tax Com...	May 2025 Payment	Arvest Checki...	150.00	9,619.65
Total Payroll Tax						1,111.46	9,619.65
<b>Postage</b>							103.45
Total Postage							103.45
<b>Professional Fees</b>							700.86
Total Professional Fees							700.86
<b>Reconciliation Discrepancies</b>							0.00
Total Reconciliation Discrepancies							0.00
<b>Registration Fees</b>							1,100.00
Total Registration Fees							1,100.00
<b>Telephone and Internet</b>							0.00
Total Telephone and Internet							0.00
<b>Travel</b>							1,336.04
Check	6/16/2025	9111	Gabriel S Parker	January 2025 Tulsa Mileage	Arvest Checki...	56.42	1,392.46
Check	6/16/2025	9112	Gabriel S Parker	February 2025 Tulsa Mileage	Arvest Checki...	46.90	1,439.36
Check	6/16/2025	9117	Gabriel S Parker	March 2025 Tulsa Mileage	Arvest Checki...	167.30	1,606.66
Check	6/16/2025	9118	Gabriel S Parker	April 2025 Tulsa Mileage	Arvest Checki...	120.47	1,727.13
Check	6/23/2025	9125	Janna Colaizzi	February OACD State Meetin...	Arvest Checki...	201.14	1,928.27
Total Travel						592.23	1,928.27
<b>Uncategorized Expenses</b>							0.00
Total Uncategorized Expenses							0.00
<b>No acct</b>							0.00
Total no acct							0.00
<b>TOTAL</b>						<b>0.00</b>	<b>0.00</b>



Tulsa County Conservation District  
Profit & Loss  
June 2025

	Jun 25
Income	
Interest Income	0.52
OCC Cost-Share Reimbursements	14,145.64
OCC General Exp Reimbursements	2,544.55
OCC Salary Reimbursements	9,696.91
Total Income	26,387.62
Expense	
Administrative Expense	154.90
Cost-Share Payments	4,724.40
Employee Benefits	499.94
Outreach Programs	72.17
Payroll	3,860.46
Payroll Tax	1,111.46
Travel	592.23
Total Expense	11,015.56
Net Income	15,372.06

Tulsa County Conservation District  
**Profit & Loss**  
July 2024 through June 2025

	<u>Jul '24 - Jun 25</u>
<b>Income</b>	
Grant Income	1,037.03
Interest Income	4.85
OCC Cost-Share Reimbursements	98,676.34
OCC General Exp Reimbursements	5,204.91
OCC Salary Reimbursements	48,455.24
<b>Total Income</b>	<u>153,378.37</u>
<b>Expense</b>	
Administrative Expense	3,927.90
Advertising and Promotion	60.70
Cost-Share Payments	89,254.62
Employee Benefits	5,868.55
Insurance	301.00
Membership Fees	225.00
Office Supplies	165.09
Outreach Programs	97.17
Payroll	25,517.85
Payroll Tax	9,619.65
Postage	103.45
Professional Fees	700.86
Registration Fees	1,100.00
Travel	1,928.27
<b>Total Expense</b>	<u>138,870.11</u>
<b>Net Income</b>	<u><u>14,508.26</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 06/30/2025**

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number: 07

**Managing Your Accounts**

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

**Summary of Accounts**

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$20,327.45
Total Current Value		\$20,327.45

**NON-PROFIT INTEREST CHECKING - 07**

**Account Summary**

Date	Description	Amount
06/01/2025	Beginning Balance	\$4,554.05
	7 Credit(s) This Period	\$26,788.96
	15 Debit(s) This Period	\$11,015.56
06/30/2025	Ending Balance	\$20,327.45
	Service Charges	\$15.07

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.52
Interest Paid Year-to-Date	\$3.37
Interest Withheld Year-to-Date	\$0.00

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

**Electronic Credits**

Date	Description	Amount
06/05/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$4,724.40
06/09/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$7,500.64
06/20/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$390.08
06/23/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$4,992.46
06/26/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$8,789.77
06/30/2025	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$391.09

**Other Credits**

Date	Description	Amount
06/30/2025	INTEREST PMT	\$0.52



## Statement Ending 06/30/2025

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number: 07

### NON-PROFIT INTEREST CHECKING - 07 (continued)

#### Electronic Debits

Date	Description	Amount
06/10/2025	IRS USATAXPYMT TULSA COUNTY CONSERVAT	-\$961.46
06/16/2025	OKLAHOMATAXPMTS OK TAX PMT TULSA CO CONSERVATION	-\$150.00
06/25/2025	WAL-MART #2880 DDA PIN POS PUR CD5315 TULSA #062510022922	-\$72.17

#### Other Debits

Date	Description	Amount
06/30/2025	SERVICE CHARGE	-\$15.07

#### Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
9097	06/09/2025	\$1,286.82	9112	06/16/2025	\$46.90	9124*	06/17/2025	\$4,724.40
9098	06/30/2025	\$1,286.82	9117*	06/16/2025	\$167.30	9125	06/23/2025	\$201.14
9101*	06/30/2025	\$1,286.82	9118	06/16/2025	\$120.47	9127*	06/18/2025	\$139.83
9111*	06/16/2025	\$56.42	9119	06/23/2025	\$499.94			

\* Indicates skipped check number

#### Daily Balances

Date	Amount	Date	Amount	Date	Amount
05/31/2025	\$4,554.05	06/16/2025	\$13,989.72	06/23/2025	\$13,806.95
06/05/2025	\$9,278.45	06/17/2025	\$9,265.32	06/25/2025	\$13,734.78
06/09/2025	\$15,492.27	06/18/2025	\$9,125.49	06/26/2025	\$22,524.55
06/10/2025	\$14,530.81	06/20/2025	\$9,515.57	06/30/2025	\$20,327.45



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 06/30/2025

TULSA COUNTY CONSERVATION

Page 1 of 2

Customer Number: 10

### Managing Your Accounts



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



CUSTOMER  
SERVICE (866) 952-9523



MAILING  
ADDRESS PO BOX 799  
LOWELL AR 72745



WEBSITE [www.arvest.com](http://www.arvest.com)

### Summary of Accounts

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

### NON-PROFIT INTEREST CHECKING - 10

#### Account Summary

Date	Description	Amount
06/01/2025	Beginning Balance	\$95.86
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
06/30/2025	Ending Balance	\$95.86

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

#### Daily Balances

Date	Amount
05/31/2025	\$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
					\$10,218.81	\$10,218.81
				REPORT TOTAL	\$10,218.81	\$10,218.81

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

Month 1  Month 2  Month 3

15. Oklahoma Account Number:

16. Federal I.D. No:

17. Qtr / Yr:

18. Due Date:

19. Employer Name / Address

**TULSA COUNTY CONSERVATION DIST**

**6660 S SHERIDAN RD STE 120**

**TULSA** **OK**

**74133** - **1164**

Confirmation No.: **B44C0E5387**

5. TOTAL WAGES PAID.....	<b>\$10,218.81</b>
6. TAXABLE WAGES PAID.....	<b>\$10,218.81</b>
7. Contribution Rate for This Quarter.....	<b>1%</b>
8. Contributions Due.....	<b>\$102.19</b>
9. Interest Due.....	<b>\$0.00</b>
10. 10% Penalty Due + \$200.00 Penalty Due.....	<b>\$0.00</b>
11. Debit.....	<b>\$0.00</b>
12. AMOUNT DUE.....	<b>\$102.19</b>
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: **7/15/2025**

Oklahoma Employment Security Commission  
Online Payment Report

The Online Payment was processed successfully :

Payment Amount : \$102.19

Payment Submitted : 7/15/2025 9:18:12 AM

UserId: TulsaCCD918

Account No.	Qtr	Year	Employer	Amount	Status	Confirmation No.	Scheduled Date	Processed Date
	02	2025	TULSA COUNTY CONSERVATION DIST	\$102.19	Pending	2502394071	7/25/2025 12:00:00 AM	-

OK Paid  
7/25/2025  
ACH  
Code # 79  
JHP



ACCOUNT ID:  
FILING FREQUENCY: Quarterly

FILING PERIOD: June 30, 2025  
DUE DATE: July 21, 2025  
RECEIVED DATE: July 15, 2025

WTH

Revised 4-2019

10001 Oklahoma Employers Wage Withholding  
TULSA CO CONSERVATION

☐

 Amended Return

Number of Employees	1
Wages Paid	\$10,218.81
Tax Withheld	\$450.00
Interest	\$0.00
Penalty	\$0.00
Total Due	\$450.00
Total Monthly and Semi-Monthly Prepayments Received	\$450.00
Total Balance Due	\$0.00

FOR YOUR RECORDS ONLY  
DO NOT MAIL



P O BOX 1670  
LOWELL AR 72745

**ADDRESS SERVICE REQUESTED**

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

**Statement Ending 06/30/2025**

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number: 02

**Managing Your Accounts**

	24-HOUR ACCOUNT INFO (800) 601-8655 LINE
	CUSTOMER SERVICE (866) 952-9523
	MAILING ADDRESS PO BOX 799 LOWELL AR 72745
	WEBSITE <a href="http://www.arvest.com">www.arvest.com</a>

**Summary of Accounts**

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$7,739.36
Total Current Value		\$7,739.36

**BUSINESS MONEY MARKET - 02**

**Account Summary**

Date	Description	Amount
06/01/2025	Beginning Balance	\$7,728.24
	1 Credit(s) This Period	\$11.12
	0 Debit(s) This Period	\$0.00
06/30/2025	Ending Balance	\$7,739.36

