

Joint Plan of Operations (July 1, 2020 through September 30, 2021)
Oklahoma County Conservation District / Oklahoma City Field Office
 Contact: (405) 415-4602 or (405) 521-1332 oklahomaccd@conservation.ok.gov

<p>District Directors:</p> <ul style="list-style-type: none"> • Jan Kunze, Chair • Phil Campbell, Vice Chair • Rick Godfrey, Treasurer • Mark Moehle, Member • Laura Pollard, Member • Richard Parker, Associate Member 	<p>District Staff:</p> <ul style="list-style-type: none"> • Don Bartolina, Manager • Becky Inmon, Administrative Assistant • Kevin Mink, Urban Soil Health Specialist <p>NRCS Staff:</p> <ul style="list-style-type: none"> • Brandon Burns, District Conservationist • Stephanie Guy, Soil Conservationist • Nick Owen, Conservation Technician
--	--

Mission of the Oklahoma County Conservation District

- *To educate, empower, and assist the citizens of Oklahoma County in protecting, managing, and conserving our renewable natural resources.*

Vision of the Oklahoma County Conservation District

- *To have clean water and healthy soils for a sustainable quality environment*

Natural Resources Conservation Service Mission Statement:

- *Helping People Help the Land*

Natural Resources Conservation Service Vision Statement:

- *Productive Lands – Healthy Environment*

The Oklahoma County Conservation District holds a regular board meeting the first Wednesday during the months of June through April, and on the second Wednesday during the month of May. Meetings begin at 1:30 p.m. and are held at 4850 N. Lincoln Blvd, Ste B, Oklahoma City, Oklahoma. All meetings are open to the public.

Natural Resource Conservation Priorities and Programs: Resource concerns determined through locally led meetings, outreach meetings, and resource concern surveys from customers

<ul style="list-style-type: none"> • Soil health and protection • Reduce soil erosion • Improve water quality • Improve water quantity • Reduce invasive species 	<ul style="list-style-type: none"> • Improve grazing lands • Improve wildlife habitat including monarch and pollinator habitat • Improve outreach to urban agriculture producers • Continuing conservation education and outreach • Flood control
---	--

Priority Resource Concern: Soil health and protection

Measurable Goal:

- Conservation plans developed and implemented
- Producers assisted with soil health measurements and practices

Activities for FY 2021	Number	Target Dates	Person(s) Responsible	Time (Days) Required	Funding Source	Notes
Develop and implement plan for educational workshops, demonstrations, or events.	Four events	Sept/Dec 20 Mar/June 21	Directors Staff	16 days	Grants OCC Local	
Develop and implement plan for annual farm tour.	1 tour	Sept 20	Directors Staff	5 days	CARE grant	
Schedule pollinator prairie training event for soil health and plant ID.	2 events	Aug-Sept 20 Apr-June 21	Mink	3.5 days	Grant OCC In-kind	
Participate in State Cost Share and NRCS Programs such as EQIP and CSP.	3 programs	Sept 21	Directors Staff Team 10	15 days	Cost Share Farm Bill	
Develop and assist in implementation of conservation plans to improve soil health.	20 plans	June 21	Team 10 Mink	60 days	In-Kind OCC	
Assist producers with soil health measurements and practices.	25 producers	June 21	Team 10 Mink	12.5 days	OCC Grants	
Continue monitoring soil health sites and train volunteers to help monitor the sites.	3 sites	June 21	Mink	12 days	OCC Grants	

Priority Resource Concern: Reduce soil erosion

Measurable Goal:

- Conservation plans developed and implemented
- Producers assisted with soil health measurements and practices

Activities for FY 2021	Number	Target Dates	Person(s) Responsible	Time (Days) Required	Estimated Funding	Notes
Develop and assist in implementation of conservation plans.	20 plans	All Year	Team 10 Mink	60 days	In-Kind	
Assist producers with soil health measurements and practices.	25 producers	All Year	Team 10 Mink	12.5 days	OCC Grants	

