

## CHECKLIST OF BOARD ACTION REQUIRED

***All Cost Share Program actions taken must be recorded in the board meeting minutes. This completed form can be used as an attachment to your board meeting minutes.***

1	<b><u>CONSERVATION DISTRICT PARTICIPATION</u></b> - Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.	
	Date:	Action:
2	<b><u>BOARD MEMBER PARTICIPATION</u></b> - Are district board members allowed to make application in the local program? Complete the <i>Director Participation</i> form and email it to OCC. At this point any board member making application <b><u>must immediately</u></b> remove themselves from board discussions and votes on program items.	
	Date:	Action:
3	<b><u>CHOOSE DISTRICT REPRESENTATIVE</u></b> - Designate the authorized district representative. This person <b><u>must</u></b> be a district board member. Any board member making application in the local program is <b><u>not</u></b> eligible to serve as the district representative.	
	Date:	Action:
4	<b><u>CHOOSE PRACTICES</u></b> - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.	
	Date:	Action:
5	<b><u>CHOOSE COST SHARE RATE &amp; MAXIMUM PAYMENT</u></b> - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed <b><u>85%</u></b> and the maximum cost-share payment amount can't exceed <b><u>\$7,500</u></b> per participant.	
	Date:	Action:
6	<b><u>DEVELOP APPLICATION RANKING SYSTEM</u></b> - Establish your district's local program priorities and application ranking system. <b><u>Submit your ranking system to OCC for review and approval prior to starting the application process.</u></b>	
	Date:	Action:
7	<b><u>SET APPLICATION PERIOD &amp; ADVERTISING</u></b> - Establish your district's application period and advertise locally.	
	Date:	Action:

**STOP STOP Submit your ranking system to OCC for review and approval. STOP STOP**

# OKLAHOMA COUNTY CONSERVATION DISTRICT

## Ranking sheet - Cost Share Program Year 23:

APP#

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Does Applicant meet eligibility requirements

Y N

### 1. Brush Management (314)

1,000 pts

Mechanical

> 51% Canopy cover

31-50% Canopy cover

11-30% Canopy cover

4pt/ac		
2pt/ac		
.5pt/ac		

Calculations:

### 2. Water Well (642)

750 pts

No reliable source 50pts

Water within 1/2 mile 25pts

Water within 1/4 mile 5pts


Calculations:

### 3. Pond (378)

500 Pts

No reliable source 50pts

Water within 1/2 mile 25pts

Water within 1/4 mile 5pts


Calculations:

### 4. Forage and Biomass planting (512)

250 pts

Cropland to grass

Calculations:

Tons saved x 5pt/ton

**Total cost of the project**

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Total cost to the program - 85% not to exceed \$5,000 maximum

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**Exception:** Water wells not to exceed \$3,500 maximum

\*\*If applicant has had an incomplete or canceled agreement within the last 3 cost share program years, reduce total ranking points by 25%

Program Year	PY 22
Report Month	21-Feb
District	Oklahoma County

OCC (04/2019)

**STATE OF OKLAHOMA  
 CONSERVATION COST-SHARE PROGRAM  
 MONTHLY REPORT**

Allocation Received from OCC \$21,609.09

Check #	Check Date	Participant Name & Agreement Number <small>(SIGNED AGREEMENTS)</small>	Effective Date of the Agreement	Obligated Amount	Cost-Share Payment
3475	1/6/21	3-R Farms LLC, 56-022-001	6/18/20	\$0.00	\$5,000.00
3479	1/19/21	Clint Spencer, 56-022-002	5/29/20	\$0.00	\$3,123.16
3421	7/31/20	William Welden, 56-022-003	5/18/20	\$0.00	\$2,862.89
3433	9/30/20	Gary Moore, 56-022-004	5/28/20	\$0.00	\$3,952.50
3491	2/4/21	Caleb Brown, 56-022-005	6/22/20	\$0.00	\$1,670.54
3476	1/6/21	Milford Roberts, 56-022-008	6/25/20	\$0.00	\$3,060.00
<b>Total Obligated Amount</b>				\$0.00	\$19,669.09
<b>Total Cost Share Payments Made</b>				\$19,940.00	\$19,669.09
<b>Amount Available to Obligated to Participants</b>				\$1,940.00	

Performance Worksheet/Operational Tasks

FY 2020

Oklahoma County  
 Conservation District:

Feb-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
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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		TW	TW	TW	X	X				H	TW	X	X	X				X	X	X	X	X				
General office correspondence	X			X						X							X						X								
Record of meeting minutes																															
Maintain office schedules																															
Maintain ledgers																															
Other																	X						X		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: 19 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)

  
 NRCS District Conservationist (Signature & Date)

## **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.

*Moeble - 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.