**Interest Summary**

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$11.12
Interest Paid Year-to-Date	\$66.83
Interest Withheld Year-to-Date	\$0.00

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

**Other Credits**

Date	Description	Amount
06/30/2025	INTEREST PMT	\$11.12

**Daily Balances**

Date	Amount	Date	Amount
05/31/2025	\$7,728.24	06/30/2025	\$7,739.36



P O BOX 1670  
LOWELL AR 72745

## Statement Ending 06/30/2025

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number: 92

### ADDRESS SERVICE REQUESTED

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

### Managing Your Accounts

	24-HOUR ACCOUNT INFO (800) 601-8655 LINE
	CUSTOMER SERVICE (866) 952-9523
	MAILING ADDRESS PO BOX 799 LOWELL AR 72745
	WEBSITE <a href="http://www.arvest.com">www.arvest.com</a>

### Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$7,203.71
Total Current Value		\$7,203.71

### NON-PROFIT INTEREST CHECKING - 92

#### Account Summary

Date	Description	Amount
06/01/2025	Beginning Balance	\$7,209.45
	1 Credit(s) This Period	\$0.30
	1 Debit(s) This Period	\$6.04
06/30/2025	Ending Balance	\$7,203.71
	Service Charges	\$6.04

#### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.30
Interest Paid Year-to-Date	\$1.83
Interest Withheld Year-to-Date	\$0.00

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

#### Other Credits

Date	Description	Amount
06/30/2025	INTEREST PMT	\$0.30

#### Other Debits

Date	Description	Amount
06/30/2025	SERVICE CHARGE	-\$6.04

#### Daily Balances

Date	Amount	Date	Amount
05/31/2025	\$7,209.45	06/30/2025	\$7,203.71

# TCCD Monthly Outreach and Activities Report

## July 2025



### July Meetings:

<b>07/09/2025</b>	TCCD Board Meeting (Rescheduled)
<b>07/08/2025</b>	Teams Training - FY26 Allocations
<b>07/09/2025</b>	Teams Training - FY26 Allocations
<b>07/23/2025</b>	TCCD Board Meeting

### July Events:

None

### August Meetings:

<b>08/05/2025</b>	Monarch's on the Mountain Meeting
<b>08/13/2025</b>	TCCD Board Meeting
<b>08/05/2025</b>	Teams Training – Leave & Timesheets
<b>08/12/2025</b>	Teams Training – Leave & Timesheets

### Deadlines:

<b>07/07/2025</b>	FY26 Allocations provided to districts following Commission Meeting
<b>07/15/2025</b>	July 15 – FY27 District Budgets due
<b>08/06/2025</b>	Final Day to Notify OCC of Assessment Report Discrepancies
<b>08/20/2025</b>	Final Day for the Commission to Receive, in the OCC Office, FY – 25 Salary and Operating Expense Reimbursement Claims

### Holidays

<b>07/04/2025</b>	Independence Day – Office Closed
-------------------	----------------------------------

### Notes:

None

### Work Duties Performed:

❖ Answer NRCS Calls	❖ TCCD Board Meetings
❖ NRCS Walk-ins	❖ CSPY – 26, 17, EDAP
❖ Email Correspondences	❖ Check/Paperwork Signatures
❖ Bill Pay/Financials	❖ Blue Thumb Monitoring Activities
❖ Scanning	❖ Event Prep & Organization
❖ Shredding	❖ GCWC Meetings
❖ TCCD Payroll	❖ FY – 2026 JPO
❖ TCCD Financials	❖ District Owned Property Issues
❖ Website Updates	

# Joint Plan of Operations (July 2025 to September 2026)

## Tulsa County Conservation District

In Cooperation With

Tulsa NRCS Field Office

For More Information Contact: **Gabriel Parker, (918) 877-9559, [tulsaccd@conservation.ok.gov](mailto:tulsaccd@conservation.ok.gov)**



### Board of Directors

The governing body of a conservation district consists of five (5) district directors. Directors are public officials responsible for setting priorities for conservation work within the district and have legal and ethical responsibilities to the district and the local people. Associate directors may be selected and appointed by the district board to assist, advise, and learn about a specific program or the overall district program, but have no voting authority.

Each district board is comprised of three elected directors who serve three-year terms and two appointed directors who serve two-year terms. One elected term and one appointed term expire each year on June 30<sup>th</sup>. Officers of the board are elected at the July board meeting each year with newly elected officers assuming the responsibilities of their new position at the close of the July board meeting.

Director Name (May also list associates)	Position Title (Chair, Vice Chair, etc.)	Position Type (Appointed or Elected)	Date Began Serving	Term Expiration
Tom Tolbert	Chair	Appointed	07/01/2016	06/30/2026
Julie Monnot	Vice-Chair	Elected	12/09/2021	06/30/2028
Chrissy Parker	Treasurer	Elected	07/01/2021	06/30/2027
Janna Colaizzi	Member	Elected	02/13/2024	06/30/2026
Vacant	Member	Appointed	07/1/2025	06/30/2027

### Conservation District Staff

Staff Member Name	Position Title	Hire Date	Years of Service
Gabriel Parker	District Manager	03/20/2013	13 Years

### NRCS Staff

Staff Member Name	Position Title	Office Location
Jack Titchener	Shared OCC-NRCS Tulsa Urban Soil Conservationist	Tulsa
Josh Vasquez	NRCS Soil Conservationist	Tulsa
Clay Davis	Soil Technician	Tulsa

**Priority Natural Resource Concerns within the Conservation District:**

- Nutrient Management
- Land Management
- Litter Abatement to improve water quality
- Carbon Sequestration
- Pollinator Habitat.

**Priority Education, Information, & District Operation Concerns within the Conservation District:**

The Tulsa County Conservation District has identified several education, information, and district operation concerns. Although there are many more, the five major concerns are:

- Youth in Conservation and Environmental Stewardship
- Developer, Municipality, and Industry Stormwater Education
- Natural Outdoor Pest Control
- Water Quality Education
- Native Vegetation Workshop Program

**Current Year Goals for Identified Priority Natural Resource Concerns**

**Natural Resource Concern Priority #1:**

**Nutrient Management** - Reduce the amount of non-point pollution from entering the waterways due to overuse of fertilizers, insecticides, and herbicides from lawn, gardening, and agricultural activities.

**Current Goal**

By the end of fiscal year 2026, the district will design a plan to complete two acres of riparian areas in Tulsa County.

<b>Objective 1:</b>	Conduct a site visit with NRCS to develop a riparian are conservation plan.
<b>Estimated Budget:</b>	Estimated budget of \$200
<b>Source of Funding:</b>	Grants Tulsa Area Conservation Foundation (TACF) OCC NRCS
<b>Timeline:</b>	July 31, 2025 – May 31, 2026
<b>Responsible Parties:</b>	District Staff District Board Members NRCS Staff

**Actions Taken and Progress Toward Completion:**

<b>Objective 2:</b>	Organize three workdays with at least ten volunteers to plant one acre of a riparian area.
<b>Estimated Budget:</b>	Estimated budget of \$2000
<b>Source of Funding:</b>	Grants Tulsa Area Conservation Foundation (TACF)

<b>Timeline:</b>	OCC To be completed by June 30, 2026
<b>Responsible Parties:</b>	District Staff District Board Members Volunteers
<b>Actions Taken and Progress Toward Completion:</b>	

#### **Natural Resource Concern Priority #2:**

**Land Management** - Demonstrate how better land management can increase land production and help soil health and water quality.

##### **Current Goal:**

The district will complete ten acres of brush management practices in Tulsa County by the end of fiscal year 2026.

<b>Objective 1:</b>	Provide two producers with technical assistance and conservation plans to implement brush management practices.
<b>Estimated Budget:</b>	Estimated budget of \$100
<b>Source of Funding:</b>	OCC NRCS
<b>Timeline:</b>	To be completed by December 31, 2025
<b>Responsible Parties:</b>	District Staff District Board Members NRCS
<b>Actions Taken and Progress Toward Completion:</b>	
<b>Objective 2:</b>	Approve two State Cost Share contracts for at least ten acres of brush management practices.
<b>Estimated Budget:</b>	Estimated budget of \$8,000
<b>Source of Funding:</b>	OCC
<b>Timeline:</b>	To be completed by January 15, 2026
<b>Responsible Parties:</b>	District Staff District Board Members NRCS
<b>Actions Taken and Progress Toward Completion:</b>	

#### **Natural Resource Concern Priority #3:**

**Litter Abatement** – To reduce the amount of garbage found in Tulsa Area creeks to improve water quality.



**Current Goal:**

The district will collect one hundred and fifty pounds of litter on roadways and waterways by the end of fiscal year 2026.

<b>Objective 1:</b>	Locate a creek to organize a cleanup on in Sand Springs.
<b>Estimated Budget:</b>	Estimated budget of \$50
<b>Source of Funding:</b>	Tulsa Area Conservation Foundation (TACF) City of Sand Springs OCC
<b>Timeline:</b>	To be completed by November 30, 2025
<b>Responsible Parties:</b>	District Staff District Board Members City of Broken Arrow
<b>Actions Taken and Progress Toward Completion:</b>	
<b>Objective 2:</b>	Organize a creek cleanup on selected creek in Sand Springs with at least ten volunteers.
<b>Estimated Budget:</b>	Estimated budget of \$300
<b>Source of Funding:</b>	Tulsa Area Conservation Foundation (TACF) City of Broken Arrow OCC
<b>Timeline:</b>	To be completed by May 31, 2026
<b>Responsible Parties:</b>	District Staff District Board Members City of Broken Arrow
<b>Actions Taken and Progress Toward Completion:</b>	

**Natural Resource Concern Priority #4:**

**Carbon Sequestration** – To reduce the amount of excess carbon dioxide in the atmosphere that causes warming and climate change.