Identify partner organizations and projects to help reduce urban erosion.	2 partners	June 21	Mink	4 days	OCC Grants	
---	------------	---------	------	--------	---------------	--

Priority Resource Concern: Improve water quality (livestock, nutrients, pesticides, and other pollution sources)

Measurable Goal:

- Educate 500 people on water quality
- Complete 5 water quality improvement projects
- Blue Thumb monitoring of 10 streams

Activities for FY 2021	Number	Target Dates	Person(s) Responsible	Time (Days) Required	Estimated Funding	Notes
Educate citizens on water quality issues through educational programs and workshops.	500 people	June 21	District staff Directors	60 days	Grants OCC Local	
Complete water quality improvement projects.	5 projects	June 21	Mink	25 days	Grants OCC	
Work with Oklahoma Blue Thumb in monitoring streams in Oklahoma County.	9-10 streams	June 21	District staff	4 days	OCC Local	
Host Blue Thumb appreciation event for volunteers.	1 event	Sept-Oct 20	District staff	3 days	Grant \$300 Local \$100	

Priority Resource Concern: Improve water quantity (including water supply, water storage, and stormwater infiltration)

Measurable Goal:

- Complete 2 water storage, 2 water supply projects
- Identify 2 sites where we measure water infiltration rates

Activities for FY 2021	Number	Target Dates	Person(s) Responsible	Time (Days) Required	Estimated Funding	Notes
Participate in State and NRCS Cost Share Programs.	2 programs	Mar 21	Directors Staff Team 10	15 days	Cost Share Farm Bill	
Assist producers in implementing planned practices for water wells and ponds.	4 practices	June 21	District staff Team 10	8 days	OCC In-Kind	

Collaborate with city officials and other partners to reduce urban runoff and increase infiltration. Identify sites where we measure water infiltration rates.	2 sites	June 21	Mink	4 days	OCC Grants	
--	---------	---------	------	--------	------------	--

Priority Resource Concern: Reduce invasive species

Measurable Goal:

- Have 120 acres treated for invasive species suppression

Activities for FY 2021	Number	Target Dates	Person(s) Responsible	Time (Days) Required	Estimated Funding	Notes
Participate in State and NRCS Cost Share Programs.	2 programs	June 21	Directors Staff Team 10	15 days	Cost Share Farm Bill	
Assist producers in implementing planned brush management practices.	40 acres	June 21	District staff Team 10	18 days	OCC In-Kind	
Provide technical assistance to improve invasive species control.	80 acres	June 21	Team 10 District staff	10 days	OCC Local In-Kind	

Priority Resource Concern: Improve grazing lands

Measurable Goal:

- Have 1,000 acres of conservation treated areas

Activities for FY 2021	Number	Target Dates	Person(s) Responsible	Time (Days) Required	Estimated Funding	Notes
Participate in State and NRCS Cost Share Programs.	2 programs	June 21	Director Staff Team 10	15 days	Cost Share Farm Bill	
Assist producers in implementing planned practices for converting marginal cropland through forage or biomass planting.	60 acres	June 21	District staff Team 10	4 days	OCC In-Kind	
Provide technical assistance to producers in improving existing pasture and range lands.	940 ac	June 21	Staff Team 10	20 days	OCC In-Kind	

Priority Resource Concern: Improve wildlife habitat including monarch and pollinator habitat

Measurable Goal:

- Have 6 projects completed for wildlife habitat and/or pollinator enhancements

Activities for FY 2021	Number	Target Dates	Person(s) Responsible	Time (Days) Required	Estimated Funding	Notes
Identify funding source and collaborate with local partners to establish or improve native wildlife and pollinator habitat on six projects.	6 projects	Aug-Sept 20	Mink	10 days	Grants & In-Kind	City of Edmond OKC Zoo Will Rogers Park
Provide technical assistance for yards and other small plots.	20 areas	June 21	Mink	20 days	OCC	(Includes annual project)
Develop comprehensive signage for new habitats.	20 signs	Jun 21	Mink	5 days	OCC Grants	(Includes annual project)
Increase public awareness through educational events and social media.	15-20 events	June 21	Mink Inmon	10 days	OCC Local	
Weekly plant postings through the growing season such as 'Wildflower Wednesday'.	16 posts	Jul-Sep 20 May-Jun 21	Mink	5 days	In-Kind	
Monitor and maintain pollinator habitat sites.	5 sites	As needed	Mink	24 days	OCC Volunteer	

