

AGENDA
OKLAHOMA CONSERVATION COMMISSION
Agriculture Building Lab Conference Room • 2800 N. Lincoln • Oklahoma City, Oklahoma
Monday, February 12, 2018 - 9:30 a.m.

1. Call to Order.
2. Roll call.
3. Pledge of Allegiance.
4. Discussion and possible approval of the January 8, 2018 regular meeting minutes.
5. Discussion and possible approval of Claims, Financial Statement and Purchase Card Summary (Exhibit #1).
6. Recognition of Commission employees:
Kim Shaw, Water Quality Blue Thumb Education Quality Assurance Officer, for 15 years of Service.
7. Presentation of Commission Agreements (Exhibit #2):
 - a. Grand River Dam Authority (GRDA) (OCC#539) to cooperate with OCC to construct bio retention cells and permeable paver parking at the GRDA Ecosystems Services Center as part of the OK Water Resources Board – EPA Clean Water Revolving Fund Project.
 - b. Natural Resources Conservation Service (OCC#540) for remedial repair of upstream flood control sites Bear Creek 3, Lost Duck D-9, Sugar Creek Farrow Drop, Sugar Creek L-44 and Upper Black Bear 36.
8. Out of State Travel Requests (Exhibit #3):
Discussion and possible approval of the following request:
 - a. Office of Surface Mining Reclamation and Enforcement Technical Innovation and Professional Services – AML Design Workshop: Dangerous High walls – April 22-27, 2018 – Monroeville, Pennsylvania
 - b. Mid America GIS Consortium (MAGIC) Symposium – April 23-27, 2018 – Omaha, Nebraska
 - c. National Association of Conservation Districts Spring Fly In – March 19-21, 2018 – Washington, D.C.
9. Discussion and possible approval of Recommendations for Appointment of Conservation District Director (Exhibit #4).

10. Discussion and possible approval of final settlement with Oklahoma Emergency Management for final repayment of FEMA Funds on DR 1718 – Sugar Creek (Exhibit #5).
11. Discussion and possible approval of Commission purchasing policy (Exhibit #6).
12. Discussion and possible approval of the State Guidelines for the Conservation Cost Share Program Year 19 (Exhibit #7).
13. Discussion of the Governor's Executive Budget for Fiscal Year 2019 (Exhibit #8).
14. Public Comments.
15. New Business.
16. Break (at option of the Chair)
17. Partnership Reports:
 - a. Oklahoma Department of Agriculture, Food and Forestry
 - b. USDA-Natural Resources Conservation Service
 - c. Oklahoma Association of Conservation Districts
18. Status Reports:
 - a. Oklahoma Conservation Commission Members
 - b. Oklahoma Conservation Commission Staff
 1. Trey Lam, Executive Director
 2. Shanon Phillips, Water Quality Director
 3. Mike Sharp, Office of Geographic Information and Technical Services Director
 4. Robert Toole, Abandoned Mine Land Program Director
 5. Tammy Sawatzky, Conservation Programs Director
 6. Lisa Knauf Owen, Assistant Director
19. Next Meeting: Monday, March 5, 2018, Agriculture Building Board Room, 2800 N. Lincoln Boulevard, Oklahoma City, Oklahoma at 9:30 a.m.
20. Adjournment.

MINUTES

CALL TO ORDER

The Oklahoma Conservation Commission met Monday, February 12, 2018, at the Agriculture Building Lab Conference Room located at 2800 N. Lincoln in Oklahoma City, Oklahoma. The meeting was called to order at 9:30 a.m. by Chairman Deanna LeGrand. She stated this was a rescheduled Regular Meeting held in accordance with the Open Meeting Law, Title 25, Oklahoma Statutes, Sections 301 and following as amended. The agenda for this meeting was posted on Thursday, February 8, 2018, at the front entrance of the building.

ROLL CALL

Lisa Knauf Owen, Assistant Director, took roll call and the following members were in attendance:

Deanna LeGrand, Chair, Area 4 Member
Bill Clark Jr., Vice Chair, Area 5 Member
Karl Jett, Secretary, Area 1 Member
Phil Campbell, Area 2 Member
Scotty Herriman, Area 3 Member

Others in attendance were:

Trey Lam, Executive Director
Lisa Knauf Owen, Assistant Director
Shanon Phillips, Water Quality Division Director
Mike Sharp, Office of Geographic Information and Technical Services Division Director
Tammy Sawatzky, Conservation Programs Division Director
Robert Toole, Abandoned Mine Land Division Director
Janet Stewart, General Counsel
Chris Cox, Public Information Officer
Greg Kloxin, Water Quality Division Assistant Director
Ed Crall, Water Quality Division Cost-Share and Finance Director
Kim Shaw, Water Quality Blue Thumb Education Quality Assurance Officer
Nancy Tackett, Oklahoma Department of Agriculture Comptroller
Jeremy Seiger, Oklahoma Department of Agriculture - Agricultural Environmental Management Services Director
Gary O'Neill, Natural Resources Conservation Service State Conservationist
Sarah Blaney, Oklahoma Association of Conservation Districts Executive Director

PLEDGE OF ALLEGIANCE

Mr. Phil Campbell led the group in the Pledge of Allegiance.

MINUTES OF PREVIOUS REGULAR MEETING

A motion was made by Mr. Clark and seconded by Mr. Campbell to approve the minutes of the January 8, 2018 Commission meeting as written. Those voting aye were: Jett, Campbell, Herriman, LeGrand and Clark. Nay votes: none. Motion carried.

CLAIMS/FINANCIAL STATEMENT

Nancy Tackett, Oklahoma Department of Agriculture Comptroller, presented the claims and financial statement as listed in Exhibit #1. A motion was made by Mr. Herriman and seconded by Mr. Campbell to approve the claims and financial statement. Those voting aye were: Jett, Campbell, Herriman, LeGrand and Clark. Nay votes: none. Motion carried.

STAFF RECOGNITION

Shanon Phillips, Water Quality Division Director presented Kim Shaw, Water Quality Blue Thumb Education Quality Assurance Officer for recognition of 15 years of service.

PRESENTATION OF AGREEMENTS

Lisa Knauf Owen, Assistant Director presented new agreements listed as items “a and b” in Exhibit #2. She recommended approval of these agreements as presented. A motion was made by Mr. Clark and seconded by Mr. Jett to approve the new agreements as listed. Those voting aye were: Jett, Campbell, Herriman, LeGrand and Clark. Nay votes: none. Motion carried.

OUT OF STATE TRAVEL REQUESTS

Trey Lam, Executive Director, presented the out of state travel requests for approval as listed in Exhibit #3. A motion was made by Mr. Campbell and seconded by Mr. Herriman to approve the travel requests as presented; designating two Commissioners to attend the NACD Spring Fly-In. Those voting aye were: Jett, Campbell, Herriman, LeGrand and Clark. Nay votes: none. Motion carried.

RECOMMENDATIONS FOR APPOINTMENT

Ms. Owen presented the recommendation for appointment of conservation district directors as listed in Exhibit #4. A motion was made by Mr. Jett and seconded by Mr. Campbell to approve district director appointment as listed. Those voting aye were: Jett, Campbell, Herriman, LeGrand and Clark. Nay votes: none. Motion carried.

FINAL SETTLEMENT WITH OKLAHOMA EMERGENCY MANAGEMENT FOR REPAYMENT OF FEMA FUNDS

Mr. Lam explained that Federal Emergency Management (FEMA) had forwarded funds to South Caddo Conservation District and the Commission for damage repairs to upstream flood control structures caused by the 2007 inland hurricane. Mr. Lam further explained that he had been working with Oklahoma Emergency Management to return the remaining funds to the proper authority as outlined in Exhibit #5. After discussion, a motion was made by Mr. Herriman and seconded by Mr. Clark to authorize final repayment of FEMA funds for DR1718 – Sugar Creek. Those voting aye were: Jett, Campbell, Herriman, LeGrand and Clark. Nay votes: none. Motion carried.

CONSERVATION COMMISSION PURCHASING POLICY

Mr. Lam presented the Commission Purchasing Policy (Exhibit #6) for approval. He noted that the policy has been reviewed and approved by Oklahoma Management and Enterprise Services (OMES). He also thanked staff, Greg Kloxin and Janet Stewart, along with Department of Agriculture staff, Nancy Tackett and Mitch Broiles for their work to put this document in place. After discussion, a motion was made by Mr. Campbell and seconded by Mr. Clark to approve the

Commission Purchasing Policy as written. Those voting aye were: Jett, Campbell, Herriman, LeGrand and Clark. Nay votes: none. Motion carried.

STATE GUIDELINES FOR CONSERVATION STATE COST SHARE PROGRAM YEAR 19

Tammy Sawatzky, Conservation Programs Division Director presented draft guidelines for Program Year 19 of the cost share program as presented in Exhibit #7. She noted that the Commission is proposing to allocate \$1.8 million for this program year and roll over of funds will require prior approval. Based on recommendations and input from the Natural Resources Conservation Service the Commission is proposing the following date changes for the program; Program Year – February 20, 2018 to October 31, 2019; Allocation Period – February 20, 2018 to October 31, 2018. After discussion, a motion was made by Mr. Clark and seconded by Mr. Jett to approve the Conservation State Cost Share Program Year 19 guidelines with revised dates as presented. Those voting aye were: Jett, Campbell, Herriman, LeGrand and Clark. Nay votes: none. Motion carried.

GOVERNOR’S EXECUTIVE BUDGET

Mr. Lam reviewed the Governor’s Executive Budget (Exhibit #8) presented during the state of the state address. No action required.

PUBLIC COMMENTS

No Public Comments.

NEW BUSINESS

None.

CONSERVATION PARTNERSHIP REPORTS

Oklahoma Department of Agriculture, Food and Forestry: Jeremy Seiger, Agricultural Environmental Management Services Director reported on the following items:

- Wildlife Services is dealing with coyote control as well as ongoing feral hog control. He also noted that County Commissioners have been requesting beaver control.

- Representative Jeff Coody wants to eliminate the 24 hour notice requirement for aerial hunting of feral hogs. He noted that the agency is seeking input and reviewing the pros and cons of such a change to the rule.

- Discussions are ongoing at the legislature regarding Industrial Hemp legislation.

- Components of the Step Up Oklahoma plan is scheduled to be voted on today.

USDA-Natural Resources Conservation Service: Gary O’Neill, State Conservationist reported on the following items:

- Conservation Stewardship Program signup cutoff will be March 2, 2018. Received notification that Oklahoma was allocated 400,000 acres for the program.

- Received notification that Oklahoma has received an additional \$2 million in Environmental Quality Incentive Program carry over funding.

- Oklahoma will be participating in a leadership program in conjunction with Colorado and New Mexico. The fifteen month program is designed for middle managers and the Oklahoma NRCS employees selected to attend the leadership program are Roderick Dukes, Melanie Oliver, Chris Best, Brandi Jones and Rishell Bowler.

- Agency has received no word on changes to staffing numbers. The restructure plan submitted for approval was based on a staffing level of 280. The agency is currently at 233 employees with 150 field staff.

Oklahoma Association of Conservation Districts: Sarah Blaney, Executive Director reported on the following items:

- The association is encouraging districts to bring cooperators to the Tuesday session of the state meeting.
- Fourteen conservation district directors have been selected for the leadership program.
- The association has had meetings and discussions with partners on development of the farm bill.
- Mike Thralls memorial scholarship has been announced. Deadline for submission is March 16.
- Plans are being made to roll out the new Farm to Food Bank video at the end of the month.
- Continue to submit various grant proposals to assist conservation districts.

OKLAHOMA CONSERVATION COMMISSION MEMBERS

Mr. Herriman reported that the NACD national meeting was a good meeting with lots of discussion on USDA and the development of a new farm bill. He also noted that the Nowata County Conservation District secretary will be retiring after 35 years of service at the end of the month.

Mr. Jett reported that the Beaver County Conservation District secretary resigned. Mr. Jess reported that he will be attending a follow-up meeting on fire management in Beaver County hosted by the Agricultural Research Service. Mr. Jett also noted that he has been participating on the American Farmers and Ranchers policy making team.

Mr. Clark noted that he is helping to sponsor soil health event in the Shawnee area focusing on grazing lands.

Mr. Campbell stated that he was very appreciative of the opportunity to attend the national meeting. He reported that the meeting was very informative.

Ms. LeGrand reported that she attended the Enid Farm Show.

OKLAHOMA CONSERVATION COMMISSION STAFF

Executive Director: Mr. Lam stated a complete written report is in the packet. Mr. Lam reported on the following items:

- Attended the Enid Farm Show and attended the Sorghum Growers Association; assisted with the exhibit and attended a panel discussion on western Oklahoma fire response with Senator Inhofe and Representative Murdock.
- Met with Apache Nation representative, Milton Sovo to discuss brush removal on tribal trust and tribal owned lands.
- Met with Farm to Food Bank partners to discuss projects for the coming year.
- He and Ms. Owen completed OMES Statewide Financial Policy training.
- Made budget presentation to the Joint Appropriations and Budget for Natural Resources and Regulatory Services Subcommittee.

-Attended the NACD meeting annual meeting participating in the tribal RPG, South Central Business meeting and the NASCA meeting.

Water Quality Program: Shanon Phillips, Director, stated a written report is in the packet. Ms. Phillips reported on the following items:

- Blue Thumb staff conducted training in Norman. A professor who attended is interested in analyzing Blue Thumb data with his class.
- Finalized decisions to meeting with southwest conservation districts to discuss the findings of the rotating basin data. Staff will be attending board meetings to garner feedback and discuss natural resource concerns in their area.
- Have received 20 applications for the Soil Health Coordinator position and 30 applications for the Blue Thumb position.
- Preparing to announce new conservation planner positions being located in Cordell and Fairview.

Office of Geographic Information and Technical Services: Mike Sharp, Director, stated a written report is in the packet. Dr. Sharp noted that Ms. Willoughby has prepared 160 maps for the 911 project.

Abandoned Mine Land Reclamation Program: Robert Toole, Director, stated that a written report was in the Commissioner's packet. Mr. Toole summarized the report stating that: construction was completed on one (1) project; construction initiated on one (1) projects; construction is on-going on two (2) projects; one (1) project is in contracting phase; vegetation being managed on four (4) projects; two (2) projects are being monitored for maintenance; four (4) projects are in the design phase; two (2) projects are in survey phase; three (3) sites are in realty phase; one (1) site is in assessment/evaluation phase. Mr. Toole presented the Commissioners with a press release announcing the receipt of this year's grant.

Conservation Programs: Tammy Sawatzky, Director, stated a written report is in the packet. Ms. Sawatzky reported on the following items:

- Rock Creek Rehabilitation is approximately 50% complete.
- Accepted bid from Bruce Davis Construction for \$1.6 million for rehabilitation of Rock Creek 15.
- Working with Logan County Conservation District on notification to landowners regarding the rehabilitation of Cottonwood 54. Janet Stewart and Ms. Sawatzky will be assisting the district with the rehabilitation project due to the retirement of District Manager, Kathy Schmidt.
- Scheduling site showings for remedial repairs on Sugar Creek sites in South Caddo and Cottonwood 17 in East Canadian County Conservation District.

Assistant Director: Ms. Owen noted that monthly activities are outlined in the written report. Ms. Owen reported on the following items:

- Received notification from the Oklahoma Tax Commission that 3,048 Nature Conservancy bison license tags were sold in 2017. The Commission has received \$60,960 for the sale of tags and will pass these funds on to the Nature Conservancy.
- Notified districts of request for proposals for Feral Hog Outreach meetings.
- Have reviewed all payments of insurance and retirement from Conservation Districts to ensure the proper amounts are being paid in 2018.

- Worked with OACD and NACD to develop proposal for funding for part-time archeologists to assist with clearing cultural resources reviews.

NEXT MEETING

The next regular meeting of the Oklahoma Conservation Commission will be held on Monday, March 5, 2018, in the Agriculture Building Board Room, 2800 N. Lincoln Boulevard, Oklahoma City, Oklahoma beginning at 9:30 a.m.

ADJOURNMENT

There being no further business Ms. LeGrand declared the meeting adjourned. The meeting adjourned at 10:52 a.m.

Approved by the Oklahoma Conservation Commission on March 5, 2018.


Chair

OKLAHOMA CONSERVATION COMMISSION
CLAIMS REGISTER BY PROGRAM
FOR THE PERIOD OF JANUARY 1, 2018 THRU JANUARY 31, 2018

Voucher	Fund Class	Department	Date	Amount	Account	Payee
Employee Withholdings / Retirement / Insurance						
00054209	70000	3000002	1/8/2018	10,222.74	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054209	70000	3000002	1/8/2018	(1,448.52)	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054209	19801	3000002	1/8/2018	45,309.28	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054209	19801	3000002	1/8/2018	(8,208.33)	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054210	70000	3000002	1/8/2018	397.85	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054210	19801	3000002	1/8/2018	1,573.77	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054211	70000	3000002	1/8/2018	306.25	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054211	19801	3000002	1/8/2018	1,443.75	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054212	70000	3000002	1/8/2018	283.08	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054212	19801	3000002	1/8/2018	1,334.52	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054213	70000	3000002	1/8/2018	997.16	512110	AMERICAN FIDELITY ASSURANCE
00054214	70000	3000002	1/8/2018	1,005.50	512110	AMERICAN FIDELITY ASSURANCE
00054215	70000	3000002	1/8/2018	2,060.42	512110	STATE & EDUC EMPL GRP INS BD
00054215	19801	3000002	1/8/2018	113,676.58	512110	STATE & EDUC EMPL GRP INS BD
00054208	70000	3000002	1/8/2018	2,665.92	512120	AFLAC
00054268	70000	3000002	1/16/2018	2,665.92	512120	AFLAC
00054270	70000	3000002	1/17/2018	5,014.61	512110	STATE & EDUC EMPL GRP INS BD
00054270	19801	3000002	1/17/2018	105,757.29	512110	STATE & EDUC EMPL GRP INS BD
00054302	70000	3000002	1/18/2018	314.81	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054302	19801	3000002	1/18/2018	1,154.84	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054303	70000	3000002	1/18/2018	10,749.63	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054303	19801	3000002	1/18/2018	47,204.89	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054353	70000	3000002	1/22/2018	2,620.26	512120	AFLAC
H0374778	99400		1/17/2018	25.00	633190	UNITED WAY OF CENTRAL OKLAHOMA INC
H0375661	99400		1/26/2018	114.80	633110	WASHINGTON NATIONAL INSURANCE COMPANY
H0375662	99400		1/26/2018	226.67	633190	UNITED WAY OF CENTRAL OKLAHOMA INC
H0375663	99400		1/26/2018	350.00	633190	OKLAHOMA 529 COLLEGE SAVINGS PLAN
H0375664	99400		1/26/2018	822.99	633110	AFLAC
H0375665	99400		1/26/2018	600.00	633130	CREDIT UNION ONE OF OKLAHOMA
H0375666	99400		1/26/2018	30.00	633190	OKLA PUBLIC EMPLOYEES ASSOC
H0375667	99400		1/26/2018	1,643.00	633130	OKLAHOMA EMPLOYEES CREDIT UNION

\$350,914.68 *Employee Withholdings / Retirement / Insurance*

Administration

00054167	19801	1000001	1/8/2018	(4.55)	522131	BANK OF AMERICA
00054207	19801	1000001	1/8/2018	16,734.57	513250	OKLAHOMA PUBLIC EMPLOYEES RETIREMENT SYS
00054261	19801	1000001	1/10/2018	875.00	532130	AMERICAN SELF STORAGE
00054350	19801	1000001	1/22/2018	185,080.95	548110	CAPITOL IMPROVEMENT AUTHORITY
00054351	40000	1000001	1/22/2018	3,000.00	531260	NASCA

\$205,685.97 *Administration*

Watershed Operation & Maintenance

00054154	40000	2000001	1/4/2018	75,000.00	515450	USDA-NRCS
00054167	19801	2000001	1/8/2018	49.31	531370 01	BANK OF AMERICA
00054167	40000	2000001	1/8/2018	120.00	536140	BANK OF AMERICA
00054167	24500	2000001	1/8/2018	53.30	531370 01	BANK OF AMERICA
00054167	24500	2000001	1/8/2018	1.87	531600 01	BANK OF AMERICA
00054167	19711	2000001	1/8/2018	88.45	522131	BANK OF AMERICA
00054167	19801	2000001	1/8/2018	3.70	531650 01	BANK OF AMERICA