**Current Goal:**

By the end of fiscal year 2026, the district will increase carbon sequestration by ten tons.

<b>Objective 1:</b>	Collaborate with NRCS to identify two projects to implement a carbon sequestration project on.
---------------------	--

<b>Estimated Budget:</b>	Estimated budget of \$100
<b>Source of Funding:</b>	OCC NRCS
<b>Timeline:</b>	To be completed by December 31, 2025
<b>Responsible Parties:</b>	District Staff District Board Members NRCS
<b>Actions Taken and Progress Toward Completion:</b>	
<b>Objective 2:</b>	Provide one producer with technical assistance to implement a carbon sequestration project.
<b>Estimated Budget:</b>	Estimated budget of \$5000
<b>Source of Funding:</b>	OCC NRCS
<b>Timeline:</b>	To be completed by June 30, 2026
<b>Responsible Parties:</b>	District Staff District Board Members NRCS
<b>Actions Taken and Progress Toward Completion:</b>	

#### **Natural Resource Concern Priority #5:**

**Pollinator Habitat** - To provide native flowering plants and trees that sustain pollinators with nutrient-rich nectar and pollen.

#### **Current Goal:**

By the end of fiscal year 2026, the district will increase pollinator habitats by two acres.

<b>Objective 1:</b>	Identify an area of land and purchase a minimum of one acre of pollinator seed mix to install two acres of pollinator habitat.
<b>Estimated Budget:</b>	Estimated budget of \$20
<b>Source of Funding:</b>	TACF OCC
<b>Timeline:</b>	To be completed by January 31, 2026
<b>Responsible Parties:</b>	District Staff District Board Members
<b>Actions Taken and Progress Toward Completion:</b>	
<b>Objective 2:</b>	Plant pollinator seed mix on two acres of land in Tulsa County.
<b>Estimated Budget:</b>	Estimated budget of \$1000

<b>Budget:</b>	
<b>Source of Funding:</b>	TACF OCC
<b>Timeline:</b>	To be completed by June 15, 2026
<b>Responsible Parties:</b>	District Staff District Board Members Volunteers
<b>Actions Taken and Progress Toward Completion:</b>	

**Current Year Goals for Identified Priority Education, Information, & District Operation Concerns This is where we need to talk about goals for 2026**

<b>Education, Information, &amp; District Operation Priority #1:</b>	
Youth in Conservation and Environmental Stewardship	
<b>Current Goal:</b>	
By the end of fiscal year 2026, Host two conservation stewardship field days to increase youth participation by fifty.	
<b>Objective 1:</b>	Plan and host one of two conservation field days for a minimum of twenty-five students .
<b>Estimated Budget:</b>	Estimated budget of \$150
<b>Source of Funding:</b>	TACF OCC City of Broken Arrow City of Sand Springs
<b>Timeline:</b>	To be completed by October 31, 2025
<b>Responsible Parties:</b>	District Staff District Board Members
<b>Actions Taken and Progress Toward Completion:</b>	
<b>Objective 2:</b>	Host second conservation field days for a minimum of thirty students.
<b>Estimated Budget:</b>	Estimated budget of \$150
<b>Source of Funding:</b>	TACF OCC City of Broken Arrow City of Sand Springs
<b>Timeline:</b>	To be completed by June 15, 2026
<b>Responsible Parties:</b>	District Staff District Board Members
<b>Actions Taken and Progress Toward Completion:</b>	

**Education, Information, & District Operation Priority #2:**

Developer, Municipality, and Industry Stormwater Education

**Current Goal:**

By the end of fiscal year 2026, the district will have planned and hosted a Resource Management Conference to provide 25 Continuing Education credits for municipal stormwater permitting.

<b>Objective 1:</b>	Hold six resource management planning committee meetings.
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<b>Estimated Budget:</b>	Estimated budget of \$100
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<b>Source of Funding:</b>	OCC
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<b>Timeline:</b>	To be completed by November 30, 2025
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<b>Responsible Parties:</b>	District Staff District Board Members TACF Board Members
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<b>Actions Taken and Progress Toward Completion:</b>	
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<b>Objective 2:</b>	Through a Resource Management Conference, issue at least twenty-five stormwater permitting continuing education credits.
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<b>Estimated Budget:</b>	Estimated budget of \$3000
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<b>Source of Funding:</b>	TACF Community Donations & Sponsorships
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<b>Timeline:</b>	To be completed by June 15, 2025
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<b>Responsible Parties:</b>	District Staff District Board Members TACF Board Members
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<b>Actions Taken and Progress Toward Completion:</b>	
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**Education, Information, & District Operation Priority #3:**

Natural Pest Control

**Current Goal:**

By the end of fiscal year 2026, the district will increase awareness, and participation of natural ways to keep a pest free yard by thirty people.

<b>Objective 1:</b>	Purchase thirty DIY Build-a-Bat House kits for two natural pest control workshops.
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<b>Estimated Budget:</b>	Estimated budget of \$1000
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<b>Source of Funding:</b>	TACF OCC
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<b>Timeline:</b>	To be completed by October 31, 2025
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<b>Responsible Parties:</b>	District Staff District Board Members NRCS Staff
<b>Actions Taken and Progress Toward Completion:</b>	
<b>Objective 2:</b>	With the DYI Build-a-Bat House kits, host two build your own bat house workshops with fifteen participants each workshop.
<b>Estimated Budget:</b>	Estimated budget of \$150
<b>Source of Funding:</b>	TACF OCC Donations
<b>Timeline:</b>	To be completed by June 15, 2026
<b>Responsible Parties:</b>	District Staff District Board Members
<b>Actions Taken and Progress Toward Completion:</b>	

#### **Education, Information, & District Operation Priority #4:**

Water Quality Education

##### **Current Goal:**

By the end of fiscal year 2026, the district will work with Blue Thumb to organize a Blue Thumb Volunteer Training in Tulsa County.

<b>Objective 1:</b>	Attend an organizing meeting with Blue Thumb to discuss the 2026 Blue Thumb Volunteer Training in Tulsa County.
<b>Estimated Budget:</b>	Estimated budget of \$15
<b>Source of Funding:</b>	OCC
<b>Timeline:</b>	To be completed by October 31, 2025
<b>Responsible Parties:</b>	District Staff District Board Members Blue Thumb
<b>Actions Taken and Progress Toward Completion:</b>	
<b>Objective 2:</b>	Assist Blue Thumb with recruiting and registering four volunteers to attend a Blue Thumb Training in Tulsa.
<b>Estimated Budget:</b>	Estimated budget of \$100
<b>Timeline:</b>	To be completed by April 15, 2026

<b>Source of Funding:</b>	TACF Donations Blue Thumb
<b>Responsible Parties:</b>	District Staff District Board Members Blue Thumb
<b>Actions Taken and Progress Toward Completion:</b>	

#### **Education, Information, & District Operation Priority #5:**

Native Vegetation Workshop Program

**Current Goal:** By the end of fiscal year 2026, the district will host a Wildflowers Workshop.

<b>Objective 1:</b>	Organize five planning meetings with a minimum of four community workshop partners.
<b>Estimated Budget:</b>	Estimated budget of \$100
<b>Source of Funding:</b>	OCC TACF
<b>Timeline:</b>	To be completed by September 1, 2025
<b>Responsible Parties:</b>	District Staff District Board Members
<b>Actions Taken and Progress Toward Completion:</b>	
<b>Objective 2:</b>	Register a maximum of fifteen adult participants for the wildflowers workshop.
<b>Estimated Budget:</b>	Estimated budget of \$500
<b>Source of Funding:</b>	TACF
<b>Timeline:</b>	To be completed by February 28, 2026
<b>Responsible Parties:</b>	District Staff District Board Members Committee Outreach Partners
<b>Actions Taken and Progress Toward Completion:</b>	



## Calendar of Activities

### January

- Home and Garden Show Planning Activities
- Tulsa Watershed Collaborative Planning Activities
- Blue Thumb Monitoring Activities

### February

- Tulsa Watershed Collaborative Planning Activities
- Resource Management Conference Planning Activities
- Native Plant Workshop
- Blue Thumb Monitoring Activities

### March

- Home and Garden Show
- Resource Management Conference Planning Activities
- Tulsa Area Conservation Foundation Planning Activities
- Tulsa Watershed Collaborative Planning Activities
- Blue Thumb Monitoring Activities
- H2Oklahoma
- World Water Day Activities

### April

- SpringFest Activities
- Monarchs on the Mountain Planning Activities
- Tulsa Watershed Collaborative Planning Activities
- Various Earth Day Activities
- Enviro Expo
- Resource Management Conference Planning Activities
- Blue Thumb Monitoring Activities
- Various Countywide Creek Cleanups
- Tulsa Driller's Game Activities

### May

- Tulsa Garden Center Plant Sale
- Philbrook Plant Sale and Family Activities Day
- Resource Management Conference Planning Activities
- Blue Thumb Monitoring Activities
- Tulsa Driller's Game Activities
- Various Tulsa Farmer's Market Activities

### June

- DYI Bat House Workshop
- Resource Management Conference Planning Activities
- Blue Thumb Monitoring Activities
- Tulsa Driller's Game Activities

### July

- Yard-by-Yard Activities
- Crow Creek Planning Meeting Activities
- Monarchs on the Mountain Planning Activities