Priority Resource Concern: Improve outreach to urban agriculture producers

Measurable Goal:

- Number of people reached and related impact from projects

Activities for FY 2021	Number	Target Dates	Person(s) Responsible	Time (Days) Required	Estimated Funding	Notes
Identify urban agriculture projects, partners and producers.	5 projects	June 21	Mink	10 days	OCC Grants	
Develop partnerships and implement projects.	10 projects	June 21	Mink	30 days	OCC Grants	
Schedule monthly urban outreach workday with Freedom Farms.	12 outreach days	Monthly	Mink	.5 day/each	Volunteer	

Priority Resource Concern: Continuing conservation education and outreach

Measurable Goal:

- Increase the number of adults reached with events and activities including social media
- Maintain number of natural resource education events at four

Activities for FY 2021	Number	Target Dates	Person(s) Responsible	Time (Days) Required	Estimated Funding	Notes
Sponsor natural resource day events utilizing earth team and Blue Thumb volunteers.	4 events	Sept-Oct 20 May 21	Staff Directors	20 days	\$120 Local funds	
Assist the Oklahoma Association of Conservation Districts with the National Land and Range Judging Contest.	1 event	May 21	Staff	40 days	OCC / OACD Volunteer Local	
Sponsor annual poster contest for K-5 th grade.	1 contest	Sept 20	Directors Staff	4 days	\$200 Local funds	
Provide educational activities for non-profit organizations such as churches, scouts, and after school programs.	3 events	All year	District staff	3 days	OCC Local	
Identify underserved individuals and groups to improve participation in USDA programs.	20 people	Dec 20	District staff Directors	5 days	CARE grant OCC Local	
Continue to develop electronic and social media messaging.	3 media	June 21	Mink Inmon	24 days	OCC Local	
Monthly webisodes during growing season on educational topics. (Example-composting.)	7 webisodes	Jul-Oct 20 Apr-Jun 21	Mink	20 days	Local	
Participate in district directors and employee training opportunities and professional development.	3-4 trainings	Nov 20 Feb 21 June 21	District staff	12 days	OCC Local	
Continue volunteer program and recruit volunteers to assist programs and projects.	50 people	All year	Mink	12 days	OCC Volunteer	
Participate in Conservation Day at the Capitol activities sponsored by OACD.	1 event	Mar-Apr 21	District staff Directors	5 days	OCC Local Volunteer	

Priority Resource Concern: Flood control**Measurable Goal:**

- Conduct annual inspections for the two structures in Oklahoma County

Activities for FY 2021	Number	Target Dates	Person(s) Responsible	Time (Days) Required	Estimated Funding	Notes
Conduct annual inspections on Bear Fall Coon and Kickapoo Nations sites in Oklahoma County.	2 sites	May 21	Directors District staff Team 10	3 days	OCC In-Kind	
Inform landowners on property easements and landowner responsibilities.	2 landowners	May 21	Directors District staff	2 days	OCC Local	
Participate in Okie One-Call System designed to help address potential construction hazards near the structures.	1 system	June 21	District staff	2 days	OCC Local	

Additional District Operational Items:

Activities for FY 2021	Number	Target Dates	Person(s) Responsible	Time (Days) Required	Estimated Funding	Notes
Conduct annual employee performance reviews for three employees.	3 reviews	Nov 20	Directors	2 days	OCC Volunteer	
Execute district financial audit to conform with state requirements.	1 audit	Aug 20	Directors Inmon	3 days	OCC \$1100	
Attend NACD South Central Region meeting in Arkansas.	1 meeting	Aug 20	Staff Directors	6 days	\$600 OCC/Local	
Attend OACD Area and State Meetings for training and networking with partnership.	2 meetings	Nov 20 Feb 21	Directors Staff	14 days	\$1,500 OCC/Local	
Manage NACD TA Grant for two part-time archaeology assistants including monthly payroll requirements and quarterly reports.	1 grant	Monthly/ Quarterly	Inmon	12 days	Grant OCC In-Kind	
Receive notice of Declaration of Candidacy forms for district director elected position.	1 position	May 21	Inmon	1 day	OCC Local	
Take steps to appoint or reappoint director position expiring at end of FY.	1 position	Apr-May 21	Directors	1 day	OCC Local	
Develop list of possible associate directors from recipients of district/USDA programs and/or partner agencies/organizations, etc.	1 list	June 21	Directors Staff	3.5 days	Local	

Recruit at least one associate member to serve on the board.	1 member	June 21	Directors Staff	2 days	Local	
Conduct 12 monthly board meetings.	12 meetings	1 st Wed/ monthly	Directors Staff	36 days	Local Volunteer	
Conduct Annual Work Group meeting to gather input on local resource needs.	1 Meeting	Oct 20	Directors Staff	2.5 days	Local	

Additional NRCS Operational Items:

Activities for FY 2021	Number	Target Dates	Person(s) Responsible	Time (Days) Required	Estimated Funding	Notes
Complete status reviews on all USDA Farm Bill program contracts within required deadline dates.	25 reviews	Jan 21	Team 10	3 days	Farm Bill In-Kind	
Complete HEL/WC compliance reviews in a timely manner and submit required reports to the SO.	10 reviews	Sept 20	Team 10	3 days	Farm Bill In-Kind	
Update and maintain required civil rights display and posters.		As needed	Guy Inmon	1 day	In-Kind OCC	
Ensure and maintain handicapped accessibility in the Oklahoma City Field Office.		All Year	Team 10		In-Kind	
Review the Cooperative Working Agreement between NRCS and the Conservation District which includes Section 1619 compliance and civil rights policies.	1 Agreement	Oct 20	Directors District staff Team 10	1 day	In-Kind OCC Volunteer	
Review the Memorandum of Agreement between NRCS, OCC, and Conservation District.	1 Agreement	Oct 20	Directors District staff Team 10			
Discuss and encourage employee participation in civil rights activities and special observances during designated months.	5 events	Sep 20 Oct 20 Nov 20 Jan 21 Feb 21	Team 10	5 days	In-Kind	(Hispanic) (Women) (Native American) (Asian/Pacific Islander) (Black)
Include non-discrimination statement on all news releases, newsletters, and publications developed for public distribution.		Sept 21	Team 10 District staff			

Yard-Certification Program

The Oklahoma Association of Conservation Districts through the Oklahoma County Conservation District proposes the implementation of an “eco-friendly” yard certification program throughout the OKC metro area and surrounding urban areas. There are two major objectives behind this program. First, landowners who are good stewards of their property and practice desirable conservation activities will be provided a yard sign highlighting their yard’s ecosystem services. As a bonus, each certified landowner will receive a native wildflower seed mix to enhance their existing yard. The second goal of this program will be to further education and outreach to nearby communities on the value of these practices, and seek opportunities to improve community spaces through the installation of pollinator gardens.

In order to be considered for certification, interested landowners should submit a video highlighting the conservation practices that they utilize to make their yard eco-friendly. A checklist of qualifies practices is provided for individuals along with a list of resources. Novel practices will be reviewed and considered on a case by case basis. Those not wishing to submit a video for consideration may submit a checklist and arrange for an in-person consult for certification.