Retail Work Order  
 192560  
 Emailed on 02/25/2021  
 Emailed to kevin.mink@usda.gov



Store# 015474

In: 02/25/21 08:40AM  
 Due: 02/25/21 06:00PM

www.FirestoneCompleteAutoCare.com

Cust Status: Drop Off      Appt: No      INITIAL WORK ORDER

SHEPHERD MALL - 2250 NW 23RD ST, OKLAHOMA CITY, OK. 73107-2432 - 405.525.3525

Service Advisor: 40 JAMES

Wheel Lock:

Customer Details:  
 OKLA COUNTY CONSERVA

Alt. Auth. Name & Phone:

Vehicle Details:  
 2013 CHEVROLET SILVERADO 1500 WT

N/A

4.3L V6 FI GAS VIN X OHV

VIN #:

LIC #:

EST. MILEAGE: 1

405.415.4602

Description	Article Number	T#	Qty	Part	Labor	Extended Price	Job Total
<b>BATTERY REPLACEMENT</b>							<b>219.99</b>
MTP48/H6 INTERSTATE BATTERY	7005937		1	169.99		169.99	
BATTERY CORE	7004413		1	20.00		20.00	
REMOVE & REPLACE BATTERY	077005394		1		30.00	30.00	
<b>PRIMEWELL TIRE PACKAGE</b>							<b>491.12</b>
011770 PRIMEWELL VALERA H/T OWL P245/70R17 108T 50,000 Mile Limited Warranty	011770		4	80.99		323.96	
DOT# _____	DOT# _____						
DOT# _____	DOT# _____						
OKLAHOMA SCRAP TIRE FEE	007096822		4		2.90	11.60	
LIFETIME NEW TIRE WHEEL BALANCE LABOR	007013627		4		16.99	67.96	
TPMS VALVE SERVICE KIT LABOR	037008190		4		3.17	12.68	
6-207A TPMS VALVE VS-950-15	7009357		4	6.99		27.96	
7059005 PROTECT TIRE REPAIR & REPLACEMENT PLAN	7059005		4	11.74		46.96	
TIRE INSTALLATION	067015016		4		N/C	N/C	
<b>COURTESY CHECK</b>							<b>0.00</b>
Ed-18 Battery Inspection							
COURTESY CHECK	017046930		1		N/C	N/C	

OE: P245/70R17

PSI 35

Torque 140

Parts Return: No

Flat rate charged per internal & Mitchell labor manuals

Pay Type: Unspecified

Retail Work Order  
192560  
Emailed on 02/25/2021  
Emailed to kevin.mink@usda.gov



Store# 015474

In: 02/25/21 08:40AM  
Due: 02/25/21 06:00PM

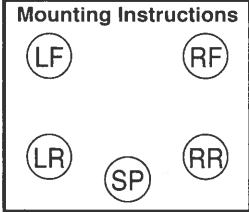
www.FirestoneCompleteAutoCare.com

Cust Status: Drop Off

Appt: No

INITIAL WORK ORDER

SHEPHERD MALL - 2250 NW 23RD ST, OKLAHOMA CITY, OK. 73107-2432 - 405.525.3525



I acknowledge that I have reviewed this estimate of repair and service work. I hereby authorize the above work to be done, including the indicated parts and labor, and promise to pay for all such work. I grant permission to operate the referenced vehicle on streets, highways, or elsewhere for the purpose of inspection and/or testing. I understand that all claims must be accompanied by an invoice. I understand if additional work is required, you will obtain my verbal or written authorization before any additional work is begun, unless otherwise specified on this estimate.

Summary

Parts	588.87
Labor	122.24
Shop Supplies	7.74
Sub	718.85
Tax	51.46
Total	770.31



X

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



Please do not leave valuables in your vehicle.  
Firestone Complete Auto Care is not and will not be held responsible for missing or stolen items.

Information on tire warranty, maintenance, and safety can be located at  
<https://www.firestonecompleteautocare.com/tires/warranty-options/>  
or by calling toll free 800-847-3272 to obtain a free printed copy

Information on battery warranty, maintenance, and safety can be located at  
<https://www.firestonecompleteautocare.com/maintain/batteries/battery-warranty-options/>



QUOTE # 4516

CUSTOMER INFORMATION		VEHICLE INFORMATION	STORE LOCATION
DISCOUNT TIRE		2013 CHEVROLET	OKO 13
2701 NW EXPRESSWAY		SILVERADO 1500	2701 NW EXPRESSWAY
		17"OPT LS/LT/LTZ	OKLAHOMA CITY OK 73112-7047
OKLAHOMA CITY	OK 73112		PHONE: 405-832-9034
(H) 405-832-9034		PLATE # UNKNOWN	
		MILEAGE: UNKNOWN	546 TYLER S RAMSFIELD
		TORQUE SPECS: 140	

