

Performance Worksheet/Operational Tasks

FY 2021

Oklahoma County  
 Conservation District:

Mar-21  
 Month & Year

Day of Month		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
--------------	--	---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Conservation Planning	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Customer service toolkit data entry																																
Conservation plan maintenance																																
Assemble plan components																																
Conducts on-site inspections																																
Provide practice check out services																																
Development of plan and soil maps																																
Other																																

Outreach for Farm Bill Programs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
News Article Development																																
Outreach Activities																																
Assist with monthly outreach report																																
Public presentations																																
Success stories																																
Earth Team volunteer program																																
Assist with statewide media																																
Other																																

Administrative Assistance for Farm Bill Programs	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Filing																																
Updating General Manual and FOTG																																
Receptionist	X	X	X	X	TW																											
General office correspondence			X																													
Record of meeting minutes																																
Maintain office schedules																																
Maintain ledgers																																
Other		X																														

Farm Bill Contracting	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Explain and promote farm bill programs																															
Local work group coordination																															
Complete program applications																															
Program application rankings																															
Compile and file applications																															
Prepare and mail form letters																															
Plan and contract development																															
Provide technical assistance																															
Update and maintain LTP-003																															

Other Farm Bill Activities (add as needed)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Estimated number of hours all district staff worked this month assisting with Farm Bill delivery: 22 hours

I certify that the above items as marked have been accomplished according to the terms of this agreement and meet with my full satisfaction:

Conservation District Board Representative (Signature & Date)

*Stephanie Day* 4-6-2021  
 NRCS District Conservationist (Signature & Date)

## RECOMMENDATION FOR APPOINTMENT OR REAPPOINTMENT OF CONSERVATION DISTRICT DIRECTOR

During a board meeting held on April 7, \_\_\_\_\_, 2021, Directors of the  
Oklahoma County \_\_\_\_\_ Conservation District  
 took action for:

**Reappointment**

**Appointment due to:**  Resignation  Expiration of Term  Death

of: \_\_\_\_\_

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Recommendation(s):

Name: Mark Moehle

Address: 1601 Shadow Ct., Edmond OK 73013

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

For reappointment, the incumbent director attended 17 of 19 regular scheduled meetings during the immediate past term.

\*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 Oklahoma County Election Board that the recommended person(s) is a registered voter within the boundaries of said conservation district.

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District Representative \_\_\_\_\_ Date \_\_\_\_\_

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Board of Directors Representative \_\_\_\_\_ Date \_\_\_\_\_

*OCC Use Only*  
 Agenda/Action Date: \_\_\_\_\_


*OCC Use Only*  
 Director ID: \_\_\_\_\_

*OCC Use Only*  
 District No: \_\_\_\_\_

**TO BE FILLED OUT BY APPLICANT:**

(Please print legibly, all fields required)

Name: <b>Mark Moehle</b>	
Date of Birth: <b>9-13-59</b>	
Mailing Address (street/city/zip): <b>1601 Shadow Ct., Edmond OK 73013</b>	
Primary Phone: <b>(405) 590-5043 (cell)</b>	Cell Phone: <input checked="" type="checkbox"/> Alternate Phone: <b>(405) 272-2577</b> Cell Phone: <input type="checkbox"/>
E-mail Address: <b>mmoehle@bokf.com</b>	
Conservation District: <b>Oklahoma County</b>	
Have you previously served on this or any other Conservation District Board? <u>yes</u>	
If yes, list district name and dates served or date began serving if no break in service: <b>Appointed position - 1989 until present</b>	

Signature: 	Date: <u>3/12/2021</u>
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**A COPY OF YOUR COOPERATOR AGREEMENT OR APPLICATION FOR COOPERATOR AGREEMENT MUST BE SUBMITTED WITH THIS FORM.**

**From:** Trey Lam <[Trey.Lam@Conservation.ok.gov](mailto:Trey.Lam@Conservation.ok.gov)>  
**Sent:** Monday, March 29, 2021 10:23 AM  
**To:** OCC All Districts <[OCCAllDistricts@conservation.ok.gov](mailto:OCCAllDistricts@conservation.ok.gov)>  
**Subject:** Good News

