

AGENDA
Board of Directors Regular Meeting
Tulsa County Conservation District
Tuesday July 14, 2026-5:30 PM
6660 S. Sheridan Rd., Suite 120, Tulsa, OK 74133

1. Meeting called to order
2. Roll Call
3. Public Comments:
4. Discussion of Resource Management Conference
5. Discussion of Urban Conservation Area
 - A. Discussion of Trails and Maintenance
 - B. Discussion of Fallen Tree on Property
6. Discussion and Possible Approval of Minutes of June 24, 2026, Special Meeting
7. Discussion and Possible Approval of Financial Statements, District Reports, Reimbursement Claims, Preclaims, and District Payroll Forms for Period Ending June 30, 2026
8. Discussion and Possible Approval of Staff Timesheet and Leave Forms for June 30, 2026
9. Review of TACF Financials for Period Ending June 30, 2026
10. Discussion of Adding Second TCCD Board Member to TACF Board of Directors
11. Discussion and Possible Approval of Tom Tolbert for Reappointment to the Tulsa County Board of Directors
12. Discussion of District Teams Training Takeaways – FY27 Allocations and Policies
13. Discussion and Possible Approval of FY - 2027 Adopted Policies, FY – 2027 Allocation Memo, FY – 2027 Allocation Letter from Trey Lamb, and FY – 2027 Allocation for Tulsa County CD
14. Discussion and Possible Approval of Terms of At-Will Employment
15. Discussion and Possible Approval of FY – 2025 Compilation Bid from April Adams CPA
16. Discussion and Possible Approval of Newly Elected Officers
17. Reports:
 - A. Directors
 - B. District Manager
 - Monthly Activities and Outreach Report July 2026
 - C. NRCS
18. Correspondence: June 2026
 - A. NACD
 - B. OACD
 - C. OCC
 - Discussion and Possible Approval of District Services Update July 2026
19. Cost Share Drought Program
 - A. Approval of Drought Application Reviews
 - i. North Side Okie Prairie Farms LLC
20. Cost Share Program Year 28
 - A. Approval of the Following Applications:
 - a. Coty Calvet
21. Proposed executive session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. §307(B)(1) to discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee. Pursuant to this provision, the District proposes to hold an executive session for the purpose of discussing the review and scheduling interviews for Farm Bill Specialist
22. New Business:
23. 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 revisions 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 19, 2026, 6660 S. Sheridan Rd., Suite 120, Tulsa, OK 74133

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 13, 2026** in the following location:

6660 S. Sheridan Rd., Suite 120

Tulsa, OK 74133

&

tulsaccd.org



Outlook

Fw: 6/24/26 Storm Damage

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

Date Tue 6/30/2026 13:37

To Tom Tolbert <ct090455@outlook.com>

 4 attachments (8 MB)

City of BA_Request #12990.pdf; IMG_5252.jpeg; IMG_5253.jpeg; IMG_5254.jpeg;

Not sure what needs to be done. Maybe a site visit

Sincerely,
Gabriael Parker
District Manager
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
Ph: (918) 877-9559
Cell: (918) 370-5610
Fax: 1-855-421-7632
www.tulsaccd.org

From: James Lane <joycejames1@cox.net>

Sent: Sunday, June 28, 2026 16:48

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

Subject: [EXTERNAL] 6/24/26 Storm Damage

Good afternoon!

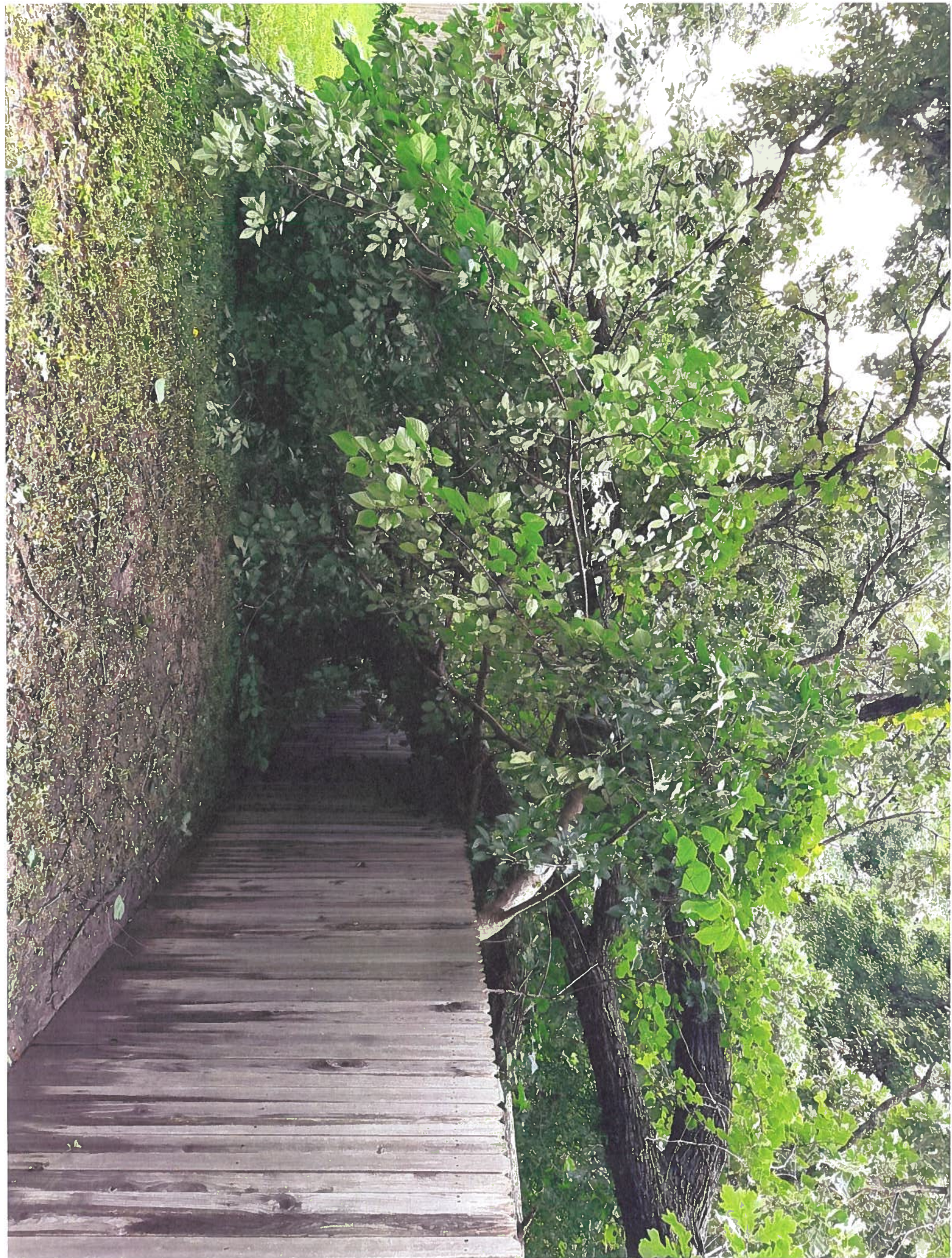
I am writing to report storm-related damage at our property following the storm on the afternoon of 6/24/26. Our home backs up to a city-maintained greenbelt, and during the storm, a large tree from that area fell into our backyard.

At this time, the fallen limb appears to have damaged only one section of our fence; however, if the tree or additional limbs continue to fall, further damage could occur. I have attached photographs of the fallen tree and the resulting fence damage for your review.

Because this is the second tree to fall from the greenbelt this month (the first occurred on 6/13/26), I respectfully request that all nearby trees be inspected when the fallen tree is evaluated to help prevent additional property damage. Thank you for your attention to this matter. Please let me know if any additional information is needed.

Thank you,
James & Joyce Lane

4104 W Jackson St.
Broken Arrow, OK 74012
918-629-2361 or 918-740-3222







Outlook

Request Management - Request 12990 - Property Maintenance

From City of Broken Arrow, OK <noreply@brokenarrowok.gov>

Date Fri 6/26/2026 11:29 AM

To joycejames1@cox.net <joycejames1@cox.net>

Dear Joyce Lane

UPDATE from My Broken Arrow Action Center

Reported by:

Joyce Lane
(918) 740-3222
joycejames1@cox.net

Your request, below, concerning Code Enforcement/Property Maintenance was updated on 6/24/2026 7:36:56 PM by our staff at the City of Broken Arrow.

Request Details:

I am writing to report storm-related damage at our property following the storm on the afternoon of 6/24/26. Our home backs up to a city-maintained greenbelt, and during the storm, a large tree from that area fell into our backyard. At this time, the fallen limb appears to have damaged only one section of our fence; however, if the tree or additional limbs continue to fall, further damage could occur. I have attached photographs of the fallen tree and the resulting fence damage for your review. I have also included photos of other trees within the greenbelt that overhang our property. Because this is the second tree to fall from the greenbelt this month (the first occurred on 6/13/26), I respectfully request that all nearby trees be inspected when the fallen tree is evaluated to help prevent additional property damage. Thank you for your attention to this matter. Please let me know if any additional information is needed.

Updated Comment:

Thank you for reporting this concern. The property located behind 4104 West Jackson Street is owned and maintained by the Tulsa County Conservation District, 6660 S. Sheridan Road, Suite 120, Tulsa, Oklahoma 74133. As such, the City of Broken Arrow does not have jurisdiction over or maintain this area. This issue would be considered a civil matter between the affected property owners. If you have any questions or need additional information, please do not hesitate to contact Code Enforcement at (918) 259-2411, ext. 2395. Thank you.

- 311 Administrator, 06/26/2026 01:28 PM

Location:

4104 W Jackson St



Outlook

Fw: Liability for Trees -

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

Date Wed 7/8/2026 15:34

To Tom Tolbert <ct090455@outlook.com>

Here is the information from Stephanie.

Sincerely,
Gabriael Parker
District Manager
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
Ph: (918) 877-9559
Cell: (918) 370-5610
Fax: 1-855-421-7632
www.tulsaccd.org

From: Stephanie Acquario <Stephanie.Acquario@Conservation.ok.gov>

Sent: Wednesday, July 8, 2026 15:29

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

Subject: Liability for Trees -

Hey there,

Your insurance coverage on your properties is through the State Risk Management division. This Division only handles claims from the Governmental Tort Claims Act, which allows public citizens to sue government entities for damages. If the Conservation District's tree falls and causes damage to a homeowners property, and the homeowners own insurance would not cover the damage, then the Conservation District could be liable. The homeowner would have to sue the Conservation District, the DA's office civil division would handle the case, and the damage amount would be covered financially by the State's self-insurance through the State Risk Management division.

Sometimes, **homeowners insurance** will cover trees fallen on property from a neighboring property due to an Act of God. However, the Conservation District does not have typical homeowners insurance on their properties. The Conservation District is covered by the State's Risk Management division, which does not differentiate as to why the tree fell (regardless of "Act of God" or negligent care of the tree).

I hope this helps clear things up.

Stephanie Acquario



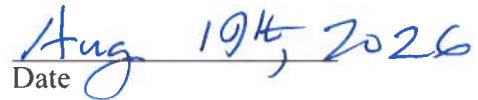
Tulsa County Conservation District
6660 S. Sheridan Road Suite 120 Tulsa, Oklahoma 74133
918-877-9566 Fax: 1-855-421-7632 E-Mail: Tulsaccd@conservation.ok.gov

STATEMENT OF APPROVAL OF MINUTES

I certify that the minutes of the meeting of the Tulsa County Conservation District Board of Directors held on **July 14, 2026** were approved as written by a vote in the **Regular Meeting** of the Board of Directors held **August 19, 2026**



Chair, Board of Directors



Date

Attest:



Minutes
Board of Directors Regular Meeting
Tulsa County Conservation District
Tuesday, July 14, 2026 – 5:30 PM
6660 S. Sheridan Rd., Suite 120, Tulsa, OK 74133

Date: July 14, 2026

Time: 5:30 PM

Member's Present: Kathryn Perdue, Member
Julie Monnot, Vice-Chair
Chrissy Parker, Member

Members Absent: Tom Tolbert, Chair

Staff Present: Gabrielael Parker, District Manager

Others Present: Cambra Fields, NRCS Team 20 Leader

1. Meeting Called to Order:

Vice-Chair Julie Monnot called the meeting to order at 5:30 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 Monday, July 13, 2026, at the front window of 6660 S. Sheridan Rd., Suite 120, Tulsa, OK 74133, and tulsaccd.org.

2. Roll Call

Gabriel Parker
Kathryn Perdue
Julie Monnot
Chrissy Parker
Cambra Fields

3. Public Comments

None

4. Discussion of the Resource Management Conference

Julie Monnot said we might investigate the permits related to municipalities. She said we need to hold a conference that will attract attendance, and that is not being held. Many cities are now organizing conferences themselves, and we need to adapt. No further action is needed at this time.

5. Discussion of Urban Conservation Area

A. Discussion of Trails and Maintenance Plan

Gabriel Parker said we need to deal with the tree issues sooner rather than later. We cannot do a walkthrough due to the dense vegetation, but we should make it a point to schedule one in the winter.

B. Discussion of Fallen Tree on Property

Gabriel Parker said we have a large tree that fell on a property fence. She spoke with the homeowner and told him I needed to get the board involved. I have sent the information to Tom Tolbert. He is looking into the issue. She also said we need to get a cost estimate from several tree service companies. No further action is needed at this time.

6. Discussion and Approval of Minutes of June 24, 2026, Special Meeting

After a brief discussion, Kathryn Perdue made a motion to approve the minutes of the June 24, 2026, Special Meeting. Chrissy Parker 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

7. Discussion and Approval of Financial Statements, District Reports, Reimbursement Claims, Preclaims, and District Payroll Forms for Period Ending June 30, 2026

After a brief discussion, Kathryn Perdue made a motion to approve the financial statements, district reports, reimbursement claims, and district payroll forms for the period ending June 30, 2026. Chrissy Parker 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

8. Discussion and Approval of Staff Timesheet and Leave Forms for June 2026

After a brief discussion, Kathryn Perdue made a motion to approve the staff timesheet and leave forms from June 2026. Chrissy Parker 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

9. Review of TACF Financials for Period Ending June 30, 2026

The board reviewed the TACF Financials for the Period Ending June 30, 2026. No further action is needed to be taken at this time.

10. Discussion of Adding Second TCCD Board Member to TACF Board of Directors

The board decided to table this agenda item. No further action needs to be taken at this time.

