

Oklahoma County Conservation District
Board of Directors
4850 N Lincoln Blvd Ste B
Oklahoma City OK 73105

Reference Conservation Cost-Share Agreement: 56-022-001

Board of Directors:

I will not be able to complete my conservation cost-share agreement for
brush management by the completion deadline. I would like to:
(type of practice)

Mark one:

Request an extension on my performance agreement.

Cancel my performance agreement.

I do / do not plan to complete the work.

Reason:

Contractor issues

Lack of funds/resources

Landowner changed mind

Other health issues, still mending from hip replacement

Thank you.

Curtis Robert
Signature landowner/participant

Date: 8-20-2020

Oklahoma County Conservation District
Board of Directors
4850 N Lincoln Blvd Ste B
Oklahoma City OK 73105

Reference Conservation Cost-Share Agreement: 56-022-002

Board of Directors:

I will not be able to complete my conservation cost-share agreement for
brush management by the completion deadline. I would like to:
(type of practice)

Mark one:

XX Request an extension on my performance agreement.

 Cancel my performance agreement.

I do XX / do not plan to complete the work.

Reason:

 Contractor issues

 Lack of funds/resources

 Landowner changed mind

X Other Timing

Thank you.

Clint Spencer

Date: 8-26-2020

Signature landowner/participant



Subject: PDM Watershed Points of Contact

Date: August 26, 2020

To: Watershed Points of Contact
Natural Resources Conservation Service

File Code: 390

Watershed Point of Contacts (POCs) were appointed by each Team to coordinate major watershed activities and to have the overall knowledge of the watershed program within the Team. You will be the point person for communications concerning watershed issues within the Team, with project sponsors, NRCS Engineering and Water Resources staffs, the Oklahoma Conservation Commission, and other agencies. Your primary role will be related to Operation and Maintenance activities and managing impacts from extreme weather events on existing dams and structures. Additional responsibilities may arise when active planning, design, or construction for new or rehabilitation of dams is occurring within the Team.

Outside of new or rehabilitation work, the more common duties will include:

1. Coordinate with Conservation Districts (CD) directors or other sponsors periodically to provide overview of watersheds in their CD and discuss specific watershed issues. Follow-up on identified issues with appropriate personnel (Resource Engineers, OCC Watershed Technicians, Aids, or other staff members, etc.).
2. Coordinate annual O&M inspections (CD, OCC, NRCS) within your Team, and assure PDM-3's are submitted to the State Office and OCC and are loaded in DamWatch. POCs should become proficient in the use of DamWatch.
3. Work with CD boards and staff and NRCS staff to assure responsibilities are understood prior to major events. Coordinate and assist when responding to these extreme events to complete field reviews and evaluate condition of dams/spillways immediately following large storms and earthquakes.
 - a. Ensure that proper notifications are made for auxiliary spillway flow events, that PDM-4s are completed and properly processed, and that Alerts are addressed/terminated in DamWatch.
 - b. Serve as the primary local NRCS contact for all High Hazard Dams within the team.
 - c. Meet with CD and local emergency manager to introduce yourselves and review the Emergency Action Plan (EAP).
 - d. Assist CD in annual review and update of EAP and ensure that current EAP is loaded in DamWatch.
4. Identify training needs of NRCS and CDs and make requests for training.
5. Work with Team members, CD's, and NRCS/OCC public affairs staff to "tell the story" of the Watershed Program and aid in promoting the benefits provided for significant storm events.

Farm Production and Conservation
Natural Resources Conservation Service
100 USDA, Suite 206
Stillwater, OK 74074-2655

Voice (405) 742-1204 – FAX 8(55) 421-4640

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United States Department of Agriculture

When new or rehabilitation activities (Planning, Design, and/or Construction) are ongoing, the Watershed POC will be tasked with additional duties specific to these activities. Training will be provided to the POCs starting with DamWatch and understanding EAPs. As described above, as additional training needs are identified for either the POCs or within the team and CDs, requests should be made through the DC and ASTC(FO).

The Watershed Program has always been a vital part of the conservation efforts in Oklahoma. NRCS will continue to provide technical assistance to watershed sponsors and hope that the new structure along with a Team POC will help identify the importance of this work and to be in a better position to assist the Sponsors. We hope that the renewed interest in the program nationally and through the participation of the Watershed Point of Contacts, and in working with our partners at OCC and in the Conservation Districts, that we can continue to lead the nation with watershed activities.