### August

- Crow Creek Event Activities
- Blue Thumb Bug Collection Activities
- Blue Thumb Monitoring Activities

## September

- Blue Thumb Monitoring Activities
- Monarchs on the Mountain Event
- Broken Arrow Rose Festival

## October

- Blue Thumb Monitoring Activities
- Halloween Events and Fall Workshops
- Blue Thumb Big Picking Activities
- Rose Festival Event
- Creek Cleanup Event
- DYI Bat House Workshop

## November

- Resource Management Conference Event
- OACD Area Meeting

## December

- Home & Garden Show Planning Activities

## Memorandums of Understanding/Agreements

- Okmulgee County Conservation District
- Rogers County Conservation District

## Primary Partners

- |  |                                    |
|--|------------------------------------|
| ▪ City of Broken Arrow                           | ▪ The Tulsa Garden Center          |
| ▪ City of Tulsa                                  | ▪ The Philbrook Museum             |
| ▪ City of Sand Springs                           | ▪ Okies for Monarchs               |
| ▪ Crow Creek Community/Tulsa Watershed Coalition | ▪ OneOK                            |
| ▪ Metropolitan Environmental Trust               | ▪ River Parks Authority            |
| ▪ Monarch Initiative of Tulsa                    | ▪ The Sustainability Alliance      |
| ▪ Natural Resources Conservation Service         | ▪ Tulsa Audubon Society            |
| ▪ Oklahoma Association of Conservation Districts | ▪ Tulsa County Parks               |
| ▪ Oklahoma Blue Thumb                            | ▪ Tulsa Urban Wilderness Coalition |
| ▪ Oklahoma Conservation Commission               | ▪ Tulsa Zoo                        |
| ▪ Oxley Nature Center                            | ▪ Up With Trees                    |
| ▪ Public Service Company of Oklahoma             | ▪ Wild Birds Unlimited             |
| ▪ Oklahoma Natural Gas                           | ▪ A New Leaf                       |
| ▪ The Nature Conservancy                         | ▪ Keep Oklahoma Beautiful          |
|  | ▪ Keep Broken Arrow Beautiful      |

J. KEVIN STITT  
GOVERNOR

MATT PINNELL  
LIEUTENANT GOVERNOR



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TREY LAM  
EXECUTIVE DIRECTOR

LISA KNAUF OWEN  
ASSISTANT DIRECTOR

TO: All Conservation District Employees and Board Members

FROM: Trey Lam, Executive Director

DATE: July 7, 2025

SUBJECT: District Allocation for Fiscal Year 2026  
Personnel Pay for Fiscal Year 2026  
Permanent Part-Time Employees  
Temporary Part-Time Employees  
Retirement Contributions  
Employee Confirmation of Benefits  
Director Meeting Expenses  
Deadline for Claims Paid From Fiscal Year 2025 Funds  
Claims Procedures  
Sales Tax  
District Audit/Compilation  
NRCS Local Operational Agreement  
Form Revisions  
OCC Adopted Policies for Fiscal Year 2026

**District Allocations For Fiscal Year 2026**

Enclosed is a printout of your district's personnel and operating expenses allocation for Fiscal Year 2026. Included in the personnel allocation is the gross allocation (monthly rate x number of months), longevity and FICA. Adjustments to the personnel allocation for any excess benefit allowance that is not used for benefits and is added to your monthly payroll will be made during the last quarter of FY2026. The employee costs that are not included in the allocation are paid directly by the Commission.

Also enclosed is an explanation of your operating expense allocation. District operating expense allocations are based on each district's submission of required reports and documents in the previous 12-18 months. The allocation is based on whether the deliverable was completed with all required elements and submitted on time. The maximum operating expense allocation available this year to any one district is \$10,000.00. If you feel any information in the Assessment report is incorrect, please contact Clancy Green by **Wednesday, August 6, 2025**, to review the information. Utilization of the operating expense allocation will be reviewed at the end of **January 2026**. Districts who have not utilized at least 50% of their operating expense allocation and who have not communicated with OCC regarding the utilization of those funds will have those funds reallocated by the Commission.

The Commission recommends, if your district does not already have these items in place, that part of the allocated operating expense funds be utilized to purchase a district-owned laptop, any additional needed hardware and software, and internet service. As a reminder, Microsoft Office 365 is available to district employees who have a [firstname.lastname@conservation.ok.gov](mailto:firstname.lastname@conservation.ok.gov) email for download onto a district computer.

For those districts who have a leased R.K. Black's copier, the allocation also includes funds to cover four quarterly R.K. Black copier rental payments. To be applied to copier rental funds rather than operating expense funds, copier rental must be claimed on your regular reimbursement claim using code 86 with the R.K. Black invoice attached as backup. As a reminder, if you need supplies or service for the R.K. Black copier, please contact R.K. Black directly.

### **Personnel Pay for Fiscal Year 2026**

No raises were provided by the legislature this year despite the Commission's inclusion of a request in the agency's budget. Allocated employees current rates are reflected in the allocation report.

Allocated full-time employee pay rates are calculated on a monthly pay rate basis rather than hourly. This is reflected on the allocation in the "Monthly Pay Rate" column. If the district provides local pay to full-time employees, it is recommended that a monthly rate be set in lieu of an hourly rate; if an hourly local rate is kept the district must calculate the local portion of salary on actual hours worked. Permanent part-time and temporary part-time employee pay rates remain hourly; these positions will not have a monthly rate listed on the allocation.

The 2-digit item code list is up-to-date and available on the [Commission's website](#). Review the allocation report and the item codes closely to ensure current and correct item codes and titles are being utilized on all forms, including claim forms.

If an employee has a pay change at any time during the fiscal year, a new form 6A – Terms of Employment At-Will Employee, including all necessary attachments, or a form 6B – Notice of Personnel Action must be completed for each affected employee and approved by the district board of directors. The completed signed forms should be emailed to Brandon Welborn as soon as possible following board approval.

All forms required for reporting any changes to pay rates are available on the [Commission's website](#). Updated and most current revisions of the forms must be utilized. Position descriptions are also available on the website.

### **Permanent Part-Time Employees**

Permanent part-time employees are those employees who do not work full-time but have exceeded the 999 temporary part-time employee hour limit. These employees are limited to 1200 hours in the fiscal year but are eligible to receive longevity and benefits.

If your district has, or believes you have, a permanent part-time employee, please immediately contact Clancy Green for assistance.

Only those positions approved for permanent part-time by the Commission will be allocated. If a district allows a temporary part-time employee to exceed the 999-hour limit in a twelve-month period, the district will be responsible for paying all additional employee costs.

### **Temporary Part-Time Employees**

For conservation districts with unallocated personnel funds, the maximum number of eligible work hours during a twelve-month period is 999.

If a temporary part-time employee works more than 999 hours, the district will be responsible for the employer's share of retirement contributions, providing the benefit allowance for insurance, and payment of longevity if the employee becomes eligible.

The 12-month period begins from the employee's date of hire and resets each year on their employment anniversary date. A temporary part-time employee cannot work more than the allowable hours within this 12-month time frame. The district is responsible for tracking the number of hours worked to make sure that each employee does not exceed the work hour limit. A log of the part-time employee's worked hours must be provided as part of the backup for any requested claim reimbursement.

Hourly salary and the employer's share of FICA/Medicare may be reimbursed from the funds provided in your allocation for temporary employees.

### **Retirement Contributions**

The employee's contribution rate for all salary (local and Commission allocated) and longevity is 3.5% and the employer's contribution rate is 16.5%. Any additional salary paid through local funds is subject to the same contribution rates.

It is the district's responsibility to timely submit the correct local pay information on the preclaim, provide updated 6A or 6B forms, and the local payroll worksheet. The district is also responsible for remitting the employer's share of retirement on all local salary reported on the preclaim.

Preclaims that are received without an accompanying 6A or 6B form reflecting the local payment will not be processed. The 6A or 6B form, as well as the local only payroll worksheet, may be emailed to the Commission.

### **Employee Confirmation of Benefits**

Employee Confirmation of Benefits for Plan Year 2026 will be sent to the district by mid January 2026 after the option period selections have been made. This is also when any changes to the benefit allowance rates will occur. The current confirmation of benefits will continue to be used through the December 2025 payroll.

### **Director Meeting Expenses**

The Commission has set the reimbursement rate for director meeting expense not to exceed \$25 per regular meeting per board member. There is not a separate allocation for Director Meeting Expense. If a district chooses to be reimbursed for Director Meeting Expenses, it will be charged against the balance of operating expense funds.

### **Deadline for Submitting Claims From Fiscal Year 2025**

All claims for reimbursement of Fiscal Year 2025 expenses must be received in the Commission office no later than **Wednesday, August 20, 2025**. All claims submitted after this date will be returned unpaid and must be paid from locally earned funds.

### **Claims Procedures**

All monthly expenditures claimed for salary and operating expense reimbursement should be submitted on one claim form. Some expenses must be claimed on an OSF-3 form separate from salary and operating expense. These expenses may include but are not limited to: District Election Expenses, Watershed Operation & Maintenance, Watershed Rehabilitation, Water Quality, Cost Share payments, or Special Projects. Failure to claim these expenses on separate claim forms will result in their being charged to the district's operating expense. If you have questions regarding how to claim an item, please contact your ADC, Brandon Welborn, or Clancy Green.