CODE	CC	QTY	SIZE/DESCRIPTION	F.E.T.	PRICE	AMOUNT
26167	NRM	4	265 /70 R17 115T SL OWL PTF PATHFINDER AT	.00	157.00	628.00
WARRANTY: MILEAGE- 55,000 WORKMANSHIP/MATERIALS-LIFETIME						
COMMENT: kevin.mink@usda.gov						
COMMENT: BOLT PATTERN: 6-139.7						
COMMENT: INFLATION F:35 R:35						
86888	NRM	4	STATE REQUIRED TIRE FEE	.00	2.90	11.60
80219	NRM	4	INSTALLATION & LIFE OF TIRE MAINTENANCE	.00	21.00	84.00
86607	NRM	4	DIL VS950 TQ12 T10 SNAP-IN TPMS RBK VALVE KIT VS950	.00	.00	.00

TAX: 54.17  
TOTAL: 777.77

FREE CUSTOMER FLAT REPAIR AND ROTATION  
This quote is good for 30 days  
THANK YOU FOR SHOPPING DISCOUNT TIRE CO.

\_\_\_\_\_  
(Salesman's Signature)

QUOTE  
2979081

FIRESTONE COMPLETE AUTO CARE  
2250 NW 23RD ST  
OKLAHOMA CITY, OK. 73107-2432

SERVICE ADVISOR:  
01 RICK  
405.525.3525

Emailed on 03/03/2021  
Emailed to oklahomaccd@conservation.ok.gov

OKLA COUNTY CONSERVA

2013 CHEVROLET SILVERADO 1500 WT  
4.3L V6 FI GAS VIN X OHV

LIC # VIN #  
IN EST. MILEAGE 0

405.415.4602

Store # 015474

QUOTE

Description	Article Number	T#	Qty	Part	Labor	Extended Price	Job Total
<b>PRIMEWELL TIRE PACKAGE</b>							<b>548.16</b>
002812 PRIMEWELL VALERA A/T BL P245/70R17	002812		4	111.99		447.96	
108T 50,000 Mile Limited Warranty							
OKLAHOMA SCRAP TIRE FEE	7096822		4		2.90	11.60	
NEW TIRE WHEEL BALANCE LABOR	7013632		4		11.99	47.96	
TPMS VALVE SERVICE KIT LABOR	7008190		4		3.17	12.68	
6-207A TPMS VALVE VS-950-15	7009357		4	6.99		27.96	
TIRE INSTALLATION	7015016		4		N/C	N/C	

Prices valid for 30 days.

Summary	
Parts	475.92
Labor	72.24
Shop Supplies	4.24
Sub	552.40
Tax	41.41
Total	593.81

**THIS IS NOT AN INVOICE- DO NOT PAY**

QUOTE  
2979081

FIRESTONE COMPLETE AUTO CARE  
2250 NW 23RD ST  
OKLAHOMA CITY, OK. 73107-2432

SERVICE ADVISOR:  
01 RICK  
405.525.3525

Emailed on 03/03/2021  
Emailed to oklahomaccd@conservation.ok.gov

OKLA COUNTY CONSERVA

2013 CHEVROLET SILVERADO 1500 WT  
4.3L V6 FI GAS VIN X OHV  
LIC # VIN #  
IN EST. MILEAGE 0

405.415.4602

Store # 015474

QUOTE

Description	Article Number	T#	Qty	Part	Labor	Extended Price	Job Total
<b>BRIDGESTONE TIRE PACKAGE</b>							<b>908.16</b>
000044 DUELER A/T REVO 3 P-METRI OWL P245/70R17 108T 60,000 Mile Limited Warranty	000044		4	201.99		807.96	
OKLAHOMA SCRAP TIRE FEE	7096822		4		2.90	11.60	
NEW TIRE WHEEL BALANCE LABOR	7013632		4		11.99	47.96	
TPMS VALVE SERVICE KIT LABOR	7008190		4		3.17	12.68	
6-207A TPMS VALVE VS-950-15	7009357		4	6.99		27.96	
TIRE INSTALLATION	7015016		4		N/C	N/C	

Prices valid for 30 days.