Greetings Conservation Districts,

Time flies...well not always. Can you believe that it has been a year since Conservation District Offices began to restrict access and close? Conservation District Staff deserve a huge thank you for continuing to deliver important programs under very difficult circumstances. You held board meetings in parking lots, barns, lean-to's and through video and teleconferences. Conducting business is very difficult while working remotely, especially when you may be the only District Employee carrying the entire load. As always District Staff have gone above and beyond to perform your duties in a very professional manner. The Commission would like to thank you for maintaining such high standards.

State revenues have remained surprisingly steady over the last 12 months and the forecast is for better days ahead. Today the Commission would like to announce a \$1.00 per hour pay increase for all full-time benefitted District Employees. The pay increase will become effective May 1, 2021. Please accept this modest increase as recognition of the outstanding job each of you has done over the last year. As life begins to return to normal this summer and fall we know that you will be especially busy with field days, demonstration farms and educational activities for all ages. We are excited and anxious to join you in delivering valuable Conservation Programs all across Oklahoma.

In order to put this pay raise into effect, you will need to complete the following prior to cutting your May preclaim and payroll checks:

1. Updated Notice of Personnel Action Forms and Terms of Employment will need to be completed at your April board meeting.
2. Draft updated payroll and preclaim forms.
3. Email the completed Personnel Action and Terms of Employment forms along with your updated payroll and preclaim forms to Clancy Green ([clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov)) no later than May 15.
4. Once the forms have been reviewed and returned, your preclaim and payroll will be ready for payment. Do not cut checks prior to receiving confirmation from OCC that your forms are correct.

If you are a permanent part-time employee that receives a specific allocation for your position, please contact Lisa Knauf Owen or Clancy Green for assistance in determining your pay raise rate.

Pay increases for unallocated positions, as always, will be at the discretion of the district board utilizing locally earned funds.

If you have questions, please let us know. Thank you again for all your hard work during these recent difficult times; you've shown Oklahoma that Conservation Districts can adapt and get the job done no matter the circumstances.

Trey Lam  
Oklahoma Conservation Commission  
Executive Director  
2800 North Lincoln Blvd  
Suite 200  
Oklahoma City, OK 73105

Email: [Trey.Lam@conservation.ok.gov](mailto:Trey.Lam@conservation.ok.gov)  
Phone: 405 521 4827  
Cell: 405 837 0146

## TERMS OF AT-WILL EMPLOYMENT

Conservation District Oklahoma County	
Employee Rebecca Inmon	Title Administrative Assistant
Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary / Seasonal
Salary	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually
Rate of Pay	\$ 14.55 per hour from OCC reimbursed funds \$ 200/month per hour from district funds
FLSA Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
If Non-exempt (check one)	<input type="checkbox"/> Overtime to be paid from locally earned funds <input checked="" type="checkbox"/> Overtime to be compensated in time off with pay
Workweek Begins 12:00 a.m. Sunday	Workweek Ends 11:59 p.m. Saturday
Work Days Monday-Friday	Work Hours 8:00 a.m. to 4:30 p.m.
Lunch Time noon-12:30 p.m.	Break Times
Hours of Annual Leave Accrued per month 16.66	Hours of Sick Leave Accrued per month 10
Holiday Pay <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Health Insurance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Immediate Supervisor Don Bartolina	Positions Employee Supervises
District Vehicles and Equipment Allowed to Use No vehicles owned by district, can use all district equipment	
<b>Duties Attach copy of job description</b>	
Other Stipulations Effective May 1, 2021	
<p>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.</p>	
<p>The terms of employment were set forth by the board of directors in a duly convened board meeting on the <u>7</u> day of <u>April</u>, 20<u>21</u>.</p>	
Signature of Chair _____	Date _____
<p>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.</p>	
Employee Signature _____	Date _____