All claims for reimbursement must be supported by appropriate backup documentation. Examples of appropriate backup documentation would include the employee payroll worksheet (OCC 4-D with original blue ink signatures), employee time sheet (OCC 4-B with original blue ink signatures), invoices, copies of the district's bank/credit card statements showing the associated invoice payments, and a copy of the EFTPS payment confirmation of federal payroll taxes. All invoices that you provide as backup documents must include all required information and annotations as outlined on the Claim Reimbursement Checklist that is available on the [Commission's website](#). Bank statements and/or credit card statements must be unaltered and must meet the criteria outlined on the Claim Reimbursement Checklist.

All claims received without the appropriate backup documentation will either be amended by the Commission to remove the incomplete items or returned to the district unprocessed. If you have any questions about this procedure, please contact Clancy Green.

To assure the timely processing of claims, it is necessary that all claims be filed immediately following approval by the district board of directors. This will enable the Commission to maintain and make available the most current information related to district funding.

### **Sales Tax**

Sales made by conservation districts are subject to sales tax, unless specifically exempt by statute. Districts that offer goods (grass seed, trees, irrigation supplies, etc.) for sale at any time are required to obtain a sales tax permit. All sales must be reported to the Oklahoma Tax Commission whether sales tax is collected. For additional information go to the Oklahoma Tax Commission website: <https://oklahoma.gov/tax.html>

### **District Audit/Compilation**

Districts whose name begins with the letter **I through N** will be required to secure an audit of their FY25 financial records. All others will be required to secure a compilation. A listing of auditors that are authorized to perform government audits may be obtained from the [Oklahoma Accountancy Board](#) website. Select "CPA Search" located on the right side of the page under Licensee Lookup. In the Public Registry window, enter search terms, if applicable (i.e., auditor name), select the type of entity you wish to search for (CPA, Public Accountant, or Firm), and select the "Only Show CPA, PA, or firms approved to perform government audits" checkbox. A search must be run for each type of entity to get a complete list. If the district is required to have

an audit this fiscal year, the auditor must be listed on the OAB website search as approved to perform government audits. If the district is required to have a compilation, the auditor is not required to be listed as approved to perform government audits.

The Timeframe for Completing District Audit/Compilation form must be submitted via email to Brandon Welborn at the Commission no later than **September 5, 2025**. It must include the auditor and board member signatures. The form has been updated for 2025, must be used, and is available on the [Commission's website](#).

#### **NRCS Local Operational Agreement**

While there have been many changes this year with the new federal administration, our strong partnership with NRCS continues. As in the past, each district and local NRCS field office should review the current local operational agreement and have a conversation in a board meeting that outlines the agreed upon tasks the district will assist with in the delivery of federal conservation programs.

The NRCS Local Operational Agreement form has been made available on the [Commission website](#) and should be placed on your upcoming August agenda for approval. The signed agreement should be emailed to your Area District Coordinator no later than **September 30, 2025**. Should you have any questions regarding the agreement, please contact Clancy Green or Lisa Knauf Owen.

#### **Form Revisions**

The Commission revises forms used by the districts often to improve their functionality and useability. Forms are uploaded to the District Resources page on the [Commission website](#) and should be used. Current revisions of available forms must be utilized; submission of past form versions will not be accepted nor will altered layout or recreated forms.

#### **OCC Adopted Policies for Fiscal Year 2026**

Included as a separate attachment are the policies adopted by the Commission in Fiscal Year 2026 related to district operations, personnel and financial management.

## FY 26 OKLAHOMA CONSERVATION COMMISSION DISTRICT ALLOCATION

### **DISTRICT: TULSA COUNTY CONSERVATION DISTRICT**

Total Allocated Personnel:	\$52,076.94
Temporary Unallocated (code 12):	\$0.00
Operating Expense:	\$7,500.00
Copier Rental Payment (code 86):	\$560.00
<b>Total FY-2026 Allocation:</b>	<b>\$60,136.94</b>

### **ALLOCATED PERSONNEL:**

<i>Employee</i>	<b>Parker</b>
<i>Hire Date</i>	3/20/2013
<i>Position Title</i>	District Manager
<i>Position Code</i>	05
<i>Hours</i>	2088
<i>Years of Service</i>	13
<i>Longevity</i>	\$1,250.00
<i>Benefit Allowance-mo</i>	\$753.58
<i>Benefit Allowance-yr</i>	\$9,042.96
<i>Hourly Pay Rate</i>	\$22.57
<i>Monthly Pay Rate</i>	\$3,904.61
<i>Gross Pay</i>	\$48,376.16
<i>FICA</i>	\$3,700.78
<i>Total Allocation</i>	\$52,076.94
 <i>Retirement</i>	 \$7,982.07
<i>Total Cost to OCC</i>	\$69,101.96



# TULSA COUNTY CONSERVATION DISTRICT

## DISTRICT OPERATING EXPENSE ALLOCATION

As OCC continues to work towards assessing each district's performance individually based on its goals and priorities, the submission of required reports and documents continues to be vital. Timely and correct completion of these deliverables also provides justification for the district's receipt of a yearly allocation. The operating expense allocation listed below is reflective of your district's execution of this task.

It is important to note that the below performance assessment is based solely on whether the deliverable was completed with all required elements and submitted on time – not on the specific content or content quality of the deliverable.

## DELIVERABLES ASSESSED & DISTRICT'S PERFORMANCE

- FY25 NRCS Local Operational Agreement
  - Due date: 09/30/2024
  - District submitted:
- FY25-29 Long Range Plan
  - Due date: 06/30/2024
  - District submitted: 6/30/2024
- FY24 Annual Report
  - Due date: 09/01/2024
  - District submitted:
- FY26 Budget Request
  - Due date: 07/15/2024
  - District submitted: 4/25/2024
- FY24 Audit Timeframe Form
  - Due date: 09/04/2024
  - District submitted: 10/21/2024
- FY25 Notice of Newly Elected Officers
  - Due date: 08/01/2024
  - District submitted: 7/12/2024
- 2025 Notice of Regular Meetings
  - Due date: 12/15/2024
  - District submitted: 12/11/2024
- January 2025 Payroll Submitted for Review
  - Due date: 01/22/2025
  - District submitted: 1/14/2025
- Calendar Year 2024 Minutes Packets Submitted
  - Yes = at least 6 months submitted; No = less than 6 months submitted
  - District submitted: Yes
- FY24 Pre-claims (percent of submissions on time out of 100%)
  - District percentage: 91.67%

## DISTRICT OPERATING EXPENSE ALLOCATION FOR FY2025

Based on the performance above, your District's Operating Expense Allocation for FY26 is **\$7,500.00**.

### WHAT NEXT?

- If you feel the above information is incorrect, please contact OCC by **Wednesday, August 6, 2025**, and we will work with you to review the assessment information and allocation to determine if corrections are needed.
- There will not be an operating expense review to receive additional allocation conducted this year.
- Utilization by the district of its operating expense allocation will be reviewed in **January 2026**. If the district has not utilized at least 50% of its allocated operating expense or communicated before the review date with the District Services Division regarding what those funds will be utilized for during the second half of the fiscal year, those funds will be returned to the Commission for reallocation.
- If your district does not currently have its own laptop/computer system and internet access, part of the district's operating expense allocation should be applied toward acquiring those items. If you have questions about the required specifications, please contact the Commission prior to purchasing.

## **FISCAL YEAR 26 - ADOPTED DISTRICT POLICIES**

1. All employee positions (District and Commission) that become vacant will be reviewed and will require justification before approval to fill the position. Future employee allocations will be dependent on the level of legislative appropriations.
2. The maximum number of hours for a non-benefitted temporary part-time district employee is 999 hours. If hours exceed 999 in the 12-month period from the employee's hire date, the district will be responsible for the employer's share of retirement contributions and payment of longevity and benefit expenses, if applicable.
3. District operating expense allocations will be based upon each district's submission of required reports and documents. The allocation is based solely on whether the deliverable was completed with all required elements and submitted on time. Operating expense allocation utilization will be evaluated in January.
4. Failure to perform audits and/or submit preclaim payments for retirement and insurance within the established timeframe will result in OCC delaying payment of district claims until compliance is accomplished.
5. For a district to remain eligible to continue receiving a personnel allocation from OCC the district must conduct annual performance evaluations during the fiscal year on all staff and notify OCC in writing of the review's completion.
6. Fiscal Year allocation will not be made for a district until a draft of the Joint Plan of Operations has been submitted for review. The Joint Plan of Operations is effective July 1 and serves, in conjunction with the current Long Range Plan, as justification for allocating funds.

J. KEVIN STITT  
GOVERNOR

MATT PINNELL  
LIEUTENANT GOVERNOR



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TREY LAM  
EXECUTIVE DIRECTOR

LISA KNAUF OWEN  
ASSISTANT DIRECTOR

July 7, 2025

Conservation District staff and directors:

Welcome to Fiscal Year 2026! FY2025 was a productive and very busy year. Oklahoma is in a special time where soil and water conservation are highly valued by our citizens and legislators alike. New programs such as the Terry Peach project, SHIP, and the Unpaved Roads Erosion Program have seen tremendous growth in size and popularity. Another round of the Emergency Drought Program was rolled out and delivered. And, several districts participated in the first DIG program to implement innovative ideas. I salute Conservation Districts and especially District Employees for all the hard work and congratulate you for the tremendous success in natural resource conservation.

Considering that this legislative session was labeled as one of “flat agency budgets,” conservation came out with some positives and only a couple of unfulfilled requests. On the winning side, the woody species eradication (Terry Peach) project received expanded funding and will grow statewide. Conservation Districts and County Commissioners have proven the value of the Unpaved Roads Erosion Program and we have been rewarded with extended and expanded funding. The bitter pill of the denied budget asks is that they were for employee inflation adjustments and critical repairs on our flood control structures. Please do not take the lack of salary increase to be a lack of recognition for the increasing professional work Conservation Districts are accomplishing. You have proven yourselves as more than deserving, and as we have seen in the past, times do change. Conservation was simply caught in a time when the legislature was not going to approve any employee raises. OCC will continue to provide the legislature with the priority needs of Oklahoma conservation, including staffing needs to deliver programs.