11. Discussion and Possible Approval of Tom Tolbert for Reappointment to the Tulsa County Board of Directors

After a brief discussion, Kathryn Perdue made a motion to approve Tom Tolbert's reappointment to the Tulsa County Conservation District's Board of Directors. Chrissy Parker 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

12. Discussion of District Teams Training Takeaways – FY27 Allocations and Policies

The board reviewed the District Teams Training Takeaways – FY27 Allocations and Policies. No further action needs to be taken at this time

13. Discussion and Possible Approval of FY - 2027 Adopted Policies, FY – 2027 Allocation Memo, FY – 2027 Allocation Letter from Trey Lamb, and FY – 2027 Allocation for Tulsa County CD

After a brief discussion, Kathryn Perdue made a motion to approve the FY - 2027 Adopted Policies, FY – 2027 Allocation Memo, FY – 2027 Allocation Letter from Trey Lamb, and FY – 2027 Allocation for Tulsa County CD. Chrissy Parker 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

14. Discussion and Possible Approval of Terms of At-Will Employment

After a brief discussion, Kathryn Perdue made a motion to approve the At-Will Employment as presented. Chrissy Parker 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

15. Discussion and Possible Approval of FY – 2026 Compilation Bid from April Adams CPA

After a brief discussion, Kathryn Perdue made a motion to approve the FY – 2026 Compilation Bid from April Adams CPA. Chrissy Parker 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

16. Discussion and Possible Approval of Newly Elected Officers

After a brief discussion, Kathryn Perdue made a motion to approve the Newly Elected Officers form with Tom Tolbert as Chair, Julie Monnot as Vice-chair, Kathryn Perdue as Treasure, and Chrissy Parker as a Member. Chrissy Parker 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

17. Reports:

A. Directors

None

B. District Manager

▪ Monthly Activities and Outreach Report July 2026

July Meetings:

07/06/2026	Teams Training, July Session 1, Topic: FY27 Allocations
07/07/2026	Teams Training, July Session 2, Topic: FY27 Allocations
07/14/2026	TCCD Board Meeting
07/16/2026	Farm Bill Specialist Interviews

July Events:

07/17/2026	Bug Collection with Candice
07/24/2026	Fred Creek Monitoring

July Deadlines:

07/01/2026	Fiscal Year 27 begins, FY27 allocations provided to districts following Commission Meeting
07/15/2026	FY28 Budget Requests due
07/24/2026	July payroll and preclaim forms due to ADCs for review

July Holidays

07/03/2026	Observed: Independence Day - Office Closed
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August Meetings:

08/18/2026	District Teams Training - TBA (Session 1)
08/19/2026	TCCD Board Meeting
08/20/2026	District Teams Training - TBA (Session 2)

August Deadlines:

08/01/2026	Notice of New Officers due
08/05/2026	FY27 Operating Expense Allocation review requests due
08/19/2026	FY26 Claim deadline (claims must be received in the OCC office by close of business)
08/28/2026	Updated 6As with all required attachments due to ADCs
09/04/2026	FY26 Audit Timeframe forms due
09/30/2026	NRCS Local Operating Agreement forms due

August Holidays

None

Notes:

09/07/2026 Labor Day - Office Closed

Work Duties Performed:

- | | |
|---------------------------|------------------------------------|
| ❖ Email Correspondences | ❖ Check/Paperwork Signatures |
| ❖ Bill Pay/Financials | ❖ Blue Thumb Monitoring Activities |
| ❖ Scanning | ❖ Payroll |
| ❖ Shredding | ❖ Event Prep |
| ❖ TCCD Payroll | ❖ OCC Trainings |
| ❖ TCCD Financials | ❖ Joint Plan of Operation |
| ❖ Website Updates | ❖ TACF Board Meeting & Prep |
| ❖ TCCD Board Meetings | ❖ Farm Bill Specialist Interview |
| ❖ CSPY – 27, 28, Drought, | |

The board reviewed the Monthly Activities and Outreach Report for July 2026. No further action is required currently.

C. NRCS

Cambra Fields said she attended a meeting this morning that included the OSU Extension Office. She said OSU Extension is moving to the OSU Tulsa campus in the next three years. They gave her proposed blueprints for the new building location. They wanted to see if the district or NRCS would be interested in sponsoring an outdoor classroom, teaching garden, or something similar when they move. Gabriela Parker said she would see if she could get the map scanned and sent to everyone. No further action is needed at this time.

18. Correspondence:

A. NACD

The board reviewed all correspondence provided by NACD for July 2026. No further action is needed to be taken at this time.

B. OACD

The board reviewed all correspondence provided by OACD for July 2026. No further action is needed to be taken at this time.

C. OCC

▪ Discussion of District Services Update July 2026

The board reviewed all correspondence provided by OCC for July 2026. No further action is needed to be taken at this time.

19. Cost Share Drought Program

A. Approval of Drought Application Reviews

i. North Side Okie Prairie Farms LLC

After a brief discussion, Kathryn Perdue made a motion to approve the drought application review for North Side Okie Prairie Farms LLC. Chrissy Parker 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

B. Drought Inspections and Reimbursement Claims

i. North Side Okie Prairie Farms LLC

After a brief discussion, Kathryn Perdue made a motion to ratify the drought inspections and reimbursement claims for North Side Okie Prairie Farms LLC. Chrissy Parker 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

20. Cost-Share Program Year 28

A. Approval of the Following Applications:

i. Coty Calvert

After a brief discussion, Kathryn Perdue made a motion to approve the cost-share application for Coty Calvert. Chrissy Perdue 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

21. Proposed executive session: Possible discussion and vote to enter Executive Session pursuant to 25 O.S. §307(B)(1) to discuss the employment, hiring, appointment, promotion, demotion, discipline or resignation of any individual salaried public officer or employee. Pursuant to this provision, the district proposes to hold an executive session for the purpose of discussing review and scheduling interviews for Farm Bill Specialist.

Julie Monnot said as authorized by the Oklahoma Open Meeting Act in Section 307(B)(1) of Title 25 of the Oklahoma Statutes, an executive session may be held for the purpose of discussing employment, hiring, appointment, promotion, demotion, discipline, or resignation of any individual salaried public officer or employee. Pursuant to this provision, the district proposes holding an executive session for the purpose of discussing the review and scheduling interviews for the Farm Bill Specialist.

Based on the information proposed for discussion in executive session, do I have any motions to enter an executive session? Kathryn Perdue made a motion to enter executive session, with all members present, including Cambra Fields and Gabriel Parker. Chrissy Parker 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

The district now enters Executive Session at 6:24 PM on Tuesday, July 14, 2026.

The board exited executive session at 6:41 PM on Tuesday, July 14, 2026.

Kathryn Perdue made a motion to approve holding two interview dates on July 23, 2026, from 3:00 PM to 5:00 PM, and July 29, 2026, from 3:00 PM to 5:00 PM. Chrissy Parker 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

22. New Business:

Gabriel Parker said she received notification this morning about OCC opening another Prescribed Burn Cost Share Program. She included the flyer for the new program year. No further action is needed at this time.

23. Adjourn:

Kathryn Perdue made a motion to adjourn the meeting. Chrissy Parker 2nd the motion. Ayes: Julie Monnot, Kathryn Perdue, Chrissy Parker. Nays: None. The motion carries.

The meeting adjourned at 6:43 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 needed to take action on any agenda item at a subsequent special or regular meeting.

**The next regularly scheduled meeting is Wednesday, August 19, 2026, at 5:30 PM.
6660 S. Sheridan Rd., Suite 120 Tulsa, OK 74133**

YOUR DISTRICT NAME Conservation District

Financial Position Summary

Opening Balances as of: June 30, 2026

Account Balances	Current Month	Restricted Funds	Designated Use	District Funds
Non-Profit Checking - 6470	\$24,788.18	\$20,700.00	Cost Share & Slary	\$4,088.18
Non-Profit Checking - 6410	\$345.91	\$0.00	None	\$345.91
ACCOUNT INFO				\$0.00
ACCOUNT INFO				\$0.00
ACCOUNT INFO				\$0.00
ACCOUNT INFO				\$0.00
ACCOUNT INFO				\$0.00
ACCOUNT INFO				\$0.00
ACCOUNT INFO				\$0.00

YOUR DISTRICT NAME Conservation District

Financial Position Summary

Opening Balances as of: June 30, 2026

Account Balances	Current Month	Restricted Funds	Designated Use	District Funds
Non-Profit Checking - 6470	\$24,788.18	\$19,259.00	Cost Share & Slary	\$5,529.18
Non-Profit Checking - 6410	\$345.91	\$0.00	None	\$345.91
ACCOUNT INFO				\$0.00
ACCOUNT INFO				\$0.00
ACCOUNT INFO				\$0.00
ACCOUNT INFO				\$0.00
ACCOUNT INFO				\$0.00
ACCOUNT INFO				\$0.00
ACCOUNT INFO				\$0.00

4:15 PM
07/10/26
Accrual Basis

Tulsa County Conservation District
Profit & Loss
July 2025 through June 2026

	<u>Jul '25 - Jun 26</u>
Income	
Grant Income	250.00
Interest Income	6.17
OCC Cost-Share Reimbursements	74,987.21
OCC Director Election Reimburse	81.46
OCC General Exp Reimbursements	4,496.32
OCC Salary Reimbursements	41,748.82
Total Income	<u>121,569.98</u>
Expense	
Administrative Expense	3,382.40
Advertising and Promotion	81.46
Cost-Share Payments	62,466.93
Employee Benefits	5,791.09
Office Supplies	81.41
Outreach Programs	455.88
Payroll	30,574.28
Payroll Tax	11,692.08
Phone	22.56
Postage	156.00
Professional Fees	699.14
Registration Fees	45.00
Telephone and Internet	39.76
Travel	1,371.22
Total Expense	<u>116,859.21</u>
Net Income	<u><u>4,710.77</u></u>

4:15 PM
07/10/26
Accrual Basis

Tulsa County Conservation District
Profit & Loss
June 2026

	<u>Jun 26</u>
Income	
Interest Income	0.74
OCC Cost-Share Reimbursements	20,700.00
OCC Director Election Reimburse	81.46
OCC General Exp Reimbursements	<u>447.92</u>
Total Income	<u>21,230.12</u>
Expense	
Administrative Expense	1,239.83
Cost-Share Payments	22,693.76
Employee Benefits	549.54
Payroll Tax	113.83
Travel	<u>656.13</u>
Total Expense	<u>25,253.09</u>
Net Income	<u><u>-4,022.97</u></u>

4:14 PM

07/10/26

Accrual Basis

Tulsa County Conservation District
General Ledger
As of June 30, 2026

Type	Date	Num	Name	Memo	Split	Amount	Balance
Arvest Checking 6407							28,811.16
Operating Acct - 6407							0.00
Total Operating Acct - 6407							0.00
Arvest Checking 6407 - Other							28,811.16
Check	6/1/2026	ACH	Oklahoma Employ...	1st Quarter 2026 3rd ...	Payroll Tax	-113.83	28,697.33
Check	6/3/2026	9207	Bryan Walker - T...	Cost-Share Year EDA...	Cost-Share Payme...	-7,494.40	21,202.93
Check	6/5/2026	9206	Brandon Walker	Cost-Share Year EDA...	Cost-Share Payme...	-7,275.20	13,927.73
Check	6/6/2026	9189	OCC	May 2026 Preclaim	Employee Benefits	-549.54	13,378.19
Check	6/9/2026	9204	Cheryl Bateman	Reimbursement for Tr...	Administrative Exp...	-1,100.00	12,278.19
Check	6/12/2026	9188	Matthew Turpin	2nd SHIP Payment for...	Cost-Share Payme...	-2,924.16	9,354.03
Check	6/12/2026	9196	Gabriel S Parker	April 2026 Tulsa Milea...	Travel	-179.80	9,174.23
Check	6/12/2026	9193	Gabriel S Parker	March 2026 Tulsa Mil...	Travel	-130.50	9,043.73
Deposit	6/16/2026	ACH	OCC	Cost-Share Year EDA...	OCC Cost-Share R...	7,200.00	16,243.73
Deposit	6/16/2026	ACH	OCC	March 2026 General E...	OCC General Exp ...	367.73	16,611.46
Check	6/18/2026	9203	John 316 Mission	Cost-Share Year 27 P...	Cost-Share Payme...	-5,000.00	11,611.46
Deposit	6/22/2026	ACH	OCC	January & February Mi...	OCC General Exp ...	80.19	11,691.65
Deposit	6/22/2026	ACH	OCC	Director Election Expe...	OCC Director Electi...	81.46	11,773.11
Deposit	6/22/2026	ACH	OCC	Cost-Share Year EDA...	OCC Cost-Share R...	7,500.00	19,273.11
Deposit	6/22/2026	ACH	OCC	Cost-Share Year Pres...	OCC Cost-Share R...	6,000.00	25,273.11
Check	6/26/2026	9200	Gabriel S Parker	May 2026 Tulsa Mileage	Travel	-345.83	24,927.28
Check	6/30/2026	9212	R.K. Black Inc.	May 2026 Tulsa Mileage	Administrative Exp...	-139.83	24,787.45
Deposit	6/30/2026	ACH	Arvest	Interest Payment	Interest Income	0.73	24,788.18
Total Arvest Checking 6407 - Other							-4,022.98
Total Arvest Checking 6407							-4,022.98
Arvest Money Market 6423							0.00
Total Arvest Money Market 6423							0.00
Arvest Special Projects 6410							345.89
Deposit	6/30/2026	ACH	Arvest	Interest Payment	Interest Income	0.01	345.90
Total Arvest Special Projects 6410							0.01
Payroll Liabilities							0.00
Total Payroll Liabilities							0.00
Opening Balance Equity							-10,307.75
Total Opening Balance Equity							-10,307.75
Retained Earnings							-10,115.56
Total Retained Earnings							-10,115.56
Administrative Income							0.00
Total Administrative Income							0.00
Aerials and Maps							0.00
Total Aerials and Maps							0.00
Arvest Bank							0.00
Total Arvest Bank							0.00
Director Election							0.00
Total Director Election							0.00
Grant Income							-250.00
Total Grant Income							-250.00
Interest Income							-5.43
Deposit	6/30/2026	ACH	Arvest	Interest Payment	Arvest Checking 6...	-0.73	-6.16
Deposit	6/30/2026	ACH	Arvest	Interest Payment	Arvest Special Proj...	-0.01	-6.17
Total Interest Income							-0.74

4:14 PM

07/10/26

Accrual Basis

Tulsa County Conservation District
General Ledger
As of June 30, 2026

Type	Date	Num	Name	Memo	Split	Amount	Balance
OCC Cost-Share Reimbursements							-54,287.21
Deposit	6/16/2026	ACH	OCC	Cost-Share Year EDA...	Arvest Checking 6...	-7,200.00	-61,487.21
Deposit	6/22/2026	ACH	OCC	Cost-Share Year EDA...	Arvest Checking 6...	-7,500.00	-68,987.21
Deposit	6/22/2026	ACH	OCC	Cost-Share Year Pres...	Arvest Checking 6...	-6,000.00	-74,987.21
Total OCC Cost-Share Reimbursements						-20,700.00	-74,987.21
OCC Director Election Reimburse							0.00
Deposit	6/22/2026	ACH	OCC	Director Election Expe...	Arvest Checking 6...	-81.46	-81.46
Total OCC Director Election Reimburse						-81.46	-81.46
OCC Director Exp Reimbursements							0.00
Total OCC Director Exp Reimbursements							0.00
OCC General Exp Reimbursements							-4,048.40
Deposit	6/16/2026	ACH	OCC	March 2026 General E...	Arvest Checking 6...	-367.73	-4,416.13
Deposit	6/22/2026	ACH	OCC	January & February Mi...	Arvest Checking 6...	-80.19	-4,496.32
Total OCC General Exp Reimbursements						-447.92	-4,496.32
OCC Salary Reimbursements							-41,748.82
Total OCC Salary Reimbursements							-41,748.82
Program Income							0.00
Total Program Income							0.00
TACF Gen Expense Reimbursements							0.00
Total TACF Gen Expense Reimbursements							0.00
TACF Salary Reimbursements							0.00
Total TACF Salary Reimbursements							0.00
Uncategorized Income							0.00
Total Uncategorized Income							0.00
Administrative Expense							2,142.57
Check	6/9/2026	9204	Cheryl Bateman	Reimbursement for Tr...	Arvest Checking 6...	1,100.00	3,242.57
Check	6/30/2026	9212	R.K. Black Inc.	May 2026 Tulsa Mileage	Arvest Checking 6...	139.83	3,382.40
Total Administrative Expense						1,239.83	3,382.40
Advertising and Promotion							81.46
Total Advertising and Promotion							81.46
Cost-Share Payments							39,773.17
Check	6/3/2026	9207	Brylan Walker - T...	Cost-Share Year EDA...	Arvest Checking 6...	7,494.40	47,267.57
Check	6/5/2026	9206	Brandon Walker	Cost-Share Year EDA...	Arvest Checking 6...	7,275.20	54,542.77
Check	6/12/2026	9188	Matthew Turpin	2nd SHIP Payment for...	Arvest Checking 6...	2,924.16	57,466.93
Check	6/18/2026	9203	John 316 Mission	Cost-Share Year 27 P...	Arvest Checking 6...	5,000.00	62,466.93
Total Cost-Share Payments						22,693.76	62,466.93
Director Fees							0.00
Total Director Fees							0.00
Employee Benefits							5,241.55
Check	6/6/2026	9189	OCC	May 2026 Preclaim	Arvest Checking 6...	549.54	5,791.09
Total Employee Benefits						549.54	5,791.09
Grant Expenses							0.00
Total Grant Expenses							0.00
Insurance							0.00
Total Insurance							0.00
Internet							0.00
Total Internet							0.00
Membership Fees							0.00
Total Membership Fees							0.00