OKLAHOMA CONSERVATION COMMISSION
CLAIMS REGISTER BY PROGRAM
FOR THE PERIOD OF JANUARY 1, 2018 THRU JANUARY 31, 2018

Voucher	Fund Class	Department	Date	Amount	Account	Payee
00054181	24500	2000001	1/8/2018	486.25	555170 99	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054188	24500	2000001	1/8/2018	5,885.22	555170 96	LINCOLN COUNTY CONSERVATION DISTRICT
00054190	24500	2000001	1/8/2018	67.50	555170 96	SOUTH CADDO CONS DISTRICT
00054191	24500	2000001	1/8/2018	5,989.68	555170 96	UPPER WASHITA CONSERVATION DISTRICT
00054216	24500	2000001	1/8/2018	2,118.82	555170 96	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054239	24500	2000001	1/10/2018	8.25	555170 96	GRADY COUNTY CONSERVATION DIST
00054241	19801	2000001	1/10/2018	16.10	555170 96	NOBLE COUNTY CONSERVATION DISTRICT
00054241	24500	2000001	1/10/2018	219.55	555170 96	NOBLE COUNTY CONSERVATION DISTRICT
00054308	24500	2000001	1/18/2018	50.00	555170 96	ATOKA COUNTY CONSERVATION DISTRICT
00054313	24500	2000001	1/22/2018	636.35	555170 96	UPPER WASHITA CONSERVATION DISTRICT
00054314	24500	2000001	1/22/2018	57.31	555170 96	PONTOTOC COUNTY C D
00054315	24500	2000001	1/22/2018	<u>69.20</u>	555170 96	CUSTER COUNTY CONSERVATION DISTRICT
				\$90,920.86	Watershed Operation & Maintenance	
Watershed Rehabilitation						
00054186	40000	2000003	1/8/2018	573.33	555170	PONTOTOC COUNTY C D
00054235	19801	2000003	1/10/2018	100.00	531250	DEPARTMENT OF ENVIRONMENTAL QUALITY
00054236	19801	2000003	1/10/2018	100.00	531250	DEPARTMENT OF ENVIRONMENTAL QUALITY
00054316	40000	2000003	1/22/2018	6,573.85	555170	SEQUOYAH COUNTY CONSERVATION DISTRICT
00054349	40000	2000003	1/22/2018	<u>760,000.00</u>	545110	USDA-NRCS
				\$767,347.18	Watershed Rehabilitation	
Field Services						
00054160	19801	3000001	1/8/2018	2,321.39	555170 05	PAYNE COUNTY CONSERVATION DISTRICT
00054161	19801	3000001	1/8/2018	3,057.16	555170 06	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054161	19801	3000001	1/8/2018	2,146.35	555170 05	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054161	19801	3000001	1/8/2018	135.21	555170 71	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054161	19801	3000001	1/8/2018	139.83	555170 86	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054161	19801	3000001	1/8/2018	83.21	555170 80	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054161	19801	3000001	1/8/2018	47.33	555170 82	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054162	19801	3000001	1/8/2018	2,384.16	555170 05	WEST CADDO CONSERVATION DISTRICT
00054163	19801	3000001	1/8/2018	2,798.90	555170 94	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054164	19801	3000001	1/8/2018	1,933.22	555170 01	UPPER WASHITA CONSERVATION DISTRICT
00054164	19801	3000001	1/8/2018	968.86	555170 12	UPPER WASHITA CONSERVATION DISTRICT
00054164	19801	3000001	1/8/2018	124.76	555170 71	UPPER WASHITA CONSERVATION DISTRICT
00054164	19801	3000001	1/8/2018	2,316.18	555170 06	UPPER WASHITA CONSERVATION DISTRICT
00054164	19801	3000001	1/8/2018	159.39	555170 80	UPPER WASHITA CONSERVATION DISTRICT
00054164	19801	3000001	1/8/2018	165.93	555170 81	UPPER WASHITA CONSERVATION DISTRICT
00054165	19801	3000001	1/8/2018	166.30	555170 71	NORTH CADDO CONSERVATION DISTRICT
00054165	19801	3000001	1/8/2018	1,143.24	555170 94	NORTH CADDO CONSERVATION DISTRICT
00054165	19801	3000001	1/8/2018	1,939.78	555170 01	NORTH CADDO CONSERVATION DISTRICT
00054165	19801	3000001	1/8/2018	63.13	555170 80	NORTH CADDO CONSERVATION DISTRICT
00054165	19801	3000001	1/8/2018	109.64	555170 81	NORTH CADDO CONSERVATION DISTRICT
00054166	19801	3000001	1/8/2018	2,327.49	555170 06	PONTOTOC COUNTY C D
00054168	19801	3000001	1/8/2018	2,729.70	555170 03	SEMINOLE COUNTY CONSERVATION DISTRICT
00054168	19801	3000001	1/8/2018	266.31	555170 80	SEMINOLE COUNTY CONSERVATION DISTRICT
00054168	19801	3000001	1/8/2018	178.98	555170 81	SEMINOLE COUNTY CONSERVATION DISTRICT
00054168	19801	3000001	1/8/2018	139.41	555170 82	SEMINOLE COUNTY CONSERVATION DISTRICT
00054169	19801	3000001	1/8/2018	175.29	555170 26	WOODS COUNTY CONSERVATION DISTRICT
00054169	19801	3000001	1/8/2018	1,595.95	555170 09	WOODS COUNTY CONSERVATION DISTRICT
00054169	19801	3000001	1/8/2018	686.27	555170 01	WOODS COUNTY CONSERVATION DISTRICT
00054169	19801	3000001	1/8/2018	107.97	555170 71	WOODS COUNTY CONSERVATION DISTRICT

OKLAHOMA CONSERVATION COMMISSION
CLAIMS REGISTER BY PROGRAM
FOR THE PERIOD OF JANUARY 1, 2018 THRU JANUARY 31, 2018

Voucher	Fund Class	Department	Date	Amount	Account	Payee
00054169	19801	3000001	1/8/2018	188.93	555170 80	WOODS COUNTY CONSERVATION DISTRICT
00054169	19801	3000001	1/8/2018	62.81	555170 81	WOODS COUNTY CONSERVATION DISTRICT
00054170	19801	3000001	1/8/2018	1,872.18	555170 09	WASHITA COUNTY CONSERVATION DISTRICT
00054170	19801	3000001	1/8/2018	60.99	555170 20	WASHITA COUNTY CONSERVATION DISTRICT
00054170	19801	3000001	1/8/2018	2,693.63	555170 11	WASHITA COUNTY CONSERVATION DISTRICT
00054170	19801	3000001	1/8/2018	139.83	555170 86	WASHITA COUNTY CONSERVATION DISTRICT
00054170	19801	3000001	1/8/2018	45.49	555170 71	WASHITA COUNTY CONSERVATION DISTRICT
00054171	19801	3000001	1/8/2018	2,728.97	555170 12	HUGHES COUNTY CONSERVATION DIST
00054171	19801	3000001	1/8/2018	54.13	555170 46	HUGHES COUNTY CONSERVATION DIST
00054171	19801	3000001	1/8/2018	139.83	555170 86	HUGHES COUNTY CONSERVATION DIST
00054171	19801	3000001	1/8/2018	35.15	555170 80	HUGHES COUNTY CONSERVATION DIST
00054171	19801	3000001	1/8/2018	32.00	555170 82	HUGHES COUNTY CONSERVATION DIST
00054172	19801	3000001	1/8/2018	1,955.46	555170 01	ELLIS COUNTY CONSERVATION DISTRICT
00054172	19801	3000001	1/8/2018	262.50	555170 80	ELLIS COUNTY CONSERVATION DISTRICT
00054172	19801	3000001	1/8/2018	1,420.98	555170 12	ELLIS COUNTY CONSERVATION DISTRICT
00054173	19801	3000001	1/8/2018	1,808.66	555170 01	KIAMICHI CONSERVATION DISTRICT
00054173	19801	3000001	1/8/2018	2,723.03	555170 05	KIAMICHI CONSERVATION DISTRICT
00054174	19801	3000001	1/8/2018	2,095.99	555170 01	BEAVER COUNTY CONSERVATION DISTRICT
00054174	19801	3000001	1/8/2018	139.83	555170 86	BEAVER COUNTY CONSERVATION DISTRICT
00054174	19801	3000001	1/8/2018	2,256.09	555170 12	BEAVER COUNTY CONSERVATION DISTRICT
00054175	19801	3000001	1/8/2018	2,102.79	555170 09	BLAINE COUNTY CONSERVATION DISTRICT
00054175	19801	3000001	1/8/2018	139.83	555170 86	BLAINE COUNTY CONSERVATION DISTRICT
00054176	19801	3000001	1/8/2018	291.24	555170 71	JEFFERSON COUNTY CONSERVATION DIST
00054176	19801	3000001	1/8/2018	139.83	555170 86	JEFFERSON COUNTY CONSERVATION DIST
00054176	19801	3000001	1/8/2018	624.00	555170 61	JEFFERSON COUNTY CONSERVATION DIST
00054177	19801	3000001	1/8/2018	1,954.10	555170 01	TULSA COUNTY CONSERVATION DISTRICT
00054178	19801	3000001	1/8/2018	2,415.72	555170 02	TILLMAN COUNTY CONSERVATION DISTRICT
00054179	24500	3000001	1/8/2018	467.85	555170 99	SHAWNEE CONSERVATION DISTRICT
00054180	19801	3000001	1/8/2018	2,269.31	555170 01	COMANCHE COUNTY CONSERVATION DISTRICT
00054180	19801	3000001	1/8/2018	2,724.54	555170 05	COMANCHE COUNTY CONSERVATION DISTRICT
00054182	19801	3000001	1/8/2018	60.65	555170 71	GRADY COUNTY CONSERVATION DIST
00054182	19801	3000001	1/8/2018	16.65	555170 82	GRADY COUNTY CONSERVATION DIST
00054183	19801	3000001	1/8/2018	1,969.65	555170 01	GRADY COUNTY CONSERVATION DIST
00054183	19801	3000001	1/8/2018	2,657.09	555170 06	GRADY COUNTY CONSERVATION DIST
00054184	19801	3000001	1/8/2018	42.57	555170 80	BRYAN CONSERVATION DISTRICT
00054184	19801	3000001	1/8/2018	279.66	555170 86	BRYAN CONSERVATION DISTRICT
00054184	19801	3000001	1/8/2018	59.52	555170 71	BRYAN CONSERVATION DISTRICT
00054185	19801	3000001	1/8/2018	2,149.03	555170 02	OKLAHOMA COUNTY CONSERVATION DISTRICT
00054185	19801	3000001	1/8/2018	522.23	555170 12	OKLAHOMA COUNTY CONSERVATION DISTRICT
00054185	19801	3000001	1/8/2018	33.05	555170 79	OKLAHOMA COUNTY CONSERVATION DISTRICT
00054187	19801	3000001	1/8/2018	1,791.30	555170 12	GARFIELD CO CONSERVATION DISTRICT
00054187	19801	3000001	1/8/2018	74.83	555170 71	GARFIELD CO CONSERVATION DISTRICT
00054187	19801	3000001	1/8/2018	2,491.34	555170 11	GARFIELD CO CONSERVATION DISTRICT
00054187	19801	3000001	1/8/2018	53.82	555170 80	GARFIELD CO CONSERVATION DISTRICT
00054189	19801	3000001	1/8/2018	2,922.63	555170 02	MURRAY COUNTY CONSERVATION DISTRICT
00054189	19801	3000001	1/8/2018	2,464.67	555170 06	MURRAY COUNTY CONSERVATION DISTRICT
00054189	19801	3000001	1/8/2018	34.89	555170 20	MURRAY COUNTY CONSERVATION DISTRICT
00054189	19801	3000001	1/8/2018	200.00	555170 62	MURRAY COUNTY CONSERVATION DISTRICT
00054202	19801	3000001	1/8/2018	2,207.89	555170 02	COAL COUNTY CONSERVATION DISTRICT NO 19
00054202	19801	3000001	1/8/2018	2,170.05	555170 05	COAL COUNTY CONSERVATION DISTRICT NO 19
00054202	19801	3000001	1/8/2018	265.58	555170 26	COAL COUNTY CONSERVATION DISTRICT NO 19
00054202	19801	3000001	1/8/2018	403.69	555170 94	COAL COUNTY CONSERVATION DISTRICT NO 19
00054202	19801	3000001	1/8/2018	139.83	555170 86	COAL COUNTY CONSERVATION DISTRICT NO 19
00054202	19801	3000001	1/8/2018	4,424.85	555170 95	COAL COUNTY CONSERVATION DISTRICT NO 19
00054202	19801	3000001	1/8/2018	34.10	555170 71	COAL COUNTY CONSERVATION DISTRICT NO 19
00054203	40000	3000001	1/8/2018	500.00	555170 99	OKLAHOMA COUNTY CONSERVATION DISTRICT

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Voucher	Fund Class	Department	Date	Amount	Account	Payee
00054204	40000	3000001	1/8/2018	678.67	555170 99	CLEVELAND COUNTY CONSERVATION DISTRICT
00054240	19801	3000001	1/10/2018	51.06	555170	MURRAY COUNTY CONSERVATION DISTRICT
00054242	19801	3000001	1/10/2018	2,328.43	555170 05	DEWEY COUNTY CONSERVATION DISTRICT
00054242	19801	3000001	1/10/2018	1,033.44	555170 12	DEWEY COUNTY CONSERVATION DISTRICT
00054242	19801	3000001	1/10/2018	300.00	555170	DEWEY COUNTY CONSERVATION DISTRICT
00054243	19801	3000001	1/10/2018	3,644.55	555170 05	TALIHINA CONSERVATION DISTRICT
00054243	19801	3000001	1/10/2018	151.34	555170	TALIHINA CONSERVATION DISTRICT
00054243	19801	3000001	1/10/2018	1,017.30	555170 12	TALIHINA CONSERVATION DISTRICT
00054244	19801	3000001	1/10/2018	2,077.34	555170 11	OKMULGEE COUNTY CONSERVATION DISTRICT
00054244	19801	3000001	1/10/2018	2,097.24	555170 01	OKMULGEE COUNTY CONSERVATION DISTRICT
00054244	19801	3000001	1/10/2018	11.75	555170 69	OKMULGEE COUNTY CONSERVATION DISTRICT
00054244	19801	3000001	1/10/2018	275.00	555170 92	OKMULGEE COUNTY CONSERVATION DISTRICT
00054245	19801	3000001	1/10/2018	2,122.96	555170 03	MAYES COUNTY CONSERVATION DISTRICT
00054246	19801	3000001	1/10/2018	2,541.36	555170 02	CREEK COUNTY CONSERVATION DISTRICT
00054246	19801	3000001	1/10/2018	1,860.95	555170 09	CREEK COUNTY CONSERVATION DISTRICT
00054246	19801	3000001	1/10/2018	300.00	555170 92	CREEK COUNTY CONSERVATION DISTRICT
00054247	19801	3000001	1/10/2018	118.44	555170 30	TEXAS COUNTY CONSERVATION DISTRICT
00054247	19801	3000001	1/10/2018	1,950.29	555170 01	TEXAS COUNTY CONSERVATION DISTRICT
00054247	19801	3000001	1/10/2018	463.43	555170 12	TEXAS COUNTY CONSERVATION DISTRICT
00054247	19801	3000001	1/10/2018	163.01	555170 71	TEXAS COUNTY CONSERVATION DISTRICT
00054262	19801	3000001	1/10/2018	1,952.93	555170 01	CANEY VALLEY CONSERVATION DISTRICT
00054262	19801	3000001	1/10/2018	200.00	555170 22	CANEY VALLEY CONSERVATION DISTRICT
00054262	19801	3000001	1/10/2018	673.89	555170 94	CANEY VALLEY CONSERVATION DISTRICT
00054262	19801	3000001	1/10/2018	300.44	555170 72	CANEY VALLEY CONSERVATION DISTRICT
00054262	19801	3000001	1/10/2018	17.39	555170 84	CANEY VALLEY CONSERVATION DISTRICT
00054271	19801	3000001	1/17/2018	2,541.88	555170 02	CLEVELAND COUNTY CONSERVATION DISTRICT
00054271	19801	3000001	1/17/2018	30.00	555170 82	CLEVELAND COUNTY CONSERVATION DISTRICT
00054272	19801	3000001	1/17/2018	3,057.16	555170 06	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054272	19801	3000001	1/17/2018	2,146.35	555170 05	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054272	19801	3000001	1/17/2018	104.55	555170 26	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054272	19801	3000001	1/17/2018	100.00	555170 70	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054272	19801	3000001	1/17/2018	144.21	555170 71	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054272	19801	3000001	1/17/2018	83.21	555170 80	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054272	19801	3000001	1/17/2018	48.95	555170 82	KIOWA COUNTY CONSERVATION DISTRICT NO 76
00054273	19801	3000001	1/17/2018	2,004.12	555170 01	COTTON COUNTY CONSERVATION DISTRICT
00054274	19801	3000001	1/17/2018	2,004.12	555170 01	COTTON COUNTY CONSERVATION DISTRICT
00054274	19801	3000001	1/17/2018	139.83	555170 86	COTTON COUNTY CONSERVATION DISTRICT
00054275	19801	3000001	1/17/2018	4,659.84	555170 12	WOODWARD COUNTY CONSERVATION DISTRICT
00054276	19801	3000001	1/17/2018	2,309.29	555170 01	CENTRAL N CANADIAN RIVER CONSERVATION
00054277	19801	3000001	1/17/2018	2,614.10	555170 02	OTTAWA COUNTY CONSERVATION DISTRICT
00054277	19801	3000001	1/17/2018	39.99	555170 67	OTTAWA COUNTY CONSERVATION DISTRICT
00054278	19801	3000001	1/17/2018	2,675.67	555170 02	KINGFISHER COUNTY CONSERVATION DISTRICT
00054278	19801	3000001	1/17/2018	2,366.18	555170 05	KINGFISHER COUNTY CONSERVATION DISTRICT
00054279	19801	3000001	1/17/2018	150.00	555170 62	EAST CANADIAN COUNTY CONSERVATION DISTR
00054279	19801	3000001	1/17/2018	101.99	555170 69	EAST CANADIAN COUNTY CONSERVATION DISTR
00054279	19801	3000001	1/17/2018	375.00	555170 92	EAST CANADIAN COUNTY CONSERVATION DISTR
00054280	19801	3000001	1/17/2018	2,603.80	555170 02	OKFUSKEE COUNTY CONSERVATION DISTRICT
00054280	19801	3000001	1/17/2018	2,487.57	555170 06	OKFUSKEE COUNTY CONSERVATION DISTRICT
00054280	19801	3000001	1/17/2018	337.00	555170 80	OKFUSKEE COUNTY CONSERVATION DISTRICT
00054281	19801	3000001	1/17/2018	44.04	555170 26	GARVIN CONSERVATION DISTRICT
00054281	19801	3000001	1/17/2018	2,633.13	555170 06	GARVIN CONSERVATION DISTRICT
00054282	19801	3000001	1/17/2018	2,327.28	555170 01	PAWNEE COUNTY CONSERVATION DISTRICT
00054282	19801	3000001	1/17/2018	126.90	555170 69	PAWNEE COUNTY CONSERVATION DISTRICT
00054283	19801	3000001	1/17/2018	2,528.39	555170 05	DEER CREEK CONSERVATION DISTRICT
00054284	19801	3000001	1/17/2018	2,649.17	555170 03	CIMARRON COUNTY CONSERVATION DISTRICT
00054284	19801	3000001	1/17/2018	94.61	555170 71	CIMARRON COUNTY CONSERVATION DISTRICT