The Terry Peach Cedar Eradication Program received funding to be expanded across watersheds statewide. We will need Conservation Districts to help identify the woody species, not necessarily just cedars, encroaching in your area of Oklahoma. The program expansion will include the purchase of equipment and the hiring of district-employed Land Management Technicians in several new locations throughout the state.

The Unpaved Roads Erosion Program continues to see success and support, again receiving funding to continue training County Commissioners and staff on the importance of better management of rural roads to improve drainage and reduce erosion. This has been a very popular program with significant benefits to citizens where projects are being implemented and is creating opportunities for districts to cooperate with their County Commissioners to solve local problems. As in the past, districts with projects in their boundaries will receive an administration fee for assisting OCC with project administration. Trainings are being scheduled throughout the state – I’d encourage you to attend if one is occurring in your area.

STATE OF OKLAHOMA • OKLAHOMA CONSERVATION COMMISSION

2800 NORTH LINCOLN BOULEVARD, SUITE 200 • OKLAHOMA CITY, OKLAHOMA 73105  
(405) 521-2384 • FAX (405) 521-6686 • [WWW.CONSERVATION.OK.GOV](http://WWW.CONSERVATION.OK.GOV)

J. KEVIN STITT  
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LISA KNAUF OWEN  
ASSISTANT DIRECTOR

The Water Quality Wetlands program and the Soil Health program continue to grow. Districts helped generate an amazing response to the inaugural SHIP program; we only expect soil health initiatives to continue to grow and expand with the knowledgeable staff we have in place. The Wetlands program last year received funding for a full-time position as well as equipment to help pursue available grant funds to address wetland needs throughout the state. Both these programs will continue to partner with districts to implement new opportunities. This state funded program has been matched 40 times over with grants to eradicate salt cedar and rejuvenate playa lake wetlands.

Oklahoma continues to be a leader in the Small Watershed Flood Control Program. Many of the state's structures may have reached their "expected" 50-year lifespan, but with the operation and maintenance performed by districts and the Conservation Program division, these structures continue to do the work they were designed to do. That isn't to say they are not without challenges (easement encroachments, hazard reclassifications) and needs for repairs. If your district has any dam issues, contact the Conservation Programs team to request guidance and assistance – they have a flood of knowledge and are always willing to help navigate any issues that may arise.

I look forward to continuing to work with each of you to meet any new challenges that come our way and to continue finding innovative opportunities to implement conservation for all Oklahomans.

A handwritten signature in blue ink that reads "Trey Lam".

Trey Lam  
Executive Director

# Invoice Estimate: Goat Milk Soap-Making Class

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**\*\*For:\*\*** Rori Hernandez

**\*\*To:\*\***

**\*\*Class Capacity:\*\*** Up to 20 Participants

**\*\*Class Type:\*\*** Hands-on Goat Milk Soap-Making Workshop

**\*\*Location/Date:\*\*** Unknown

## Materials & Supplies

Description	Quantity / Detail	Estimated Cost
Goat's Milk	60 oz	\$20
Olive Oil	64 oz	\$14
Palm Oil	64 oz	\$12
Coconut Oil	64 oz	\$12
Lye (Sodium Hydroxide, 5%)	2 lbs	\$26.57
Essential Oils (10 organic scents)	10 oz total	\$25 - \$35
Gloves (latex/nitrile)	1 box (20+ pairs)	\$7
Glass Measuring Cups	20 large + 20 small	\$15 - \$20
Soap Molds (for 80 bars)	~4 molds x 20	\$100.00
Thermometers	20	\$10 - \$15
Mixing Bowls (glass/plastic)	20 large	\$25
Stainless Steel Saucepans	12 small	\$132
Safety Goggles	2-12 pack	\$34
Aprons	24 pk	\$37
Immersion Blenders	10	\$140
Single Electric Burners	10	\$120.00
Rubber Spoons or Spatulas	20	\$25
Digital Scale (oz & grams)	2	\$25

**\*\*Subtotal: Materials & Tools:\*\*** \$287 - \$468

## Instructional Fee

Description	Rate	Amount
Instruction + Setup Fee	\$55 per participant x 20 people	\$1,100

### Total Estimate

Category	Amount Range
Materials & Tools	\$287 – \$468
Instructional Fee	\$1,100
Total Projected Cost	\$1,387 – \$1,568

# Notice of Newly Elected Officers

In a regular scheduled meeting of the Tulsa County  
Conservation District held on July 23, 2025  
the following officers were elected:

## Chair

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

## Vice Chair

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

## Treasurer

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

## Member

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

## Member

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_



# Tulsa County Conservation District

## Cost Share Program Year 27 Ranking

Participant Name: John 3:16 Mission

Application Date: 07/24/2024

Application Number: 02-027-01

Total Score: +105

Practice Name		(382), (561), (642)
High Priority	+20 Points	+40
Medium Priority	+10 Points	
Low Priority	+5 Points	+5

**High Priority:** (224) Aquifer Flow Test, (325) High Tunnel, (327) Conservation Cover, (329) Residue and Tillage Management, No-Till, (378) Pond, (412) Grassed Waterway, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (533) Pumping Plant, (550) Range Planting, (561) Heavy Use Area Protection, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

**Medium Priority:**  
(314) Brush Management, (338) Prescribed Burning, (340) Cover Crop, (342) Critical Area Planting, (393) Filter Strip, (528) Prescribed Grazing, (600) Terrace

**Low Priority:**  
(315) Herbaceous Weed Control, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure

- Has the applicant has received state cost share funds within the last three years?  
A. Yes -10 Points      B. No 20 Points
- 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 -35 Points      B. No 20 Points
- Is there an established natural resource concern located on the property?  
A. Yes -10 Points      B. No -20 Points

### **Inadequate Water Source**

Water Wells, Ponds, 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: N/A  
A. Pond present but unreliable 10 Points  
B. Municipal or well water only 5 Points  
C. Pond present and reliable -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 20 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

# Tulsa County Conservation District

## Cost Share Program Year 27 Ranking

Participant Name: **Charles Sisler/Cord Hodge**

Application Date: **10/07/2024**

Application Number: **02-027-02**

Total Score: **+35**

Practice Name		(315) Herb Con
High Priority	+20 Points	
Medium Priority	+10 Points	
Low Priority	+5 Points	<b>+5</b>

**High Priority:** (224) Aquifer Flow Test, (325) High Tunnel, (327) Conservation Cover, (329) Residue and Tillage Management, No-Till, (378) Pond, (412) Grassed Waterway, (512) Forage and Biomass Planting (Sprigging), (516) Livestock Pipeline, (533) Pumping Plant, (550) Range Planting, (561) Heavy Use Area Protection, (590) Nutrient Management, (614) Watering Facility, (642) Water Well

### **Medium Priority:**

(314) Brush Management, (338) Prescribed Burning, (340) Cover Crop, (342) Critical Area Planting, (393) Filter Strip, (528) Prescribed Grazing, (600) Terrace

### **Low Priority:**

(315) Herbaceous Weed Control, (362) Diversion, (382) Fencing, (386) Field Border, (394) Fire Break (410) Grade Stabilization Structure

- Has the applicant has received state cost share funds within the last three years?  
A. **Yes -10 Points** B. No 20 Points
- 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 -35 Points B. **No 20 Points**
- Is there an established natural resource concern located on the property?  
A. **Yes 10 Points** B. No -20 Points

### **Inadequate Water Source**

Water Wells, Ponds, 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. Pond present but unreliable                      10 Points  
B. Municipal or well water only                      5 Points  
C. Pond present and reliable                      -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 20 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

Name		Ranking Score										
Brenda Schiesel		145										
(378) Pond	CY	1500	\$	4.71	\$	7,065.00	85.00%	\$	6,005.25	\$	5,000.00	
02-027-14					\$	7,065.00	Total	\$	6,005.25	\$	5,000.00	\$ (5,000.00)
App Date	3/24/2025											
Deadline												
Justin Nix		130										
(516) Livestock Pipeline	SqFt	2000	\$	4.53	\$	9,060.00	85.00%	\$	7,701.00	\$	1,000.00	
(533) Pumping Plant	Each	1	\$	2,800.00	\$	2,800.00	85.00%	\$	2,380.00	\$	1,000.00	
(561) Heavy Usa Are	SqFt	1000	\$	4.48	\$	4,480.00	85.00%	\$	3,808.00	\$	1,000.00	
(614) Watering Facility	Gal	1000	\$	2.28	\$	2,280.00	85.00%	\$	1,938.00	\$	1,000.00	
(382) Fencing	SqFt	800	\$	27.29	\$	21,832.00	85.00%	\$	18,557.20	\$	1,000.00	
02-027-12					\$	40,452.00	Total	\$	34,384.20	\$	5,000.00	\$ (5,000.00)
App Date	3/19/2025											
Deadline												
Bruce Galbierz		115										
(314) Brush Managenent	AC	21	\$	47.49	\$	997.29	85.00%	\$	847.70	\$	1,000.00	
(315) Herbaceous Weed Control	AC	0.6	\$	27.29	\$	16.37	85.00%	\$	13.92	\$	100.00	
(327) Conservation Cover	AC	0.6	\$	304.72	\$	182.83	85.00%	\$	155.41	\$	300.00	
02-027-06					\$	1,196.50	Total	\$	847.70	\$	1,400.00	\$ (1,400.00)
App Date	11/14/2024											
Deadline												
Georgia Riggs		110										
(315) Herbaceous Weed	AC	100	\$	27.29	\$	2,729.00	85.00%	\$	2,319.65	\$	1,000.00	
(325) High Tunnel	SqFt	600	\$	9.43	\$	5,658.00	85.00%	\$	4,809.30	\$	2,000.00	
(327) Conservation Cover	AC	20	\$	304.72	\$	6,094.40	85.00%	\$	5,180.24	\$	2,000.00	
02-027-10					\$	14,481.40	Total	\$	12,309.19	\$	5,000.00	\$ (5,000.00)
App Date	3/15/2025											
Deadline												
John 3:16 Mission		105										
(382) Fencing	FT	1500	\$	3.27	\$	4,905.00	85.00%	\$	4,169.25	\$	2,000.00	
(561) HUA	SqFt	1000	\$	4.48	\$	4,480.00	85.00%	\$	3,808.00	\$	1,000.00	
(614) Water Well	Each	1	\$	10,109.87	\$	10,109.87	85.00%	\$	8,593.39	\$	2,000.00	
02-027-01					\$	19,494.87	Total	\$	16,570.64	\$	5,000.00	\$ - \$ (5,000.00)
App Date	7/24/2024											
Deadline												