Summary	
Parts	835.92
Labor	72.24
Shop Supplies	4.24
Sub	912.40
Tax	72.46
Total	984.86

**THIS IS NOT AN INVOICE- DO NOT PAY**

QUOTE  
2979081

FIRESTONE COMPLETE AUTO CARE  
2250 NW 23RD ST  
OKLAHOMA CITY, OK. 73107-2432

SERVICE ADVISOR:  
01 RICK  
405.525.3525

Emailed on 03/03/2021  
Emailed to oklahomaccd@conservation.ok.gov

OKLA COUNTY CONSERVA

2013 CHEVROLET SILVERADO 1500 WT  
4.3L V6 FI GAS VIN X OHV  
LIC # VIN #  
IN EST. MILEAGE 0

405.415.4602

Store # 015474

QUOTE

Description	Article Number	T#	Qty	Part	Labor	Extended Price	Job Total
<b>FIRESTONE TIRE PACKAGE</b>							<b>916.16</b>
004385 DESTINATION X/T OWL LT245/70R17 E119S 50,000 Mile Limited Warranty	004385		4	198.99		795.96	
OKLAHOMA SCRAP TIRE FEE	7096822		4		2.90	11.60	
LIFETIME NEW TIRE WHEEL BALANCE LABOR	7013627		4		16.99	67.96	
TPMS VALVE SERVICE KIT LABOR	7008190		4		3.17	12.68	
6-207A TPMS VALVE VS-950-15	7009357		4	6.99		27.96	
TIRE INSTALLATION	7015016		4		N/C	N/C	

Prices valid for 30 days.

Summary	
Parts	823.92
Labor	92.24
Shop Supplies	5.64
Sub	921.80
Tax	71.55
Total	993.35

**THIS IS NOT AN INVOICE- DO NOT PAY**

## **Oklahoma County Conservation District District Employees Report March 3, 2021**

### **District Manager – Don Bartolina**

- ✓ Telework from home, monitor district operations and correspondence, make staff contacts as needed
- ✓ Review Cost Share Program 23, prepare make recommendations to board
- ✓ Participate in CARE meeting with partner Logan County
- ✓ Participate in CARE Zoom training, review recommended readings
- ✓ Discuss cancellation National Land and Range Judging Contest with Larry Wright
- ✓ Review March board meeting agenda, financial information, and operations, prepare for meeting
- ✓ Participate in Oklahoma Conservation Historical Society meeting
- ✓ Participate in OACD Annual Meeting

### **Administrative Assistant – Becky Inmon**

- ✓ Prepared February board meeting minutes, sent to directors for review, emailed January minutes packet to OCC, minutes to 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 CARE grant funds
- ✓ Participated in OACDE employees meeting on February 18
- ✓ Participated in OCC Teams training on February 24
- ✓ Submitted NACD TA grant funds priority request
- ✓ Participated in monthly CARE teleconference with Logan County on January 22, posted articles to Facebook and webpage related to Black History month and CARE Champion Earl Davis
- ✓ Participated in CARE zoom training on February 25
- ✓ Prepared February payroll and timesheets for staff and archeology assistants, updated earnings records for all employees
- ✓ Prepared EOY Cost Share program Year 22 report, submitted to OCC
- ✓ Entered 1099 information misc. information into OKTap online portal.
- ✓ Assisted OACDE with annual awards order, pickup, and delivery
- ✓ Prepared and submitted pre-claim summaries to OCC
- ✓ Prepared March agenda, board meeting packet with district financial and operations information
- ✓ Assisted NRCS with correspondence and Farm Bill program requests and other duties as needed
- ✓ Assisted Nick Owen with information for TA requests as needed
- ✓ Participated in OACD Annual Meeting on March 1
- ✓ Reviewed Cost Share Program Year 23 information
- ✓ Prepared March meeting agenda, board meeting information packet for directors and posted required information online
- ✓ Telework from home Monday-Wednesday during month of February, monitor emails-forward information as needed, respond to requests, work in office on Thursday-Friday or as necessary

March 3, 2021

OCCD Board Meeting

Kevin Mink

Urban Soil Health Specialist

Monthly Report

- Oklahoma Native Plant Society → hosted Yard by Yard webinar 2/4
  - pre-webinar planning, coordination, and promotion
  - presentation updates and development
- Yard by Yard planning meeting with Cheryl
- Underwood Conservation District → Washington State → adoption of Yard by Yard program
  - program discussion and planning
  - shared materials and resources
- Pollinator planting meeting with Norman City Forester
- Yard by Yard website update meeting w/ OACD
- Norman Environmental Control Advisory Board meeting → seeking adoption of Yard by Yard
- Science Museum of OK → Book Club Interview → Q&A about *The Lorax*
- site meeting w/ RestoreOKC
- Beaver & Harper CCD pollinator garden CTA call
- Okies for Monarchs Regional Event planning discussion (x2)
- CARE → partner teleconference → Outreach Discussion
- YxY video coordination for OCC
- RestoreOKC/NRCS program opportunity research
- Yard by Yard video prep, filming, and editing → launch video → training video
  - script writing → slides for video
- Skyline OKC → discussion with Garden Manager → set up site visit
- obtained quotes for truck tire replacement from Firestone and Discount Tire
- Phone CTA (3) → Arborist CTA (2)