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00054285	19801	3000001	1/17/2018	40.17	555170 71	ARBUCKLE CONSERVATION DISTRICT
00054285	19801	3000001	1/17/2018	79.25	555170 82	ARBUCKLE CONSERVATION DISTRICT
00054286	19801	3000001	1/17/2018	2,374.73	555170 02	LEFLORE COUNTY CONSERVATION DISTRICT
00054286	19801	3000001	1/17/2018	2,567.89	555170 05	LEFLORE COUNTY CONSERVATION DISTRICT
00054287	19801	3000001	1/17/2018	27.62	555170 71	CHEROKEE COUNTY CONSERVATION DISTRICT
00054287	19801	3000001	1/17/2018	816.66	555170 12	CHEROKEE COUNTY CONSERVATION DISTRICT
00054288	19801	3000001	1/17/2018	2,145.88	555170 01	GRANT COUNTY CONSERVATION DISTRICT
00054288	19801	3000001	1/17/2018	1,860.12	555170 09	GRANT COUNTY CONSERVATION DISTRICT
00054289	19801	3000001	1/17/2018	2,623.96	555170 01	ROGERS COUNTY CONSERVATION DISTRICT
00054289	19801	3000001	1/17/2018	3,764.50	555170 11	ROGERS COUNTY CONSERVATION DISTRICT
00054289	19801	3000001	1/17/2018	2,330.75	555170 12	ROGERS COUNTY CONSERVATION DISTRICT
00054289	19801	3000001	1/17/2018	1,601.37	555170 24	ROGERS COUNTY CONSERVATION DISTRICT
00054289	19801	3000001	1/17/2018	9.13	555170 79	ROGERS COUNTY CONSERVATION DISTRICT
00054290	19801	3000001	1/17/2018	2,102.79	555170 09	BLAINE COUNTY CONSERVATION DISTRICT
00054290	19801	3000001	1/17/2018	1,345.63	555170 94	BLAINE COUNTY CONSERVATION DISTRICT
00054291	19801	3000001	1/17/2018	2,131.67	555170 05	CUSTER COUNTY CONSERVATION DISTRICT
00054291	19801	3000001	1/17/2018	2,332.95	555170 02	CUSTER COUNTY CONSERVATION DISTRICT
00054292	19801	3000001	1/17/2018	2,336.86	555170 01	DELAWARE CO CONSERVATION DISTRICT
00054292	19801	3000001	1/17/2018	139.83	555170 86	DELAWARE CO CONSERVATION DISTRICT
00054292	19801	3000001	1/17/2018	968.85	555170 12	DELAWARE CO CONSERVATION DISTRICT
00054293	19801	3000001	1/17/2018	2,680.69	555170 02	MAJOR COUNTY CONSERVATION DISTRICT
00054293	19801	3000001	1/17/2018	2,762.62	555170 09	MAJOR COUNTY CONSERVATION DISTRICT
00054294	19801	3000001	1/17/2018	1,952.46	555170 01	HARPER COUNTY CONSERVATION DISTRICT
00054294	19801	3000001	1/17/2018	166.97	555170 71	HARPER COUNTY CONSERVATION DISTRICT
00054294	19801	3000001	1/17/2018	242.21	555170 12	HARPER COUNTY CONSERVATION DISTRICT
00054294	19801	3000001	1/17/2018	300.00	555170 92	HARPER COUNTY CONSERVATION DISTRICT
00054295	19801	3000001	1/17/2018	1,630.90	555170 12	KONAWA CONSERVATION DISTRICT
00054295	19801	3000001	1/17/2018	65.80	555170 69	KONAWA CONSERVATION DISTRICT
00054296	19801	3000001	1/17/2018	1,614.75	555170 94	LEFLORE COUNTY CONSERVATION DISTRICT
00054297	19801	3000001	1/17/2018	2,586.80	555170 02	MCCLAIN COUNTY CONSERVATION DISTRICT
00054297	19801	3000001	1/17/2018	1,489.45	555170 07	MCCLAIN COUNTY CONSERVATION DISTRICT
00054297	19801	3000001	1/17/2018	104.91	555170 71	MCCLAIN COUNTY CONSERVATION DISTRICT
00054297	19801	3000001	1/17/2018	42.79	555170 79	MCCLAIN COUNTY CONSERVATION DISTRICT
00054297	19801	3000001	1/17/2018	20.00	555170 82	MCCLAIN COUNTY CONSERVATION DISTRICT
00054298	19801	3000001	1/17/2018	2,107.05	555170 01	NOBLE COUNTY CONSERVATION DISTRICT
00054298	19801	3000001	1/17/2018	2,600.08	555170 09	NOBLE COUNTY CONSERVATION DISTRICT
00054298	19801	3000001	1/17/2018	807.38	555170 12	NOBLE COUNTY CONSERVATION DISTRICT
00054299	19801	3000001	1/17/2018	284.20	555170 12	PUSHMATAHA CONSERVATION DISTRICT NO 44
00054300	19801	3000001	1/17/2018	2,149.64	555170 09	SHAWNEE CONSERVATION DISTRICT
00054300	19801	3000001	1/17/2018	949.47	555170 12	SHAWNEE CONSERVATION DISTRICT
00054301	19801	3000001	1/17/2018	3,141.53	555170 02	STEPHENS COUNTY CONSERVATION DISTRICT
00054301	19801	3000001	1/17/2018	2,747.52	555170 05	STEPHENS COUNTY CONSERVATION DISTRICT
00054301	19801	3000001	1/17/2018	2,583.60	555170 94	STEPHENS COUNTY CONSERVATION DISTRICT
00054308	19801	3000001	1/18/2018	2,744.57	555170 02	ATOKA COUNTY CONSERVATION DISTRICT
00054308	19801	3000001	1/18/2018	2,173.14	555170 07	ATOKA COUNTY CONSERVATION DISTRICT
00054308	19801	3000001	1/18/2018	125.00	555170 71	ATOKA COUNTY CONSERVATION DISTRICT
00054309	40000	3000001	1/18/2018	94.00	555170 91	STEPHENS COUNTY CONSERVATION DISTRICT
00054310	24500	3000001	1/18/2018	467.59	555170	ATOKA COUNTY CONSERVATION DISTRICT
00054311	19801	3000001	1/18/2018	3,080.69	555170 05	LOVE COUNTY CONSERVATION DISTRICT
00054311	19801	3000001	1/18/2018	2,338.86	555170 07	LOVE COUNTY CONSERVATION DISTRICT
00054311	19801	3000001	1/18/2018	84.60	555170 69	LOVE COUNTY CONSERVATION DISTRICT
00054311	40000	3000001	1/18/2018	188.00	555170 91	LOVE COUNTY CONSERVATION DISTRICT
00054311	19801	3000001	1/18/2018	50.00	555170 70	LOVE COUNTY CONSERVATION DISTRICT
00054311	19801	3000001	1/18/2018	43.19	555170 71	LOVE COUNTY CONSERVATION DISTRICT
00054326	40000	3000001	1/22/2018	75.20	555170 91	MARSHALL COUNTY CONSERVATION DISTRICT
00054329	19801	3000001	1/22/2018	1,958.06	555170 01	MARSHALL COUNTY CONSERVATION DISTRICT

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00054329	19801	3000001	1/22/2018	2,249.71	555170 09	MARSHALL COUNTY CONSERVATION DISTRICT
00054329	19801	3000001	1/22/2018	75.66	555170 71	MARSHALL COUNTY CONSERVATION DISTRICT
00054332	19801	3000001	1/22/2018	2,580.60	555170 02	JACKSON COUNTY CONSERVATION DIST
00054332	19801	3000001	1/22/2018	3,226.53	555170 05	JACKSON COUNTY CONSERVATION DIST
00054332	19801	3000001	1/22/2018	120.56	555170 71	JACKSON COUNTY CONSERVATION DIST
00054332	19801	3000001	1/22/2018	2,869.87	555170 11	JACKSON COUNTY CONSERVATION DIST
00054338	19801	3000001	1/22/2018	2,207.89	555170 02	COAL COUNTY CONSERVATION DISTRICT NO 19
00054338	19801	3000001	1/22/2018	91.52	555170 26	COAL COUNTY CONSERVATION DISTRICT NO 19
00054338	19801	3000001	1/22/2018	1,143.24	555170 94	COAL COUNTY CONSERVATION DISTRICT NO 19
00054338	19801	3000001	1/22/2018	35.90	555170 71	COAL COUNTY CONSERVATION DISTRICT NO 19
00054339	24500	3000001	1/22/2018	500.00	555170 99	MCINTOSH COUNTY CONSERVATION DISTRICT
00054340	19801	3000001	1/22/2018	1,990.78	555170 01	PITTSBURG COUNTY CONSERVATION DISTRICT
00054340	19801	3000001	1/22/2018	3,251.03	555170 05	PITTSBURG COUNTY CONSERVATION DISTRICT
00054341	19801	3000001	1/22/2018	2,115.52	555170 01	KAY COUNTY CONSERVATION DISTRICT
00054341	19801	3000001	1/22/2018	2,471.57	555170 07	KAY COUNTY CONSERVATION DISTRICT
00054342	19801	3000001	1/22/2018	1,952.86	555170 01	SEQUOYAH COUNTY CONSERVATION DISTRICT
00054342	19801	3000001	1/22/2018	1,050.00	555170 61	SEQUOYAH COUNTY CONSERVATION DISTRICT
00054342	19801	3000001	1/22/2018	32.95	555170 67	SEQUOYAH COUNTY CONSERVATION DISTRICT
00054342	19801	3000001	1/22/2018	88.00	555170 77	SEQUOYAH COUNTY CONSERVATION DISTRICT
00054343	19801	3000001	1/22/2018	2,203.94	555170 03	ADAIR COUNTY CONSERVATION DISTRICT NO 67
00054343	19801	3000001	1/22/2018	2,950.86	555170 09	ADAIR COUNTY CONSERVATION DISTRICT NO 67
00054343	19801	3000001	1/22/2018	220.00	555170 92	ADAIR COUNTY CONSERVATION DISTRICT NO 67
00054344	19801	3000001	1/22/2018	3,486.45	555170 05	LITTLE RIVER CONSERVATION DISTRICT
00054344	19801	3000001	1/22/2018	375.00	555170 92	LITTLE RIVER CONSERVATION DISTRICT
00054344	19801	3000001	1/22/2018	1,962.29	555170 01	LITTLE RIVER CONSERVATION DISTRICT
00054345	19801	3000001	1/22/2018	2,728.81	555170 05	LOGAN COUNTY CONSERVATION DISTRICT
00054345	19801	3000001	1/22/2018	7.68	555170 72	LOGAN COUNTY CONSERVATION DISTRICT
00054346	19801	3000001	1/22/2018	2,880.34	555170 05	NOWATA COUNTY CONSERVATION DISTRICT
00054346	19801	3000001	1/22/2018	14.99	555170 20	NOWATA COUNTY CONSERVATION DISTRICT
00054346	19801	3000001	1/22/2018	3.81	555170 79	NOWATA COUNTY CONSERVATION DISTRICT
00054347	19801	3000001	1/22/2018	2,108.26	555170 01	ALFALFA COUNTY CONSERVATION DISTRICT
00054354	19801	3000001	1/22/2018	1,933.22	555170 01	UPPER WASHITA CONSERVATION DISTRICT
00054354	19801	3000001	1/22/2018	484.43	555170 12	UPPER WASHITA CONSERVATION DISTRICT
00054354	19801	3000001	1/22/2018	124.88	555170 71	UPPER WASHITA CONSERVATION DISTRICT
00054354	19801	3000001	1/22/2018	2,316.18	555170 06	UPPER WASHITA CONSERVATION DISTRICT
00054354	19801	3000001	1/22/2018	170.86	555170 80	UPPER WASHITA CONSERVATION DISTRICT
00054354	19801	3000001	1/22/2018	253.51	555170 81	UPPER WASHITA CONSERVATION DISTRICT
00054355	40000	3000001	1/22/2018	500.00	555170	MCCLAIN COUNTY CONSERVATION DISTRICT
00054358	19801	3000001	1/24/2018	67.82	555170 12	BRYAN CONSERVATION DISTRICT
00054358	19801	3000001	1/24/2018	59.52	555170 71	BRYAN CONSERVATION DISTRICT
00054358	19801	3000001	1/24/2018	34.73	555170 80	BRYAN CONSERVATION DISTRICT
00054359	19801	3000001	1/24/2018	7.48	555170 20	TULSA COUNTY CONSERVATION DISTRICT
00054359	19801	3000001	1/24/2018	1,130.00	555170 61	TULSA COUNTY CONSERVATION DISTRICT
00054359	19801	3000001	1/24/2018	36.24	555170 69	TULSA COUNTY CONSERVATION DISTRICT
00054359	19801	3000001	1/24/2018	74.78	555170 72	TULSA COUNTY CONSERVATION DISTRICT
00054360	19801	3000001	1/24/2018	1,954.10	555170 01	TULSA COUNTY CONSERVATION DISTRICT
00054361	19801	3000001	1/24/2018	2,345.76	555170 05	GREER COUNTY CONSERVATION DIST
00054361	19801	3000001	1/24/2018	18.30	555170 80	GREER COUNTY CONSERVATION DIST
00054361	19801	3000001	1/24/2018	990.38	555170 12	GREER COUNTY CONSERVATION DIST
00054362	19801	3000001	1/24/2018	49.00	555170 72	MUSKOGEE COUNTY CONSERVATION DISTRICT
00054363	19801	3000001	1/24/2018	2,321.39	555170 05	PAYNE COUNTY CONSERVATION DISTRICT

\$302,009.67 *Field Services*

Abandoned Mine Land Reclamation

OKLAHOMA CONSERVATION COMMISSION
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Voucher	Fund Class	Department	Date	Amount	Account	Payee
00054238	40000	4000001	1/10/2018	76.14	521110	ROGERS,VALERIE RENEE
00054237	40000	4000005	1/10/2018	347.71	531250	DEPARTMENT OF ENVIRONMENTAL QUALITY
00054304	40000	4000005	1/18/2018	50.54	555170 88	ROGERS COUNTY CONSERVATION DISTRICT
00054356	40000	4000005	1/23/2018	193,509.65	545110	T MCDONALD CONSTRUCTION INC
00054260	40000	4000006	1/10/2018	4,600.00	546210	BOOTH ENVIRONMENTAL SALES & SERVICE LLC

\$198,584.04 *Abandoned Mine Land Reclamation*

Water Quality

00054157	40000	5000001	1/8/2018	13,236.21	515290	DEPT OF AGRICULTURE FOOD & FORESTRY
00054157	19801	5000001	1/8/2018	1,195.79	515290	DEPT OF AGRICULTURE FOOD & FORESTRY
00054158	40000	5000001	1/8/2018	1,155.25	515450	TOWN OF SPIRO
00054159	40000	5000001	1/8/2018	400.00	555170 98	NORTH CADDO CONSERVATION DISTRICT
00054167	40000	5000001	1/8/2018	57.95	515990	BANK OF AMERICA
00054167	40000	5000001	1/8/2018	635.45	522131	BANK OF AMERICA
00054167	40000	5000001	1/8/2018	295.00	522150	BANK OF AMERICA
00054167	40000	5000001	1/8/2018	8.20	536140	BANK OF AMERICA
00054167	40000	5000001	1/8/2018	2,068.00	537150	BANK OF AMERICA
00054167	40000	5000001	1/8/2018	199.95	537170	BANK OF AMERICA
00054167	40000	5000001	1/8/2018	285.56	541160	BANK OF AMERICA
00054167	40000	5000001	1/8/2018	74.12	542120	BANK OF AMERICA
00054167	40000	5000001	1/8/2018	656.42	522110 01	BANK OF AMERICA
00054167	40000	5000001	1/8/2018	368.00	522131 01	BANK OF AMERICA
00054167	40000	5000001	1/8/2018	207.00	531130 01	BANK OF AMERICA
00054167	40000	5000001	1/8/2018	508.55	531370 01	BANK OF AMERICA
00054167	40000	5000001	1/8/2018	333.18	536140 01	BANK OF AMERICA
00054201	40000	5000001	1/8/2018	112,537.00	549110 00	GRAND RIVER DAM AUTHORITY
00054305	40000	5000001	1/18/2018	177.49	555170 71	CREEK COUNTY CONSERVATION DISTRICT
00054305	40000	5000001	1/18/2018	970.00	555170 75	CREEK COUNTY CONSERVATION DISTRICT
00054305	40000	5000001	1/18/2018	155.00	555170 76	CREEK COUNTY CONSERVATION DISTRICT
00054305	40000	5000001	1/18/2018	75.00	555170 98	CREEK COUNTY CONSERVATION DISTRICT
00054306	40000	5000001	1/18/2018	425.00	555170 99	NORTH FORK OF RED RIVER CONSERVATION
00054307	40000	5000001	1/18/2018	425.00	555170 99	NORTH FORK OF RED RIVER CONSERVATION
00054334	40000	5000001	1/22/2018	500.00	555170 88	DELAWARE CO CONSERVATION DISTRICT
00054336	40000	5000001	1/22/2018	350.00	555170 99	OTTAWA COUNTY CONSERVATION DISTRICT
00054348	40000	5000001	1/22/2018	2,366.03	532110	OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00054352	19801	5000001	1/22/2018	88.50	521120	BAROSS,ROBERT A
00054352	19801	5000001	1/22/2018	36.03	521140	BAROSS,ROBERT A

\$139,789.68 *Water Quality*

Cost Share - Locally Led

00054192	25000	5000004	1/8/2018	2,500.00	555170	DEER CREEK CONSERVATION DISTRICT
00054193	25000	5000004	1/8/2018	2,000.00	555170	LATIMER COUNTY CONSERVATION DISTRICT
00054194	25000	5000004	1/8/2018	5,000.00	555170	MAJOR COUNTY CONSERVATION DISTRICT
00054195	25000	5000004	1/8/2018	5,000.00	555170	NOBLE COUNTY CONSERVATION DISTRICT
00054196	25000	5000004	1/8/2018	1,144.80	555170	NOWATA COUNTY CONSERVATION DISTRICT
00054197	25000	5000004	1/8/2018	3,500.00	555170	PITTSBURG COUNTY CONSERVATION DISTRICT
00054198	25000	5000004	1/8/2018	2,500.00	555170	SHAWNEE CONSERVATION DISTRICT
00054199	25000	5000004	1/8/2018	2,000.00	555170	TALIHINA CONSERVATION DISTRICT
00054200	25000	5000004	1/8/2018	2,000.00	555170	TALIHINA CONSERVATION DISTRICT
00054205	25000	5000004	1/8/2018	1,000.00	555170	LEFLORE COUNTY CONSERVATION DISTRICT
00054206	25000	5000004	1/8/2018	2,462.96	555170	ARBUCKLE CONSERVATION DISTRICT
00054217	25000	5000004	1/8/2018	4,000.00	555170	BEAVER COUNTY CONSERVATION DISTRICT

OKLAHOMA CONSERVATION COMMISSION
CLAIMS REGISTER BY PROGRAM
FOR THE PERIOD OF JANUARY 1, 2018 THRU JANUARY 31, 2018

Voucher	Fund Class	Department	Date	Amount	Account	Payee
00054218	25000	5000004	1/8/2018	1,300.00	555170	CHECOTAH CONSERVATION DISTRICT NO 20
00054219	25000	5000004	1/8/2018	1,875.00	555170	CREEK COUNTY CONSERVATION DISTRICT
00054220	25000	5000004	1/8/2018	3,000.00	555170	CREEK COUNTY CONSERVATION DISTRICT
00054221	25000	5000004	1/8/2018	735.00	555170	CREEK COUNTY CONSERVATION DISTRICT
00054222	25000	5000004	1/8/2018	2,193.00	555170	JEFFERSON COUNTY CONSERVATION DIST
00054223	25000	5000004	1/8/2018	1,605.95	555170	KINGFISHER COUNTY CONSERVATION DISTRICT
00054224	25000	5000004	1/8/2018	2,000.00	555170	LATIMER COUNTY CONSERVATION DISTRICT
00054225	25000	5000004	1/8/2018	643.13	555170	NOWATA COUNTY CONSERVATION DISTRICT
00054226	25000	5000004	1/8/2018	8,755.35	555170	PAYNE COUNTY CONSERVATION DISTRICT
00054227	25000	5000004	1/8/2018	5,000.00	555170	PONTOTOC COUNTY C D
00054228	25000	5000004	1/8/2018	4,000.00	555170	SEMINOLE COUNTY CONSERVATION DISTRICT
00054229	25000	5000004	1/8/2018	4,375.00	555170	UPPER WASHITA CONSERVATION DISTRICT
00054230	25000	5000004	1/9/2018	6,000.00	555170	COAL COUNTY CONSERVATION DISTRICT NO 19
00054231	25000	5000004	1/9/2018	2,500.00	555170	KIAMICHI CONSERVATION DISTRICT
00054232	25000	5000004	1/9/2018	1,000.00	555170	LEFLORE COUNTY CONSERVATION DISTRICT
00054233	25000	5000004	1/9/2018	1,000.00	555170	LEFLORE COUNTY CONSERVATION DISTRICT
00054234	25000	5000004	1/9/2018	5,000.00	555170	LOVE COUNTY CONSERVATION DISTRICT
00054248	25000	5000004	1/10/2018	3,000.00	555170	CREEK COUNTY CONSERVATION DISTRICT
00054249	25000	5000004	1/10/2018	3,371.25	555170	DEWEY COUNTY CONSERVATION DISTRICT
00054250	25000	5000004	1/10/2018	15,846.88	555170	ELLIS COUNTY CONSERVATION DISTRICT
00054251	25000	5000004	1/10/2018	4,860.57	555170	GREER COUNTY CONSERVATION DIST
00054252	25000	5000004	1/10/2018	2,015.52	555170	KONAWA CONSERVATION DISTRICT
00054253	25000	5000004	1/10/2018	2,480.53	555170	MAYES COUNTY CONSERVATION DISTRICT
00054254	25000	5000004	1/10/2018	5,908.32	555170	MCINTOSH COUNTY CONSERVATION DISTRICT
00054255	25000	5000004	1/10/2018	2,500.00	555170	NOWATA COUNTY CONSERVATION DISTRICT
00054256	25000	5000004	1/10/2018	3,500.00	555170	PITTSBURG COUNTY CONSERVATION DISTRICT
00054257	25000	5000004	1/10/2018	3,500.00	555170	PITTSBURG COUNTY CONSERVATION DISTRICT
00054258	25000	5000004	1/10/2018	2,500.00	555170	SOUTH CADDO CONS DISTRICT
00054259	25000	5000004	1/10/2018	2,913.00	555170	TEXAS COUNTY CONSERVATION DISTRICT
00054263	25000	5000004	1/12/2018	1,000.00	555170	LEFLORE COUNTY CONSERVATION DISTRICT
00054317	25000	5000004	1/22/2018	2,500.00	555170	BRYAN CONSERVATION DISTRICT
00054318	25000	5000004	1/22/2018	2,692.31	555170	COTTON COUNTY CONSERVATION DISTRICT
00054319	25000	5000004	1/22/2018	2,473.20	555170	COTTON COUNTY CONSERVATION DISTRICT
00054320	25000	5000004	1/22/2018	1,386.54	555170	HARPER COUNTY CONSERVATION DISTRICT
00054321	25000	5000004	1/22/2018	2,047.50	555170	HASKELL COUNTY CONSERVATION DISTRICT
00054322	25000	5000004	1/22/2018	2,015.52	555170	KONAWA CONSERVATION DISTRICT
00054323	25000	5000004	1/22/2018	2,015.52	555170	KONAWA CONSERVATION DISTRICT
00054324	25000	5000004	1/22/2018	1,000.00	555170	LEFLORE COUNTY CONSERVATION DISTRICT
00054325	25000	5000004	1/22/2018	5,000.00	555170	LOGAN COUNTY CONSERVATION DISTRICT
00054327	25000	5000004	1/22/2018	1,800.00	555170	MUSKOGEE COUNTY CONSERVATION DISTRICT
00054328	25000	5000004	1/22/2018	4,593.60	555170	PONTOTOC COUNTY C D
00054330	25000	5000004	1/22/2018	3,000.00	555170	PUSHMATAHA CONSERVATION DISTRICT NO 44
00054331	25000	5000004	1/22/2018	4,125.00	555170	STEPHENS COUNTY CONSERVATION DISTRICT
00054333	25000	5000004	1/22/2018	4,928.04	555170	TULSA COUNTY CONSERVATION DISTRICT
00054335	25000	5000004	1/22/2018	2,449.59	555170	WASHITA COUNTY CONSERVATION DISTRICT
00054337	25000	5000004	1/22/2018	402.60	555170	DELAWARE CO CONSERVATION DISTRICT
00054339	25000	5000004	1/22/2018	7,877.76	555170	MCINTOSH COUNTY CONSERVATION DISTRICT