Dana Grundy	90										
(325) High Tunnel	SqFt	400	\$	9.43	\$	3,772.00	85.00%	\$	3,206.20	\$	3,500.00
02-027-08					\$	3,772.00	Total	\$	3,206.20	\$	3,400.00
App Date	12/11/2024										\$ (3,400.00)
Deadline											

Jeff Graham	90										
(378) Pond	CY	1200	\$	4.71	\$	5,652.00	85.00%	\$	4,804.20	\$	5,000.00
02-027-11					\$	5,652.00	Total	\$	4,804.20	\$	5,000.00
App Date	3/17/2025										\$ (5,000.00)
Deadline											

Sam Bradley	90										
(314) Brush Managenent	AC	31.3	\$	47.29	\$	1,480.18	85.00%	\$	1,258.15	\$	1,500.00
02-027-16					\$	1,480.18	Total	\$	1,258.15	\$	1,500.00
App Date	3/24/2025										\$ (1,500.00)
Deadline											

Tod Kinnikin	70										
(378) Pond	CY	800	\$	4.71	\$	3,768.00	85.00%	\$	3,202.80	\$	3,400.00
02-027-04					\$	3,768.00	Total	\$	3,202.80	\$	3,400.00
App Date	10/22/2024										\$ -
Deadline											

Greg Daubney	70										
(314) Brush Managenent	AC	57.8	\$	47.29	\$	2,733.36	85.00%	\$	2,323.36	\$	2,500.00
02-027-09					\$	10,269.36	Total	\$	2,323.36	\$	2,500.00
App Date	2/8/2025				\$	13,002.72					\$ (2,500.00)
Deadline											

Charels Sisle & Cord Hodge	35										
(315) Herbaceous Weed	AC	150	\$	27.29	\$	4,093.50	85.00%	\$	3,479.48	\$	3,700.00
02-027-02					\$	-	Total	\$	3,479.48	\$	3,700.00
App Date	10/7/2024										\$ (3,700.00)
Deadline											

Amount Allocated	\$ 40,900.00
Amount Used	
Amount Remaining	\$ 40,900.00

## Alternates Start

Amount Allocated						\$ 11,400.00		
Amount Used								
Amount Remaining								
Frank Wyant Jr	10							
(315) Herbaceous Weed	AC	34.2	\$	27.29	\$	933.32	85.00%	\$ 793.32 \$ 1,000.00
02-027-03					\$	933.32	Total	\$ 793.32 \$ 1,000.00
App Date	10/11/2024							\$ (1,000.00)
Aaron Kern	10							
(315) Herbaceous Weed	AC	150	\$	27.29	\$	4,093.50	85.00%	\$ 3,479.48 \$ 3,700.00
02-027-05					\$	4,093.50	Total	\$ 3,479.48 \$ 3,700.00
App Date	10/30/2024							\$ (3,700.00)
Deadline								
Julie Bailey	-10							
(382) Fencing	FT	1500	\$	3.27	\$	4,905.00	85.00%	\$ 4,169.25 \$ 3,000.00
02-027-15					\$	4,905.00	Total	\$ 4,169.25 \$ 3,000.00
App Date	3/24/2025							\$ (3,000.00)
Deadline								





## Soil Health Implementation Program (SHIP) Training Takeaways

June 2025

This training resource is designed to help conservation district directors and employees stay informed of key points discussed in recent web-based training. The document should be listed on the district's meeting agenda for discussion and review.

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### Soil Health Implementation Program (SHIP) Goals

- Deliver a conservation program focused on soil health that provides for more substantial producer engagement
- Expand opportunities to livestock operations and deliver services to urban/small farm ag operations
- Represent all five conservation district areas plus urban/small farm as a "sixth"
- Develop a framework and process for conservation planning that can be completed by OCC and conservation districts

### SHIP Timeline

- Initial program allocation was \$1,300,000 with the first allocation period occurring January 1 – March 1, 2024.
  - Participants are eligible for up to \$40,000 in a 3-year program engagement period.
  - At least 6 applications from every area were funded; a total of 51 producers across the state have been engaged in the program
  - A planning tool and process were developed and are in use for the program.
- As of June 2025, OCC's Soil Health Team is conducting consultations and developing plans, producers are implementing practices, and some practices have been certified for payments.
- Second allocation period is tentatively planned for January 1 – February 27, 2026; additional information will be shared once allocation amount and dates are finalized.

### Eligible Practices

- Practices selected have a strong soil health focus and are implemented according to NRCS standards and specs with some limited exceptions.
- Reimbursements for practice costs are based on current Oklahoma NRCS EQIP payment rates with some exceptions. The OCC Soil Health team reviews these at least annually and maintains flexibility to amend/adopt rates for select practices for which OK NRCS does not post a rate, or the rate is determined to be ineffectual to incentivize priority conservation.
- OCC Soil Health team members are responsible for certifying practices for payment and providing necessary documentation to the district.

### Responsibilities of Each Party

- Districts
  - Advertise and take applications; forward received applications to OCC Soil Health Team
  - Enter into agreements with OCC and producers, as necessary
  - File claims, make payments, and complete tax reporting for payments made
  - Assist in planning a possible field day featuring the participating producer



- OCC Soil Health Team
  - Serve as the district's technical representative, providing technical assistance to guide implementation of the plan
  - Receive and rank applications; notify districts of approved and funded applications
  - Schedule consultations and develop SHIP conservation plans
  - Certify completions and assist districts in approving claims for payment processing
- Applicant
  - Have an approved cooperator agreement with the district
  - Implement through and approved plan a system of conservation focused on soil health principles over a 3-year period
  - Agree to consultation, soil health testing and become a producer mentor, hosting no more than one field day per year throughout the active plan period.
  - Complete practice implementation as outlined in their SHIP conservation plan.

### SHIP Plan Development and Finalization

- OCC planners construct plans and obtain the signature of the producer
- District board reviews and signs off on the plan to acknowledge they have seen the document.
  - **Important note:** SHIP plans must be reviewed in Open Session during a regular board meeting. They do not qualify for executive session.
- District returns the fully signed plan to the OCC planner after making a copy for the district files.
- Producers begin work on their plan implementation. Any work completed prior to finalization of the plan is not eligible for reimbursement.

### SHIP Plan Implementation, Certification, and Payment

- Planners will certify completion of practices and provide documentation to the district. Documentation will include the signed Conservation Plan Implementation Worksheet. The worksheet will indicate the amount for reimbursement and will include the signatures of the planner and the producer.
- The district will submit a claim for the practice payment. Claim must include a completed OSF-3 form with "SHIP" and the producer's name in the article description and the amount being requested. A copy of the Conservation Plan Implementation Worksheet and any relevant receipts must be attached to the claim form as backup.
- The district will receive the claim payment, and cut a check to the producer
  - The district must obtain a W-9 form from all participants and issue 1099 forms when required.