### NOTICE OF PERSONNEL ACTION

New Employee     Change of Position     Change of Salary     Termination

Employee Name Rebecca Inmon	
Conservation District Oklahoma County	
Current Date April 7, 2021	Effective Date of Transaction May 1, 2021

#### NEW EMPLOYEE

Job Title
Rate of Pay \$ _____ per hour from OCC reimbursable funds \$ _____ per hour from district funds
<input type="checkbox"/> Full-time/Probationary <input type="checkbox"/> Part-time/Probationary <input type="checkbox"/> Temporary/Seasonal

#### CHANGE OF POSITION

Previous Title
New Title
Explain Authorization for This Change

#### CHANGE OF SALARY

Old Rate of Pay	\$ 13.55 per hour from OCC reimbursable funds \$ 200/mo per hour from district funds
New Rate of Pay	\$ 14.55 per hour from OCC reimbursable funds \$ 200/mo per hour from district funds
Explain Authorization for This Change OCC pay raise	

#### TERMINATION

Reason
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Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Chair \_\_\_\_\_ Date \_\_\_\_\_

## TERMS OF AT-WILL EMPLOYMENT

Conservation District Oklahoma County	
Employee Kevin Mink	Title Urban Soil Health Specialist
Status	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary / Seasonal
Salary	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually
Rate of Pay	\$ 18.50 per hour from OCC reimbursed funds \$ _____ per hour from district funds
FLSA Status	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
If Non-exempt (check one)	<input type="checkbox"/> Overtime to be paid from locally earned funds <input type="checkbox"/> Overtime to be compensated in time off with pay
Workweek Begins 12:00 a.m. Sunday	Workweek Ends 11:59 p.m. Saturday
Work Days Monday-Friday	Work Hours See attached work schedule
Lunch Time Flexible	Break Times Flexible
Hours of Annual Leave Accrued per month Flexible	Hours of Sick Leave Accrued per month Flexible
Holiday Pay <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Health Insurance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Immediate Supervisor District Manager	Positions Employee Supervises None
District Vehicles and Equipment Allowed to Use Can use all equipment - OCC vehicle on loan. Gov vehicle available-must have Gov. issued ID.	
<b>Duties Attach copy of job description</b>	
Other Stipulations Effective May 1, 2021	
<p>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.</p>	
<p>The terms of employment were set forth by the board of directors in a duly convened board meeting on the <u>7th</u> day of <u>April</u>, 20<u>21</u>.</p>	
_____ Signature of Chair	_____ Date
<p>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.</p>	
_____ Employee Signature	_____ Date

### NOTICE OF PERSONNEL ACTION

New Employee     Change of Position     Change of Salary     Termination

Employee Name Kevin Mink	
Conservation District Oklahoma County	
Current Date April 7, 2021	Effective Date of Transaction May 1, 2021

**NEW EMPLOYEE**

Job Title Urban Soil Health Specialist
Rate of Pay \$ _____ per hour from OCC reimbursable funds \$ _____ per hour from district funds
<input type="checkbox"/> Full-time/Probationary <input type="checkbox"/> Part-time/Probationary <input type="checkbox"/> Temporary/Seasonal

**CHANGE OF POSITION**

Previous Title
New Title
Explain Authorization for This Change

**CHANGE OF SALARY**

Old Rate of Pay	\$ 17.50 per hour from OCC reimbursable funds
	\$ _____ per hour from district funds
New Rate of Pay	\$ 18.50 per hour from OCC reimbursable funds
	\$ _____ per hour from district funds
Explain Authorization for This Change OCC pay raise.	

**TERMINATION**

Reason
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Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Chair \_\_\_\_\_ Date \_\_\_\_\_



## Joint Annual Plan of Operations Guidance

**Due Date: June 15, 2021**

The Joint Annual Plan of Operations is the working document that directs the day to day programs and activities of the district and field office. Basically this is where the “rubber meets the road”. The annual plan provides the actions and strategies to meet the goals and objectives of the long range plan. The plan encompasses both the state and federal fiscal years (July 1, 2021 to September 30, 2022). Working together with your NRCS partners, the district develops an annual plan of work that directs how the district / field office will meet their established long range goals.