\$187,793.44 *Cost Share - Locally Led*

ISD Data Processing

00054153	40000	8800010	1/3/2018	712.17	515360 14	MY CONSULTING GROUP INC
00054153	40000	8800010	1/3/2018	2,563.83	515360 14	MY CONSULTING GROUP INC
00054167	40000	8800010	1/8/2018	251.48	531130 45	BANK OF AMERICA
00054167	40000	8800010	1/8/2018	106.84	531130 11	BANK OF AMERICA

OKLAHOMA CONSERVATION COMMISSION
CLAIMS REGISTER BY PROGRAM
FOR THE PERIOD OF JANUARY 1, 2018 THRU JANUARY 31, 2018

Voucher	Fund Class	Department	Date	Amount	Account	Payee
00054167	24500	8800010	1/8/2018	336.68	531130 21	BANK OF AMERICA
00054167	19801	8800010	1/8/2018	32.97	536140 21	BANK OF AMERICA
00054167	40000	8800010	1/8/2018	<u>242.48</u>	531130 51	BANK OF AMERICA

\$4,246.45 *ISD Data Processing*

\$2,247,291.97 *Total Claims Paid*

OKLAHOMA CONSERVATION COMMISSION
PURCHASE CARD TRANSACTIONS
December, 2017

Cardholder	Date	Amount	Payee	Fund Class	Department-Program	Sub	Account	Description
Administration								
Tranell Brooks	11/29/2017	(\$4.55)	HOLIDAY INN EXPRESS & SU	1000-19801	10000001-NP000		522131	HOLIDAY INN EXPRESS Bartlesville - Credit for city tax for Lisa Owen 104384
		(\$4.55)	Administration					
Watershed								
Tranell Brooks	12/4/2017	\$120.00	VALLEY LASER	1000-40000	20000001-B0201		536140	VALLEY LASER - 4 ink printer cartridges
Tranell Brooks	12/6/2017	\$93.00	COURTYARD OF ARDMORE	1000-19711	20000001-B0201		522131	COURTYARD OF ARDMORE - Tammy Sawatzky 109022 - 1 night
Tranell Mary	12/6/2017	\$3.70	OPC UTL SERVICE FEE 013	1000-19801	20000001-NP000	01	531650	OPC UTL SERVICE FEE 013 - ong svc fee
Finley Mary	12/6/2017	\$49.31	OK NATURAL GAS	1000-19801	20000001-NP000	01	531370	OK NATURAL GAS - Custer CO October
Finley Mary	12/6/2017	\$53.30	TPG PaulsValleyUtilities	1000-24500	20000001-NP000	01	531370	TPG PaulsValleyUtilities - 626 N Santa Fe Oct
Finley Mary	12/6/2017	\$1.87	TPG PaulsValleyUtilities	1000-24500	20000001-NP000	01	531600	TPG PaulsValleyUtilities - 626 N Santa Fe Oct
Tranell Brooks	11/29/2017	(\$4.55)	HOLIDAY INN EXPRESS & SU	1000-19711	20000001-NP000		522131	HOLIDAY INN EXPRESS Bartlesville - Credit for city tax for Tammy Sawatzky 109022
		\$316.63	Watershed					
Water Quality								
Crall Edward	11/30/2017	\$186.00	HOMES TO SUITES BY HILTON	1000-40000	50000001-B0201	01	522131	HOMES TO SUITES BY HILTON - 2 nights lodging at state rate for Candice Miller 191166
Crall Edward	12/4/2017	\$89.00	HOLIDAY INN EXPRESS & SU	1000-40000	50000001-B0201	01	522131	HOLIDAY INN EXPRESS & SU - 1 nights lodging at state rate for Candice Miller 191166
Crall Edward	12/9/2017	\$93.00	HAMPTON INN & SUITES	1000-40000	50000001-B0201	01	522131	HAMPTON INN & SUITES - Purchase 1 nights lodging at state rate for Chris Cox 332989
Crall Edward	12/12/2017	\$289.96	SOUTHWES 5268792764373	1000-40000	50000001-B0201	01	522110	SOUTHWES 5268792764373 - Purchase Trey Lam to attend NACD Annual Meeting
Crall Edward	12/12/2017	\$5.75	AGENT FEE 8900727970391	1000-40000	50000001-B0201	01	522110	AGENT FEE 8900727970391 - Purchase Bill Clark to attend NACD annual meeting
Crall Edward	12/12/2017	\$336.96	SOUTHWES 5268792812016	1000-40000	50000001-B0201	01	522110	SOUTHWES 5268792812016 - Purchase Trey Lam to attend NACD annual meeting
Crall Edward	12/12/2017	\$5.75	AGENT FEE 8900727970391	1000-40000	50000001-B0201	01	522110	AGENT FEE 8900727970391 - Purchase Trey Lam to attend NACD annual meeting
Crall Edward	12/12/2017	\$9.00	AGENT FEE 8900727970390	1000-40000	50000001-B0201	01	522110	AGENT FEE 8900727970390 - Purchase Bill Clark to attend NACD annual meeting
Crall Edward	12/12/2017	\$9.00	AGENT FEE 8900727970390	1000-40000	50000001-B0201	01	522110	AGENT FEE 8900727970390 - Purchase Bill Clark to attend NACD annual meeting
Crall Edward	12/21/2017	\$61.80	FUZZELL'S BUSINESS EQUI	1000-40000	50000001-B0201	01	536140	FUZZELL'S BUSINESS EQUI - Purchase Trey Lam to attend NACD annual meeting
Crall Edward	12/22/2017	\$150.50	ATT BILL PAYMENT	1000-40000	50000001-B0201	01	531370	ATT BILL PAYMENT - Purchase Fund 245 Dept. 88000010 Copier rent, Admin
Crall Edward	12/21/2017	\$124.38	OG&E/PAYMENTS/BILLPAY	1000-40000	50000001-B0201	01	531370	OG&E/PAYMENTS/BILLPAY - Purchase Fund 245 Dept. 20000001 Internet for Dennis Boney
Crall Edward	12/21/2017	\$3.70	OPC UTL SERVICE FEE 013	1000-40000	50000001-B0201	01	531370	OPC UTL SERVICE FEE 013 - Purchase Fund 198 Dept. 20000001 ONG - Clinton
Crall Edward	12/21/2017	\$55.17	TPG PaulsValleyUtilities	1000-40000	50000001-B0201	01	531370	TPG PaulsValleyUtilities - Purchase Fund 245 Dept. 20000001 Pauls Valley Sanitation
Crall Edward	12/21/2017	\$215.28	FUZZELL'S BUSINESS EQUI	1000-40000	50000001-B0201	01	531370	OPC UTL SERVICE FEE 013 - Purchase Fund 198 Dept. 20000001 Gas service pauls valley
Crall Edward	12/22/2017	\$56.50	ATT BILL PAYMENT	1000-40000	50000001-B0201	01	536140	FUZZELL'S BUSINESS EQUI - Fund 400 Dept. 88000010 Purchase Copier Lease Admin
Crall Edward	12/21/2017	\$34.42	OK NATURAL GAS	1000-40000	50000001-B0201	01	531370	ATT BILL PAYMENT - Purchase Fund 245 Dept. 88000010 Internet Chickasha
Crall Edward	12/21/2017	\$146.39	FSI CENTERPOINT ENERGY	1000-40000	50000001-B0201	01	531370	OK NATURAL GAS - Purchase Fund 245 Dept. 20000001 ONG Pauls Valley?
Crall Edward	12/21/2017	\$79.54	OK NATURAL GAS	1000-40000	50000001-B0201	01	531370	OK NATURAL GAS - Purchase Fund 198 Dept. 20000001 ONG Clinton
Crall Edward	12/21/2017	\$61.25	FSI PSO BILLMATRIX	1000-40000	50000001-B0201	01	531370	FSI PSO BILLMATRIX - Purchase Fund 245 Dept. 20000001 Electricity Chickasha
Crall Edward	12/21/2017	\$66.10	FUZZELL'S BUSINESS EQUI	1000-40000	50000001-B0201	01	536140	FUZZELL'S BUSINESS EQUI - Purchase Fund 400 Dept. 88000010 Copier Lease Admin
Tranell Brooks	11/29/2017	(\$4.55)	HOLIDAY INN EXPRESS & SU	1000-40000	50000001-B0201		522131	HOLIDAY INN EXPRESS Bartlesville - Credit for city tax for Robert Barossi 328490
Tranell Brooks	11/29/2017	\$149.00	HOLIDAY INN EXPRESS	1000-40000	50000001-B0201		522131	HOLIDAY INN EXPRESS Wilchita Falls, TX - Conference hotel - Trey Lam 300473 for one night
Tranell Brooks	12/1/2017	\$199.95	AMAZON.COM WWW.AMAZON	1000-40000	50000001-B0201		522131	HOLIDAY INN EXPRESS - Conference Hotel - Blane Stacy 255056 for one night
Tranell Brooks	12/6/2017	\$91.00	TRAVELODGE	1000-40000	50000001-B0201		537170	Waders - 1 pair
Tranell Brooks	12/6/2017	\$1,162.61	HACH COMPANY	1000-40000	50000001-B0201		522131	TRAVELODGE Woodward - Jason Ramming 107874 - 1 night
Tranell Brooks	12/7/2017	\$150.25	HACH COMPANY	1000-40000	50000001-B0201		537150	HACH Kit reagents
Tranell Brooks	12/11/2017	\$8.20	QUALITY WATER SERVICES	1000-40000	50000001-B0201		537150	HACH dissolved oxygen 2 powder pillows
Tranell Brooks	12/11/2017	\$91.00	HOLIDAY INN EXPRESS & SU	1000-40000	50000001-B0201		536140	Monthly drinking water service - Bristow office
Tranell Brooks	12/14/2017	\$285.56	TFS FISHERSCIECOM HUS	1000-40000	50000001-B0201		522131	HOLIDAY INN EXPRESS Alva - Jeanette Lamb 238037 - 1 night
Tranell Brooks	12/15/2017	\$200.39	HACH COMPANY	1000-40000	50000001-B0201		541160	Conductivity standard (1413) and Kimwipes
Tranell Brooks	12/14/2017	\$160.00	WYNDHAM TULSA	1000-40000	50000001-B0201		537150	HACH Kit dissolved oxygen reagents
Tranell Brooks	12/18/2017	\$295.00	NOTILL ON THE PLAIN	1000-40000	50000001-B0201		522131	WYNDHAM TULSA - Hotel for Blane Stacey for 2 nights
Tranell Brooks	12/20/2017	\$57.95	THE ORVIS CO CATALOG	1000-40000	50000001-B0201		522150	NOTILL ON THE PLAIN - Booth registration
Tranell Brooks	12/21/2017	\$74.12	AMAZON MKTPLACE PMTS	1000-40000	50000001-B0201		515990	Wading boots - one pair
							542120	240 Wide mouth canning jar lids

OKLAHOMA CONSERVATION COMMISSION
PURCHASE CARD TRANSACTIONS
December, 2017

Cardholder	Date	Amount	Payee	Fund Class	Department-Program	Sub	Account	Description
Tranell Brooks	12/20/2017	\$554.75	HACH COMPANY	1000-40000	5000001-B0201		537150	HACH Nitrate/Nitrite test strips
		\$5,697.38	Water Quality					
ISD Data Processing								
Finley Mary	12/6/2017	\$336.68	AT&T BILL PAYMENT	1000-24500	8800010-B0001	21	531130	AT&T BILL PAYMENT - WIRELESS CHGS NOV
Broiles Mitch	12/14/2017	\$32.97	AMAZON.COM AMZN.COM/BIL	1000-19801	8800010-NP000	21	536140	Purchase of SanDisk Extreme 16GB SDHC UHS-I Card for Tammy Sawatzky
Finley Mary	12/6/2017	\$251.48	AT&T BILL PAYMENT	1000-40000	8800010-NP000	45	531130	AT&T BILL PAYMENT - WIRELESS CHGS NOV
Finley Mary	12/6/2017	\$242.48	AT&T BILL PAYMENT	1000-40000	8800010-NP000	51	531130	AT&T BILL PAYMENT - WIRELESS CHGS NOV
Finley Mary	12/6/2017	\$106.84	AT&T BILL PAYMENT	1000-40000	8800010-NP000	11	531130	AT&T BILL PAYMENT - WIRELESS CHGS NOV
		\$970.45	ISD Data Processing					
		\$6,979.91	Total Purchase Card Expenditures					



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<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
<hr/>										
64500	193									576.62
	19312	20	17	1,580,800.00	.00	.00	131,933.42	1,097,574.67	351,291.91	
	19312	20	18	483,225.33	.00	1,160.64	350,715.29	.00	131,349.40	
				2,064,025.33		1,160.64	482,648.71	1,097,574.67	482,641.31	
<hr/>										
196	19601	10	16	2,796,111.00	.00	.00	.00	2,796,111.00	.00	
	19601	20	16	481,113.00	.00	.00	.00	481,113.00	.00	
	19601	30	16	5,543,986.58	.00	.00	.00	5,543,986.58	.00	
	19601	50	16	409,000.00	.00	.00	.00	409,000.00	.00	
	19601	88	16	30,828.00	.00	.00	.00	30,828.00	.00	
	19611	10	17	45,437.28	.00	.00	.00	45,437.28	.00	
	19611	20	17	68,000.00	.00	.00	8,447.00	59,553.00	.00	
	19611	30	17	85,000.00	.00	.00	.00	85,000.00	.00	
	19611	50	17	42,000.00	.00	.00	.00	42,000.00	.00	
	19611	88	17	16,476.72	.00	.00	.00	16,476.72	.00	
				9,517,952.58			8,447.00	9,509,505.58		46,866.10
<hr/>										
197	19701	10	17	2,726,741.00	.00	.00	18,219.44	2,708,521.56	.00	
	19701	20	17	500,000.00	.00	.00	15,853.78	484,146.22	.00	
	19701	30	17	5,279,804.30	.00	.00	690,105.76	4,589,698.54	.00	
	19701	50	17	440,000.00	.00	.00	1,214.89	438,785.11	.00	
	19701	88	17	30,000.00	.00	.00	17,555.09	12,444.91	.00	
	19711	10	18	5,278.70	.00	.00	.00	.00	5,278.70	



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Allotment Budget and Available Cash
As Of February 1, 2018

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<u>Business</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
64500										
197										46,866.10
	19711	20	18	16,000.00	.00	14,290.25	1,129.60	.00	580.15	
	19711	30	18	26,000.00	.00	.00	.00	.00	26,000.00	
	19711	50	18	16,000.00	.00	.00	15,273.00	.00	727.00	
				9,039,824.00		14,290.25	759,351.56	8,233,596.34	32,585.85	
198										691,131.27
	19801	10	18	2,708,920.00	.00	760,868.72	1,788,627.26	.00	159,424.02	
	19801	20	18	1,500,000.00	.00	51,673.73	325,736.48	.00	1,122,589.79	
	19801	30	18	5,022,723.00	.00	2,011,903.55	2,559,687.51	.00	451,131.94	
	19801	50	18	460,000.00	.00	13,611.48	291,016.49	.00	155,372.03	
	19801	88	18	15,000.00	.00	6,980.91	6,009.99	.00	2,009.10	
				9,706,643.00		2,845,038.39	4,971,077.73		1,890,526.88	
200										203,802.39
205										6,611.61
	20500	10	16	3,300.00	.00	.00	.00	1,324.80	1,975.20	
	20500	10	17	2,100.00	.00	.00	365.00	.00	1,735.00	
	20500	10	18	2,100.00	.00	.00	.00	.00	2,100.00	
				7,500.00			365.00	1,324.80	5,810.20	
210										7.40
215										0.42
220										20,200.83



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<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
64500	220									20,200.83
	22000	50	16	18,000.00	.00	.00	.00	8,429.06	9,570.94	
	22000	50	17	18,000.00	.00	4,453.00	3,362.82	6,027.77	4,156.41	
	22000	50	18	29,000.00	.00	1,000.00	15,700.07	.00	12,299.93	
				65,000.00		5,453.00	19,062.89	14,456.83	26,027.28	
	245									1,407,174.47
	24500	10	16	16,500.00	.00	.00	43.07	5,159.79	11,297.14	
	24500	10	17	24,500.00	.00	260.00	1,023.58	16,376.20	6,840.22	
	24500	10	18	15,000.00	.00	3,444.40	355.60	.00	11,200.00	
	24500	20	16	477,000.00	.00	.00	.00	7,515.87	469,484.13	
	24500	20	17	740,000.00	.00	1,425.42	5,920.66	141,098.79	591,555.13	
	24500	20	18	548,947.00	.00	76,373.74	89,514.58	.00	383,058.68	
	24500	30	16	13,000.00	.00	.00	.00	4,603.50	8,396.50	
	24500	30	18	47,500.00	.00	4,424.03	3,208.85	.00	39,867.12	
	24500	40	18	8,765.00	.00	.00	.00	.00	8,765.00	
	24500	50	16	1,144,000.00	.00	.00	.00	182,846.52	961,153.48	
	24500	50	17	1,080,000.00	.00	102,676.00	17,135.63	619,812.55	340,375.82	
	24500	50	18	374,000.00	.00	65,260.13	4,954.20	.00	303,785.67	
	24500	88	17	7,075.00	.00	.00	50.91	2,126.53	4,897.56	
	24500	88	18	126,360.00	.00	8,551.31	1,068.69	.00	116,740.00	
				4,622,647.00		262,415.03	123,275.77	979,539.75	3,257,416.45	
	250									4,988,367.31
	25000	20	18	325,070.00	.00	79,506.00	.00	.00	245,564.00	



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<u>Business</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
64500	250									4,988,367.31
	25000	30	16	788,310.00	.00	.00	.00	563,986.39	224,323.61	
	25000	30	17	851,588.70	.00	.00	.00	558,069.04	293,519.66	
	25000	30	18	788,310.00	.00	.00	223,419.09	.00	564,890.91	
	25000	50	16	2,026,515.00	.00	.00	143,962.08	961,000.40	921,552.52	
	25000	50	17	2,344,399.00	.00	4,458.34	482,768.30	186,931.73	1,670,240.63	
	25000	50	18	2,622,000.00	.00	1,092,030.70	551,187.69	.00	978,781.61	
				9,746,192.70		1,175,995.04	1,401,337.16	2,269,987.56	4,898,872.94	11,896,151.75
	400									
	40000	10	16	162,259.00	.00	.00	.00	125,717.97	36,541.03	
	40000	10	17	163,670.00	.00	496.76	(10,912.81)	159,361.30	14,724.75	
	40000	10	18	204,796.00	.00	14,869.54	57,140.97	.00	132,785.49	
	40000	20	16	3,191,254.00	.00	.00	.00	142,280.11	3,048,973.89	
	40000	20	17	9,621,200.00	15,000.00	89,506.09	1,203,069.06	762,366.67	7,551,258.18	
	40000	20	18	5,602,416.07	1,825,565.00	1,508,510.41	1,389,387.24	.00	878,953.42	
	40000	30	16	841,684.00	.00	280.51	.00	603,058.12	238,345.37	
	40000	30	17	594,737.00	.00	5,736.25	(273,728.01)	554,102.69	308,626.07	
	40000	30	18	777,410.00	.00	.00	404,197.63	.00	373,212.37	
	40000	40	16	9,160,584.00	64,474.56	113.74	.00	3,068,279.77	6,027,715.93	
	40000	40	17	8,367,650.00	.00	210,142.96	430,191.99	2,350,909.60	5,376,405.45	
	40000	40	18	7,774,150.00	.00	1,154,421.43	1,227,866.34	.00	5,391,862.23	
	40000	50	16	3,485,592.00	.00	155,899.70	.00	2,281,934.53	1,047,757.77	
	40000	50	17	2,847,500.00	.00	262,100.02	132,602.70	2,439,551.02	13,246.26	