4:14 PM

07/10/26

Accrual Basis

Tulsa County Conservation District
General Ledger
As of June 30, 2026

Type	Date	Num	Name	Memo	Split	Amount	Balance
Office Supplies							81.41
Total Office Supplies							81.41
Outreach Programs							455.88
Total Outreach Programs							455.88
Payroll							30,574.28
Total Payroll							30,574.28
Payroll Tax							11,578.25
Check	6/1/2026	ACH	Oklahoma Employ...	1st Quarter 2026 3rd ...	Arvest Checking 6...	113.83	11,692.08
Total Payroll Tax						113.83	11,692.08
Phone							22.56
Total Phone							22.56
Postage							156.00
Total Postage							156.00
Professional Fees							699.14
Total Professional Fees							699.14
Reconciliation Discrepancies							0.00
Total Reconciliation Discrepancies							0.00
Registration Fees							45.00
Total Registration Fees							45.00
Telephone and Internet							39.76
Total Telephone and Internet							39.76
Travel							715.09
Check	6/12/2026	9196	Gabriel S Parker	April 2026 Tulsa Milea...	Arvest Checking 6...	179.80	894.89
Check	6/12/2026	9193	Gabriel S Parker	March 2026 Tulsa Mil...	Arvest Checking 6...	130.50	1,025.39
Check	6/26/2026	9200	Gabriel S Parker	May 2026 Tulsa Mileage	Arvest Checking 6...	345.83	1,371.22
Total Travel						656.13	1,371.22
Uncategorized Expenses							0.00
Total Uncategorized Expenses							0.00
No acct							0.00
Total no acct							0.00
TOTAL						0.00	0.00

June-26					
Check 5/28/2026	ACH 6/1/2026	OESC	1st Quarter 2026 3rd Qtr FY - 2026 Payment		\$ 113.83
Check 6/2/2026	9207 6/3/2026	Bryan Walker - TYG Land and Cattle LLC	Cost-Share Year EDAP 4 Payment Bryan Walker 02-ED4-008	Payroll Taxes	\$ 7,494.40
Check 6/1/2026	9206 6/5/2026	Brandon Walker	Cost-Share Year EDAP 4 Payment Brandon Walker 02-ED4-009	Cost Share Payments	\$ 7,275.20
Check 5/20/2026	9189 6/6/2026	OCC	May 2026 Preclaim	Employee Benefits	\$ 549.54
Check 5/28/2026	9204 6/9/2026	Cheryl Bateman	Reimbursement for Tree Damage to Property Fence	Administrative Expense	\$ 1,100.00
Check 4/23/2026	9188 6/12/2026	Matthew Turpin	2nd SHIP Payment for Matthew Turpin 02-SH2-004	Cost Share Payments	\$ 2,924.16
Check 5/20/2026	9196 6/12/2026	Gabriel Parker	April 2026 Tulsa Mileage	Travel	\$ 179.80
Check 5/20/2026	9193 6/12/2026	Gabriel Parker	March 2026 Tulsa Mileage	Travel	\$ 130.50
6/15/2026	ACH 6/16/2026	OCC	Cost-Share Year EDAP 4 Reimbursement Milt Chinsethagid 02-ED4+014	OCC Cost-Share Reimbursements	\$ 7,200.00
6/15/2026	ACH 6/16/2026	OCC	March 2026 General Expense Reimbursement	OCC General Reimbursement Claim	\$ 367.73
Check 5/28/2026	9203 6/18/2026	John 3:16 Mission	Cost-Share Year 27 Payment 02-027-001 John 3:16 Mission	Cost Share Payments	\$ 5,000.00
6/19/2026	ACH 6/22/2026	OCC	January & February Mileage Expense Reimbursement	OCC General Reimbursement Claim	\$ 80.19
6/22/2026	ACH 6/22/2026	OCC	Director Election Expense Reimbursement	OCC General Reimbursement Claim	\$ 81.46
6/18/2026	ACH 6/22/2026	OCC	Cost-Share Year EDAP 4 Reimbursement Flying G Irrevocable Trust 02-I OCC Cost-Share Reimbursements	OCC Cost-Share Reimbursements	\$ 7,500.00
6/18/2026	ACH 6/23/2026	OCC	Cost-Share Year Prescribe Burn Reimbursement 02-PBN-001	OCC Cost-Share Reimbursements	\$ 25,273.11
Check 6/17/2026	9200 6/26/2026	Gabriel Parker	May 2026 Tulsa Mileage	Travel	\$ 345.83
Check 6/24/2026	9212 6/30/2026	R.K. Black Inc.	2nd Quarter 2026 Copier Rental	Administrative Expense	\$ 139.83
6/30/2026	ACH 6/30/2026	Arvest	Interest Payment	Interest Income	\$ 0.73
					\$ 25,253.09
					\$ 21,230.11
					\$ (4,022.98)
					\$ 28,811.16
					\$ 28,697.33
					\$ 21,202.93
					\$ 13,378.19
					\$ 12,278.19
					\$ 9,354.03
					\$ 9,174.23
					\$ 9,043.73
					\$ 16,611.46
					\$ 11,611.46
					\$ 11,691.65
					\$ 11,773.11
					\$ 19,273.11
					\$ 6,000.00
					\$ 24,927.28
					\$ 24,787.45
					\$ 0.73
					\$ 24,788.18



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 06/30/2026

TULSA COUNTY CONSERVATION

Page 1 of 4

Customer Number: 07

Managing Your Accounts



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



CUSTOMER
SERVICE (866) 952-9523



MAILING
ADDRESS PO BOX 799
LOWELL AR 72745



WEBSITE www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$24,788.18
Total Current Value		\$24,788.18

NON-PROFIT INTEREST CHECKING - 07

Account Summary

Date	Description	Amount
06/01/2026	Beginning Balance	\$28,811.16
	4 Credit(s) This Period	\$21,230.11
	11 Debit(s) This Period	\$25,253.09
06/30/2026	Ending Balance	\$24,788.18

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.73
Interest Paid Year-to-Date	\$3.07
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
06/16/2026	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$7,567.73
06/22/2026	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$80.19
06/22/2026	VENDOR PAYMENTS MISC REIMB TULSA COUNTY CONSERVAT	\$13,581.46

Other Credits

Date	Description	Amount
06/30/2026	INTEREST PMT	\$0.73

Electronic Debits

Date	Description	Amount
06/01/2026	EMPL SEC COMM EMPL SEC 2601247511	-\$113.83



Statement Ending 06/30/2026

TULSA COUNTY CONSERVATION

Page 3 of 4

Customer Number: 07

NON-PROFIT INTEREST CHECKING - 07 (continued)

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
9188	06/12/2026	\$2,924.16	9200*	06/26/2026	\$345.83	9207	06/03/2026	\$7,494.40
9189	06/05/2026	\$549.54	9203*	06/18/2026	\$5,000.00	9212*	06/30/2026	\$139.83
9193*	06/12/2026	\$179.80	9204	06/09/2026	\$1,100.00			
9196*	06/12/2026	\$130.50	9206*	06/05/2026	\$7,275.20			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
05/31/2026	\$28,811.16	06/09/2026	\$12,278.19	06/22/2026	\$25,273.11
06/01/2026	\$28,697.33	06/12/2026	\$9,043.73	06/26/2026	\$24,927.28
06/03/2026	\$21,202.93	06/16/2026	\$16,611.46	06/30/2026	\$24,788.18
06/05/2026	\$13,378.19	06/18/2026	\$11,611.46		



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 06/30/2026

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$345.91
Total Current Value		\$345.91

NON-PROFIT INTEREST CHECKING - 10

Account Summary

Date	Description	Amount
06/01/2026	Beginning Balance	\$345.90
	1 Credit(s) This Period	\$0.01
	0 Debit(s) This Period	\$0.00
06/30/2026	Ending Balance	\$345.91

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$0.01
Interest Paid Year-to-Date	\$0.05
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
06/30/2026	INTEREST PMT	\$0.01

Daily Balances

Date	Amount	Date	Amount
05/31/2026	\$345.90	06/30/2026	\$345.91



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 06/30/2026

TULSA AREA CONSERVATION

Page 1 of 2

Customer Number: 92

Managing Your Accounts

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

Summary of Accounts

Account Type	Account Number	Ending Balance
NON-PROFIT INTEREST CHECKING		\$7,220.74
Total Current Value		\$7,220.74

NON-PROFIT INTEREST CHECKING - 92

Account Summary

Date	Description	Amount
06/01/2026	Beginning Balance	\$7,130.26
	2 Credit(s) This Period	\$90.48
	0 Debit(s) This Period	\$0.00
06/30/2026	Ending Balance	\$7,220.74

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	\$1.76
Interest Withheld Year-to-Date	\$0.00

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

Electronic Credits

Date	Description	Amount
06/04/2026	REFUND FEE SERVICE CHARGE	\$90.18

Other Credits

Date	Description	Amount
06/30/2026	INTEREST PMT	\$0.30

Daily Balances

Date	Amount	Date	Amount	Date	Amount
05/31/2026	\$7,130.26	06/04/2026	\$7,220.44	06/30/2026	\$7,220.74



P O BOX 1670
LOWELL AR 72745

ADDRESS SERVICE REQUESTED

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

Statement Ending 06/30/2026

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 www.arvest.com

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET		\$7,854.98
Total Current Value		\$7,854.98

BUSINESS MONEY MARKET - 02

Account Summary

Date	Description	Amount
06/01/2026	Beginning Balance	\$7,845.69
	1 Credit(s) This Period	\$9.29
	0 Debit(s) This Period	\$0.00
06/30/2026	Ending Balance	\$7,854.98

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$9.29
Interest Paid Year-to-Date	\$55.86
Interest Withheld Year-to-Date	\$0.00

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

Other Credits

Date	Description	Amount
06/30/2026	INTEREST PMT	\$9.29

Daily Balances

Date	Amount	Date	Amount
05/31/2026	\$7,845.69	06/30/2026	\$7,854.98

RECOMMENDATION FOR APPOINTMENT OR REAPPOINTMENT OF CONSERVATION DISTRICT DIRECTOR

During a board meeting held on <u>July 14, 2026</u> Directors of the	
<u>Tulsa County</u> Conservation District took action for:	
Reappointment of: <u>Tom Tolbert</u>	
<i>Name of Incumbent Director</i>	
OR	
New Appointment of: _____	
<i>Name of Recommended Individual</i>	
Due to:	☐ Resignation ☒ Expiration of Term ☐ Death
of: _____	
<i>Name of Outgoing Director</i>	
For reappointment, the incumbent director attended <u>23</u> of <u>24</u> regular scheduled meetings during the immediate past term. <i>The immediate past term is all regular scheduled board meetings since the director's last appointment.</i>	
*If director did not attend 75% of regular scheduled meetings during the immediate past term, please attach a letter from the board outlining why the recommendation is being made. _____%	
☒ Copy of Cooperator Agreement or Application is Attached	
I have verified with the <u>Tulsa</u> County Election Board that the recommended person(s) is a registered voter within the boundaries of said conservation district.	
_____ District Representative	<u>June 24, 2026</u> Date
_____ Board of Directors	
_____ Date	

OCC Use Only

Term ID No: _____ Agenda/Action Date: _____ Director ID No: _____ District No: _____

TO BE FILLED OUT BY APPLICANT:

(Please print legibly, all fields required)

Name: Tom Tolbert	
Date of Birth:	
Mailing Address (street/city/zip): Broken Arrow, OK 74012	
Primary Phone: Cell Phone: ☒	Alternate Phone: Cell Phone: ☐
E-mail Address:	
Conservation District: Tulsa County	
Have you previously served on this or any other Conservation District Board? Yes	
If yes, list district name and dates served or date began serving if no break in service: Starting July 1, 2016 to Present	

Signature: _____	Date: _____
------------------	-------------

A COPY OF YOUR COOPERATOR AGREEMENT OR APPLICATION FOR COOPERATOR AGREEMENT **MUST BE SUBMITTED WITH THIS FORM.**

OKLAHOMA CONSERVATION COMMISSION

FY27 Allocations Training Takeaways

July 2026

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.

The Basics

- New allocations are made each fiscal year for the period of July 1 through June 30.
- Allocations and associated information are provided via email; there are 4 main parts:
 - Fiscal year letter from the Executive Director
 - Allocation Memo
 - Fiscal year adopted policies
 - Your district's specific allocation, which consists of three pages – the allocation report (1 page) and the operating expense assessment report (2 pages)

Read All About It

- The fiscal year allocation email was sent out on July 1; it was emailed to the district email address and to any directors who have email addresses on file with the Commission.
- Reading through all the information is critical – many due dates and important pieces of information are contained in the email attachments; especially in the Allocation Memo and the district's specific allocation.
- The board must review and discuss the new fiscal year allocation at its next board meeting; the board should also act each year to set the meeting expense reimbursement policy and rate.

High Importance

- Ten percent Cost of Living Allowance (CoLA) salary increases were provided for full-time employees.
 - This increase requires completion of new Terms of At Will Paperwork (Form 6A) and submission of payroll and preclaim forms for review.
- Longevity rates increased effective July 1, 2026. The increased rate schedule is shown in the Conservation District Handbook available on the OCC website. The updated longevity rates for qualifying employees are shown on the district allocation report.
- The employer contribution rate for retirement has been reduced – down to 9.5% from 16.5%. This does not impact the employee's contribution rate (3.5%) or their benefit calculation when they retire.
- Full-time employees' rates are established on a monthly pay schedule; local funds should be the same.
- Temporary part-time employees are limited to 999 hours in the 12 months following their hire (or hire anniversary) date
 - If the 999 threshold is exceeded, the district must pay the cost of providing benefits, longevity, and the employer's 9.5% retirement contribution.
- Use the Reimbursement Claim Checklist to ensure claims are properly assembled before mailing to the Commission.
- Salary and operating expense items should be submitted on one claim form each month; special projects, cost-share, O&M, and other limited exceptions must be claimed separately.

- Backup documentation for operating expenses must include the itemized bill or invoice and the district bank or credit card statement showing the charge.
- Audits on the FY26 records are required for districts whose name begins with O-Z; all other districts must have a compilation completed.
- The board must conduct performance reviews of all employees at least once each fiscal year; after the review is completed a letter, signed by the board, stating such must be emailed to the Commission.
- All required forms are available on the OCC website; forms that have been recently revised must be used – past versions of forms will not be accepted.