There is no specific template for how the plan should be developed. Below are the **required elements** of the Joint Annual Plan.

### **Major Project -**

If the FY21 project has not been completed, the plan should outline the detailed actions, including specific benchmarks and targets needed to complete and implement the FY21 project this Fiscal Year. This carry over project should be completed by **December 31, 2021** and the final FY21 project report completed, including signatures, and submitted via email to [clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov) by **January 31, 2022**.

In addition, each district should have a FY22 major project identified in this year's plan. This project should be different from last year. Project information should include an outline of the project, specific actions identified for completion, a budget, partners and directors involved, and a timetable for completion. A project report providing an update on the status of the FY22 project will be due by **April 15, 2022**; email the completed report, including signatures, to [clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov).

### **District Director Succession Plan / Recruiting Associate Directors**

One of the elements of the current Long Range Plan was to develop a District Director Succession Plan. Information should be included in this year's joint annual plan on how that plan is being developed and implemented.

### **District Director / Staff Continuing Education Plan**

The Commission regularly hears from Districts that there is a need for continuing education for both directors and staff. The plan should include what actions and steps the district is taking to seek out continuing education and what education opportunities will be attended by both directors and staff.

### **Natural Resource Priorities**

- *Enter overall district natural resource concerns in priority order. These should be based on the strategies and priority actions identified in your 5-year plan.*
  - *Natural resource priority description*
  - *Is this a district wide or regional natural resource priority?*

- *Source of data relied upon to indicate the resource concern – how were the resource concerns determined?*
- *Other entities engaged in addressing this resource concern:*

**Program Areas:** *There are two program areas: natural resource programs and district programs. Natural resource programs are those intended to address specific, identified natural resource concerns in the district. District programs are those supporting basic district operations, education and outreach with landowners, engagement with other processes and entities to advance the work of the district, etc. Both program area activities must relate to the district long term goal from 5-year plan.*

**Goal(s):** *Enter the long term goal(s) for the program area*

**Actions and Strategies:** *Develop measurable actions and strategies to meet the identified goal.*

**Natural Resource Measurable Result:** [i.e. manure input to water will be reduced by XX amount]

**Programmatic Measurable Result:** [i.e. XX landowners will be contacted/worked with resulting in XX plans written and implemented.]

**Funding Source(s):** *Enter the funding source or sources anticipated to be used for this program area*

<b>Activities for FY2022</b>	<b>Target Dates</b>	<b>Person Responsible</b>	<b>Time (Days) Required</b>	<b>Estimated Funding</b>	<b>Notes</b>
<i>Enter the actions anticipated for FY2022 for this program area (expand or reduce rows as needed)</i>	<i>Enter the start and end dates for the activity listed</i>	<i>Enter the name of a person or persons responsible for carrying out the activity</i>	<i>Enter the estimated time in days needed to complete the activity</i>	<i>Enter the estimated funding needed to complete the activity</i>	<i>Enter information on the activity including completion</i>

March 8, 2021

**Mark the Following Due Dates on Your Calendar**

**Reminders will not be sent.**

<b>2022 Joint Annual Plan</b> (Final version)	June 15, 2021
<b>FY21 Major Project Report</b> (Status update on project)	April 15, 2021
<b>FY21 Major Project Report</b> (Final report, only if project was not reported completed as of 04/15/2021)	January 31, 2022
<b>FY22 Major Project Report</b> (Status update on project)	April 15, 2022
<b>FY22 Major Project Report</b> (Final report, only if project was not reported completed as of 04/15/2022)	January 31, 2023



## CARE District Reporting Template

**Name of Conservation District: Oklahoma County**

**Date of Reporting: 4/8/2021**

**Months covered for report: January-March 2021**

**Number of Producers Reached: 132**

**Number of SDA producers reached: 35**

**Number of veteran producers reached: 7**

**Names of Champions Identified:** None identified this quarter. Have made some contacts and we have some possible candidates.