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<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
64500	400									11,896,151.75
	40000	50	18	3,414,270.00	.00	1,380,381.21	1,249,556.73	.00	784,332.06	
	40000	88	16	293,000.00	3,630.54	4,124.35	80.91	168,686.47	116,477.73	
	40000	88	17	332,744.00	72,000.00	29,291.36	(4,075.84)	185,133.69	50,394.79	
	40000	88	18	245,078.00	.00	121,156.51	23,132.49	.00	100,789.00	
				57,079,994.07	1,980,670.10	4,937,030.84	5,828,509.40	12,841,381.94	31,492,401.79	
	405									0.00
	40500	20	16	1,800,000.00	331,154.00	.00	.00	825,707.60	643,138.40	
	40500	20	17	1,624,030.00	.00	.00	332,261.27	642,031.13	649,737.60	
	40500	20	18	156,682.93	.00	.00	.00	.00	156,682.93	
				3,580,712.93	331,154.00		332,261.27	1,467,738.73	1,449,558.93	
	415									133,774.52
	41500	20	16	2,068,312.00	.00	.00	.00	1,934,537.63	133,774.37	
				2,068,312.00				1,934,537.63	133,774.37	0.69
	424									
	425									187,880.98
	490									0.00
	49000	20	16	1,168,632.00	.00	.00	.00	1,052,284.76	116,347.24	
				1,168,632.00				1,052,284.76	116,347.24	58,454.33
	700									
	70000	30	16	300,000.00	.00	.00	.00	294,185.42	5,814.58	
	70000	30	17	300,000.00	.00	443.32	10,270.68	265,537.23	23,748.77	



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<u>Business Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
64500	700									58,454.33
	70000	30	18	300,000.00	.00	23,123.14	188,947.56	.00	87,929.30	
	994			900,000.00		23,566.46	199,218.24	559,722.65	117,492.65	(117.05)
Business Unit Totals				109,567,435.61	2,311,824.10	9,264,949.65	14,125,554.73	39,961,651.24	43,903,455.89	19,640,884.61



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<u>Business</u> <u>Unit</u>	<u>Class</u>	<u>Dept</u>	<u>Bud Ref</u>	<u>Allocations</u>	<u>Pre Encumbered</u>	<u>Encumbered</u>	<u>Current Yr Exp</u>	<u>Prior Yr Exp</u>	<u>Allotment Budget</u>	<u>Available Cash</u>
Grand Totals				109,567,435.61	2,311,824.10	9,264,949.65	14,125,554.73	39,961,651.24	43,903,455.89	19,640,884.61

OCC AGREEMENTS FOR CONSIDERATION

OCC ID	PARTY	NO	PURPOSE	AMENDMENT PURPOSE	BEGIN DATE	END DATE	AMOUNT TO OCC	AMOUNT FROM OCC	FUNDING SOURCE
a	Grand River Dam Authority (GRDA)	GRDA CW-SRF (OCC#539)	To cooperate with OCC to construct bioretention cells and permeable paver parking at the GRDA Ecosystems Services Center as part of the OK Water Resources Board (OWRB) EPA Clean Water State Revolving Fund Project.		2/1/2018	2/1/2019	\$100,000		GRDA State Funds
b	Natural Resources Conservation Service	NR187355XXXXC 007 (OCC#540)	Remedial repairs to Bear Creek 3, Lost Duck D-9, Sugar Creek Farrow Drop, Sugar Creek L-44, and Upper Black Bear 36		2/1/2018	12/31/2020	\$23,167		NRCS Fed Funds

OUT OF STATE TRAVEL REQUESTS

OCC ID	DATES	SPONSOR	NAME OF MEETING	LOCATION	ATTENDANCE	EST COST	FUNDING SOURCE
a	April 22-27, 2018	Office of Surface Mining Reclamation and Enforcement (OSMRE)	OSMRE Technical Innovation and Professional Services (TIPS) - AML Design Workshop: Dangerous Highwalls	Monroeville, PA	Robert Toole & Tracy Reeder	\$0.00	Federal Funds: OSMRE
b	April 23-27, 2018	Mid America GIS Consortium (MAGIC)	Mid America GIS Symposium	Omaha, NE	Shellie Willoughby	\$0.00	Mid America GIS Consortium (MAGIC)
c	March 19 - 21, 2018	National Association of Conservation Districts (NACD)	Spring Fly In	Washington, D.C.	Lam & 2 Commissioners	\$3,000.00	GR & Federal Funds

RECOMMENDATION FOR APPOINTMENT OF CONSERVATION DISTRICT DIRECTOR

DISTRICT	NAME	SUCCEEDS	TERM EXPIRES	# OF MTGS	POS#
Pawnee	Jake Ward	Roy Lee Robbins	June 30, 2018		A

MARY FALLIN
GOVERNOR

TODD LAMB
LIEUTENANT GOVERNOR



Our Land • Our Heritage • Our Future

TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR

February 13, 2018

Alden Graybill
Recovery/Mitigation Division
Oklahoma Department of Emergency Management
Will Rogers Building Tunnel
2401 N. Lincoln Blvd.
Oklahoma City, OK 73105

RE: FEMA-1718-DR-OK, Project Worksheet (PW) 1281

Dear Mr. Graybill,

We have reviewed the details set out in your letter dated January 5, 2018 and have therefore submitted the final repayment in the amount of \$675,114.27 on February 13, 2018. Upon receipt of the final repayment by your agency, the Oklahoma Conservation Commission (Commission) considers DR1718 settled in regards to your agency's issues and concerns. Thus, the Commission shall work with the South Caddo Conservation District (District) to finalize any and all outstanding obligations, if any, and close-out the established account that is being maintained by the Commission on behalf of the District.

We appreciate all of your assistance on this project. If you have any questions regarding this matter, please give me a call at (405) 521-4827.

Respectfully,

A handwritten signature in blue ink that reads "Trey Lam".

Trey Lam
Executive Director

02/12/2018

Exhibit #5



Purchasing Procedures

Updated
November 2017

PURCHASING PROCEDURES

I. PROCEDURES:

- A. EFFECTIVE DATE**
- B. GENERAL INFORMATION**
- C. AGENCY CERTIFIED PROCUREMENT OFFICER(S)**
- D. DIVISION RESPONSIBILITIES**
- E. PURCHASE REQUESTS**
- F. METHODS FOR PURCHASE**
- G. PURCHASING THRESHOLDS**
- H. CONTRACTS**
- I. ADDITIONAL INFORMATION**
 - 1. CHANGE ORDERS**
 - 2. INFORMATION TECHNOLOGY (COMPUTER HARDWARE AND SOFTWARE) ACQUISITIONS**
 - 3. INVENTORY ITEMS**
 - 4. MEMBERSHIP FEES**
 - 5. MOTOR VEHICLE PURCHASES**
 - 6. REIMBURSEMENT FOR MISCELLANEOUS PURCHASES**
 - 7. RATIFICATION AGREEMENTS**
 - 8. SOLE SOURCE OR SOLE BRAND ACQUISITIONS**
 - 9. UTILITY PAYMENTS**
- J. REAL PROPERTY LEASING**
- K. CONSTRUCTION**
- L. SUPPLIER PROTEST**

II. PURCHASE CARD PROGRAM:

- A. P-CARD ADMINISTRATOR RESPONSIBILITIES**
- B. CARDHOLDER RESPONSIBILITIES**
- C. APPROVING OFFICIAL RESPONSIBILITIES**
- D. AUTHORIZED USES**
- E. PROHIBITED USES**
- F. P-CARD PROCESS**

III. RECORDS RETENTION:

- A. GENERAL PROCUREMENT RECORDS**
- B. P-CARD RECORDS**

I. PROCEDURES:

A. EFFECTIVE DATE

These purchasing procedures shall become effective upon review and approval by the governing board of the Oklahoma Conservation Commission (hereafter COMMISSION). Notwithstanding, these procedures are subject to review and approval by the Office of Management and Enterprise Services (OMES).

B. GENERAL INFORMATION

The purchasing policies and procedures contained within this document comprise the body of rules, regulations, and practices governing procurement within the COMMISSION. This document replaces and/or supersedes all previous policies, procedures, rules, regulations, memoranda, handbooks, manuals, or directives pertaining to purchasing as internally authored by the COMMISSION.

All acquisitions by the COMMISSION shall comply with these internal purchasing procedures to provide for the effective procurement of goods and services necessary to carry out the functions of the COMMISSION. The goal of this document is to provide an internal reference of policies/procedures relevant to COMMISSION purchasing activities and is not intended to circumvent or ignore relevant State laws, rules, and regulations that would control in instances of omission or unintended disagreement.

The COMMISSION's Executive Director shall designate a State Entity individual to act in formal oversight of all financial management and purchasing activities for the agency. This person or their designate shall serve as the COMMISSION's P-Card Administrator and primary Certified Procurement Officer. Unless otherwise noted, the COMMISSION's Executive Director or designate is the agency's final approval authority for financial and purchasing decisions.

C. INTERAGENCY AGREEMENT

The Oklahoma Conservation Commission has partnered with the Oklahoma Department of Agriculture, Food and Forestry (ODAFF) to provide financial management assistance.

D. AGENCY CERTIFIED PROCUREMENT OFFICER(S)

The Executive Director, Assistant Director and/or Division Directors within the COMMISSION shall select one or more employees as determined for process efficiency for training and certification as a Certified Procurement Officer (CPO). The COMMISSION shall designate a Primary Certified Procurement Officer, who shall serve in administrative support capacity over COMMISSION purchasing. The primary administrative support/responsibilities of this person shall include:

1. Monitoring and overseeing the COMMISSION purchasing process,

2. Supporting, guiding, and as necessary, enforcing COMMISSION staff in the use of these procedures,
3. Reviewing and processing purchasing requests in compliance with all applicable laws, rules, regulations and procedures,
4. Establishing effective working relationships with suppliers, the OMES, and others,
5. Maintaining records of all purchases.

E. COMMISSION DIVISION RESPONSIBILITIES

Within their respective areas of authority, managers/supervisors of the COMMISSION are responsible for:

1. Advanced planning for acquisitions so that supplies and services can continue without interruption,
2. Assessing division needs,
3. Monitoring, auditing, and evaluating purchasing activities,
4. Effectively managing the agency's assets,
5. Providing contract oversight and enforcement,
6. Developing and assisting in the development of purchasing documents,
7. Assuring that funds are budgeted or otherwise available for requested purchases, and
8. Supporting, guiding, and as necessary, enforcing employees in the use of these procedures.

Employees of the COMMISSION are responsible for:

1. Identifying the goods and services necessary to fulfill their assigned tasks,
2. Knowing and complying with the provisions of this policy.

F. PURCHASE REQUESTS

No employee shall financially obligate the COMMISSION without first obtaining the appropriate division level and/or agency approval(s). The formality of this approval

constitutes a Request for Acquisition (RFA), which shall be completed and approved for all purchases, unless otherwise noted.

1. REQUEST FOR ACQUISITION (RFA)

The RFA is designed to collect relevant information concerning the purchase request including a description of the requested product or service and the justification relating to the requested product or service. The RFA also helps to ensure that the requested product or service has received the applicable approvals prior to the expenditure, and that the approved purchase will be charged to the appropriate accounts.

Purchases which exceed the estimated cost by 10% on a RFA must be re-submitted for circulation through the approval process.

All RFA's must be approved by a designated Approving Official within the COMMISSION. Unless directed otherwise by the Executive Director, RFAs must be pre-approved by the Executive Director or designee in his/her absence under the following conditions:

1. The RFA is for goods/services greater than or equal to \$1,000, or
2. The RFA is for goods/services less than \$1,000 that may be considered outside scope of routine work activity.

2. EMERGENCY PURCHASES

The COMMISSION's Executive Director may authorize a COMMISSION CPO to make an emergency purchase (Title 74, O.S. §85.7(A)(4)). An emergency purchase is one which is defined as a condition resulting from a sudden unexpected happening or unforeseen occurrence or condition and situation wherein health or safety of lives and property are endangered, the situation will continue to worsen, or where there will be substantial damage to public and/or agency property. Acquisitions under this provision may not exceed \$100,000. Detailed written justification shall be provided to the ODAFF's Primary CPO for transmittal to the State Purchasing Director within five days following the acquisition. The written justification must state the word "emergency".

EXCEPTION

Emergencies that arise through the Abandoned Mine Land and the Conservation Programs Divisions related to construction type emergencies or dam failures shall NOT be limited by the \$100,000.00 monetary cap. These Divisions shall be responsible for following the instructions and guidelines established by the OMES DCAM Construction and Properties (CAP) and the processes set out by the State's Emergency Management and our Federal partners. ODAFF's Primary CPO shall be immediately updated on the situation, provided with detailed paperwork and written

emergency justification(s), and engaged in the process where needed to ensure sound monetary policy and quick efficient response to the emergency situation.

G. METHODS FOR PURCHASE

1. STATE USE COMMITTEE

Title 74 O.S. § 3001 through 3010 establishes the State Use Committee which designates a procurement schedule of the products directly manufactured, produced, processed or assembled, or services directly performed, offered or provided by any severely disabled person or qualified nonprofit agency for the severely disabled. State Use Committee suppliers are identified on the State Use Committee procurement schedule which is available through the OMES web site at www.ok.gov/DCS/Central_Purchasing/State_Use_Program/. Products or services available from suppliers on the State Use Committee procurement schedule must be purchased from that source unless a written exemption is obtained. An exemption may only be obtained by submitting a written request to the State Use Committee Contracting Officer. **The exemption must be requested and granted prior to the purchase.**

2. STATEWIDE CONTRACTS

The OMES Central Purchasing enters into agreements and contracts ("statewide contracts") for commodities of common use by state agencies and institutions. An index of and all statewide contracts are available through the OMES web site at www.OK.gov/dcs/solicit/app/contractSearch.php. The State Purchasing Director designates statewide contracts as mandatory or non-mandatory.

Products or services available from a mandatory statewide contract must be purchased from the contract unless an exemption is obtained. An exemption may be obtained by submitting a written request to the State Purchasing Director prior to the purchase to waive the requirements of a mandatory statewide contract.

Products or services available from a non-mandatory statewide contract may be purchased from the contract if it is in the best interest of the agency.

When ordering from a statewide contract, be sure the contract is current and has not expired. All orders against statewide contracts must be prepared in accordance with the specific terms and conditions of each contract. Terms and conditions vary from contract to contract. Therefore, it is important to review each contract in its entirety.

3. OKLAHOMA CORRECTIONAL INDUSTRIES (OCI)

The Department of Corrections produces an extensive line of products and services that are made available for purchase by state agencies and other qualifying not-for-profit organizations. A complete listing of the products and services is available in the online catalog on the OCI web site at www.ocisales.com. Products or services must be purchased from Oklahoma Correctional Industries if OCI provides the lowest and best price.

4. INTER-GOVERNMENTAL PURCHASES

Purchases of products or services from government agencies at the state, federal, county, or city level are exempt from the Central Purchasing Act and are not subject to bidding requirements. However, contracting with another government agency for goods or services they would not normally provide is not allowed. Inter-governmental purchases shall not be used specifically for the purpose of evading competitive or public bidding requirements.

5. OPEN MARKET ACQUISITIONS

Products or services not available from a mandatory statewide contract, the State Use Committee procurement schedule, or Oklahoma Correctional Industries (if lowest and best) may be purchased from an open market supplier.

H. PURCHASING THRESHOLDS

The Central Purchasing Act designates dollar thresholds which determine how an open market acquisition shall be made. All components (freight, insurance, etc.) of a purchase must be considered when determining the dollar amount of the transaction. Purchases of goods or services from State Use Committee suppliers, statewide contract, or other government agencies are exempt from these requirements regardless of dollar amount. Products or services not available from a mandatory statewide contract, the State Use Committee procurement schedule, or Oklahoma Correctional Industries (if lowest and best) may be purchased from an open market supplier as follows:

1. ACQUISITIONS NOT EXCEEDING \$5,000

Open market acquisitions not exceeding \$5,000 may be acquired through an agency issued purchase order or State authorized purchase card (P-Card), as appropriate. Prior to the issuance of a purchase order or P-Card transaction, the division will obtain approval of the Executive Director of the COMMISSION in accordance with provisions outlined in Section F, part 1, above. The CPO or purchasing agent will award the purchase to the supplier which is determined to best meet the need of the agency. **Supplier Contract Certification (OMES-FORM-CP-021) must be obtained if expenditure**

is for professional services. Acquisitions shall not be awarded to suppliers that are suspended or debarred by the State Purchasing Director, the Oklahoma Tax Commission, or the federal government.

2. ACQUISITIONS GREATER THAN \$5,000 BUT NOT EXCEEDING \$10,000

Open market acquisitions, greater than \$5,000, but not exceeding \$10,000, may be acquired through an agency issued purchase order. Prior to the issuance of a purchase order, the division will obtain approval from the Executive Director of the COMMISSION and solicit price quotations from a minimum of three registered suppliers in accordance with the following criteria:

- a. Price quotations and delivery dates shall be solicited by mail, telephone, facsimile, or by means of electronic commerce.
- b. The suppliers' price quotation and delivery date(s) may be obtained by telephone, or in writing via mail, facsimile, or e-mail. The suppliers' bid(s) and delivery date(s), along with a non-collusion certification shall be secured from the suppliers prior to award of a contract.

Note: Professional Services Contract Certification (OMES-FORM-CP-021) must be obtained if expenditure is for professional services.

- c. Purchase orders shall not be awarded to suppliers that are suspended or debarred by the State Purchasing Director, the Oklahoma Tax Commission, or the federal government.
- d. Suppliers of products must possess a current Oklahoma sales tax permit and, verification of the sales tax permit should be documented in the acquisition file.

Note: If supplier is located out-of-state and has no Oklahoma sales tax number, and shipping product via common carrier, this must be noted on the RFA.

The CPO or purchasing agent will award the purchase to the supplier providing the lowest and best quotation or utilize the best value criteria. If, the purchase is not made from the supplier providing the lowest and best quotation, a written justification shall be attached to the procurement file regarding the reasons for the action taken.

3. ACQUISITIONS GREATER THAN \$10,000, BUT NOT EXCEEDING \$25,000

Open market acquisitions greater than \$10,000, but not exceeding \$25,000, may be acquired through an agency issued purchase order. Prior to the issuance of a purchase order, the division will obtain the approval of the Executive Director of the COMMISSION. An agency CPO will solicit bids **from a minimum of 10 or all registered suppliers in the appropriate commodity classification from a current registered suppliers list compiled by the OMES Central Purchasing or other suppliers list as appropriate** in accordance with the following criteria:

- a. Bids shall be solicited by mail, facsimile, or by means of electronic commerce.
- b. The suppliers' bid(s) and delivery date(s), along with a non-collusion certification shall be secured from the suppliers prior to the award of the contract.
- c. Purchase orders shall not be awarded to suppliers that are suspended or debarred by the State Purchasing Director, the Oklahoma Tax Commission, or the federal government.
- d. Suppliers of products must possess a current Oklahoma sales tax permit, and, as necessary/directed, verification of the sales tax permit may be documented in the acquisition file.

Note: COMMISSION's Bid Acquisition Checklist shall accompany the procurement file.

Note: If supplier is out-of-state and has no Oklahoma sales tax number and shipping product via common carrier, this must be noted on the RFA.

An agency CPO will award the purchase to the supplier providing the lowest and best solicitation or the solicitation providing the best value to the agency. The COMMISSION shall make a written evaluation of criteria considered in selection of the supplier for the acquisition. Documentation of prices, delivery dates, and the evaluation shall be placed in the acquisition file. If the purchase is not made from the supplier providing the lowest and best solicitation, a written justification shall be attached to the procurement file regarding the reasons for the action taken.

4. ACQUISITIONS GREATER THAN \$25,000, BUT NOT EXCEEDING \$50,000

Open market acquisitions greater than \$25,000, but not exceeding \$50,000,

may be acquired through an agency issued purchase order. Prior to the issuance of a purchase order, the division will obtain approval by the Executive Director of the COMMISSION. An agency CPO will then solicit bids from all registered suppliers in the appropriate commodity classification from a current registered suppliers list compiled by the OMES Central Purchasing or other suppliers list as appropriate in accordance with the following criteria:

- a. Bids shall be solicited by mail, facsimile, or by means of electronic commerce.
- b. The suppliers' bid(s) and delivery date(s), along with a non-collusion certification shall be secured from the suppliers, and OMES-FORM-CP-21, if professional services, prior to award of a contract.
- c. Purchase orders shall not be awarded to suppliers that are suspended or debarred by the State Purchasing Director, the Oklahoma Tax Commission, or the federal government, if federal funds are being used.
- d. Suppliers of products must possess a current Oklahoma sales tax permit, and verification of the sales tax permit must be documented in the acquisition file.

Note: COMMISSION's Bid Acquisition Checklist shall accompany the procurement file.

Note: If supplier is located out-of-state and has no Oklahoma sales tax number and shipping product via common carrier, this must be noted on the RFA.