### Additional Resources

- OCC Soil Health Team members
- Training Resources section of the OCC website



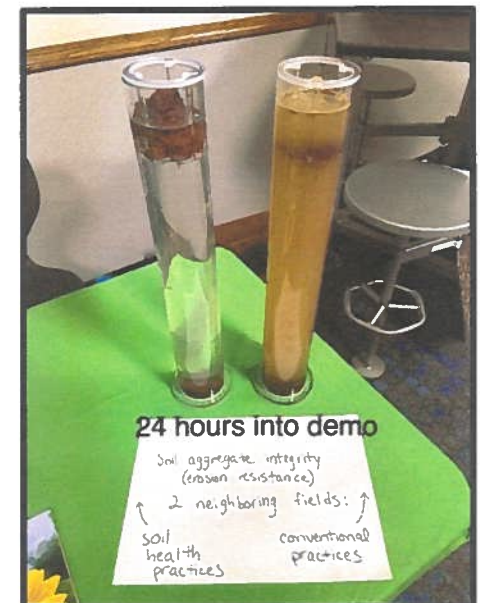
# Soil Health Implementation Program

a.k.a., SHIP



## SHIP - Goals

- Deliver a conservation program focused on SH
- Provide more substantial producer engagement
- Expand opportunities to livestock operations (i.e., welcome eastern OK!)
- Expand producer mentor network
- Grow baseline soil health data
- Deliver services toward urban/small farm ag
- Develop framework and process for conservation planning



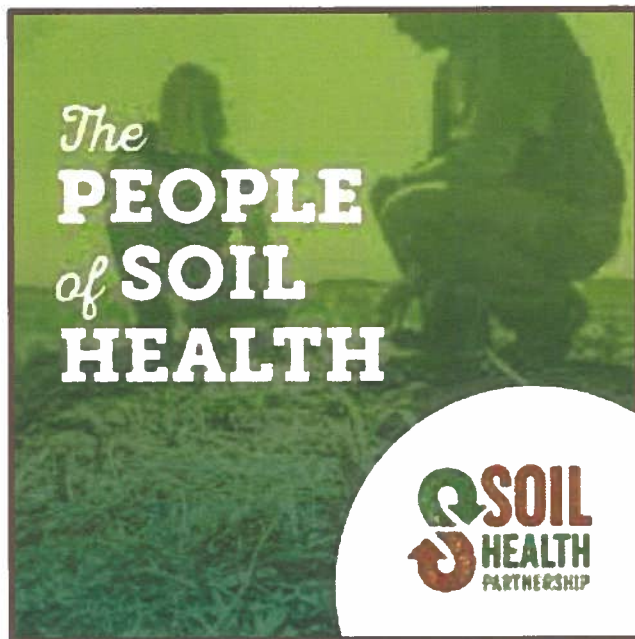


## SHIP – Framework

- Initial Program Allocation - \$1,300,000
- Program period
  - Began with first allocation period Jan 1-Mar 1,2024
  - Indefinite depending upon funding and demand
- Second allocation period – Planned for Jan 1 – Feb 27, 2026 – stay tuned!
- Participants eligible for up to \$40,000 over a three-year program engagement
- Program goal – represent all five district areas, including urban/small farm as a “sixth”



# SHIP – Approach



- Districts
  - Advertise and take applications
  - Forward apps to OCC Soil Health Team
  - Enter into agreements (OCC, producers)
  - File claims and make payments
  - Assist in planning possible field day featuring producer
- OCC Soil Health Team
  - Serve as the conservation district's technical representative
  - Receive and rank applications
  - Notify districts of approved applicants
  - Schedule consultations and develop SHIP conservation plans
  - Assist districts with necessary agreements
  - Provide TA to guide implementation per plan
  - Certify completions and assist district in approving claim(s) for submittal

# SHIP – Approach

- Applicant
  - Implement a system of conservation focused on soil health principles over three-year engagement
  - Have an approved cooperator agreement with district
  - Agree to consultation and soil health testing conducted by the OCC Soil Health Team over the course of their program involvement
  - Open to becoming a producer mentor and to planned field days (no more than one per year) throughout their program engagement.
  - Complete all practice implementation by the date specified within their SHIP conservation plan.



# SHIP – Practices

- Practices

- Selected NRCS conservation practices with strong soil health focus
- Targeted implementation according to NRCS standards and specs unless otherwise authorized by an OCC Soil Health Team member
- Planned payment per unit cost for practices based on Oklahoma NRCS EQIP payment rates



## Priority Practices:

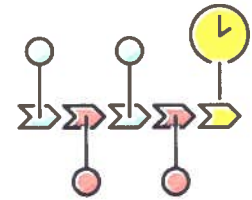
- 317 Composting Facility
- 325 High Tunnel
- 327 Conservation Cover
- 328 Conservation Crop Rotation
- 329 Residue and Tillage Management, No Till
- 336 Soil Carbon
- 338 Prescribed Burning
- 340 Cover Crop
- 382 Fence
- 386 Field Border
- 441 Microirrigation
- 472 Access Control
- 484 Mulching
- 512 Pasture and Hay Planting
- 516 Livestock Pipeline
- 528 Prescribed Grazing
- 533 Pumping Plant
- 550 Range Planting
- 561 Heavy Use Area Protection
- 570 Stormwater Runoff Control
- 590 Nutrient Management
- 595 Pest Management Conservation System
- 614 Watering Facility
- 636 Water Harvesting Catchment
- 642 Water Well

## Support Practices (used only to facilitate priority practices):

- 314 Brush Management
- 315 Herbaceous Weed Treatment
- 342 Critical Area Planting
- 355 Ground Water Testing



## SHIP – Timeline



- Dec 4, 2023 – Commission reviews program guidelines for approval
- Jan 1 – Mar 1, 2024
  - Districts advertise program, take applications, and submit to OCC Soil Health Team throughout
  - OCC Soil Health Team begins scoring applications throughout
- March - April 2024 – OCC Soil Health Team completes scoring, ranks applications, and notifies districts
- April 2024 – to date - OCC Soil Health Team
  - Conducts consultations, develops plans, assists with district-producer agreements
  - Begins implementation plans
  - Continues consultations and certifies implementation for claims filing



# SHIP – Where are we at?

- Applications and selections
  - Apps received from nearly 300 producers across 77 districts
  - Selected 45 plus 15 alternates; funded all 45 plus 6 alternates
  - Includes 12 urban/small farm producers
  - At least 6 from every district area (target was 5)
- Developed planning tool and process
- Completed site visits and planning
- Started certifying practices and submitting info for claims

**CONSERVATION PLANNING TOOL**  
Oklahoma Conservation Partners

**CONTACT INFORMATION**

Producer & Farm Name: \_\_\_\_\_  
 Producer Mailing Address: \_\_\_\_\_  
 Producer Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Conservation District: \_\_\_\_\_ County: \_\_\_\_\_  
 Planner Name: \_\_\_\_\_ Planning Date: \_\_\_\_\_  
 Program planned for: \_\_\_\_\_ SHIP \_\_\_\_\_ CSO-0-ADD \_\_\_\_\_ CSO-CH \_\_\_\_\_ CARES \_\_\_\_\_ State Cost Share \_\_\_\_\_ Other \_\_\_\_\_

**FARM OVERVIEW**

Lat/Long (dec. degrees): \_\_\_\_\_ MUC12 Watershed: \_\_\_\_\_  
 Operation Size (ac): \_\_\_\_\_ Cropland \_\_\_\_\_ Rangeland \_\_\_\_\_ Pasture \_\_\_\_\_ Urban \_\_\_\_\_ Forest \_\_\_\_\_ Other \_\_\_\_\_  
 Operation Ownership (ac): \_\_\_\_\_ Owned \_\_\_\_\_ Rented \_\_\_\_\_ Leases Property or Highly Fractionated \_\_\_\_\_  
 Farming Experience: \_\_\_\_\_  
 Past/Current Programs: \_\_\_\_\_  
 Easements/Restrictions: \_\_\_\_\_

Operations (check all that apply)

<input type="checkbox"/> Crop (small grain)	<input type="checkbox"/> Crop (grain/corn)	<input type="checkbox"/> Row Crop	<input type="checkbox"/> Orchard (Fruit/Nut)
<input type="checkbox"/> Horse	<input type="checkbox"/> Beef	<input type="checkbox"/> Dairy	<input type="checkbox"/> Other Livestock
<input type="checkbox"/> Nursery	<input type="checkbox"/> Poultry	<input type="checkbox"/> Forestry	<input type="checkbox"/> Vineyard
<input type="checkbox"/> Wildlife/Hunting	<input type="checkbox"/> Hay/Pasture	<input type="checkbox"/> Other	

List Any Additional Details: \_\_\_\_\_

**Management:**

☐ Conventional (High input or low input) ☐ Organic (Certified, Not Certified) ☐ Regen Transitioning < 5 yrs  
☐ Regen Estab. > 5 yrs ☐ Other (explain): \_\_\_\_\_

**FARM GOALS:**

Priorities: Goals (Profit, business growth, diversification, stewardship, community, personal enjoyment)

Long-term Plans: ☐ Expand ☐ Reduce ☐ No change in operation size anticipated

Anticipated changes (e.g., land size, herd/flock size, diversification)

Producer's perspective on existing challenges (e.g., erosion, yields, labor, equipment)

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# SHIP – Process

### SHIP Plan development and finalization

- OCC Planners complete draft plans for QA review by certified planners on staff.
- Planners make necessary edits, finalize the doc, then sign and date along with the producer.
- Planners submit signed Plan to relevant district for board review. The board is asked to sign and date page 6 of the Plan, acknowledging they have seen the document. The three-year clock begins upon date of last signature.
- District Managers scan and then return the fully signed original Plan to OCC Planner.
- The producer may now begin work in accordance with the Plan. Any work preempting this process will NOT be reimbursed.

### Plan work, certification, and reimbursement

- Upon completion of practice(s), the producer schedules a visit by OCC Planner to certify work.
- OCC Planner initials and dates the practice(s) certified on the Conservation Plan Implementation Worksheet (Page 5). Total reimbursement will be indicated at the bottom of the page, which must be signed and dated by both OCC Planner and producer. This process will be repeated for practices certified throughout the SHIP engagement with the producer.
- The Planner will submit the Implementation worksheet and relevant receipts to the district. The district will submit a claim to OCC for the reimbursement total certified at the bottom of the page. Please indicate "SHIP" and producer name in the article description on the OSF-3 form (no Item Code necessary), attach a copy of the Conservation Plan Implementation Worksheet and any receipts with the claim, and send to my attention.
- Once claim is paid, the district will cut a check to the producer. All tax docs still pertain.
- Funding committed to in the Plan depends on practice certification. Work can't begin until the plan is signed and dated by all parties.

[illegible]

How much rain did you get?



58.4 mm



"too much"



"IDK, IDC"

## Questions?

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