**How has the district helped improve the soil on SDA and/or veteran producers land this quarter?** *examples would be collected basic information utilizing WORMS, became trained in WORMS technology, attended NRCS webinar on soil health, shared information about soil health with SDA and veteran producers through social media, direct mail, and phone calls.*

Participated in WORMS training on January 26. Shared post from Southern Plains Perspective regarding availability of WORMS program for producers to monitor soil health conditions in the implementation of conservation practices. Shared post from Kerr Center of “Secrets of the Soil” virtual workshop. Shared NACD post on cover crops roll in resilient soils. Shared soil health video posted on Farmers.gov.

**How has the district helped to increase the number of SDA and veteran producers accessing Conservation Technical Assistance (CTA) and NRCS financial programs?**

*examples would be met with/spoke with veteran/SDA producer about X conservation practices and referred them to appropriate person, connected producer with OBHRPI outreach specialist to assist with NRCS programs, followed up with NRCS staff member to ensure client was served, sent information about NRCS programs via email, direct mail, phone calls, website to SDA and veteran producer organizations and individual producers, attended training workshop hosted by OACD/NRCS on CTA & NRCS programs, attended NRCS webinar/workshop.*

Participated in zoom meeting with Department of Veteran Affairs on February 2. Participated in Farmer-Veteran coalition meeting on February 24. Distributed 50 USDA program information flyers to veterans on March 3. In January, mailed letters and USDA program information flyers with resource concern surveys to SDA producers. Distributed an additional 120 USDA Program flyers to outlets across the county. Participated in WEWAIT training on March 23. Participated in Black Producer experience zoom on February 25. Participated in OBHRPI webinar on March 20. Follow-up with NRCS representative regarding TA request for SDA producers.



## CARE District Reporting Template

**How has the district helped to increase the number of SDA and veteran producers educated about estate planning, uniform partition of heirs' property, and 2018 farm bill changes about alternative certification?** *Examples would be attended webinar hosted by the Heirs Property Center on the issue, watched X educational video about the subject, attended an estate planning workshop hosted by OACD, shared information about these issues and resources with SDA and/or veteran producers.*

Posted YouTube training session video from the Regional Rural Development Center on Land Utilization and Heirs Property to district Facebook page.

**What unique, local partnerships has the district helped to foster this quarter?** *Examples could be spoke at the local tribal college about soil and water conservation, reached out to the local military base to see if we could meet about encouraging veterans to consider a career in ag, met with teachers at an elementary school with children of SDA producers and/or veterans to encourage them to participate in youth contests, reached out to local extension agent to visit about highly fractionated land/heirs property issues, etc.*

Reached out to Oklahoma Department of Veterans Affairs, zoom discussion. Participated in farmer-veteran coalition to provide information. Provided USDA program information to veteran organization at Tinker.

**What do you need from OACD to reach more SDA and/or veteran producers?**

We need OACD partner with Oklahoma Chapter of Farmer/Veteran Coalition and establish MOU with Langston University

**What was your biggest success this quarter?**

Participation in training opportunities to learn more about SDA producer issues and history of injustices. Connecting with our past champions and sharing their stories on social media.

**What was your biggest challenge this quarter?**

Continuing COVID restrictions and not being able to hold in person meetings.

**Other:**

- ✓ Completed teleconference call with our partner district (Logan County) on January 15, February 17, and March 15  
**February**
- ✓ Developed article on George Washington Carver to share on social media for Black History month
- ✓ Posted article on CARE Champion Earl Davis-website and Facebook pages



## CARE District Reporting Template

- ✓ Shared article from USDA.gov celebrating Black Americans accomplishments in agriculture
- ✓ Posted information brochure on USDA programs on Facebook, mailed brochure to SDA producers
- ✓ Shared Rhonda Bowman's social media post on Booker T. Whaley
- ✓ Shared NACD post 'Cover crops have role in resilient crops'

### **March**

- ✓ Share Farmers.gov soil health video on social media
- ✓ Shared Kerr Center information on "Secrets of the Soil" virtual workshop
- ✓ Shared Southern Plains Perspective post on availability of WORMS program to monitor soil health improvement in implementing conservation measures
- ✓ Posted article on CARE Champion Cary Pittman-website and Facebook pages
- ✓ Participated in zoom webinar through Alcorn University SDA Farmers/Ranchers Policy Research Center
- ✓ Completed all the recommended readings for the quarter

Resource surveys attached.