An Agency CPO will award the purchase to the supplier providing the lowest and best solicitation or the solicitation providing the best value to the agency. If the purchase is not made from the supplier providing the lowest and best solicitation, a written justification shall be attached to the procurement file regarding the reasons for the action taken.

5. ACQUISITIONS GREATER THAN \$50,000

Open market acquisitions greater than \$50,000 must be acquired through an agency requisition submitted to the OMES Central Purchasing-. Prior to the submittal of a requisition to OMES for processing, the division will obtain approval by the COMMISSION Executive Director. The division will then submit to the COMMISSION's Primary CPO a requisition and specifications for the acquisition. The COMMISSION's Primary CPO will then submit the requisition file to OMES for processing.

6. SPLIT PURCHASES PROHIBITED

“Split purchase” means dividing a known quantity or failing to consolidate a known quantity of an acquisition for the purpose of evading a competitive bidding requirement. **Split purchasing for the purpose of evading competitive bidding requirements is a felony.**

I. CONTRACTS

1. CONTRACTS

Contracts, agreements, and memorandums of understandings will be reviewed by the General Counsel of the COMMISSION prior to submission to the appointing authority for signature. The requesting division is responsible for monitoring and evaluating compliance of their contracts. Contract terms and conditions shall not be modified without prior approval of the COMMISSION General Counsel or OMES (if applicable). Any problems encountered with the terms of the contract or the goods and services shall immediately be brought to the attention of the COMMISSION’s Primary CPO.

J. ADDITIONAL INFORMATION

1. CHANGE ORDERS

A change order could be initiated for many reasons including dollar or quantity increases/decreases, funding changes, canceling purchase orders, contract adjustments, or supplier corrections. The change order process is not intended to replace or circumvent routine purchasing procedures.

2. INFORMATION TECHNOLOGY (COMPUTER HARDWARE AND SOFTWARE) ACQUISITIONS

All requests for technology items shall be managed by the COMMISSION’s Office of Geographic Information and Technical Services Division (OGITS) to ensure compliance with OMES requirements. The OGITS will review all technology requests via an RFA with supporting documents and when applicable, complete and submit the prescribed OMES hardware or software acquisition forms to the OMES Information Services. All acquisitions for high technology systems are subject to the provisions of 62 O.S. § 34.12.1 and 74 O.S. § 85.7c. This pertains to the oversight and procurement requirements for technology hardware and software acquisitions by the OMES—. Acquisitions of computer hardware or software must be reviewed by the OMES Information Services and approved by the Chief Information Officer prior to the purchase obligation.

3. INVENTORY ITEMS

Items acquired exceeding \$500.00 in cost, regardless of the method of purchase must be added to the COMMISSION inventory database. Other items with a cost of less than \$500.00 may also be added to the COMMISSION inventory database if a need exists to track the item as an asset. Assets are to be inspected and an inventory number assigned upon receipt. The inventory database must be updated with the item description, serial number, cost and assigned location information.

4. MEMBERSHIP FEES

Payments for membership in professional organizations are authorized in the name of the agency when the agency derives a benefit from the membership. Agency membership may be in the name of the individual if the membership is for a specific position. In cases where the individual is designated, the membership must be fully transferable as the individual in the position changes.

5. MOTOR VEHICLE PURCHASES

The agency requires approval of the Executive Director for all Motor Vehicle Purchases. Title 47 O.S. § 156.3(d) requires OMES Fleet Management approval for motor vehicle purchases under 10,000 pounds gross vehicle weight (GVW). These approvals apply to statewide contracts and open market bid purchases, verification of the OMES Fleet Management – Vehicle Acquisition Request (OMES-FORM-FMD-016) must be included with the agency's purchase order file.

6. REIMBURSEMENT FOR MISCELLANEOUS PURCHASES

Title 74 O.S. § 250.6(b) allows for reimbursement of expenses paid by state employees for purchases not available through the agency's normal purchasing process, provided the transaction does not exceed \$5,000. The reimbursement claim must be made payable to and signed by the person who paid for the item or service. An appropriate paid receipt or other proof of payment must be included with the reimbursement request. Proof of payment may be shown by a "cash" payment on a sales receipt, a cancelled check, a credit card billing statement or charge receipt, or other proof of payment provided by the supplier. Claims exceeding \$100 may be required to have attached written justification explaining why normal purchasing methods could not be used.

The intent of this procedure is to provide a method of payment for transactions that cannot be made through the agency's normal purchasing and payment process. Some examples of purchases qualifying as a

reimbursable expense are listed below:

- a. When a supplier will not accept an agency purchase order or the p/card,
- b. Miscellaneous purchases may be necessary while an employee is in travel status,
- c. Emergency purchases may be necessary after the close of business, during weekends, or holidays, or
- d. Seminars, workshops, etc., may require payment before or at time of registration.

7. RATIFICATION AGREEMENTS

Ratification agreements are used to ratify unauthorized commitments incurred on behalf of the agency. Ratification agreements may be used when individuals in the agency have illegally or without authorization obligated the state to an expenditure of funds. Ratification agreements may also be used to pay for previous fiscal year expenditures when that years funding is no longer available.

The Appointing Authority shall approve, disapprove and sign all ratification agreements. The division will document the facts and circumstances of the commitment, and provide to the COMMISSION's General Counsel. The General Counsel or designate will draft the ratification agreement for review. Once the agreement is signed and approved by all parties, the original agreement will be forwarded to the COMMISSION's primary CPO who will forward a copy of the ratification agreement and the supporting documents to the State Purchasing Director.

8. SOLE SOURCE OR SOLE BRAND ACQUISITIONS

Situations may arise wherein the needed product or service is available through only one supplier (sole source) or one manufacturer (sole brand). When this occurs, the requestor should complete a Sole Source or Sole Brand Acquisition Certification.

A sole source acquisition is when only one specific product or service will meet the agency's needs and only one supplier can provide that product or service.

A sole brand acquisition is when only one specific product or service will meet the agency's needs but there are several suppliers capable of providing the product or service. Competitive bids will be solicited for sole brand acquisitions.

All Sole Source or Sole Brand Acquisitions will be reviewed by the COMMISSION's Executive Director and Primary CPO prior to submittal to the Appointing Authority for signature.

State law allows only the Appointing Authority to sign a Sole Source or Sole Brand Acquisition Certification. The penalties for a false statement on a Sole Source or Sole Brand Acquisition Certification are severe so it is essential that the sole source or sole brand documentation meet the required criteria.

9. UTILITY PAYMENTS

Payments for the installation and/or use of public utility services are not subject to the bidding requirements of the Central Purchasing Act as authorized by 74 O.S. § 85.12.B.4. The provision for exempting utilities is that the service must be regulated by a state or federal regulatory commission, or by municipal ordinance. The Corporation Commission maintains a list of all regulated utility providers. To determine if a utility is regulated, check the Corporation Commission website at www.occeweb.com.

K. REAL PROPERTY LEASING

1. All leases for space, regardless of type, size, and dollar value, must be authorized by the OMES DCAM. An authorized lease agreement must be approved by the State Leasing Administrator prior to occupying the space. Real property includes office space and storage space. The same requirements apply regardless of whether it is state owned space or non-state owned space.
2. State agencies cannot pay for permanent improvements to real property nor make direct payments to a supplier for permanent improvements if the property is being leased from a private supplier. Permanent improvements include electrical, construction of walls, and plumbing. There is no cost minimum to this restriction.

L. CONSTRUCTION

1. As specified in the Public Competitive Bidding Act of 1974, (61 O.S. § 101 et. seq.) and the Public Building Construction & Planning Act (61 O.S. § 201 et. seq.), state construction is processed in accordance with the instructions and guidelines established by the OMES DCAM Construction and Properties (CAP). The DCAM Construction and Properties assist state agencies and serves as the contracting authority for building design and construction services.

2. For projects under \$5,000, state agencies may contract directly with any suitable contractor, and pay with a direct PO or via p-card, as appropriate. [CAP Form M601](#) is a one-page contract for agency use in this situation. Proof of Insurance is also required.
3. For projects under the statutory amount (currently \$50,000 per 61 O.S. §103), state agencies issue solicitation and accept written bids, then send their requisition and procurement documents to CAP for contract award. Guidance and forms are found in [CAP Form M800](#).
4. Projects over the statutory amount (currently \$50,000 per 61 O.S. §103) are required to be publically bid. CAP places the necessary advertising and maintains a public bid desk for the distribution of plans and receipt of sealed bids. At the time and place designated in the bid solicitation, CAP publically opens and reads aloud each sealed bid. A bid tabulation is then prepared and sent to the using agency for review. Upon approval by the using agency, CAP awards the contract to the lowest responsible bidder.

M. SUPPLIER PROTEST

The COMMISSION's General Counsel will review and process any supplier protests, however the OMES-Central Purchasing, Administrative Rule 260:115-3-19 Supplier Protest, will be followed.

II. PURCHASE CARD PROGRAM:

Program

The State of Oklahoma Purchase Card (P-Card) Program establishes the use, by designated State employees, of commercial purchase cards to facilitate the acquisition of goods and services necessary for conducting official State business. There is no limit on the amount of a P-Card transaction for purchases from a Statewide Contract or payment of utilities. For any other transaction with a state purchase card, the transaction shall not exceed Five Thousand Dollars (\$5,000.00). All purchases shall be made in accordance with State statutes, rules, and these Procedures, which include but may not be limited to:

- Central Purchasing Act, 74 O.S. § 85.1 et seq.
- State Travel Reimbursement Act (STRA), 74 O.S. § 500 et seq.
- State of Oklahoma Travel Policy
- OMES, Central Purchasing Codified Rules, OAC 260:115
- State Agency Internal Purchasing and P-Card Procedures

- Statewide Accounting Manual

State entities are encouraged to use the P-Card in lieu of purchase orders and authority orders when possible. The P-Card can be used with any merchant that accepts the current card type (e.g., Visa) as a form of payment. It is intended that P-Cards be issued to selected State employees when the use of the P-Card will enhance State Entity effectiveness or economy of operation. If used to its potential, the P-Card Program will result in a significant reduction in the volume of purchase orders and related documentation including invoices and checks. In addition, corresponding work processes associated with ordering and check writing may be reduced.

Cards are issued in the name of the State but also bear the name of the P-Card holder, name of the P-Card holder's State Entity, and the P-Card holder's unique account number. Liability for payment to the P-Card issuer rests with the State. Employees involved in the P-Card Program are subject to State ethics laws and directives. More information can be located at <http://www.ok.gov/ethics>

Program Structure - chart

The program is a blend of centralized procedures, training and program monitoring coupled with decentralized day-to-day management and P-Card use. Key individuals in the daily operation of the program are:

State P-Card Administrator - The OMES staff member designated to assist the State Purchasing Director with implementation and operation of the P-Card Program.

State Entity P-Card Administrator - The employee in each state agency designated to manage that agency's program.

State Entity Approving Official – One or more agency staffers designated to review and approve P-Card purchases made by P-Cardholders.

P-Cardholder – One or more agency employee trained and authorized to make approved purchases using the P-Card.

P-Card Use

Use of P-Cards by the COMMISSION will proceed in accordance with rules/procedures outlined in the State of Oklahoma Policy and Procedures for Purchase Card and Online Booking Tool (OMES 2017). **Purchases by P-Card are limited to \$5,000 or less for a single transaction; however, state entities may limit any specific p-card to a lower amount.** The \$5,000 limitation does not apply to acquisitions from Central Purchasing, statewide contracts, utilities, interagency payments, or professional services as defined in Section 803 of Title

18 of the Oklahoma Statutes. The P-Cards may be used for walk-in, telephone or Internet purchases.

The COMMISSION's designated State Entity individual shall serve as the COMMISSION's P-Card Administrator. The COMMISSION Executive Director shall approve designated COMMISSION employee(s) to serve as P-Cardholder(s). P-cardholders must be full time or permanent part time (not temporary) employees of the agency. Each P-Cardholder must achieve purchasing approval through RFA by a COMMISSION Approving Official who must be at least one level above the P-Cardholder's position.

The P-Card is an alternate method of purchasing but does not eliminate any of the mandatory requirements that must be followed for any purchase. A P-Card purchase may only be made after the necessary approval process has been completed. Any variation from standard procedures will require completion of a P-Card exception prior to the purchase. If the product or service is available through one of the mandatory sources – State Use Committee, mandatory statewide contract, or OCI (if lowest and best bid) – it must be purchased from that source or a waiver must be obtained.

P-Card transaction information and reports are available via the transaction system (currently "Works").

A. P-CARD ADMINISTRATOR RESPONSIBILITIES

The designated COMMISSION P-Card Administrator will manage, on a day-to-day basis and in detail, the P-Card Program and Transaction System for COMMISSION. The P-Card Administrator will serve as the primary interface with the State P-Card Administrator and the issuing bank. The ODAFF P-Card Administrator will coordinate cardholder training pursuant to State Purchase Card procedures. The P-Card Administrator will review P-Card account activity on a monthly basis. All cardholder accounts that have no activity in a twelve-month period will be reviewed by ODAFF P-Card Administrator and COMMISSION Division Directors and subject to determination as to whether to leave the account active or close the account.

B. CARDHOLDER RESPONSIBILITIES

1. Each cardholder may only use the card in accordance with established procedures as outlined here and the State's P-Card procedures document. Unauthorized use or failure to maintain required logs and other documentation will result in cancellation of the card and possible disciplinary actions. It is the cardholder's responsibility to ensure that prices paid using the P-Card are fair and reasonable. The cardholder shall protect the security of the P-Card and card account number at all times.

2. Cardholders should regularly review the transaction system for posted account information. The cardholder's review will be to validate that posted purchase transactions are accurate. These regular reviews will help with security by early identification of unauthorized use.
3. Cardholders shall maintain a transaction log detailing all purchases made with the P-Card. Cardholders shall obtain an electronically generated memo statement upon closing of the bank's monthly billing cycle from the Transaction System. The memo statement shall be reconciled by the cardholder and submitted (along with the transaction log and all supporting documentation) to the cardholder's Approving Official.
4. Cardholders may use the P-Card for purchases from established statewide or state use contracts.
5. P-Cardholders may use the P-Card for travel related expenses following the State's p-card procedures document and agency guidelines for this type of transaction.

C. APPROVING OFFICIAL RESPONSIBILITIES

1. Approving Officials shall review the cardholder's reconciled memo statement and supporting documentation for accuracy, completeness, appropriateness of the purchase and whether the transactions were conducted according to State statutes, rules, procedures, and sound business practice. Any issue that cannot be resolved between the Approving Official and the Cardholder shall be brought to the attention of the Agency P-Card Administrator for resolution. To indicate concurrence with the reconciled statement, the Approving Official shall sign and date the memo statement. The memo statement, P-Card transaction log, and all supporting documentation shall be submitted to the Agency P-Card Administrator in a timely manner.
2. The Approving Official shall immediately notify the Agency P-Card Administrator of a change in the employment status of a cardholder. If a cardholder leaves State employment, the Approving Official shall return the destroyed P-Card to the P-Card Administrator.

D. AUTHORIZED USES

1. P-Card use is for official purposes only.
2. Use of the P-Card is limited to the person whose name is embossed on the P-Card.

3. P-Card holders are authorized to use the P-Card for any approved purchase up to \$5,000 in accordance with the State of Oklahoma Policy and Procedures for Purchase Card and Online Booking Tool (OMES 2017). Individual card limits below \$5,000 may be established based on individual's routine purchasing needs. Purchases from statewide contracts issued by the State Purchasing Director, utilities, interagency payments, and certain professional services as defined in Section 803 of Title 18 of the Oklahoma Statutes are exceptions to the \$5,000 limit, but must be approved by the COMMISSION's designated P-Card Administrator.

E. PROHIBITED USES

The P-Card shall not be used for the following types of purchases:

1. Entertainment
2. Split Purchases (defined in I. Procedures, Part H. Purchasing Thresholds, Section 6. Split Purchases Prohibited, page 10, of these purchasing procedures)
3. Per Diem food and beverages as authorized by the State Travel Reimbursement Act, Oklahoma State Travel Policy, and any other statute pertaining thereto
4. Cash, cash advances, automatic teller machine (ATM) transactions
5. Goods or services for personal use
6. Items not for official state business
7. Any transaction or series of transactions, which exceed the limits established on an individual P-Card
8. Motor fuel for personal vehicles or state owned equipment and vehicles
9. Automotive general maintenance, ancillary items, and emergency repairs pursuant to Statewide Contract # 101 (SW101) for Automated Fleet Fuel Management System. (Maintenance, repairs, or parts for equipment is not prohibited.)
10. Automatic Drafts
11. Gifts or gift certificates; this does not apply to gift certificate purchases made for employee performance recognition pursuant to 74 O.S. § 4121. Gift certificates are a taxable, reportable item for the recipient
12. Any transaction exceeding \$5,000, except O.S. 74 § 85.5 L authorizes unlimited purchases of the following:
 - a. Purchases from statewide contracts issued by the State Purchasing Director;
 - b. Utilities - Each invoice should be paid in its entirety with one single transaction. Suppliers who place restrictions on payments that cause multiple transactions to pay a single invoice should not be paid by P-Card. If choosing to utilize

the P-Card for utility payments, the annual cumulative convenience fee totals may not exceed the amount of the P-Card rebate for those purchases.

- c. Interagency payments; and
 - d. Certain professional services as defined in Section 803 of Title 18 of the Oklahoma Statutes.
- 13. Any transaction or series of transactions, which exceeds the limits established on an individual P-Card
 - 14. Any transaction made by anyone other than the cardholder.

F. P-CARD PROCESS

- 1. The P-Card may be used for walk-in, telephone or internet purchases though card security must be a primary consideration before any use. Internet purchases may only be made through a secure site.
- 2. The cardholder must obtain an acknowledgement for each purchase or order. The acknowledgement will be a receipt for walk-in purchases, a confirmation number for telephone orders or an order confirmation for Internet orders. **Detailed receipts shall be obtained for all purchases.**
- 3. Purchases are exempt from State of Oklahoma sales tax. The State's sales tax identification number is provided on the P-Card and cardholders must exercise caution to ensure they are not being charged nor paying such tax.
- 4. To document the receipt of goods or services, the receipt must be annotated "Received" and signed and dated by the cardholder.
- 5. Each cardholder must maintain a separate transaction log for each billing cycle listing all P-Card purchases, returns, credits and disputed transactions.
- 6. The cardholder should immediately resolve a disputed transaction with the merchant. If the dispute cannot be resolved, the cardholder should annotate the transaction log accordingly and forward all related information to the ODAFF P-Card Administrator. The ODAFF P-Card Administrator may contact the state P-Card issuing bank for assistance. This must occur within 30 days after the original transaction date.
- 7. If a card is lost or stolen, the cardholder must immediately notify the state P-Card issuing bank. The agency is responsible for purchases on a lost or stolen P-Card until the state P-Card issuing bank is notified. The cardholder should record on the transaction

log the name of the customer service representative as well as the date and time the state P-Card issuing bank was notified. In addition, the cardholder must complete a Stolen Card Notification form and provide it to the P-Card Administrator.

III. RECORDS RETENTION:

A. GENERAL PROCUREMENT RECORDS

The COMMISSION shall retain all records relative to acquisitions and contracts for the periods required by the State Consolidated General Records Disposition Schedule, Financial Records, 2-91 Contracts and Acquisitions (OAC 260:115-5-9) which states that these records shall be retained in the office for seven (7) years after expiration of the contract, then destroyed, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. The COMMISSION will make records for state agency acquisitions available to the State Purchasing Director when the OMES performs an audit of state agency acquisitions.

B. P-CARD RECORDS

The COMMISSION shall retain all records relative to P-Card transactions for a the periods required by the State Consolidated General Records Disposition Schedule, Financial Records, 2-101 State Purchase Card (P-Card) which states that these records shall be retained in the office for a period of seven (7) years, then destroyed after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements. P-Card records include but are not limited to transaction receipts and logs, dispute documents, Cardholder and State Entity Approving Official approvals, and any other pertinent documents whether in paper or electronic form.

**STATE GUIDELINES
FOR THE
CONSERVATION COST-SHARE PROGRAM**

PROGRAM YEAR 19

Program Year Begins: February 12, 2018
Program Year Ends: August 31, 2019

Allocation Period Begins: February 12, 2018
Allocation Period Ends: August 31, 2018

Oklahoma Conservation Commission
in cooperation with
Oklahoma's 84 Conservation Districts

Approved by the Conservation Commission on _____.

I GENERAL

The Oklahoma Conservation Commission hereby declares that the following problems are having a detrimental affect on the renewable natural resources of our state:

Oklahoma's water and soil resources are an important foundation of the state's economic infrastructure. Natural climatic events as well as human activity are impacting these two natural resources. As long as farmers and ranchers produce food from the land to feed the world and the wind blows and the rain falls, we will continue to see impacts on soil and water. Our task as stewards of these natural resources is to minimize these impacts. Protecting these vital natural resources is paramount in preserving the state's economic future. In order to accomplish this goal, the Conservation Commission hereby establishes the following goals and objectives to address these problems affecting our renewable natural resources:

Make cost-share funds available to conservation districts so that they can implement cost-share practices which will protect our soil and water natural resources.