Allocation Packet

- The allocation report provides the district's total allocation in the top section with a breakdown of each full-time employee's cost information.
- Total allocation includes:
 - Personnel
 - Temporary part-time (unallocated) personnel
 - Operating expenses
 - Copier rental
- The total allocation for each employee includes the employee's rate plus FICA and longevity.
- Retirement for an employee is the 9.5% contribution paid by the Commission; this is the employee's Gross Pay x 9.5%.
- The total cost to OCC for an employee is the total cost of the position; this is what the position would cost the district if there was no allocation provided from the Commission.
- The operating expense assessment report shows the items that were reviewed when determining the operating expense allocation, their due dates, and the date the items were received by OCC. Each item was worth a maximum of \$1,000, with a maximum of \$10,000 in operating expense allocation available per district for FY27.
- If discrepancies between the report and the district's records are noted, contact the District Services Division by the assessment review deadline.

Due Dates

- **August 5, 2026** – final day to notify OCC of assessment report discrepancies
- **August 19, 2026** – final day for the Commission to receive, in the OCC office, FY26 salary and operating expense reimbursement claims
- **September 4, 2026** – Timeframe for Audit form, signed by the board and the selected auditor, due to the Commission
- **September 30, 2026** – NRCS Local Operational Agreement due to your ADC
- **December 31, 2026** – 50% of operating expense should be utilized; if it is not, contact the District Services Division with information on what it has been budgeted for
- **January 31, 2027** – final day to contact the Commission concerning lack of utilizing 50% of operating expense allocation

Additional Resources

- Fiscal Year Allocation Email and attachments sent by Clancy Green on July 1
- District Services staff and/or your Area District Coordinator
- Training Presentation PDF available on the OCC website

FISCAL YEAR 27 - 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. Unused and unbudgeted operating expense dollars will be returned to the Commission for reutilization.
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



Our Land • Our Heritage • Our Future

TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

July 1, 2026

Conservation District staff and directors:

Happy New Fiscal Year, 2027! FY2026 was a productive and very busy year. Natural Resource Conservation continues to be a high priority for Oklahoma. New programs such as the Terry Peach project, SHIP (Soil Health Implementation Program), 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 delivery began. And another new opportunity for water replenishment was offered through the wetlands cost share program.

I salute Conservation Districts and especially District Employees for all your hard work and congratulate you on the tremendous success of natural resource conservation in Oklahoma.

Considering that this legislative session was labeled as one of "flat agency budgets," conservation came out with some positives and only one unfulfilled request. On the winning side, the woody species eradication (Terry Peach) project received expanded funding and is now offered 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. And your legislators recognized the need for critical flood control dams.

The only bitter pill was the denial of our budget ask for support of boots on the ground conservation. You have proven yourselves as more than deserving. The Conservation Commissioners have recognized the extra workload you have carried these last few years. We have dug into our finances and created the savings to fund a 10% cost of living adjustment for you. For myself, the agency, and your Commissioners, I want to say thank you for a job well done.

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 administrative 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

J. KEVIN STITT
GOVERNOR

MATT PINNELL
LIEUTENANT GOVERNOR



Our Land • Our Heritage • Our Future

TREY LAM
EXECUTIVE DIRECTOR

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 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. Grant funds were utilized to establish our first wetlands cost share program. Both these programs will continue to partner with districts to implement new opportunities. The wetlands cost-share program is state-funded but has also 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 Programs 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. Our State Legislature appreciates your dedicated operation and maintenance on these dams. They have provided a significant increase in appropriations to make repairs such as front slope wave damage.

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

J. KEVIN STITT
GOVERNOR

MATT PINNELL
LIEUTENANT GOVERNOR



Our Land • Our Heritage • Our Future

TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

TO: All Conservation District Employees and Board Members

FROM: Trey Lam, Executive Director

DATE: July 1, 2026

SUBJECT: District Allocation for Fiscal Year 2027
Personnel Pay for Fiscal Year 2027
Permanent Part-Time Employees
Temporary Part-Time Employees
Retirement Contributions
Longevity Payments
Employee Confirmation of Benefits
Director Meeting Expenses
Deadline for Claims Paid From Fiscal Year 2026 Funds
Claims Procedures
Sales Tax
District Audit/Compilation
NRCS Local Operational Agreement
Form Revisions
Financial Position Summary
OCC Adopted Policies for Fiscal Year 2027

District Allocations For Fiscal Year 2027

Enclosed is a printout of your district's personnel and operating expenses allocation for Fiscal Year 2027. 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 FY2027. 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 5, 2026**, to review the information. Utilization of the operating expense allocation will be reviewed at the end of **January 2027**. Districts who have not utilized at least 50% of their operating expense

allocation and who have not communicated with OCC regarding the budgeting and utilization of those funds will have funds returned to the Commission for reallocation.

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 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 2027

No raises were provided by the legislature this year despite the Commission's inclusion of a request in the agency's budget. However, the Commission is pleased that a 10% Cost of Living Adjustment (CoLA) for current full-time district employees could still be budgeted from the agency's appropriations. This increase was approved by the Commissioners and will be effective July 1, 2026. The CoLA has been applied and is reflected in the district 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.

Payroll worksheets and Preclaim forms utilizing the new pay information must be emailed to your Area District Coordinator for review prior to the district processing any July payroll, but no later than **July 24, 2026**. Preclaim forms have been updated to reflect the new employer contribution rate (see section "Retirement Contributions" for more information).

For the pay rate changes to be official, a new form 6A – Terms of Employment At-Will Employee, including all necessary attachments (position description currently on file or a newly signed position description) must be completed for each affected employee and approved by the district board of directors. The completed signed forms should be emailed to your Area District Coordinator no later than **August 28, 2026**.

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. Preclaim or payroll forms that reflect pay rates that differ from what is provided on either a 6A or 6B form will be returned to the district unprocessed.

All forms required for reporting preclaims, payroll, or any changes to pay rates are available on the [Commission's website](#). Updated and most current revisions of the forms must be utilized. Previous versions of the forms will not be accepted or processed. 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 the employee's twelve-month period from their hire date 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 9.5%. Any additional salary paid through local funds is subject to the same contribution rates.

**Note:* the employer's contribution rate has decreased from previous years, down to 9.5% from 16.5%. This decrease only affects the contribution rate the employer pays. It does not impact the employee's contribution rate or the retirement benefit calculation. Forms that include formulas or information on the employer's contribution rate have been updated to reflect this change.

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, should be emailed to the Commission.

Longevity Payments

Legislation was passed and is effective July 1, 2026, to increase longevity payment rates. The longevity rate shown in the district's allocation report for eligible employees reflects this increase. The Conservation District Handbook has been updated with the revised longevity payment schedule.

Longevity may be paid on the last working day of the month of the employee's anniversary date or in the month following. The district board should review and approve the payment of longevity in a regular district board meeting. Taxes and retirement must be withheld from longevity payment; longevity must be reported on the preclaim.

Employee Confirmation of Benefits

Employee Confirmation of Benefits for Plan Year 2027 will be sent to the district in mid January 2027 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 2026 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.

Boards should take action in the July regular board meeting to set policy on receiving Director Meeting expense.

Deadline for Submitting Claims From Fiscal Year 2026

All claims for reimbursement of Fiscal Year 2026 expenses must be received in the Commission office no later than **Wednesday, August 19, 2026**. 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, Clancy Green, or the division responsible for the program in question.

All claims for reimbursement must be supported by appropriate backup documentation. Examples of appropriate backup documentation for salary and operating expense claims 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 Brandon Welborn or 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 and to reimburse the district as quickly as possible.

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 **O through Z** will be required to secure an audit of their FY26 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 4, 2026**. It must include the

auditor and board member signatures. The form has been updated for 2026, 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, 2026**. 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. Always be sure to check the Commission's website for the most recent version of forms; it may be necessary to refresh the page or clear your computer's cache to see the most recent revisions.

Financial Position Summary

Districts should include the Financial Position Summary as part of their district board meeting financials beginning with the July meeting.

The Financial Position Summary is designed to give the district a quick overview of its financials, including what funds may be restricted for specific programs. Additionally, the summary creates a uniform financial document across all 84 conservation districts that will assist OCC in better understanding each district's financial position.

OCC Adopted Policies for Fiscal Year 2027

Included as a separate attachment are the policies adopted by the Commission in Fiscal Year 2027 related to district operations, personnel and financial management.

FY 27 OKLAHOMA CONSERVATION COMMISSION DISTRICT ALLOCATION

DISTRICT: TULSA COUNTY CONSERVATION DISTRICT

Total Allocated Personnel:	\$93,635.09
Temporary Unallocated (code 12):	\$0.00
Operating Expense:	\$8,000.00
Copier Rental Payment (code 86):	\$560.00
Total FY-2027 Allocation:	\$102,195.09

ALLOCATED PERSONNEL:

	Parker	VACANT
<i>Employee</i>		
<i>Hire Date</i>	3/20/2013	
<i>Position Title</i>	District Manager	Farm Bill Specialist
<i>Position Code</i>	05	04
<i>Hours</i>	2088	2088
<i>Years of Service</i>	14	0
<i>Longevity</i>	\$2,250.00	\$0.00
<i>Benefit Allowance-mo</i>	\$754.30	\$1,375.96
<i>Benefit Allowance-yr</i>	\$9,051.60	\$16,511.52
<i>Hourly Pay Rate</i>	\$24.83	\$15.75
<i>Monthly Pay Rate</i>	\$4,295.59	\$2,724.75
<i>Gross Pay</i>	\$54,095.04	\$32,886.00
<i>FICA</i>	\$4,138.27	\$2,515.78
<i>Total Allocation</i>	\$58,233.31	\$35,401.78
<i>Retirement</i>	\$5,139.03	\$3,124.17
<i>Total Cost to OCC</i>	\$72,423.94	\$55,037.47

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 on whether the deliverable was completed with all required elements and submitted correctly and on time – not on the content quality of the deliverable.

DELIVERABLES ASSESSED & DISTRICT'S PERFORMANCE

- FY26 NRCS Local Operational Agreement
 - Due date: 09/30/2025
 - District submitted:
- FY26 JPO
 - Due date (1st Draft): 06/06/2025
 - District submitted: 5/21/2025
- FY25 Annual Report
 - Due date: 09/01/2025
 - District submitted: 8/22/2025
- FY27 Budget Request
 - Due date: 07/15/2025
 - District submitted: 5/21/2025
- FY25 Audit Timeframe Form
 - Due date: 09/05/2025
 - District submitted: 10/9/2025
- FY26 Notice of Newly Elected Officers
 - Due date: 08/01/2025
 - District submitted: 7/24/2025
- 2026 Notice of Regular Meetings
 - Due date: 12/15/2025
 - District submitted: 9/11/2025
- January 2026 Payroll Submitted for Review
 - Due date: 01/23/2026
 - District submitted: 1/22/2026
- Calendar Year 2025 Minutes Packets Submitted
 - Yes = at least 6 months submitted; No = less than 6 months submitted
 - District submitted: Yes
- FY25 Employee Evaluations Completed & OCC notified
 - District submitted: 7/24/2025

DISTRICT OPERATING EXPENSE ALLOCATION FOR FY2027

Based on the performance above, your District's Operating Expense Allocation for FY27 is **\$8,000.00**.

This is a \$ 500.00 change from last year's Operating Expense Allocation.

WHAT NEXT?

- If you feel the above information is incorrect, please contact OCC by **Wednesday, August 5, 2026**, 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 2027**. 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.

TERMS OF AT-WILL EMPLOYMENT

Conservation District Tulsa County		Effective Date July 1, 2026
Employee Gabriel Parker		Title District Manager
Status	☒ Full-time ☐ Permanent Part-time ☐ Temporary / Seasonal Part-time	
Salary/Rate of Pay	\$ 4295.59 hour ☐ / month ☒ from OCC reimbursable funds *Enter Gross Rate(s), not Net \$ _____ hour ☐ / month ☐ from district funds \$ _____ quarter from OCC reimbursable funds ☐ / district funds ☐	
FLSA Status	For the purposes of FLSA, all district positions are Non-Exempt .	
Non-exempt (check one)	☐ Overtime to be paid from locally earned funds ☒ Overtime to be compensated in time off with pay	
Workweek Begins	12:00 AM Sunday	Workweek Ends 11:59 PM Saturday
Work Days	Monday- Friday, Some Weekends & Evenings	Work Hours 8:30 AM - 5:00 PM
Lunch Time	30 Minutes	Break Times 15 Minutes
Hours of Annual Leave Accrued per month	13.33	Hours of Sick Leave Accrued per month 10.00
Holiday Pay	☒ Yes ☐ No	Health Insurance ☒ Yes ☐ No
Immediate Supervisor	TCCD Chair	Positions Employee Supervises None
District Vehicles and Equipment Allowed to Use	Copy of signed job ☒ Yes ☐ No Description Is attached. *Form is considered incomplete if job description is not provided	
Other Stipulations & Notes		
This form is designed to communicate to and obtain from the employee an acknowledgement of the general terms of his or her employment. The Conservation District maintains a strict policy of at-will employment with respect to both the duration and the terms and conditions of the employment relationship. This means the district reserves the legal right to change the terms and conditions of the employment relationship, or to terminate that relationship, at-will, with or without cause or prior notice. This policy of at-will employment is not subject to change and includes but is not limited to appointment, promotion, demotion, discipline and termination.		
The terms of employment were set forth by the board of directors in a duly convened board meeting on the <u>14th</u> day of <u>July</u> , 20 <u>26</u> . July 14, 2026		
Signature of Chair		Date
I have read this form, and I understand and agree to all terms of employment on this form. I understand that only the board of directors has the legal authority to establish my pay, appoint, reappoint, terminate, or in any way affect my employment status. I accept and agree that any oral or written promises by any other person are not binding upon the district.		
Signature of Employee		Date

April Adams CPA PLLC

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Ponca City, Oklahoma 74602

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May 28, 2026

To the Board of Directors
Tulsa County Conservation District
6660 S. Sheridan Rd., Suite 120
Tulsa, OK 74133

I am pleased to confirm our understanding of the services I am to provide Tulsa County Conservation District for the year ended June 30, 2026.

Audit Scope and Objectives

I will audit the basic financial statements including the related notes to the financial statements of Tulsa County Conservation District as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Tulsa County Conservation District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to Tulsa County Conservation District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The RSI, if applicable is required by generally accepted accounting principles and will be subjected to certain limited procedures but will not be audited. RSI applicable to GAAP financial statements is not applicable to special purpose financial statements such as the modified cash basis of accounting used by the District.

If applicable, I have also been engaged to report on supplementary information other than RSI that accompanies Tulsa County Conservation District's financial statements. I will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and I will provide an opinion on it in relation to the financial statements as a whole, in a report combined with my auditor's report on the financial statements.

In connection with my audit of the basic financial statements, I will read any applicable other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, I conclude that an uncorrected material misstatement of the other information exists, I am required to describe it in my report.

The objectives of my audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes my opinion about whether your financial statements are fairly presented, in all material respects,

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in conformity with the modified cash basis of accounting, which is a special purpose framework other than accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

I will conduct my audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Tulsa County Conservation District and other procedures I consider necessary to enable me to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, I exercise professional judgment and maintain professional skepticism throughout the audit.

I will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. I will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets or (4) violations of laws or governmental regulations that are attributable to determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by me, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to my attention. My responsibility as auditor is limited to the period covered by my audit and does not extend to any later period for which I am not engaged as auditor.

I will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

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My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected customers, creditors, and financial institutions. I will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

Audit Procedures—Internal Control

I will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform the audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for my opinion. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, I will express no such opinion. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of Tulsa County Conservation District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

I will also assist in preparing the financial statements and related notes of Tulsa County Conservation District in conformity with U.S. generally accepted accounting principles based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. I will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

My audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and

April Adams CPA PLLC

PO Box 1355

Ponca City, Oklahoma 74602

Phone: (580) 762-1040

Fax: (580) 762-1047

Email: cpa@apriladamscpa.com

objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making drafts of financial statements, all financial records and related information available to me and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that I may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements, compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that I report.