GARY L. O'NEILL
State Conservationist

Attachment

cc:

Shelly Oliphant, ASTC FO, NRCS
Brent Pannell, ASTC FO, NRCS
Brandon Bishop, ASTC FO, NRCS
Chris Stoner, State Conservation Engineer, NRCS
Stacy Riley, ASTC Programs, NRCS
April Burns, Water Resources Coordinator, NRCS
Resource Engineers, NRCS
District Conservationists, NRCS
Trey Lam, Oklahoma Conservation Commission

Oklahoma County Conservation District District Employees Report September 2, 2020

District Manager – Don Bartolina

- ✓ July Board meeting and follow-up, review board meeting minutes
- ✓ Telework from home, monitor district operations, make staff contacts as needed
- ✓ Review new FY 2021 allocation report
- ✓ Work on 2021 contracts for National Land and Range Judging Contest
- ✓ Cost share program needs
- ✓ Okie locate tickets
- ✓ Review board meeting materials and prepare for board meeting teleconference
- ✓ Contacted Tammy Sawatzky regarding Kickapoo Nations Site 4 maintenance issue
- ✓ Contacted K. C. Kraft regarding archaeologists' work schedules
- ✓ Discuss school/work schedule with Mink for fall semester
- ✓ Environmental site review for NAHSI
- ✓ Review Annual Report to OCC

Administrative Assistant – Becky Inmon

- ✓ Prepared July board meeting minutes, sent to directors for review, emailed June minutes to OCC, legislators, and 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 OACD grant funds
- ✓ Prepared monthly payroll records and timesheets for staff and archeology assistants, updated earnings records for all employees
- ✓ Prepared quarterly tax reports, IRS 941, Oklahoma Tax Commission, and OESC
- ✓ Prepared and submitted pre-claim summaries to OCC for July and August
- ✓ Submitted FY 22 budget request to the Conservation Commission
- ✓ Submitted August meeting cancelation to OCC and County Clerk
- ✓ Prepared and mailed financial information for CPA Kimberlye Mayer to perform FY 20 audit
- ✓ Prepared Annual Report to the Conservation Commission for Board approval
- ✓ Prepared letter to Turnpike Authority for requesting Pikepass
- ✓ Prepared letter to NAHSI regarding environmental assessment
- ✓ Contacted Wyndham Garden Hotel and National Cowboy Hall of Fame and Western Heritage Museum regarding the 2021 National Land and Range Judging Contest, updated 2021 registration form, posted online
- ✓ Posted Pollard information to website and FB page
- ✓ Prepared cost share claim, made contacts, assisted participants as needed
- ✓ Assisted NRCS with correspondence and Farm Bill program requests and other duties as needed
- ✓ Assisted Nick Owen with information for TA requests as needed
- ✓ Telework from home Monday-Wednesday during months of July and August, monitor emails, respond to requests, work in office on Thursday-Friday or as necessary

Timesheet Requirements - ACTION REQUIRED

① This message was sent with High importance.

LK **Lisa Knauf**
Tue 7/21/2020 9:49 AM
To: OCC All Districts



To: ALL CONSERVATION DISTRICTS

Effective with the July salary reimbursement claims, the Commission will no longer accept blank timesheets as backup on salary claims. **No exceptions.**

The form OCC-5B Daily Activity Timesheet and Leave Record is intended to record the work done by an employee day by day. Leaving the days blank or simply stating "Office" and/or "Telework" is not acceptable. If the timesheet comes in this way; the salary for that employee will be marked off the claim and not paid.

Please share this with all district staff and board members at the next board meeting. If there are any questions; let me know.

Lisa Knauf Owen
Oklahoma Conservation Commission
Assistant Director
2800 N. Lincoln Blvd. Ste 200
Oklahoma City, OK 73105
Office Phone: (405) 521-6797
Cell Phone: (405) 534-7337
Fax: (405) 521-6686
Email: Lisa.Knauf@conservation.ok.gov

**Conservation District
Joint Plans of Operation
July 1, 2020 – September 30, 2021
Recommendations for Approval**

Area I

Beaver
Dewey
East Canadian
Garfield
Harper
Kingfisher
Major

Area II

Arbuckle
Garvin
Konawa
Lincoln
Love
Murray
Oklahoma
Pawnee
Payne
Seminole
Shawnee

Area III

Caney Valley
Cherokee
Craig
Delaware
Muskogee
Nowata
Okmulgee
Ottawa
Rogers
Wagoner