See additional attachments requested.

Date: April 6, 2021

## **DISTRICT DIRECTOR POSITION #2 ELECTION SCHEDULE**

### **MARCH**

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

### **APRIL 1 – 23**

Publish two times, with a seven day interval, the Notice of Filing Period for Election of the District Director, Form [OCC-3D](#). It is recommended to publish as close to the first of the month as possible so if any errors occur there is time to correct.

### **APRIL 26 – APRIL 30**

Each district must certify to the Commission that the notice has been published by sending in the **Proof of Publication** provided by each newspaper.

In lieu of mailing an original of the proof, a scanned copy of the Notice of Filing Period proof of publication should be emailed to [clancy.green@conservation.ok.gov](mailto:clancy.green@conservation.ok.gov). Retain the original proof(s) in your office.

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

The board should take action in their April or May regular board meeting to select polling places and a District Election Committee for recommendation to the Commission and designate newspapers for Notice of Election. (See procedures for holding an election located in the District Handbook for a complete list of action to be taken.)

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

### **MAY 3-14**

Accept applications from those who apply by using Notice of Declaration of Candidacy, Form [OCC-3F](#)

A copy of the applicant's cooperator Agreement must be attached. If the applicant does not already have a Cooperative Agreement on file, they must fill out Form [OCC-2B](#)

The district must verify with the County Election Board that the individual is a registered voter in the district.

*Oklahomen*

*Moehle - A*  
*Campbell - E*

## **MAY 14**

Close of business is the deadline for accepting applications. Scan and email form OCC-3F & the cooperator agreement or Application for Cooperator Agreement for each individual that files to clancy.green@conservation.ok.gov Retain the original documents in your office. It is preferred that you email candidacy forms & the additional documentation as you receive them rather than waiting until May 14.

- If no one files, notify the Commission.
- If only one individual applies, and the applicant is determined eligible by the Commission, there will be no election.
- If two or more candidates file, advise the Commission at once. The Commission will notify the district whether candidates are eligible and whether an election will be held. If an election will be held use the procedures outlined in the attached "Procedures for Holding an Election" document.





2021  
**MEMBERSHIP FORM**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TYPE OF MEMBERSHIP (CIRCLE ONE)

General--\$25

Family--\$40

Sustaining--\$100

Organization--\$50

Corporate--\$500 Bronze \$750 Silver \$1000 Gold

Make Checks Payable to: OACD

Memo Line: OCHS Dues

Mail to: OACD

Date: \_\_\_\_\_

P.O. Box 2775

Oklahoma City, OK 73101-2775

## Join Us for Valuable Conservation Information Family & Friends Welcome

Eastern Red Cedar Control and Management, Watershed  
Sponsor Responsibilities, USDA Program Updates, Locally Led &  
NRCS Application Process

REGISTERING AT THIS LINK:

[https://us02web.zoom.us/webinar/register/WN\\_NdBvEC7ZSueju6fFYbzig-Q](https://us02web.zoom.us/webinar/register/WN_NdBvEC7ZSueju6fFYbzig-Q)