If applicable, you are responsible for the preparation of the supplementary information, which I have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains and indicates that I have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any documents selected by me for testing.

I will provide a copy of the report to Tulsa County Conservation District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection. I will provide the audit to the Oklahoma State Auditor and Inspector along with the filing fee that is paid by the District.

The audit documentation for this engagement is the property of April Adams CPA PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Oklahoma State Auditor and Inspector or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of April Adams CPA PLLC personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Oklahoma State Auditor and Inspector. If I am aware that a federal awarding agency or auditee is contesting an audit finding, I will contract the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

April Adams is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. I will begin audit work upon receipt and acceptance of your signed engagement letter and upon receipt of records requested for the audit.

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My fee for the services described in this letter will not exceed \$1,500.00, unless the scope of the engagement is changed, or unexpected conditions are encountered in which case I will discuss the situation with you before proceeding. Based on my understanding of the entity, including its internal control, my services are based on a flat fee, and not an hourly basis. Your payment of the above fee is hereby acknowledged as your understanding and acceptance that the flat fee represents a discounted rate, and is therefore non-refundable, deemed earned in full upon receipt. Payment for the 50% of the fee shall be due and payable upon signing of this engagement letter with the balance due upon completion of the audit or at the discretion of management, in installment payments during the audit process. You also agree to pay the filing fee to the Oklahoma State Auditor & Inspector's office, presently in the amount of \$100.00.

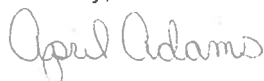
Reporting

I will issue a written report upon completion of my audit of Tulsa County Conservation District's financial statements. My report will be addressed to the Board of Directors of Tulsa County Conservation District. Circumstances may arise in which my report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for me to modify my opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to my auditor's report, or if necessary, withdraw from this engagement. If my opinion is other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed opinions, I may decline to express opinions or issue reports, or I may withdraw from this engagement.

I will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during my audit, I become aware that Tulsa County Conservation District is subject to an audit requirement that is not encompassed in the terms of this engagement, will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

I appreciate the opportunity to be of service to Tulsa County Conservation District and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to me.

Sincerely,



April Adams CPA PLLC

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PO Box 1355

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RESPONSE:

This letter correctly sets forth the understanding of Tulsa County Conservation District.

Management Signature: _____

Title: _____

Date: _____

Governance Signature: _____

Title: _____

Date: _____

April Adams CPA PLLC

PO Box 1355

Ponca City, Oklahoma 74602

Phone: (580) 762-1040

Fax: (580) 762-1047

Email: cpa@apriladamscpa.com

May 28, 2026

**To the Board of Directors
Tulsa County Conservation District
6660 S. Sheridan Rd, Suite 120
Tulsa, OK 74133**

PROPOSED STATEMENT OF CHARGES

<u>DATE</u>	<u>DETAIL</u>	<u>AMOUNT</u>
5/28/2026	AUDIT ENGAGEMENT - FYE 6/30/2026	\$ 1,500.00
	STATE AUDITOR'S FILING FEE	100.00
	DEFERRED (due upon completion)	(800.00)
	PAYMENT REQUESTED	\$ 800.00

THANK YOU!

TULSA COUNTY CONSERVATION DISTRICT

6660 S. SHERIDAN RD, SUITE 120

TULSA, OKLAHOMA 74133

June 30, 2026

TO WHOM IT MAY CONCERN:

We have engaged April Adams CPA PLLC to audit our financial statements for the fiscal year ending June 30, 2026. In connection therewith, they would like to make inquiries and examine your work papers for the audit of our financial statements for the fiscal year then ended. We hereby authorize you to respond fully and without limitation to their request for documentation.

Please provide our auditor with copies of any information needed from files related to our financial statements that they request.

We have represented to our auditor that we are not involved with your firm in any disputes about accounting principles, auditing procedures, or similarly significant items. You will be contacted by April Adams CPA PLLC concerning these matters.

Sincerely,

TULSA COUNTY CONSERVATION DISTRICT

A native of Dyer, Tennessee, Matthew began his NRCS career in 2002 as a Soil Conservationist before advancing into leadership positions throughout the agency. He holds a bachelor's degree in Soil and Water Conservation from the University of Tennessee at Martin and a master's degree in Plant and Soil Science from the University of Tennessee at Knoxville, with a focus on precision agriculture and cotton production. He is also a Certified Crop Advisor (CCA) and Certified Master Beef and Small Ruminant Producer.

Beyond his professional experience, Matthew remains actively engaged in production agriculture. He and his family operate a row-crop, small grain, vegetable, and livestock operation on their family's Century Farm in Tennessee, raising both beef cattle and small ruminants. His firsthand experience as a producer provides valuable perspective on the opportunities and challenges facing today's agricultural community.

Matthew's extensive background in partnerships, soil health, and working lands conservation will be a tremendous asset to Oklahoma during his time with NRCS. We look forward to working alongside him as we continue advancing locally led conservation efforts across the state.

If you see Matthew at a field day, conservation district meeting, workshop, or out visiting producers, please extend the warm Oklahoma hospitality we're known for and help make him feel welcome in the Sooner State.

Welcome to Oklahoma, Matthew!



OKLAHOMA ASSOCIATION OF
CONSERVATION
DISTRICTS

AMP

ADVANCING MARKETS FOR PRODUCERS INITIATIVE

Building Profitable and Diverse Market
Pathways, from Soil to Sales



INVEST IN YOUR LAND. STRENGTHEN YOUR OPERATION. BUILD YOUR MARKET.



The Advancing Markets for Producers (AMP) Initiative helps Oklahoma producers improve how their land works and how their operation performs.



BUILD RESILIENCE

Strengthen soil health,
improve grazing
management, and
increase long-term
resource resilience.



INCREASE PROFITABILITY

Improve efficiency,
reduce costs,
and increase
operation
profitability.



EXPAND MARKETS

Access new market
opportunities and
develop value-added
products.



GET SUPPORT

Receive technical
assistance, education,
and financial support
throughout the
3-year program.



FOCUSED ON OKLAHOMA

Designed for Oklahoma
producers working
with local conservation
districts and partners.

WHO CAN APPLY?

All agricultural producers.

Priority enrollment will be given to row cropping,
livestock grazing for beef production, specialty crop,
orchardists, and urban producers.

NOTE: Aquaponics, hydroponics,
and aeroponics are ineligible.

POTENTIAL PAYMENTS

Most producers will earn between

\$10,000 – \$35,000
OVER 3 YEARS

Payments are based on participation,
progress, system development, and
market engagement.



APPLY TODAY!

okconservation.org/amp



Working together for healthy land, strong operations,
and a better future for Oklahoma.

Conservation.
It's a shared Oklahoma value.

Apply Here!

Cover Crop Grazing

Field Day



6/13/26
9 AM - 12

208 N 3RD St
Mountain View, OK

**WATER AND
SNACKS PROVIDED**

Please RSVP to Meg:

Call/text (580) 827-5070

E-mail mgcows@gmail.com

See Western Oklahoma
examples of pasture
cropping, cool season
interseeding & cover crop
grazing!

**FREE TO
ATTEND**



SPEAKER LINEUP



REGISTER NOW! CrossroadsEnid.eventbrite.com

[Register Here!](#)



Do Cover Crops Really Steal Moisture??

For years, Tyler Tobald wrestled with the argument that cover crops use up all the moisture for your cash crops. In 20 years of no-till and 15 years of cover cropping, he witnessed a different reality. Tobald farms in north central Kansas at JTAG Farms and finds that properly managed cover crops don't actually steal moisture, they improve the soil water holding capacity. Unfortunately, this anecdotal evidence isn't entirely convincing to many farmers so Tobald decided to gather some data.

Putting Cover Crops to the Test

Tobald set up an experiment to monitor soil moisture levels on cover cropped soils using probes. He started on a 132 acre field that came out of winter wheat in mid-June 2025 with a solid 50-bushel crop. Following harvest, he planted a 55-species cover crop mix on July 9th and the field wasn't treated with any fertilizer, herbicide or other inputs. Tobald mentioned this field has been in cover crop and no-till practices for the past 20 years as well.

Two moisture sensors from Grow Guru were already buried in this field, measuring available water every 30 minutes from 6 inches down to 42 inches deep. One sensor, Lee's East, had the cover crop growing directly over it. The other, Lee's West, was a control area that Tobald kept sprayed down to bare ground all summer to mimic a fallow period and kill any living weeds that might skew the moisture readings.

[Continue Reading for more.....](#)

[Read the full article HERE!](#)

**WANT YOUR EVENT IN THE NEWSLETTER OR
ON OUR CALENDAR?
EMAIL EVENT DETAILS TO TAYLOR MARSHALL
AT
TAYLORMARSHALL@OKCONSERVATION.ORG**



STAY UP TO DATE THROUGH OUR EVENTS CALENDAR



[EXTERNAL] OACD |  The Latest in Oklahoma Conservation News 

From Oklahoma Association of Conservation Districts <jean@okconservation.ccsend.com>

Date Thu 6/18/2026 8:04

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

OKLAHOMA ASSOCIATION OF CONSERVATION DISTRICTS



NEWS

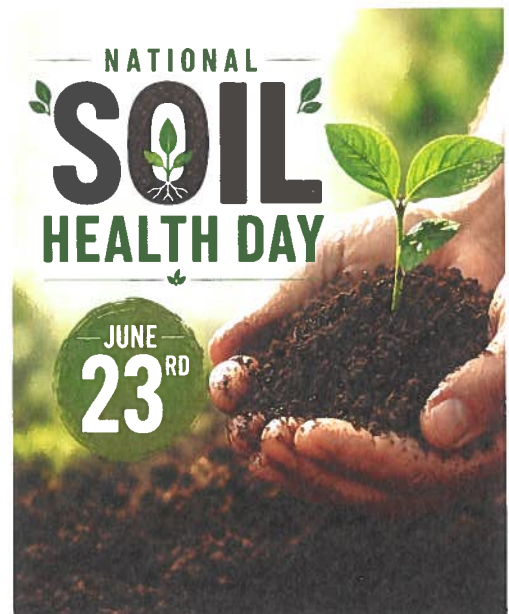
It's time to celebrate and join the national conversation!

June 23rd is National Soil Health Day, and the fine folks at the Oklahoma Association of Conservation Districts and Oklahoma Conservation Commission want to recognize YOU!

Help us celebrate the strides Oklahoma is taking to improve its soil health and #ShowUsYourSoil! We want to see your photos and videos of your healthy soil, or of the practices you implement to improve it!

On June 23rd:

Share your photos and videos to your feed or story



Tag @conservation_ok and @oacdconserve
We'll repost them to our story and feed!

To learn more about this campaign and show the world what we're about, visit OACD's Facebook.





OKLAHOMA ASSOCIATION OF
CONSERVATION
DISTRICTS

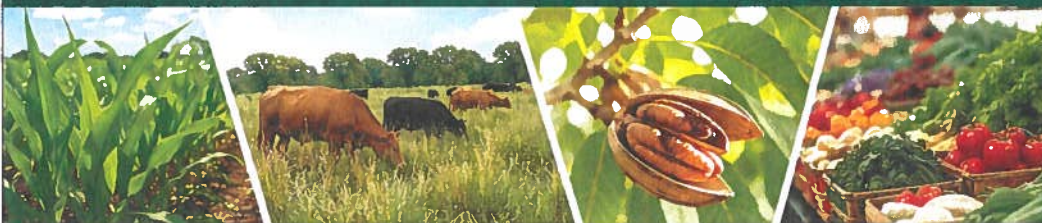
AMP

ADVANCING MARKETS FOR PRODUCERS INITIATIVE

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Pathways, from Soil to Sales



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increase long-term
resource resilience.



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opportunities and
develop value-added
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and financial support
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OVER 3 YEARS

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market engagement.



APPLY TODAY!

okconservation.org/amp



Working together for healthy land, strong operations,
and a better future for Oklahoma.

*Conservation.
It's a shared Oklahoma value.*

Apply Here!



Let's Get Technical: Smart Phones, Smarter Ranching

Because good stewardship deserves good tools.

Good stewardship starts with good information. As producers look for ways to improve profitability, monitor resources, and streamline management, digital tools are becoming as important as fencing pliers and pasture walks. Noble Research Institute has assembled a collection of apps designed to support regenerative ranching and better decision-making on working lands. Check out these tools and see how technology can help you work smarter, not harder.

[Read the full article HERE!](#)



STRATEGIES TO IMPLEMENT REGENERATIVE GRAZING

FEATURING GREG JUDY & JOSH TEAGUE

JULY 31 - AUGUST 1, 2026 **8 AM - 4 PM**

\$100/DAY, \$150/DAY COUPLE, \$25/DAY STUDENTS

MORE INFO/TO REGISTER: [FESCUECLAREMORE.EVENTBRITE.COM](https://fescueclaremore.eventbrite.com)

CLAREMORE CONFERENCE CENTER

1400 W COUNTRY CLUB RD, CLAREMORE, OK 74017

Greg Judy of Green Pastures Farm in Missouri and Josh Teague of Running T Farms in North Carolina will discuss stockpiling forage for winter, economical fence and water design, multi-species grazing, developing wildlife habitat, low-input genetics, grass-finishing of beef, fescue management and more.



Renewable Energy Farmers of America

WEBINAR SERIES

A comprehensive session preparing landowners for lease negotiations with an agricultural attorney's perspective. Covers the critical provisions landowners should examine before signing any renewable energy lease, including payment terms, land use restrictions, assignment clauses, decommissioning requirements, and the often-overlooked details that

can make or break a 25-40 year agreement. Brianna brings expertise in what to look out for from a legal standpoint, helping landowners understand their rights and protections.

Date and Time: June 25, 2025, 1:00pm CST

Register [HERE!](#)



SPEAKER LINEUP



REGISTER NOW! CrossroadsEnid.eventbrite.com

Register [Here!](#)

**WANT YOUR EVENT IN THE NEWSLETTER OR
ON OUR CALENDAR?
EMAIL EVENT DETAILS TO TAYLOR MARSHALL
AT
TAYLORMARSHALL@OKCONSERVATION.ORG**



STAY UP TO DATE THROUGH OUR EVENTS CALENDAR



Fw: [EXTERNAL] OCC June Newsletter

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

Date Mon 6/1/2026 9:04

To Chrissy Parker <chrissyparkermanrs@yahoo.com>; Julianna M. Monnot <jmmonno@sandspringsok.org>; Janna Colaizzi <jannacolaizzi@gmail.com>; Kathryn Perdue <kperdue@incog.org>; Tom Tolbert <ct090455@outlook.com>

Sincerely,

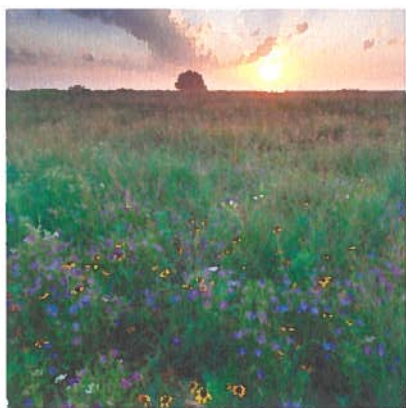
Gabriel Parker
District Manager
Tulsa County Conservation District
6660 S. Sheridan Rd. Suite 120
Tulsa, OK 74133
Ph: (918) 877-9559
Cell: (918) 370-5610
Fax: 1-855-421-7632
www.tulsaccd.org

From: Oklahoma Conservation Commission <conservation@public.govdelivery.com>

Sent: Monday, June 1, 2026 9:02

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

Subject: [EXTERNAL] OCC June Newsletter



Oklahoma
Conservation
Commission News

June 2026

UPCOMING EVENTS

New Facilitator Training: Project WET, Project WILD, Project Learning Tree | Wilburton

June 2-3 | Eastern Oklahoma State College

[Register & Learn More](#)



June Commission Meeting | Oklahoma City

June 1 | OKC

[Learn More](#)

District Director Election Day | Statewide

June 2 | Statewide

[Learn More](#)

Blue Thumb in the Classroom: A Citizen Science Training for Educators | Norman

June 9 -10 | Norman

[Learn More](#)

Blue Thumb Volunteer Training | Norman

June 9-10 | Norman

[Learn More](#)

The Nature of Science: Educator Monthly Virtual Learning Series

June 22 | Webinar

[Learn More](#)

Sustainable Urban Landscape Conference | Oklahoma City

June 26-27 | Metro Tech Springlake Campus

[Learn More](#)



High-Density Livestock Grazing: “Cowology”

"Biscuit, I'm tired of this 'Cowology,'" Hewey Calloway tells his horse at the beginning of the movie, "The Good Ol' Boys," adapted from the Elmer Kelton novel of the same name. Cowology, or more accurately, cow psychology, is a rapidly developing aspect of high-density livestock grazing.