Area IV

Comanche
Cotton
Custer
Grady
Greer
Kiowa
Harmon
North Caddo
North Fork of Red River
Stephens
Tillman
Upper Washita
Washita
West Caddo

Area V

Atoka
Bryan
Coal
Hughes
Johnston
Latimer
LeFlore
Marshall
Pontotoc
Talihina



Friends Of
Blue Thumb

Friends of Blue Thumb

Friday, July 10, 2020

Oklahoma County Conservation District
4850 N Lincoln Blvd Ste B
Oklahoma City, OK 73105

Dear Friend:

On behalf of the Friends of Blue Thumb, enclosed is a grant of \$250. The Blue Thumb program and its volunteers not only ensure the quality of Oklahoma's streams, but they also champion the public to become stream stewards. You have helped us protect our streams and rivers with your kind effort.

Friends of Blue Thumb supports volunteer efforts such as educational exhibits, supplies and advertising for creek cleanups, water quality education camps, printed materials, and local conservation district stream and education initiatives.

Congratulations and thank you again for your efforts!

Sincerely,


John M. Harrington
Treasurer
Friends of Blue Thumb

*yard cert.
signs*



4850 N. Lincoln Blvd, Ste. B
Oklahoma City, OK 73105
www.okcountyconservation.com

Friends of Blue Thumb Mini-Grant Proposal Update

The Oklahoma County Conservation District proposes reallocating the mini-grant funds to the Yard by Yard Community Resiliency Project. In the face of Covid-19, it has become clear that our initial plan to host a volunteer appreciation event will not be feasible. Instead we'd like to utilize the funds to increase our promotional abilities for the Yard by Yard program.

Here are a few examples of how the funds would be utilized:

- Purchase of Google or Facebook Ad space to promote the Yard by Yard program within a target area.
- Purchase of additional yard signs.
- Purchase of additional printed material for promotion within a pilot neighborhood, should one arise.
- Purchase of a prize for the top-rated certified yard in the program.

Our plan is to keep the funds flexible based on response to the Yard by Yard program. We'd like to gear the funds towards something that will further benefit and promote the yard certification program.

Thank you for your consideration!

Kevin Mink

Urban Soil Health Specialist

ISA Certified Arborist

Oklahoma County Conservation District

4850 N. Lincoln Blvd. Ste. B

Oklahoma City, OK 73105

(o) 405-415-4600

(c) 570-856-2314

kevin.mink@usda.gov

oklahomaccd@conservation.ok.gov

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State Governmental & Environmental Affairs
Manager
Public Service Company of OK Governmental
& Environment Affairs

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Casino/Casino CARES

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Representative
Waste Connections of Oklahoma

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Resident Engineer
Benchmark Construction Services, LLC

PATRICK RILEY
Environment Projects Manager
OK Dept of Environ-Quality

PEIT SCHULTZE
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Waste Management

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Senior Vice President
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The Oklahomaian Media Group

STAFF

JEANETTE NANCE
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ANTHONY WILSON
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JESSIKA BERGERON
Keying Facilitator

DILLON WEHBA
Office Administrator



August 28, 2020

Oklahoma Conservation Commission
ATTN: Shannon Phillips
2800 N Lincoln Blvd., Suite 200
Oklahoma City, OK 73105

Dear Ms. Phillips

CONGRATULATIONS!

On behalf of the Board of Directors for Keep Oklahoma Beautiful, it is my pleasure to inform you that **Oklahoma Association of Conservation Districts, Oklahoma and Tulsa County Conservation Districts, and Oklahoma Conservation Commission Blue Thumb and Soil Health Programs** has been named a finalist for the **Teambuilders Volunteer/Non-Profit** award in the 2020 Environmental Excellence Competition.

Their outstanding work will be honored at our 30th Annual Environmental Excellence Awards Celebration on being broadcast virtually on **Friday, November 20, 2020**. Winners in each category will be announced that evening.

We hope you help celebrate their achievements and participate in our virtual raffle fundraiser that will take place that evening. Trust me - there are so many great raffle items this year that you won't want to miss out on. Come ready to play!

Friends and family wishing to attend in your honor can make reservations online at www.keepoklahomabeautiful.com.

As always, feel free to call our office if you have any questions regarding the banquet, your nomination or anything else KOB related.

Congratulations,

Anthony Wilson
Program Coordinator
Keep Oklahoma Beautiful