Additional Opportunities

- Landowners who engage in particularly interesting conservation and stewardship practices may be asked to use their yard for follow-up educational webisodes.
- Through increased outreach via this program, it is the goal to find 3 additional community sites in which to introduce a pollinator prairie for additional education and outreach opportunities. New pollinator prairies will be incorporated into the existing soil monitoring sites.
- On-site virtual webisodes can be hosted at existing pollinator prairies for educational and outreach purposes.
- Webpage with resources for transitioning to a more eco-friendly yard

Metrics for Success

Metrics	Goal
Community/Office Pollinator Spots	3
Certified-Yards	20
Certified-Yard Educational Webisodes	3
Pollinator Prairie Webisodes	2
Webpage traffic	
Views of Webisodes on FB	
Likes, views of FB posted	



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

YARD-CERTIFICATION CHECKLIST

Name:

Date:

Address:

Phone Number:

Email:

Date Video Submitted:

Soil

- Use of organic mulch (non-rubber, non-dyed) such as wood chips or leaves to help build soil organic matter and hold moisture
- On-site Composting system capturing organic waste for use in the landscape
- Practice mulch mowing of lawn rather than bagging lawn clippings
- Improve soil and plant health through compost amendments
- Fertilizer-free yard
- Increase mowing height to at least 3"

Water

- Irrigation free or otherwise drought and heat tolerant landscape
- Use of efficient irrigation equipment and controllers
- Utilize rain barrels to capture rainwater for irrigation use
- Use of a rain garden or bioswale to capture, slow and infiltrate rainwater

Habitat

- Use of native or well-adapted plants to Oklahoma
- Use of host plants for native wildlife (ex. milkweed for monarchs)
- Nonnative or invasive plant species excluded or removed from landscape
- Turf grass areas reduced to functional areas
- Functional lawn species like clover are protected and not mowed
- Plant diversity providing nectar and pollen for wildlife throughout the growing season
- Pesticide-free yard (including pre-emergents)
- Presence of native trees/shrubs creating vertical structure
- Presence of bee hotels, birdhouses, and/or bat boxes
- Presence of rock or brush pile

Food

- Portion of landscape devoted to food production
- Use of cover crops or companion plantings
- Presence of fruit-producing trees or shrubs
- Integration of grazing/ pasture animals (chickens, goats, cattle, etc.)
- Maintenance of honeybee hives



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

RESOURCES:

- Oklahoma Proven Plant List
- Okies for Monarchs List
- Squeeze Every Drop

For District Use Only:

Date Video Received:

Date Site Visit Completed:

Date Sign Provided:

Follow-up Scheduled For:

PROJECTED

	Item	Source	Quantity	Unit Price	Subtotal
Annual Soil Sampling	Lawn & Prairie Plot Samples (2 samples per site)	OSU Extension (NPK + OM)	18	\$ 18.00	\$ 324.00
Educational Signage	Certified-Yard Signs	Signs.com	50	\$ 10.00	\$ 500.00
	Velcro/Fasteners for Signs	Office Depot	1	\$ 17.00	\$ 17.00
Plants & Seed	quart-sized pollinator plants	Wild Things Nursery	300	\$ 5.00	\$ 1,500.00
	20lb. Bag Wildflower Pollinator Mix	Johnston Seed Co.	15	\$ 32.00	\$ 480.00
	5lb. Bag Big 4 Native grasses (3.24lb pure live seed)	Johnston Seed Co.	3.241	\$ 10.00	\$ 32.41
Plant Installation	Spare Ryobi Drill Battery (for auger)	Home Depot	1	\$ 77.00	\$ 77.00
	Gasoline (for tiller + travel) gallons	Gas Station	20	\$ 2.00	\$ 40.00
	Round Point Floral Shovel	Home Depot	5	\$ 16.00	\$ 80.00
Outreach	Website Resource Page Creation	OACD	1	\$ 1,100.00	\$ 1,100.00
Outreach	Targeted Facebook Ads	Facebook	12	\$ 30.00	\$ 360.00
Outreach	Google Adwords	Google	12	\$ 30.00	\$ 360.00
Incidentals	Miscellaneous/Unknowns		1	\$ 121.52	\$ 121.52

SUBTOTAL:	\$ 4,991.93
OH (20%):	\$ 998.39
Project Management (10%):	\$ 599.03
GRAND TOTAL:	\$ 6,589.35