Cows are simple creatures who, when left to their own devices in a wide-open pasture, will spread out attempting to harvest the best, tastiest, and highest-quality grass. They quickly pick out the best options available, leaving behind lower-quality foodstuffs and allowing lower-preference grasses and forage to expand until only those species remain.

In a high-density grazing program, you ask the cows to 'clean their plate' before moving to the next grazing area. When cattle are confined to a smaller area and asked to eat what they would normally choose, harvest efficiency increases dramatically. For every "weed" a cow eats, that's one less "weed" you will need to address later with a chemical or mechanical removal.

Continue reading to learn more about the benefits of high-density grazing!

[Read More](#)



Abigail Siatkowski / Harvest Public Media

OCC In the News

Story from KOSU

Teens from across the U.S. compete in this soil judging contest: 'It's a very big deal'

Every spring, high school students from across the country travel to Oklahoma for the National Land and Range Judging Contest. The three-day event tests their knowledge of land and soil.

Teenagers are climbing into deep pits of red dirt in a field about 30 minutes west of Oklahoma City.

They're trying to get a better look at the soil.

The next day, they'll put their land judging skills to the test at the National Land and Range Judging Contest. The competition — which is the highest level for high schoolers in the U.S. — is held annually in Oklahoma each spring.

This year's contest brought 750 4-H and FFA students to showcase their eye for land traits like surface texture, erosion and slope. Students from 32 states — including nearly every state in the central U.S. and as far away as Oregon and Florida — participated in the event.

High school freshman Clay Cash traveled 15 hours from eastern Kentucky with his team to compete. He's been judging soil since the fourth grade.

"I've always been interested in this. I live on a farm, so kind of seeing how fertile the soil is and everything really plays a big part in my family's life," Cash said. "I want to be outside for my career. I really want to be a wildlife biologist."

[Continue Reading](#)

PROGRAM UPDATES

There's still time to apply for the **Emergency Drought Cost Share Program!**

Applications close on **June 30, 2026**

[Learn More](#)



DISTRICT INFO

District 16 - Area 2 - McClain

Email:

mcclainccd@conservation.ok.gov

1721 Hardcastle Blvd. Ste. B

Purcell, OK 73080

[Facebook](#)

OCC 2025 Impact Report Book is Now Available!

Click to view our accomplishments from the past year!

[Read the Book](#)



[EXTERNAL] Yard by Yard Newsletter Spring '26

From Oklahoma Conservation Commission <conservation@public.govdelivery.com>

Date Wed 6/3/2026 8:55

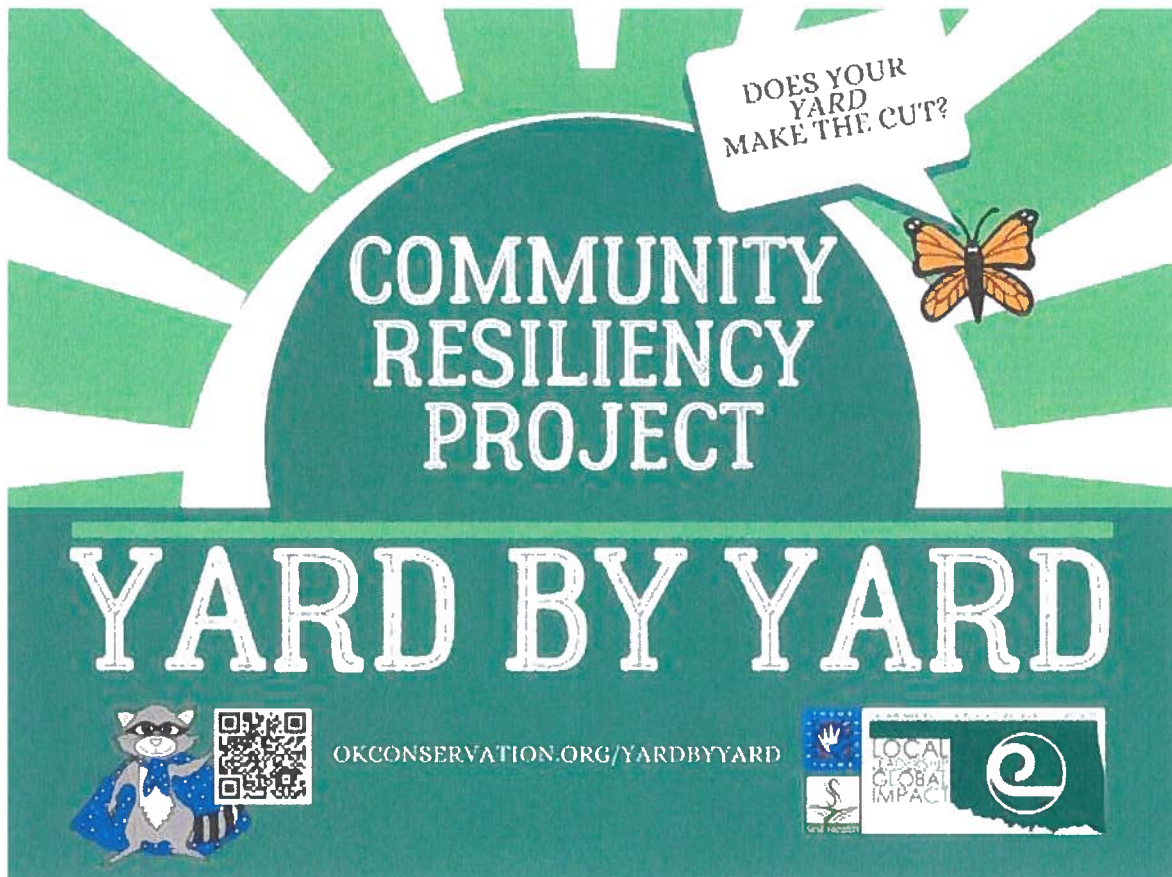
To Tulsa County Conservation District <tulsaccd@conservation.ok.gov>

Yard by Yard - Flutter Flyer



Hello Districts! I hope everyone is enjoying their Spring. I wanted to share a friendly reminder to please share all certification and pictures with marcus.long@conservation.ok.gov. Click the button below to check out the latest issue of the *Flutter Flyer*! In this edition, we highlight exciting events happening across the state this upcoming Spring and share plenty of other great content. I also encourage you to share the *Flutter Flyer* with someone in your community who might be interested.

[Click here to view Flutter Flyer Spring '26](#)



Stay Connected with Oklahoma Conservation Commission:

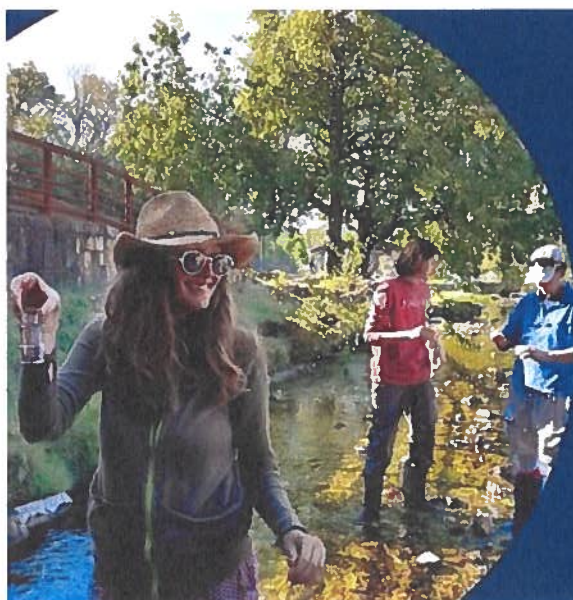
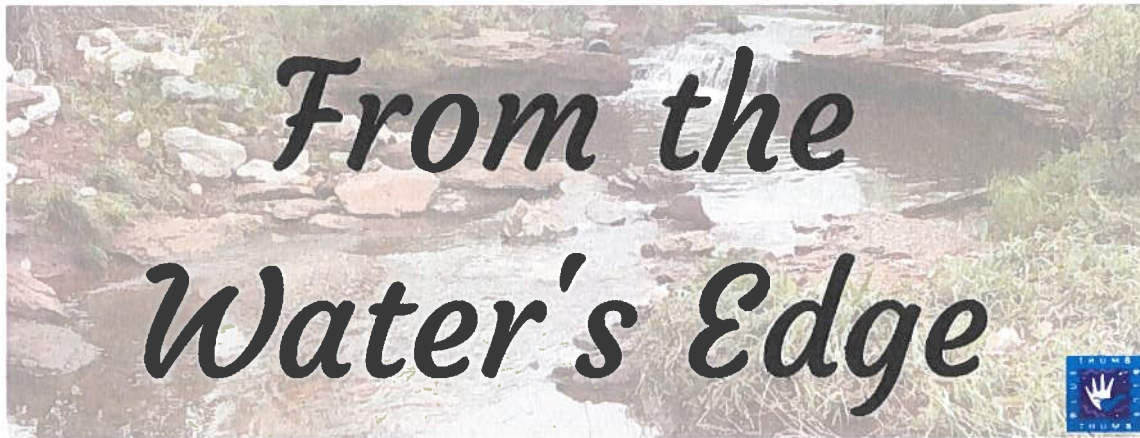


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GOVDELIVERY 



**BLUE THUMB
TRAINING**

Tahlequah
Saturday, September 26 -
Sunday, September 27
8:30am - 4:30pm

[Register Here](#)



**Aquatic
WILD**

**Explore,
Engage,
and Inspire**

Environmental Education
Educator Workshops

**PROJECT
LEARNING
TREE**

**Growing Up
WILD**

[View Upcoming Events](#)





ECOREGION HIGHLIGHT

CENTRAL IRREGULAR PLAINS

The Central Irregular Plains (CIP) Ecoregion is in northeastern Oklahoma and parts of Kansas, Missouri, and Iowa. This unique area of rolling hills separates the Ozark Highlands from the Cross Timbers. The primary habitat type is tallgrass prairie, but there are smaller areas of dry upland forest and moister floodplain forest. Streams in this ecoregion are typically slow-moving, low-gradient, and meander in wide valleys. They drain to the Arkansas, Verdigris, or Grand Rivers. Fishes found in the CIP include redbfin shiners, suckermouth minnows, river carpsuckers, and black and golden redborses. The Blue Thumb Program began in Tulsa in 1992 and continues to have a strong presence in and around Tulsa. Many of our monitored streams are in the CIP. Monitored streams in this ecoregion include Crow Creek, Coal Creek, Mill Creek, Fred Creek, Haikey Creek, Mingo Creek, and Joe Creek.



Guess Who's Back?

Hi everyone! My name is Haley Amicarelli and I will be Blue Thumb's Intern this summer. I'm a student at Oklahoma State University studying Fisheries and Aquatic Ecology. After I graduate, I'd love to work in water conservation or as a fisheries biologist. I love being outside whether it's hiking, traveling, bird walks, or fishing.

biologist. I love being outside whether it's hiking, kayaking, bird walks, or fishing.

I interned with Blue Thumb last summer and I learned so much. I gained a lot of valuable hands-on experience, but I know I have so much more to learn. It was a great experience, and I am so grateful they let me help out again!

I am excited to meet everyone and help out with the fish collections again this summer. I can't wait to learn even more and help out this incredible team!



Haley Amicarelli
Blue Thumb Summer Intern

From the Volunteer Coordinator

For the first time in a while, during May stream monitoring, I visited Coal Creek with my monitoring partner, Emily (who is an employee of the City of Glenpool), in the rain. Volunteers are encouraged to set aside a time for monitoring, like 8:30 a.m. on the final Thursday of the month (just as an example). When we stick to a date and time, this means we will be at the stream in a combination of conditions. This is what we want in order to get to know the stream through chemical monitoring.

Coal Creek in Morris Park north of Glenpool is allowed a little more riparian area than some urban streams. On the day of monitoring, Emily and I found Coal Creek to be of elevated flow and rising. We made our observations, collected our DO sample, then proceeded to the City of Glenpool's Public Works facility to run the chemical tests.

There were no remarkable readings from any of the tests, but I have been observing that Coal Creek seems to be trending toward phosphorus readings more consistently. We had a five on the color wheel which equates to .033 mg/l orthophosphate. This is a low reading, but still, where is the phosphorus coming from?

It is the nature of nonpoint source pollution to be of an unknown origin. This is why this is the type of pollution that is best combatted through EDUCATION. Still, it makes sense for us to wonder why we see a fluctuation in our test results, and for me on this particular day, I loaded my data into my noggin to consider my stream. What was going on during my May monitoring?

It was raining. My stream was elevated. A tiny tributary, or maybe just a wet weather drainage was flowing into Coal Creek, and it was murky with sediment. I know from investigating what is going on in my watershed that there is a new disk golf course on the west banks of Coal Creek. Some land clearing has been done to build the course and create trails through the riparian zone. My Secchi disk reading was .3 m NOT resting on the bottom. There were tree roots exposed at the monitoring site that were orange, an indicator of fresh stream bank erosion.

I figure that the phosphorus existing in Coal Creek at the time of the May 2026 monitoring is a result of added sediment in the stream. Phosphorus is often a result of the erosion of rock and soil, thus the more sediment a stream carries, the higher goes the phosphorus level, at least in the case of Coal Creek on this day.

I will be paying attention to my monitoring results. If when the stream is at base flow the phosphorus reading is still above detection, I might consider other sources. For volunteers who struggle to make it to their stream every month, I provide this thought: Monthly chemical data can pick up trends, and stream observations on at least a monthly basis offer insight that can be important. Happy monitoring!

Three Cheers for Insects!

Senate Bill 2065, also known as the Lucile Morehouse Pollinator Act, was signed into law on May 5. This Act draws attention to a few of our insect friends by designating Oklahoma “state” insects. Beginning November 1, 2026, the European honeybee (*Apis mellifera*) is the state agricultural pollinator; the American bumble bee (*Bombus pensylvanicus*) is the state native insect; the Carolina mantis (*Stagmomantis carolina*) is the state predatory insect; and the rainbow scarab (*Phanaeus vindex*) is the state soil conservation insect.

Watch *From the Water's Edge* for profiles of these hard-working invertebrates in upcoming issues.

Cheryl Cheadle
Blue Thumb Volunteer Coordinator

From the QA Officer

Here Fishy Fishy...

That is right, it is nearing time to conduct Blue Thumb fish collections!!! Here is the schedule thus far. Of course, the schedule can change if we get too much rain. If you'd like to join us on a fish collection, please [contact me](#) and I'll keep you in the communication loop as far specifics for that site/collection.