Thursday, April 15<sup>th</sup>, at 10:00 AM

### AGENDA

#### Introduction

- Dr. Carol Crouch, NRCS State Tribal Liaison

#### Overview on How to Use ZOOM

- Troy Marshall, USDA-NASS & OTCAC Board

#### Welcome & NRCS Updates

- Gary O Neill, State Conservationist, NRCS

#### Conservation District State Cost Share Updates and Locally – Led Importance

- **TBA Conservation District**

#### “Five Steps to Applying for NRCS Programs”

- Brandon Burns, NRCS

#### “Farm Service Agency Eligibility for NRCS Programs & Updates”

- Tyler Castonguay, CED, FSA
- Aaron Muzny, FLM, FSA

#### Flood Control Structures Video

- <https://www.youtube.com/watch?v=BE5EdVIIVWQ>

#### “Watershed Sponsor Responsibilities”

- Tammy Sawatzky, OCC Conservation Programs Division Director

#### “Control and Management of Eastern Red Cedar “

- Brandon Reavis, NRCS State Rangeland Management Specialist

#### “Can you Restore Monarch Habitat by Removing Eastern Red Cedars?”

- [https://youtu.be/Bek\\_AgpjgqQ](https://youtu.be/Bek_AgpjgqQ)

#### Oklahoma Black Historical Research Project Update

- David Stephens, OBHRP

#### Locally Led Survey Instructions

- Troy Marshall, USDA-NASS



United States Department of Agriculture  
Natural Resources Conservation Service



## Free Conservation Webinar April 15<sup>th</sup>

Starts at 10:00 AM- Team 10

Join us from your flatbed truck  
parked in the pasture, your  
kitchen table or a folding chair out  
in the barn.



Central North Canadian, East  
Canadian, Cleveland, Kingfisher  
Logan, McClain & Oklahoma  
Conservation Districts



### Contact Information:

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Open to the Public

## State Meeting Takeaways

Trey Lam <Trey.Lam@Conservation.ok.gov>

Wed 3/3/2021 7:39 AM

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

Cc: 'Sarah Blaney (sarahblaney@okconservation.org)' <sarahblaney@okconservation.org>

Thank you to everyone who registered and attended the Annual OACD State Meeting. I know there is a common sense of loss of fellowship with our friends and kindred spirits in conservation. But if we kept one person or family member safe and healthy then it was more than worth this one time change. As with every State Meeting there was an overload of great information during the two day event. One thing about the virtual format is you now have a treasure trove of presentations and training at your fingertips to refer back to. If you know me then you know I always have a few things to request of you:

- Give us some feedback. Soon all of you will be receiving an evaluation survey. Please fill it out regardless of whether you attended the meeting or not. For those Districts who had Directors attend, please have them fill out as well.
- Share the information. I need you to provide the presentations to any Directors or District Staff who were not able to watch the presentations on line. For any individual who is internet savvy please have them make a pledge to watch all the videos on line. For any Director or Staff Member who cannot or will not watch on their own I require more action. For as long as it takes over the next year place one or more of the sessions on your District's agenda and watch it during your meeting.
- New Board Member and new hire orientation. For any new Directors or Staff please have them watch Randy Frazier's presentation on leadership and what it means to be an effective Board Member.
- Education resources are available. On the Soil Health Day at the State Meeting we all saw an outstanding way to deliver current and relevant conservation education. Your District has Oklahoma, National and International Conservation Innovators available and willing to help your District's efforts. Imagine an Education Event: Depending on the weather and season of the year the day is split between the indoor meeting presentations and on farm or ranch demonstrations. For the indoor sessions you can hear from farmers and ranchers or Conservation leaders from anywhere in the world. Provide a meal and have time to share ideas among the attendees. For the field portion utilize OKLAHOMANS. We have agriculture producers right here in our state who are making conservation, soil health and regenerative agriculture work. These farmers and ranchers are more than willing to share their success and failures with your cooperators. Oklahoma also has an outstanding group of Conservation Professionals who know their stuff. OCC has an all star Soil Health Team who are ready to come to you to help your cooperators one on one or to lead a field day in your District. NRCS, Noble Research Institute, OSU and many private companies also have outstanding professionals who can fill your events with new and fresh Oklahoma appropriate information.

My main message is take advantage of what is available. As an individual District, Employee or Director you do not have to go it alone. You have many organizations and hundred of professional Conservationists who what to help you.

Please as always send me any feedback or message personally.