The Conservation Commission herein establishes the complete list and description of the conservation Cost-Share Program policies and conservation practices approved for use by the conservation districts during Program Year 19. See Section II for the approved list of conservation practices with their respective range of cost-share rates for each of the Conservation Cost-Share Program initiatives. State cost-share average costs (unit cost) are based on Oklahoma Natural Resources Conservation Service (NRCS) data.

Any exceptions from these established Conservation Cost-Share Program policies and guidelines shall be approved by the Conservation Commission.

II ALLOCATION OF FUNDS

A. Locally Led Conservation Initiative

The Conservation Commission allocates \$1,818,500 of FY 2018 appropriations to the Conservation Cost-Share Fund for the purposes of providing cost-share payments to eligible participants for implementing approved cost-share conservation practices.

B. Conservation District Allocation

The amount of funds allocated to each conservation district from the FY 2018 appropriation for Program Year 19 appears on page 12. These funds will be available to conservation districts on February 12, 2018.

Conservation districts that have unobligated Program Year 18 funds may submit a request to the Conservation Commission to carry those funds over for use in Program Year 19. Requests must include the district's final Program Year 18 Monthly Report. The amount of each district's carry over funds will be based on their performance ranking during Program Years 15, 16, and 17.

III POLICIES

A. Allocation Period

The allocation period shall start February 12, 2018 and end August 31, 2018. Any funds allocated to districts and not obligated during the allocation period for Program Year 19 will be released by the district and made available for reallocation by the Conservation Commission. Funds become obligated to a participant after approval of the application by the board and a performance agreement has been signed and dated by the district board and the participant.

B. Authorized/Designated Representatives

The district board must designate an authorized district representative. This person can sign all forms. The authorized district representative must be a district board member. It cannot be a district employee.

The district must designate a technical representative. The designated technical representative will assist in developing conservation plans and determining the need for conservation practices. The representative will also be responsible for design and layout of approved conservation practices, determining compliance with approved standards and specifications, and certifying conservation practice quantities and completion of conservation practices.

C. Conservation Practices

Each district board may select any of the approved cost-share conservation practices within the Locally Led Conservation Initiative for inclusion in the district's local guidelines. The selection should be based on which practices will best address the district's highest priority problems affecting renewable natural resources.

Cost-share practices shall be implemented according to NRCS standards and specifications. In the event NRCS standards and specifications do not exist, conservation practices must meet Conservation Commission approved standards and specifications.

D. Average Costs

State average cost (unit cost) for these practices is based on Oklahoma NRCS data. In order for a variance to be considered the request must be in writing and accompanied by supporting data compiled by the district. The variance rate must be approved by the Conservation Commission prior to the board's approval of Program applications and performance agreements being signed.

E. Cost-Share Payments

The minimum cost-share payment amount that shall be made to any participant from these funds is \$100. The maximum cost-share payment amount that shall be made to any participant from these funds is \$5,000.

F. Cost-Share Rate

The maximum cost-share rate for these practices is 75%. District boards may choose to set cost-share rate less than the specified rate.

G. Eligibility

Applicants for the Conservation Cost-Share Program must be a district cooperator with a conservation plan.

Conservation Commissioners, Conservation Commission staff, conservation district employees or the spouses of any of these people shall not be eligible to participate in the Conservation Cost-Share Program.

On November 1, 1999 conservation district directors became eligible to participate in the Conservation Cost-Share Program. Due to the limited amount of funds available for Program Year 19 individual directors should give careful consideration to public perception when making their decision to participate in the Program. If the local board decides that board members can apply and board members choose to apply for Program Year 19 the guidelines below must be followed.

1. Individual district board members applying cannot discuss any element of the Cost-Share Program including but not limited to practices, rates, average costs, selection criteria, application approval/disapprovals, cost-share payments, and extensions.
2. Individual district board members applying for the Cost-Share Program must abstain from voting on all elements of the Program.
3. Individual district board members cannot use their position as a conservation district board member to improve or elevate their individual chances of becoming a successful applicant.

H. Agreements

All Program Year 19 performance agreements must be signed and dated by the district board and participant on or before August 31, 2018. All Program Year 19 performance agreements must be completed and the check in the hand of the participant on or before August 31, 2019. Installation of conservation practices cannot begin until an effective performance agreement is in place. A performance agreement becomes effective on the last date of signature. Each participant should have only one performance agreement.

Each participant is required to sign a maintenance agreement. Completion of the maintenance agreement and signature of the participant are required prior to the disbursement of the cost-share payment.

IV APPROVED CONSERVATION PRACTICES

Contained in this section is a list of all conservation practice's approved for use in the Program Year 19 Locally Led Conservation Initiative. The conservation district shall only use conservation practices listed here unless a special request is approved by the Conservation Commission. In order for a conservation practice special request to be considered the request must be in writing and accompanied by supporting documentation. The special request must be approved by the Conservation Commission prior to the board's approval of Program applications and performance agreements being signed.

State average cost (unit cost) for these practices is based on Oklahoma NRCS data. In order for a variance to be considered the request must be in writing and accompanied by supporting data compiled by the district. The variance rate must be approved by the Conservation Commission prior to performance agreements being signed.

Below are the conservation practices approved for Program Year 19.

314 - Brush Management

Definition: The management or removal of woody (non-herbaceous or succulent) plants including those that are invasive and noxious.

- Purpose:
- Create the desired plant community consistent with the ecological site.
 - Restore or release desired vegetative cover to protect soils, control erosion, reduce sediment, improve water quality or enhance stream flow.
 - Maintain, modify or enhance fish and wildlife habitat.
 - Improve forage accessibility, quality and quantity for livestock and wildlife.
 - Manage fuel loads to achieve desired conditions.

315 – Herbaceous Weed Control

Definition: Removal or control of herbaceous weeds including invasive, noxious and prohibited plants.

- Purpose:
- Enhance accessibility, quantity, and quality of forage and/or browse.
 - Restore or release native or create desired plant communities and wildlife habitats consistent with the ecological site.
 - Protect soils and control erosion.
 - Reduce fine-fuels fire hazard and improve air quality.

338 – Prescribed Burning

Definition: Fire applied to a predetermined area using prescriptions to meet specific objections.

- Purpose:
- Control undesirable vegetation.
 - Prepare sites for harvesting, planting or seeding.
 - Control plant disease.
 - Reduce fuel hazards that lead to wildfire.
 - Improve wildlife habitat.
 - Improve plant productivity, health and vigor.
 - Remove slash and debris.
 - Enhance seed and seedling production.
 - Facilitate distribution of grazing and browsing animals.
 - Restore and maintain ecological processes and ecological site integrity.
 - Protect air quality from wildfire smoke impacts.

340 – Cover Crop

Definition: Grasses, legumes, and forbs planted for seasonal vegetative cover.

- Purpose:
- Reduce erosion from wind and water.
 - Maintain or increase soil health and organic matter content.
 - Reduce water quality degradation by utilizing excessive soil nutrients.
 - Suppress excessive weed pressures and break pest cycles.
 - Improve soil moisture use efficiency.
 - Minimize soil compaction.

342 - Critical Area Planting

Definition: Establishing permanent vegetation on sites that have, or are expected to have, high erosion rates, and on sites that have physical, chemical or biological conditions that prevent the establishment of vegetation with normal practices.

- Purpose:
- Stabilize stream and channel banks, pond and other shorelines.
 - Stabilize areas with existing or expected high rates of soil erosion by wind or water.
 - Stabilize areas, such as sand dunes and riparian areas.

362 – Diversion (new structures only)

Definition: A channel generally constructed across the slope with a supporting ridge on the lower side.

- Purpose: To divert excess water from one area for use or safe disposal in other areas.

378 - Pond (new structures only)

Definition: A water impoundment made by constructing an embankment, by excavating a dugout, or by a combination of both.

- Purpose: To provide water for livestock, fish and wildlife, recreation, fire control, erosion control, flow detention, and other uses such as improving water quality.

382 - Fencing

Definition: A constructed barrier to animals or people. (Does not include temporary fence.)

- Purpose: This practice facilitates the accomplishment of conservation objectives by providing a means to control movement of animals and people, including vehicles.

NOTE: This practice is to be used only in conjunction with the Pond (378) or as cross fencing for grazing management.

394 – Firebreak

Definition: A permanent or temporary strip of bare or vegetated land planned to retard fire.

- Purpose:
- Reduce the spread of wildfire.
 - Contain prescribed burns.

410 - Grade Stabilization Structure

Definition: A structure used to control the grade in natural or constructed channels.

Purpose: To stabilize the grade, reduce erosion or improve water quality.

412 - Grassed Waterway (new structures only)

Definition: A shaped or graded channel that is established with suitable vegetation to convey surface water at a non-erosive velocity using a broad and shallow cross section to a stable outlet.

Purpose:

- To convey runoff from terraces, diversions, or other water concentrations without causing erosion or flooding.
- To reduce gully erosion.
- To protect/improve water quality.

512 - Forage and Biomass Planting

Definition: Establishing adapted and /or compatible species, varieties, or cultivars of herbaceous species suitable for pasture, hay, or biomass production.

Purpose:

- Improve or maintain livestock nutrition and/or health.
- Provide or increase forage supply during periods of low forage production.
- Improve soil and water quality.
- Produce feedstock for biofuel or energy production.

516 - Pipeline

Definition: Pipeline and appurtenances installed to convey water for livestock or wildlife.

Purpose:

- Convey water to points of use for livestock or wildlife.
- Reduce energy use.
- Develop renewable energy systems.

533 - Pumping Plant

Definition: A facility that delivers water at a designed pressure and flow rate. Includes the required pump(s), associated power unit(s), plumbing, appurtenances, and may include on-site fuel or energy source(s), and protective structures.

Purpose:

- Delivery of water for irrigation, watering facilities, wetlands, or fire protection.
- Removal of excessive subsurface or surface water.
- Provide efficient use of water on irrigated land.

550 - Range Planting

Definition: Establishing of adapted perennial or self-sustaining vegetation such as grasses, forbs, legumes, shrubs and trees.

Purpose:

- Restore a plant community similar to the ecological site description reference state for the site or the desired plant community.
- Provide or improve forages for livestock.
- Provide or improve forage, browse or cover for wildlife.
- Reduce erosion by wind and/or water.
- Improve water quality and quantity.

561 – Heavy Use Area Protection

Definition: To stabilize a ground surface that is frequently and intensively used by people, animals, or vehicles.

Purpose:

- To provide a stable, non-eroding surface for areas frequently used by animals, people or vehicles.
- To protect and improve water quality.

600 - Terrace

Definition: An earth embankment, or a combination ridge and channel, constructed across the field slope.

Purpose:

- Reduce erosion by reducing slope length.
- Retain runoff for moisture conservation.

614 - Watering Facility

Definition: A means of providing drinking water to livestock or wildlife.

Purpose: Provide designated access to drinking water for livestock or wildlife in order to meet daily water requirements and improve animal distribution.

642 - Water Well

Definition: A hole drilled, dug, driven, bored, jetted or otherwise constructed into an aquifer for water supply.

Purpose: Provide access to a groundwater supply suitable for livestock watering, fire control, wildlife, and other agricultural uses.

V CONSERVATION PRACTICE STANDARDS AND SPECIFICATIONS

Please refer to the Natural Resources Conservation Service standards and specifications book.

IV CONSERVATION PRACTICE COST-SHARE STATE AVERAGE COSTS

Practice Code	Practice Name	Component	Life Span	Units	Unit Cost
314	BRUSH MANAGEMENT				
		Mechanical 11-30% Canopy Cover		AC	\$156.52
		Mechanical 31-50% Canopy Cover		AC	\$250.46
		Mechanical >51% Canopy Cover		AC	\$403.61
		Chemical-Individual Plant Treatment Low (50-200 plants per acre)		AC	\$28.05
		Chemical-Individual Plant Treatment High (201-400 plants per acre)		AC	\$63.74
		Chemical-Broadcast, Aerial, or Ground		AC	\$42.16
		Chemical-Broadcast Tebuthiuron 1.0 lb rate		AC	\$73.41
		Chemical-Broadcast Tebuthiuron 2.0 lb rate		AC	\$119.85
315	HERBACEOUS WEED CONTROL				
		Chemical Application by any method		AC	\$38.57
		Mechanical		AC	\$22.90
338	PRESCRIBED BURNING				
		Level Terrain, Herbaceous		AC	\$9.06
		Steep Terrain, Herbaceous		AC	\$24.99
340	COVER CROP				
		Basic & Organic/Non-Organic		AC	\$80.10
		Multiple Species Organic/Non-Organic		AC	\$94.39
342	CRITICAL AREA PLANTING/VEGETATION		10 yrs		
		Native & Introduced Vegetation (normal tillage)		AC	\$274.66
		Native & Introduced Vegetation (moderate grading)		AC	\$615.09
362	DIVERSION		10 yrs		
		Diversion		CY	\$2.37
378	POND		20 yrs		
		Excavated or Embankment Pond without Pipe		CY	\$2.49
		Embankment, Pipe Material 1000 Diameter Inch Foot or Smaller		CY	\$3.14
		Embankment, Pipe Material 1001-1500 Diameter Inch Foot		CY	\$3.35
382	FENCE		20 yrs		
		Level Non-Rocky		LF	\$2.37
		Steep-Rocky		LF	\$3.04
394	FIREBREAK				
		Constructed-Slight Slopes with Light Equipment		FT	\$0.05
		Constructed-Moderate Slopes with Medium Equipment		FT	\$0.19
		Constructed-Steep Slopes with Medium Equipment		FT	\$0.67
		Vegetated, Permanent Firebreak		FT	\$0.13
		Re-Constructed Firebreaks (where prior firebreaks existed and are not useable)		FT	\$0.09

Practice Code	Practice Name	Component	Life Span	Units	Unit Cost
410	GRADE STABILIZATION STRUCTURE		20 yrs		
	Embankment, Galvanized CMP or Plastic Pipe (ratio of earthwork (CY) to pipe (DIFT) > 4.0)			CY	\$2.67
	Embankment, Galvanized CMP or Plastic Pipe (ratio of earthwork (CY) to pipe (DIFT) is 4.0-2.1)			CY	\$3.01
	Embankment, Galvanized CMP or Plastic Pipe (ratio of earthwork (CY) to pipe (DIFT) is 2.0-1.4)			CY	\$3.38
	Embankment, Galvanized CMP or Plastic Pipe (ratio of earthwork (CY) to pipe (DIFT) is 1.3-1.1)			CY	\$3.59
	Embankment, Welded Steel or Aluminum Pipe (ratio of earthwork (CY) to pipe (DIFT) > 4.0)			CY	\$2.99
	Embankment, Welded Steel or Aluminum Pipe (ratio of earthwork (CY) to pipe (DIFT) > 4.0-2.1)			CY	\$3.32
	Embankment, Welded Steel or Aluminum Pipe (ratio of earthwork (CY) to pipe (DIFT) > 2.0-1.4)			CY	\$3.99
	Embankment, Welded Steel or Aluminum Pipe (ratio of earthwork (CY) to pipe (DIFT) > 1.3-1.1)			CY	\$4.51
	Rock Chute			CY	\$70.09
	Chute, Rock with Concrete Cutoff			CY	\$84.84
	Concrete Chute			CY	\$567.94
412	GRASSED WATERWAY		10 yrs		
	Base Waterway			AC	\$1,850.96
512	FORAGE AND BIOMASS PLANTING		10 yrs		
	Native Perennial Grass (one species)			AC	\$188.83
	Introduced Perennial Warm Season Grasses, Seeding			AC	\$233.83
	Introduced Perennial Warm Season Grasses, Sprigging			AC	\$285.02
	Introduced Perennial Warm Season Grasses, Seeding w/ Lime			AC	\$316.84
	Introduced Perennial Warm Season Grasses, Sprigging w/ Lime			AC	\$361.01
	Introduced Perennial Cool Season Grass, Seeding			AC	\$210.58
516	PIPELINE		20 yrs		
	.75 in – 1.25 in Plastic, Normal Trenching			LF	\$2.06
	.75 in – 1.25 in Plastic, Rock Trenching			LF	\$3.13
	1.5 in – 2 in Plastic, Normal Trenching			LF	\$2.46
	1.5 in – 2 in Plastic, Rock Trenching			LF	\$3.52
	> 2 in Plastic, Normal Trenching			LF	\$3.92
	> 2 in Plastic, Rock Trenching			LF	\$4.98
	≤ 2 in HDPE, Surface Installation			LF	\$2.11
	> 2 in HDPE, Surface Installation			LF	\$4.52
533	PUMPING PLANT		15 yrs		
	Electric Powered Pump, 2 HP or Less			HP	\$1,462.10
	Electric Powered Pump, 2 HP or Less, Pressure Tank			HP	\$1,937.86
	Electric Powered Pump, > 2 HP and ≤ 10 HP			HP	\$724.05
	Electric Powered Pump, > 10 HP and ≤ 40 HP			HP	\$461.00
	Electric Powered Pump, > 40 HP			HP	\$294.80
	Variable Frequency Drive, 40 HP or Less			HP	\$382.14

Practice Code	Practice Name	Component	Life Span	Units	Unit Cost
533	PUMPING PLANT	(continued)			
		Variable Frequency Drive, > 40 HP and ≤ 100 HP		HP	\$258.84
		Internal Combustion Powered Pump, 7.5 HP or Less		HP	\$695.71
		Internal Combustion Powered Pump, > 7.5 HP		HP	\$422.37
		PTO Pump		HP	\$193.16
		Windmill Powered Pump		FT	\$1,035.44
		Solar Powered Pumping Plant, 150 ft or Less (of total head on pump)		EACH	\$4,755.01
		Solar Powered Pumping Plant, 151-300 ft (of total head on pump)		EACH	\$7,403.39
550	RANGE PLANTING		10 yrs		
		Native Plants (standard seedbed prep)		AC	\$313.64
561	HEAVY USE AREA PROTECTION		10 yrs		
		Aggregate, Crushed Rock or Gravel on Geotextile		SF	\$1.48
		Aggregate, Crushed Rock or Gravel in GeoCell on Geotextile		SF	\$4.33
		Aggregate, Crushed Rock or Gravel on Earthen Base		SF	\$0.83
		Other Cementious Material, Crushed Gypsum Rock		SF	\$0.90
		Other Cementious Material, Compacted Caliche		SF	\$0.48
		Reinforced Concrete with Sand or Gravel Foundation		SF	\$3.29
595	INTEGRATED PEST MANAGEMENT				
		Basic IPM One Resource Concern		AC	\$16.50
		Basic IPM More than One Resource Concern		AC	\$22.24
		Advanced IPM, All Resource Concerns		AC	\$33.01
600	TERRACE		10 yrs		
		Terrace Construction		LF	\$1.27
		Terrace Reconstruction		LF	\$1.00
614	WATERING FACILITY		10 yrs		
		Freeze Proof Trough		EACH	\$1,513.62
		Energy Free Fountains		GAL	\$31.81
		Watering Facility < 1000 gallons		GAL	\$2.00
		Watering Facility 1001-1400 gallons		GAL	\$1.31
		Watering Facility 1401-2100 gallons		GAL	\$1.13
		Watering Facility 2101-3000 gallons		GAL	\$0.93
		Watering Facility 3001-5000 gallons		GAL	\$0.78
		Watering Facility > 5000 gallons		GAL	\$0.65
		Watering Ramp, Rock on Geotextile		SF	\$1.35
		Watering Ramp, Rock on Geocell on Geotextile		SF	\$4.15
642	WATER WELL		20 yrs		
		Well depths 150 feet or less		EACH	\$4,513.31
		Wells greater than 150 feet deep to 300 feet deep		EACH	\$8,999.25
		Wells greater than 300 feet deep		EACH	\$14,246.91

CONSERVATION DISTRICT COST-SHARE PROGRAM YEAR 19 ALLOCATIONS

Adair	\$33,000	LeFlore	\$10,000
Alfalfa	\$17,500	Lincoln	\$22,500
Arbuckle	\$28,000	Little River	\$0
Atoka	\$5,000	Logan	\$28,000
Beaver	\$22,500	Love	\$28,000
Blaine	\$22,500	Major	\$22,500
Bryan	\$28,000	Marshall	\$5,000
Caney Valley	\$33,000	Mayes	\$17,500
Central North Canadian River	\$22,500	McClain	\$10,000
Checotah	\$33,000	McIntosh	\$33,000
Cherokee	\$17,500	Murray	\$17,500
Cimarron County	\$5,000	Muskogee	\$22,500
Cleveland	\$5,000	Noble	\$28,000
Coal	\$22,500	North Caddo	\$28,000
Comanche	\$22,500	North Fork of Red River	\$10,000
Cotton	\$33,000	Nowata	\$33,000
Craig	\$22,500	Okfuskee	\$17,500
Creek	\$10,000	Oklahoma	\$17,500
Custer	\$10,000	Okmulgee	\$10,000
Deer Creek	\$28,000	Osage	\$28,000
Delaware	\$28,000	Ottawa	\$22,500
Dewey	\$33,000	Pawnee	\$17,500
East Canadian	\$33,000	Payne	\$33,000
Ellis	\$17,500	Pittsburg	\$33,000
Garfield	\$33,000	Pontotoc	\$22,500
Garvin	\$33,000	Pushmataha	\$5,000
Grady	\$22,500	Rogers	\$22,500
Grant	\$28,000	Seminole	\$33,000
Greer	\$17,500	Sequoyah	\$22,500
Harmon	\$22,500	Shawnee	\$28,000
Harper	\$17,500	South Caddo	\$33,000
Haskell	\$22,500	Stephens	\$33,000
Hughes	\$17,500	Talihina	\$28,000
Jackson	\$22,500	Texas	\$17,500
Jefferson	\$17,500	Tillman	\$28,000
Johnston	\$5,000	Tulsa	\$5,000
Kay	\$10,000	Upper Washita	\$17,500
Kiamichi	\$10,000	Wagoner	\$22,500
Kingfisher	\$28,000	Washita	\$17,500
Kiowa	\$5,000	West Caddo	\$33,000
Konawa	\$33,000	Woods	\$22,500
Latimer	\$22,500	Woodward	\$33,000

FY-2019

Executive Budget

Governor
Mary Fallin

February 5, 2018

Executive Summary

During her tenure as CEO of the State of Oklahoma, Governor Fallin has recommended common sense reforms to create stability and predictability in the revenue estimation and budgeting process. She has also recommended government modernization efforts to create efficiencies and save the state millions of dollars. Some of those are now law, but many remain just ideas and the uncertainty and volatility surrounding funding state government remain realities. Recently, a nonpartisan group of business, civic and community leaders came together to develop the Step Up Oklahoma plan. This plan represents yet another approach to stabilize state revenue and reform government to increase efficiency and cut abuse, all while funding core services and providing a long overdue teacher pay raise.