Site Name	County	Date
Coal Ck: Morris Park	Tulsa	June 24th
Haikey Trib: Houston	Tulsa	June 25th
Fourche Maline: Blackloop	Latimer	June 26th
Spring Creek: Three Spring Farm	Cherokee	July 6th
Tahlequah: Spring St	Cherokee	July 7th
Brush Ck: 460 Rd	Delaware	July 8th
Beaty Creek	Delaware	July 9th
Tahlequah Ross Branch	Cherokee	July 24th
Spring Ck: Evans	Cherokee	August 5th
Spring Creek: Rocky Ford	Cherokee	August 6th
Coal Creek: Hwy11	Tulsa	August 28th
Mill Creek: McClure Park	Tulsa	TBD

Kim Shaw
Blue Thumb QA Officer

2026
VOLUNTEER



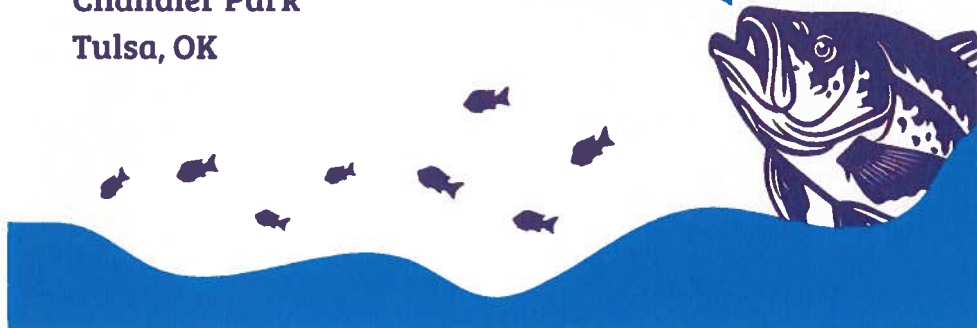
CONFERENCE

THUMB

Saturday
December 5, 2026

SAVE THE
DATE!

Chandler Park
Tulsa, OK



GET READY & SET FOR

MEADOW-FEST

AT CROW CREEK MEADOW!

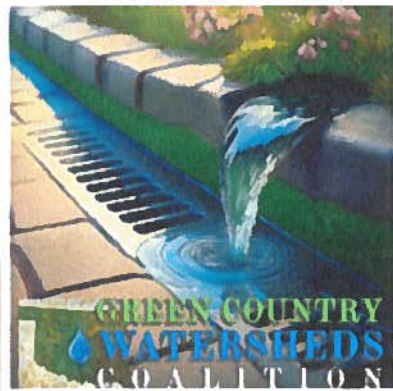
Visit the MEADOW on June 16 and:

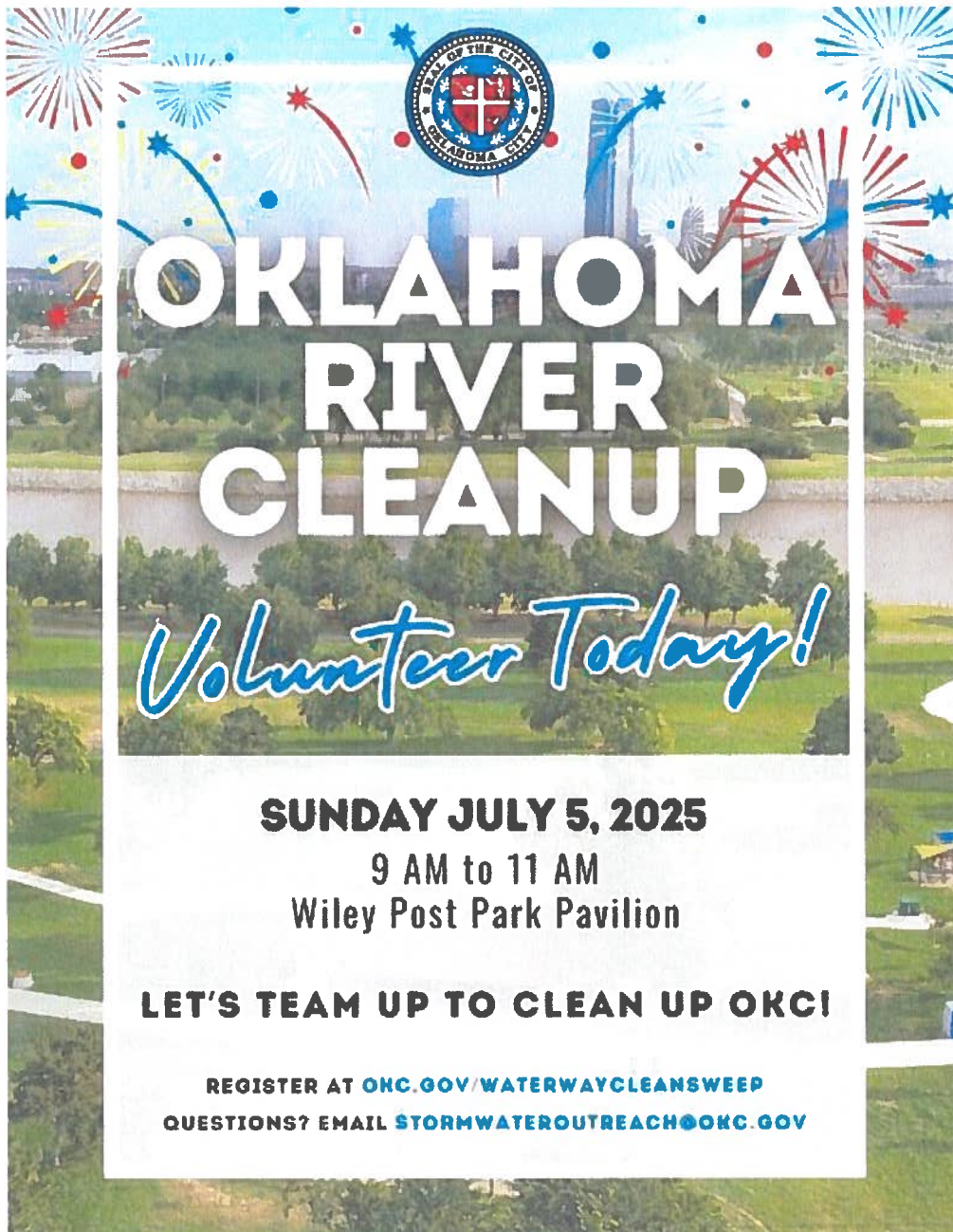
- enjoy the trails
- learn about wildflowers
- get free seed
- talk to the people who keep the meadow functioning
- Sip free lemonade
- Don't miss the FIRST ever MEADOWFEST

Tuesday, June 16, 2026
4:00 p.m. to 8:00 p.m.

**PARTY
ATMOSPHERE!
KID FRIENDLY!**

1025 E. 33rd Place, Tulsa





**OKLAHOMA
RIVER
CLEANUP**

Volunteer Today!

SUNDAY JULY 5, 2025
9 AM to 11 AM
Wiley Post Park Pavilion

LET'S TEAM UP TO CLEAN UP OKC!

REGISTER AT [OKC.GOV/WATERWAYCLEANSWEEP](https://okc.gov/waterwaycleansweep)
QUESTIONS? EMAIL STORMWATEROUTREACH@OKC.GOV

[Register Here](#)

GUIDELINES FOR EXCELLENCE WORKSHOPS

ee360+

naaee
Affiliate Network

March 31st: Oxley Nature Center,
Tulsa

• Environmental Educator

Improve Your EE Using National Best Practices

The Oklahoma Environmental Education Coordinating Committee and Oklahoma Association for Environmental Education are partnering for a workshop series:



12 Environmental Education Best Practices
NAAEE



Environmental Education Materials
NAAEE



Environmental Education Programs
NAAEE



Environmental Education Programs
NAAEE



Early Childhood Environmental Education
NAAEE



Community Engagement
NAAEE

Knowledge & Skills

June 8th and 9th: Wichita Mountains Wildlife Refuge, Lawton

- K-12 Environmental Education (June 8th)
- Environmental Education Programs (June 9th)

September 22nd and 23rd: Beavers Bend State Park, Broken Bow

- Environmental Education Materials (September 22nd)
- Community Engagement (September 23rd)

FREE WORKSHOPS

Register at:
bit.ly/OKGuidelines



Register online | FREE manuals thanks to NAAEE

Questions? | jack.hilgert@conservation.ok.gov

This is funded through ee360 - an ambitious multi-year initiative that supports a motivated cadre of environmental education leaders to increase environmental literacy for everyone, everywhere. NAAEE leads the initiative through a cooperative agreement with U.S. EPA and partner organizations.

[Register Here](#)

RIVEROLOGY

JULY 20-22 | TAHLEQUAH

NEW THEME!
GROUNDWATER




ALL-INCLUSIVE PROFESSIONAL LEARNING EXPERIENCE

REGISTER
ONLINE

SCAN THE QR CODE OR GO TO
BIT.LY/RIVEROLOGY





NEW CURRICULUM

Receive standards-aligned curriculum for grades K-8, including a brand-new educator guide from Project WET.



FIELD EXPERIENCES

Examine phenomena first-hand alongside natural resource experts and fellow educators through enriching experiences.



REINVIGORATE INSTRUCTION

Return to the classroom refreshed with a river float trip on the final day, a perfect way to end the summer!

Includes lodging, meals, Illinois River float trip, T-shirt, and 24 hours of Professional Development!
LIMITED TO 40 PARTICIPANTS



EARLY-BIRD: \$75 | AFTER MAY 31: \$100

QUESTIONS? CONTACT US:

Jacklyn Smittle | Grand River Dam Authority

• jacklyn.smittle@grda.com | (918) 981-8473

Jack Hilgert | Oklahoma Conservation Commission

• jack.hilgert@conservation.ok.gov | (405) 613-3835

[Sign Up Here](#)

NEW WORKSHOP OPPORTUNITY!

ENVIRONMENTAL EDUCATION BOOTCAMP



JULY 8-10 | EDMOND, OK | \$50 PER PERSON

A COMPREHENSIVE PROFESSIONAL LEARNING EXPERIENCE



EXPLORING RESOURCES

Engage with EE Principles and Curriculum Resources

- Experience activities modeled by veteran educators
- Access >150 High-quality interdisciplinary lesson plans and connect them to your instruction
- Engage with community partners who want to help!

Day 1



PUTTING INTO PRACTICE

Connect to Your Professional Practice with Youth

- Practice using the outdoors as both a teaching tool and classroom environment
- Connect EE to Oklahoma Academic Standards across subject areas
- Refresh your practice with restorative time in nature!

Day 2



AWARENESS TO ACTION

Make a Plan to Implement EE in Your Instruction

- Learn how to connect EE to student-centered instruction
- Map EE opportunities across your curriculum or programming
- Finish a plan to use EE in your year ahead!

Day 3



OKLAHOMA
project WET
WATER EDUCATION CENTER



REGISTER ONLINE



anthony.pasci@ag.ok.gov

ag.ok.gov/calendar

jack.hilgert@conservation.ok.gov

[Sign Up Here](#)



FBT is a small nonprofit organization that was formed primarily for the benefit of helping Blue Thumb volunteers effectively monitor and educate the public about protecting streams, rivers, and lakes. FBT does this primarily by providing small grants. If you would like more information, please reach out to Board president, [Terrie Becerra](#).





Check This Out!

- The Monarch Butterfly overwintering numbers increased 64% from last year! Read more [here](#).
- Did you know that there is a whole association for Citizen Scientists? You can become a member and learn more about it [here](#)!
- Don't forget about the "[Stream Selfie](#)," a project from the [Izaak Walton League](#).

Helpful Links

[Oklahoma Conservation Commission](#)

[Oklahoma Conservation Districts](#)

[Project WET](#)

[Friends of Blue Thumb](#)

[Soil Health Program](#)

[Department of Environmental Quality](#)

[Macroinvertebrate ID Website](#)

Stay Connected with [Oklahoma Blue Thumb](#):



[EXTERNAL] Sara Ivey Receives National Recognition for Environmental Education Efforts

From Oklahoma Conservation Commission <conservation@public.govdelivery.com>

Date Mon 6/15/2026 8:58

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

Having trouble reading this email? [View it in your browser.](#)

News Release

Oklahoma Conservation Commission
2800 N. Lincoln Blvd. #200
Oklahoma City, OK 73105
405.521.2384
www.conservation.ok.gov



You are subscribed to Oklahoma Conservation Commission news releases.

Contact

Justine Anderson

Public Information Manager

405-830-1775, justine.anderson@conservation.ok.gov

Sara Ivey Receives National Recognition for Environmental Education Efforts



Oklahoma City, OK | The Project WET Foundation and Oklahoma Conservation Commission are proud to announce that Sara Ivey was awarded the 2026 Project WET Facilitator of the Year Award. Presented at the

Project WET Annual Conference in Santa Fe, New Mexico, on May 12, 2026, this national award honors individuals who demonstrate exceptional leadership in environmental education, especially regarding water education and Project WET.

Sara serves as the Education Programs and Services Coordinator for the Oklahoma Department of Environmental Quality (ODEQ) and Treasurer for the Oklahoma Association for Environmental Education (OKAEE), where she helps guide educators, inspires students, and brings partners together to deepen our understanding of our most vital natural resources. Since completing Project WET facilitator training in 2007, Sara has introduced countless educators to the program's engaging, inquiry-based approach to water education.

"Sara Ivey is a vital asset to Oklahoma's Project WET program and our state's environmental education community as a whole. She has led countless Project WET workshops and water festivals across the state, helping educators and students better understand water and the world around them," said Jack Hilgert, Statewide Environmental Education Coordinator and Oklahoma Project WET Coordinator with the Oklahoma Conservation Commission.

Project WET empowers educators to engage youth in understanding water and solving local and global challenges. Through a network of state-level partners and grassroots, community-based volunteers called facilitators, Project WET reaches over 10,000 educators and millions of students each year across the United States. In Oklahoma, the program is coordinated by the Blue Thumb Program within the Oklahoma Conservation Commission, and 86 passionate volunteers serving as Project WET facilitators across the state.

Today, Sara serves as a Project WET workshop facilitator, steering committee member, and helps organize the annual H₂Oklahoma Water Festivals, which engage thousands of students, teachers, and volunteers across multiple locations each year. Sara connects agencies, educators, nonprofits, and volunteers to strengthen environmental education statewide, demonstrating the interconnectedness of water, ecosystems, communities, and education.

"In Oklahoma's environmental education community, Sara Ivey is one of the people who makes the entire ecosystem function. Sara is truly the 'glue person' connecting Oklahoma's environmental education efforts," Tony Pascall, Education Coordinator for Oklahoma Forestry Services and OKAEE Board President, shared.

Any schools, educators, or organizations interested in Project WET in Oklahoma can learn more about scheduling professional development workshops, H₂Oklahoma Water Festivals, or other environmental education programming by contacting Jack Hilgert, jack.hilgert@conservation.ok.gov or (405) 613-3835

Learn more about Project WET in Oklahoma here: [Project WET & Project WILD - Blue Thumb](#)

##



Sara leads the welcome session at the Oklahoma Association for Environmental Education's EE Expo.

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 **GRANICUS**
Communications

District Services Update - July

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

Date Wed 7/1/2026 14:49

 3 attachments (353 KB)

2026.07.01_SummaryOfChanges.pdf; 2026.07.01_DirectorAppointments.pdf; 2026.07.01_JPOs.pdf;

As always please take the time to review this email for important information, reminders, and dates. Including all the attachments. Also, be sure to mark your calendars with any important due dates or event dates – reminders of important dates are not usually sent. This email should be included as an item on your board meeting agenda for review and discussion. The information presented here is of value to your board members, too, and helps keep everyone up to date and informed.