Take Care and Be Safe,

Trey

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## Oklahoma County Conservation District District Employees Report April 7, 2021

### District Manager – Don Bartolina

- ✓ Telework from home, monitor district operations and correspondence
- ✓ Make staff contacts as needed
- ✓ Participate in CARE teleconference meeting with partner Logan County, March 15
- ✓ Participate in CARE Zoom training, March 23 and 25
- ✓ Participate in NRCS cedar removal webinar
- ✓ Participate in OBHRPI webinar, March 20
- ✓ Review April board meeting agenda
- ✓ Review board meeting information packet financial and operations information, prepare for meeting

### Administrative Assistant – Becky Inmon

- ✓ Prepared March board meeting minutes, sent to directors for review, emailed February minutes packet to OCC, minutes to partners
- ✓ Prepared and submitted monthly reimbursement claims to OCC
- ✓ Reconciled monthly bank statements and balanced checkbook
- ✓ Prepared monthly financial statement, monthly payroll tax reports
- ✓ Updated all financial worksheets including NACD TA grant funds and CARE grant funds
- ✓ Update county legislative contact information for 2021
- ✓ Make poster contest presentation to student at Grove Valley Elementary
- ✓ Participated in monthly CARE teleconference with Logan County on March 15
- ✓ Participated in districts TEAMS training on March 18
- ✓ Participated in OBHRPI webinar on March 20
- ✓ Participated in CARE WEWAIT and Champion ID training on March 23 and March 25
- ✓ Posted article on CARE champion Cary Pittman on website and social media
- ✓ Participated in CARE training with Alcorn University SDA Farmers/Ranchers Policy Research Center-March 30
- ✓ Participated in Lake Thunderbird Alliance Board zoom meeting on March 29
- ✓ Assisted producers with state cost share signup, posted signup article online, forwarded article to news outlets
- ✓ Submitted quarterly CARE invoice to OACD for payment
- ✓ Review district director election rules, submit notice of filing period to Oklahoman
- ✓ Prepared March payroll & timesheets for staff and archeology assistants
- ✓ Updated monthly earnings records for all employees
- ✓ Prepared quarterly reports for OESC, 941 for IRS, and quarterly report for OKTap
- ✓ Prepared and submitted pre-claim summaries to OCC
- ✓ Prepared April agenda, board meeting packet with district financial and operations information, posted information online for April teleconference meeting
- ✓ Assisted NRCS with correspondence and Farm Bill program requests and other duties as needed
- ✓ Assisted Nick Owen with information for TA requests as needed
- ✓ Post information updates to website and social media as needed
- ✓ Telework from home Monday-Tuesday during month of March, monitor emails-forward information as needed, respond to requests, work in office on Wednesday-Friday or as necessary

OCCD Board Meeting  
Kevin Mink  
Urban Soil Health Specialist  
Monthly Report

April 7, 2021

- OACD State Meeting
- Skyline OKC garden and pollinator area consult
- Cleveland CCD Yard by Yard discussion → connection with Norman Environmental Control Advisory Board
- Yard by Yard Online Checklist → development with Shellie at OCC → Survey123 link
  - coordinated updates and changes
- Truck Tire Repair → Firestone drop-off and pick-up
- Yard by Yard Trainings
  - Cotton County CD
  - Payne County CD
  - Delaware County CD
  - Murray County CD
  - Shawnee CD
  - Muskogee County CD
- Will Rogers Gardens – Prairie Conversion
  - Site Inventory & analysis → trees, soils, and infrastructure
  - Soil sample collection
  - grading & pedestrian circulation design
- Science Museum of OK Site CTA
- NACD Conservation Clips → coordination w/ Keith Owen
  - highlight urban forestry with Mark Bays
  - Resilience of Survivor Tree with Mark Bays?
- Tuesday and Wednesday Okies for Monarchs posts
- CARE Project
  - Champion Identification Webinar
  - Native American Producer Webinar
- Yard by Yard Meeting w/ OCC & OACD
  - Spring launch discussion → videos
  - Survey123 tweaks → online checklist
  - FB launch → regular posts with content from new districts
- Office Pollinator Garden Maintenance
  - East Side of our building
  - front of Derryberry
- Yard by Yard FB Design