The District Services update is sent each month following the OCC meeting – usually it will land in your inbox either the afternoon following the meeting or the day after. In most cases, the Commission meeting is always the first Monday of the month unless holidays or other scheduling conflicts arise.

Good afternoon,

And Happy New Fiscal Year! Fiscal year 27 officially begins today and runs through June 30, 2027. You will receive an email later today with your district's FY27 allocation information – keep an eye out for it.

New Area 1 Commissioner

Jessica Wilcox, who serves on the Major County Conservation District Board, was sworn in as the Area 1 Commissioner at today's OCC meeting. We are looking forward to working with her. She will serve a 5-year term ending June 30, 2031. Her email is area1commissioner@conservation.ok.gov; phone is 580-227-7474. As a reminder, approved minutes should be sent to your Area Commissioner; the minutes should include a list of all those who are set the approved minutes.

New District Employees

A big welcome to these new district employees:

- Jason Tate, Little River CD Shared Technician

Director Appointments

The list of director appointments approved at the July 1, 2026, Commission meeting is attached. Letters and certificates will be mailed by the end of the week.

JPOs

A list of JPOs approved at the July 1 OCC meeting is attached. This list is in addition to the plans that were approved at the May and June OCC meetings. For those districts who have not yet completed the JPO process, we will continue to work through reviews and revisions to have all plans completed by the August 3rd OCC meeting.

FY27 Fiscal Year Allocations

As previously mentioned, FY27 allocations will be provided via email later today. The email will also be sent to any directors for whom we have valid email addresses on file. Teams training on the contents of the Allocations will be conducted on July 6 and 7. Please review the allocation email and all the attachments ahead of time so you are familiar with the information before the training.

Updated Forms

With the new fiscal year, there also comes updates to several forms, checklists, etc. The items listed below have recently been updated and are available on the OCC website. Please be sure to retrieve and use the latest versions.

- Send To List
- Reimbursement Claim Checklist
- Minutes Submission Checklist
- 2-Digit Item Code List
- 5C – Preclaim for Benefitted Employees
- 5D – Payroll Worksheet
- 5M – Preclaim for Part-Time Employee Retirement Contributions
- 6A – Terms of At Will Employment
- 6B – Notice of Personnel Action

Financial Position Summary

Instructions for the new Financial Position Summary were emailed out on June 11th; the forms are available on the Commission website. We discovered as some of you started using the forms that some of the cells are not large enough to handle some dollar amounts; adjustments have been made to the forms to hopefully correct this. If you have questions about how to complete the form, or find other issues with the form, please reach out to your ADC.

Digital Signatures on Timesheets/Payroll Worksheets

As a reminder, original blue ink signatures of both the employee and the board member are still required on timesheets and payroll worksheets. Digital signatures and/or copied signatures are not acceptable. If you are a shared employee, or an employee who has an OCC supervisor, the NRCS/OCC supervisor signature may be digital or a copy. If you have questions or concerns about this requirement, please let your ADC, Brandon, or me know.

FY28 Budget Request

Information for the FY28 Budget Request was sent out on March 4. The FY28 Budget Request is due in both formats – excel and PDF - on July 15, 2026. On the second page of the request where you input current local funds expended, please remember to subtract funds that are provided by the Commission – we are only seeking the amount of local funds that are being spent. The updated budget request form is available on the OCC website. Please also keep in mind that if you are requesting a new position, it should align with current recognized position titles (i.e., District Manager, District Technician, etc.).

State Holidays

Here's your semi-regular reminder that conservation districts observe the state holiday schedule, not the federal schedule. The state holiday schedule is available on the OCC website under the Financial and Human Resources section. If, as a district employee, you elect to take a federally observed holiday off work that is not also a state observed holiday, you must take annual leave (for example, Juneteenth).

Also, keep in mind, holidays are only 8 hours – if you work a flex schedule, you must take annual leave or utilize work week adjustment to work the required hours for the week. If you have questions about what holidays are observed by the state or how to account for holiday time, please let your ADC, Brandon, or me know.

Sunset of Microsoft Publisher

Justine, OCC's Public Information Manager, sent out an email on June 2 regarding the discontinuation of Microsoft Publisher. If you use Publisher for any documents in your district, or have used Publisher for documents in the past, be sure to convert those before by September 30, 2026. The email Justine sent out included a linked article on how to convert the files and on possible alternatives to Publisher based on the type of project. If you have questions about the ending of Publisher and what to do with any of your district files that may be in the .pub format, please reach out to Justine.

District Innovation Growth (DIG) Program – Year 3; COMING SOON!

The District Innovation Growth (DIG) Program will be coming back for a third year. Additional information on the program, including proposal submission dates, will be coming soon. Now's the time to start discussing a project with your board that your district could submit for potential funding. Last year's DIG program projects included a native plant outdoor classroom, "soil to salsa" garden and food production program, generational garden program to cultivate health and learning, an educational greenhouse, mobile solar-powered watering system development, and controlling the invasive species jujube.

Handbook Updates

Several updates were made to the Conservation District Handbook this month; a summary list of changes is attached to this email. Additionally, the Commissioners took action to approve the entirety of the current Handbook at today's Commission meeting. The most current approved version, version FY27.01, is available on the OCC website. Don't forget, new employees and directors need to complete the acknowledgement form within 30 days of hire or being sworn in for board service.

Upcoming Important Dates

- July 1 – Fiscal Year 27 begins, FY27 allocations provided to districts following Commission Meeting
- July 6 – Teams Training, July Session 1, Topic: FY27 Allocations
- July 7 – Teams Training, July Session 2, Topic: FY27 Allocations
- July 15 – FY28 Budget Requests due
- July 15 – DIG reports due (*participating districts only*)
- July 24 – July payroll and preclaim forms due to ADCs for review
- July 31 – OKIE POC forms due to CPD (*applies to districts with watersheds only*)
- August 1 – Notice of New Officers due
- August 5 – FY27 Operating Expense Allocation review requests due
- August 18 – Teams Training (topic TBD)
- August 19 – FY26 Claim deadline (claims must be received in the OCC office by close of business)
- August 20 – Teams Training (topic TBD)
- August 28 – Updated 6As with all required attachments due to ADCs
- September 4 – FY26 Audit Timeframe forms due
- September 30 – NRCS Local Operating Agreement forms due

As always, if you have questions or concerns, please let your ADC, Brandon, or me know. We are happy to help.

Summary of Handbook Changes as of 07/01/2026

Revision: FY27.01

- Page 27 – updated “Actual Expenses” section to include clarification for “reasonable” actual expenses
- Page 48 – added information on the district board’s responsibility to review and approve timesheets and leave records under the “Review/Approval of Daily Activity Timesheet and Leave Record for Each Employee” section
- Page 53 – added clarification on interest bearing accounts used with restricted funds, special project funds, and grant funds in the “Operating Capital & Checking Account” section
- Page 55 – added section “Financial Position Summary”
- Page 68 – added clarification and exception requirements under “Non-Reimbursable Items” for meals, food, and drinks
- Page 73 – added information on restricted funds to the “Appropriate Use of Funds” section
- Page 81 – updated the “Job Titles” section, “Other Categories” subsection to clarify position titles and types
- Page 88 – updated the “Sick Leave” section to clarify when a physician’s note may be requested and to address abuse of sick leave for non-qualifying reasons
- Page 99 – updated longevity payment schedule to reflect increased longevity payment rates
- Page 100 – updated “Retirement” section, including clarifying vesting language, and adding language regarding eligibility and continued participation if there is a change in employment status
- Page 102 – added “Lunch and Breaks” section
- Page 110 – added “Artificial Intelligence (AI) Tools” section
- Page 117 – added “Employee Performance Evaluations” section

Conservation District

Review		Inspection	
1	Was the application fully completed, signed, dated, and submitted with IRS Form W-9?	☒ Yes ☐ No	1 Do submitted receipts contain all required information? (e.g., merchant name, payer name, transaction date, amount paid, items description) ☒ Yes ☐ No
2	If not the landowner, was required documentation submitted?	☐ Yes ☐ No ☒ N/A	2 Were the installed practice(s) the same as those listed on their Application? If no, list practices actually installed? ☒ Yes ☐ No
3	Has the applicant received EDAP funds in 2024, 2025, or 2026? (district director or employee applications only)	☐ Yes ☒ No ☐ N/A	3 Were practice(s) installed in the approved location? If no, record latitude/longitude of actual installation site. ☒ Yes ☐ No

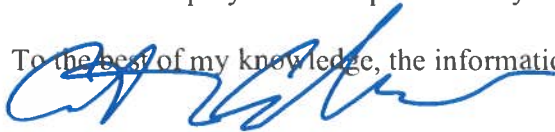
Review		Inspection	
4	Is there evidence of an adequate water source on the property?	☐ Yes ☒ No	4 Do installed practice(s) appear complete and functional? (i.e. tank holds water, well is operational) ☒ Yes ☐ No
5	Is there evidence of livestock and / or a perimeter fence?	☒ Yes ☐ No	5 Was adequate before-and-after date stamped photographic documentation provided? ☐ Yes ☒ No
6	Was the property reviewed using aerial mapping prior to site visit?	☒ Yes ☐ No	6 Based on documentation and inspection, were program requirements met? ☒ Yes ☐ No
7	Did observations indicate a legitimate need?	☒ Yes ☐ No	7 Was the payment request submitted to the district board? ☒ Yes ☐ No
Review Remarks 07/10/2026 - Conducted a field visit. Looked like the material removed from the pond was used to build up the damn. Do not have before pictures due to it being completed prior to March 09, 2026		Inspection Remarks 07/10/2026 - Conducted a field visit. Looked like the material removed from the pond was used to build up the damn. Photos are attached to the claim and in the file.	
Reviewer Name (print) Gabriel Parker		Inspector Name (print) Gabriel Parker	
Signature		Signature	
Date Review was Performed 7/10/2026		Date Inspection was Performed 07/10/2026	

STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM APPLICATION

Conservation District		tulsa	
Name Coty Calvert			
Address	7816 E 164th st n	City	collinsville
		State	OK
		Zip	74021
Telephone	918-671-7386	Email	soonerman100@gmail.com
Do you have an approved conservation plan?		Yes ☒ No	
Do you have a district cooperators agreement?		Yes ☒ No	
For which conservation practice(s) are you applying?			
Fencing for cattle			
County where conservation practice(s) will be constructed.		Do you own or rent this land?	
Tulsa		✓ Own Rent	
If you are NOT the landowner, provide a properly executed consent form signed by the landowner(s) must be attached to this application.			

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **DOES NOT** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked based on and the conservation district's application ranking system and program guidelines.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.

To the best of my knowledge, the information on this application is true and correct.



1/20/26

Applicant Signature

Date

Conservation District Approve or Not Approve (to be completed by conservation district board)

We have reviewed the cost-share application and make the following recommendations based on and the conservation district's application ranking system and program guidelines.

Approve application for cost-share assistance.

Not Approve the application for cost-share assistance.

Date

Actual Costs

Costs must have been incurred and paid between August 10, 2025 and December 31, 2026. Include all receipts that are directly related to the implementation of drought practice(s). Labor performed by the applicant is eligible as an in-kind contribution only if submitted on the In-Kind Contributions Form. Allowable in-kind hourly rate is limited to:

- ≤ \$200 / hour when the applicant uses their equipment to perform the work
- ≤ \$150 / hour when the applicant rents equipment and performs the work

IRS Form W-9

Complete an IRS Form W-9. You must complete boxes 1, 2, 3, 5, and 6, include your Social Security Number or Employer Identification Number, and sign and date at the bottom. The form is available at www.irs.gov/pub/irs-pdf/fw9.pdf

Acknowledgements and Attestations

You must check each of the following boxes to attest that you meet all the qualifications and understand the requirements of the program.

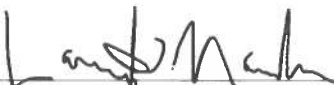
- ☐ I attest that as the applicant I am the principal operator responsible for the day-to-day management decisions and production risk of the farm.
- ☐ I attest that the farm is under my operational control.
- ☐ If not, the landowner I provided a Landowner Consent Form and documentation sufficient to demonstrate control of the farm after August 10, 2025, and the duration of this program.
- ☐ I attest that I raise livestock or grow crops. A farm is any place from which \$1,000 or more of agricultural products were produced and sold or normally would have been sold during the year.
- ☐ I understand that if I receive and accept drought assistance funds, I will receive a 1099-MISC Form.
- ☐ I understand that my Social Security Number, federal Employer Tax Identification Number, and Oklahoma tax identification number, already provided to the state, may be used by federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action that requires filling of state tax returns and paying delinquent state tax liabilities.
- ☐ I understand a site visit will be conducted on this farm before and after the installation of drought practice(s).
- ☐ I agree to keep all related records and receipts and make them available to the Conservation District, Conservation Commission or State Auditor for a minimum of six years.
- ☐ I affirm that the information I am submitting is true, complete, and accurate.

Summary

You must submit the following to your local conservation district for your application to be considered complete:

- ☐ Completed application, signed and dated.
- ☐ IRS Form W-9, signed and dated.
- ☐ If not the landowner,
- Landowner Consent Form
 - documentation such as deeds, written leases, grazing agreements, or other legally enforceable instrument establishing the applicant's right to control the farm.

Applicant's Signature

Signature 	Date 6/22/2025
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For Conservation District Use

Date Received		Time Received	
Received By			

Agenda Item read.

Chair Reads Agenda Item: "As authorized by the Oklahoma Open Meeting Act in Section 307(B)(1) of Title 25 of the Oklahoma Statutes, an executive session may be held for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee. Pursuant to this provision, the District proposes to hold an executive session for the purpose of discussing, reviewing, and scheduling interviews for Farm Bill Specialist.

Chair states: "Based on the information proposed for discussion in executive session, do I have any motions to enter into an executive session?" **(Motions must be made and a vote taken in regular session before entering executive session)**

- **Designation of any additional persons other than Board members to attend the Executive Session.**

Chair states: "The District also asks all participants needed to remain and attend the executive session."

- **Executive Session, if authorized.**

The chair directs all other persons in attendance to the public meeting to exit the room until the District Board returns to regular session

Chair states: "The District now enters Executive Session at the specific time, day, and year."

Executive session discussion begins. Votes CANNOT be taken in executive session. When the discussion ends. The chair invites the public back into the room and waits for them to re-enter and be seated.

Compliance Statement.

The Chair or designated board member reads the compliance statement to everyone at the Open Meeting:

The Board entered into executive session at **[Time]** to discuss employment related to the Farm Bill Specialist as authorized by 25 O.S. Section 307(B)(1). Those present in the executive session were **[redacted]** Chair of the Board; **[redacted]** Board Member; **[redacted]** Board Member; **[redacted]** Board Member; **[redacted]** Board Member; **[redacted]** District Manager and **[redacted]** NRCS District Conservationist. No vote or action was taken by the conservation district board while in executive session. The Board returned to regular session at **[Time]."**

Board votes on possible actions, if any, relating to the matters discussed in the executive session or clarifies that there is no matter needing to be voted on by the District.

Move on to the next agenda item!



Prescribed Fire

*COST SHARE
PROGRAM*

Sign-Up Period

JULY 15, 2026 - APRIL 1, 2027

About the Program:

- All 77 counties/84 conservation districts are eligible!
- Payment assistance is limited to \$20/acre, with a max of \$6,000 per landowner each fiscal year.
- Property currently under contract through another cost-share program for a prescribed burn payment will not be eligible.
- Land parcels are only eligible for payments on a 3-year burning interval. Ex: Parcel burned in 2025 is ineligible until 2028.

**Scan to Learn
More & Apply:**