As such, Governor Fallin's FY 2019 Executive Budget recommends implementing these bold reforms and revenue measures, repairing the structural deficit that currently exists in Oklahoma state government. To begin reversing the detrimental trend of diverting revenues off-the-top for specific purposes, most new revenues proposed in this executive budget would be directed to the General Revenue Fund for discretionary appropriation by elected officials. The FY 2019 Executive Budget is balanced and proposes appropriations of \$7.28 billion. When adjusted for inflation, this budget is still over \$1 billion less than the FY 2009 appropriated budget. Further, this budget includes \$289.5 million for a \$5,000 teacher pay raise.

Revenue Changes

Recurring revenues for appropriation proposed in Governor Fallin's FY 2019 budget are:

Cigarette Tax

\$231.7 million

Smoking remains the number one preventable cause of death in Oklahoma, killing more people than AIDS, alcohol, car accidents, illegal drugs, murders and suicides combined. Increasing the price point of cigarettes is the single most effective strategy to reduce tobacco consumption, especially among youth. Oklahoma's annual health care costs caused by smoking are \$1.62 billion. Oklahoma currently ranks 36th in the nation with a rate of \$1.03 per pack and this budget proposes a \$1.50 increase, which would bring us to 13th in the nation.

Gross Production Tax on Oil and Natural Gas

\$126.7 million

All wells currently taxed at 2% will be increased to 4% and all future wells will begin at 4% for the first 36 months and move to 7% after.

Little Cigars and Chewing Tobacco

\$12.2 million

The proposal is to tax products falling within the little cigar category at the same tax rate as cigarettes. The current tax rate for little cigars is \$0.036 per little cigar. The new rate would be \$0.0515. The amendment would conform Oklahoma law to federal law that now taxes all little cigars at the same rate as cigarettes (effective April 1, 2009). The proposal also levies an additional 10% tax on chewing tobacco.

Motor Fuel Tax

\$163.4 million

Oklahoma currently ranks 49th in the country for both gasoline tax at \$0.17 per gallon and for diesel tax at \$0.14 per gallon, and ranks lowest in the region for motor fuel tax rates, which averages at \$0.2014 cents per gallon for gasoline and \$0.2050 per gallon of diesel. An increase of \$0.06 per gallon, as proposed, keeps Oklahoma's motor fuel tax rates well below the national average of over \$0.3356 per gallon for gasoline and \$0.3536 for diesel. Further, this proposal maintains the 8-year plan.

Gross Production Tax on Wind

\$19.2 million

Including the Zero-Emission Income Tax Credit, the Investment / New Jobs Income Tax Credit, a Sales Tax Exemption for manufacturing companies, and an Ad Valorem Tax Exemption, this industry has been incentivized sufficiently to now be a major player in the Oklahoma energy industry, and a major winner of now unnecessary incentives. As such, Governor Fallin proposes to begin taxing the production of wind energy at \$1 per *MWh* produced.

Transferable/Refundable Income Tax Credits

\$13.9 million

This proposal repeals the transferability and cash refundability for corporations eligible for coal, wind and railroad tax credits.

Simplification of Individual Income Tax

\$129.2 million

Per the Step Up Oklahoma Plan, reform components of this compromise include:

1. Caps itemized deductions at \$22,500, with no cap on charitable contributions.
2. Two intermediate rates are added, currently taxed at 5.00 percent:
 - a. 4.60% on taxable income between \$7,200 to \$17,999 (single) and between \$12,200 and \$35,999 (joint/head of household).

- b. 4.80% on taxable income between \$18,000 and \$49,999 (single) and between \$36,000 and \$99,999 (joint/head of household).
- 3. Offers a three-tiered per return credit, for returns with adjusted gross income (AGI) of:
 - a. Less than \$16,000 - \$70.00 credit (non-refundable).
 - b. Less than \$32,000 - \$65.00 credit (non-refundable).
 - c. Less than \$50,000 - \$50.00 credit (non-refundable).
- 4. Reduces standard deduction amounts and disallows personal exemption.

This component of the Step Up Plan causes no change to the top marginal rate of 5.0%, while causing 55% of filers to see a reduction or no change in tax liability.

Gaming Modernization

The Step Up Oklahoma Plan includes a reform to allow Indian casinos to use balls and dice in their craps and roulette games, which will likely increase the state's revenue from exclusivity fees. However, neither the Oklahoma Tax Commission nor of the Office of Management and Enterprise Services will provide a revenue estimate, and as such the Governor's budget does not include an impact from this change. It would be in the state's best fiscal interest to consider this proposal, via the Tribal and State Gaming Compact. These efforts will maximize projected revenues for the State of Oklahoma.

Expenditure Changes

Governor Fallin's budget makes \$431.7 million in targeted expenditure increases across 11 agencies for FY 2019, as well as providing one-time appropriations for four agencies. Further, the FY 2019 Executive Budget assumes that the three agencies impacted by the Supreme Court ruling 2017-63, which overturned the revenue raising measures of SB 845, receive the additional \$66.5 million to make their FY 2018 budgets whole.

One-Time Appropriation Increases

- | | |
|--|-----------------|
| • Health Care Authority for loss of federal funding for teaching hospitals | \$141.8 million |
| • State Board of Education for Ad Valorem Reimbursement | \$92.7 million |
| • Long-Range Capital Planning Commission for infrastructure | \$37.7 million |
| • Capitol Bond Debt Service | \$13.9 million |

Targeted Appropriation Increases for FY 2019

Governor Fallin's budget includes the following targeted appropriation increases:

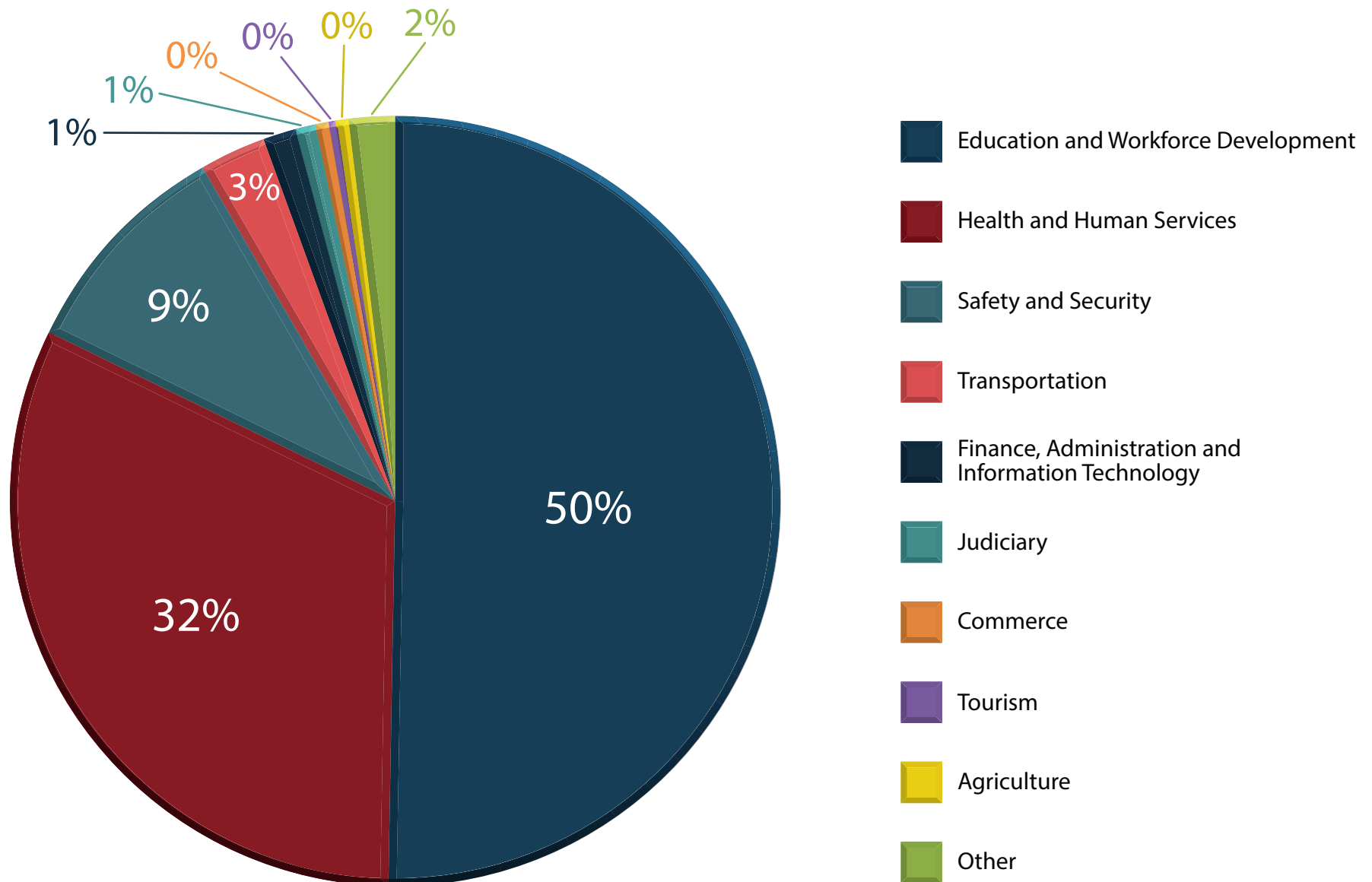
- Department of Education
 - \$289.5 million for \$5,000 teacher pay raise.
 - \$22.6 million for annual flexible benefit allowance increase.

- Department of Transportation
 - \$55.5 million to restore State Transportation Fund to December Board of Equalization estimate.
- Department of Mental Health and Substance Abuse Services
 - \$25 million for Oklahoma Justice Reform initiatives.
- Department of Corrections
 - \$5.5 million for lease increase at Sayre Facility.
 - \$5 million for Oklahoma Justice Reform initiatives.
- Department of Human Services
 - \$17.0 million for Pinnacle Plan.
- Department of Commerce
 - \$5 million for the Closing Fund.
- Department of Emergency Management
 - \$3 million for the State Emergency Fund.
- Legislative Services Bureau
 - \$2 million for Agency Performance and Accountability efforts.
- Pay for Success Contract
 - \$500,000.
 - Legislation passed in 2014 authorized the state to contract for Pay for Success programs, and in 2017 the state entered into a contract with Tulsa's Family and Children's Services to partner with their Women in Recovery program to reduce incarceration rates for women. Over the next several years, the success of that program will be evident and the bills for various milestones will be payable. OMES manages that contract.
- Court of Criminal Appeals
 - \$307,000 for operations.
- Pardon and Parole Board
 - \$1.2 million for increased staffing costs to support Oklahoma Justice Reform Initiatives.

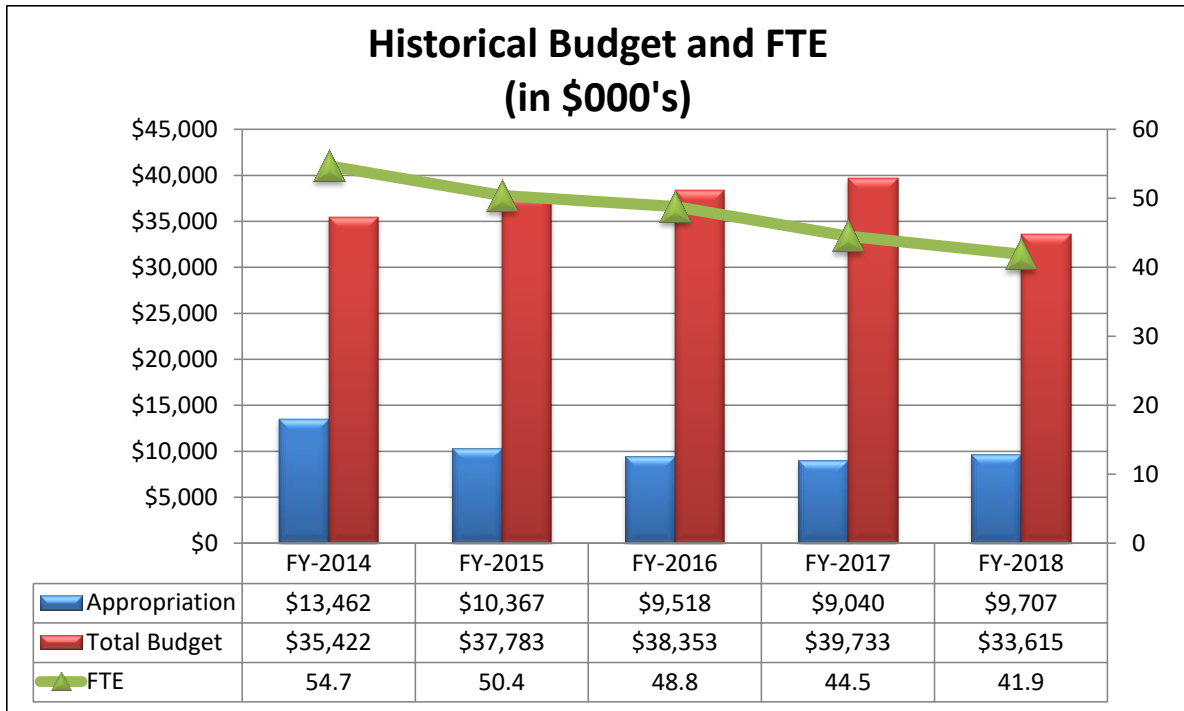
The governor also acknowledges that agency costs are increasing, while appropriation levels remain flat or have decreased. To that end, and to help address the rising costs of health insurance that exceed the current benefit allowance agencies receive, this budget includes \$5.9 million for appropriated agencies to address increased health insurance costs.

	FY-2018 Appropriation	Final FY-2019 Budget Book	\$ From FY-2018 to FY-2019	% From FY-2018 to FY-2019
Governor	\$1,641,031	\$1,641,031	\$0	0.00%
TOTAL GOVERNOR	\$1,641,031	\$1,641,031	\$0	0.00%
Lt. Governor	\$372,730	\$372,730	\$0	0.00%
TOTAL LT. GOVERNOR	\$372,730	\$372,730	\$0	0.00%
Agriculture, Department of	\$23,566,136	\$23,566,136	\$0	0.00%
Conservation Commission	\$9,706,643	\$9,706,643	\$0	0.00%
TOTAL AGRICULTURE	\$33,272,779	\$33,272,779	\$0	0.00%
Commerce, Department of	\$20,817,997	\$25,817,997	\$5,000,000	24.02%
Labor, Department of	\$3,517,371	\$3,517,371	\$0	0.00%
TOTAL COMMERCE	\$24,335,368	\$29,335,368	\$5,000,000	20.55%
Career Technology Education	\$112,515,558	\$112,515,558	\$0	0.00%
Education, State Department of	\$2,448,399,829	\$2,760,473,764	\$312,073,935	12.75%
Educational Television Authority	\$2,699,927	\$2,699,927	\$0	0.00%
Education Quality & Accountability, Office of	\$1,619,898	\$1,619,898	\$0	0.00%
Higher Education, Regents for	\$773,597,660	\$773,597,660	\$0	0.00%
Physician Manpower Training	\$3,314,840	\$3,314,840	\$0	0.00%
Science and Math, School of	\$6,121,709	\$6,121,709	\$0	0.00%
TOTAL EDUCATION and WORKFORCE DEVELOPMENT	\$3,348,269,421	\$3,660,343,356	\$312,073,935	9.32%

FY-2019 Budget by Cabinet



Conservation Commission



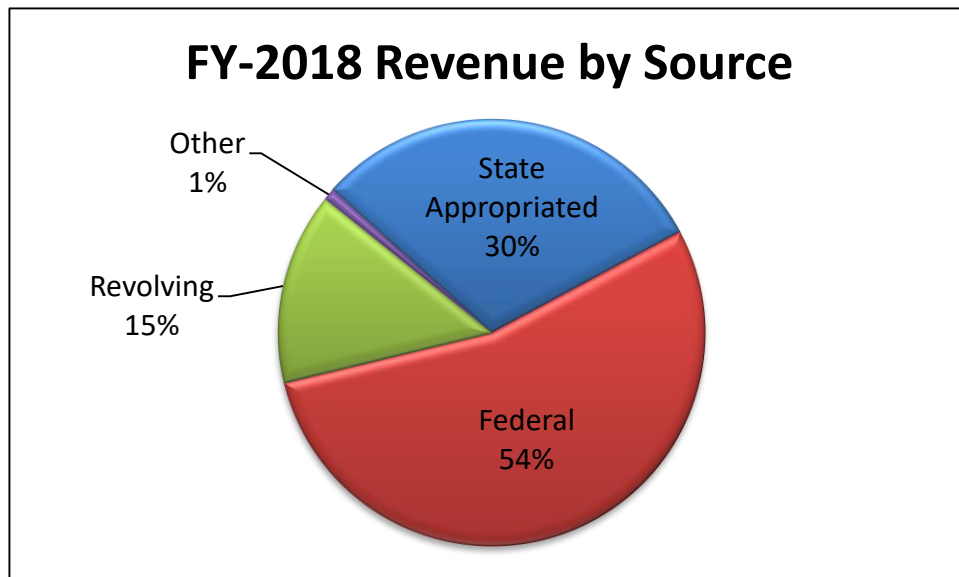
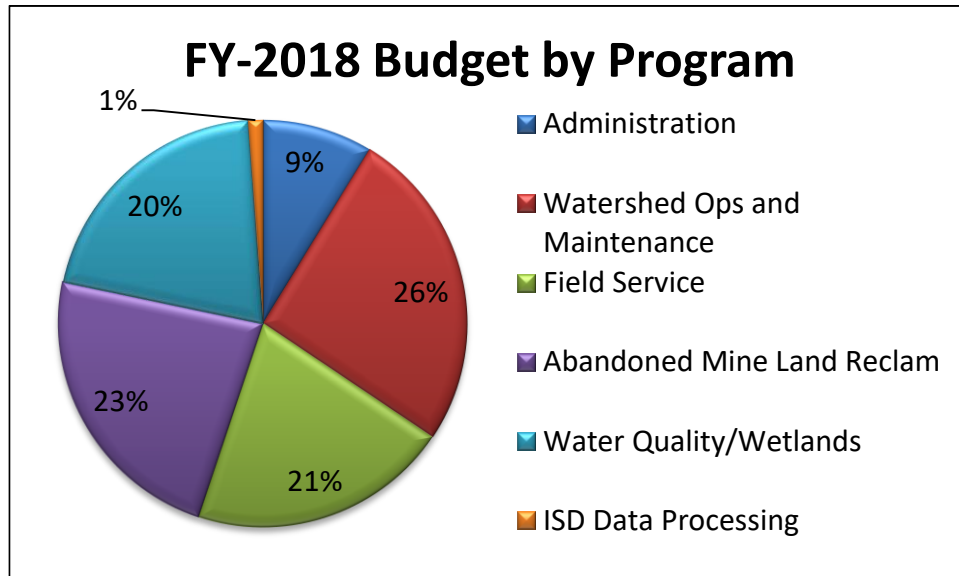
Mission:

The Oklahoma Conservation Commission (OCC) seeks to conserve, protect and restore Oklahoma's natural resources, working in collaboration with the Conservation Districts and partners on behalf of all Oklahomans.

Programs:

- Administration
- Watershed Ops and Maintenance
- Field Service
- Abandoned Mine Land Reclamation
- Water Quality/Wetlands
- ISD Data Processing

Conservation Commission



Accomplishments Over The Past Year:

Conservation Programs

- Completed required dam safety inspections of 2,107 upstream flood control dams, performed operation and maintenance on 150, and completed the required dam safety modification of one high-hazard upstream flood control dam;
- Responded to more than 20,000 Okie One-Call locate tickets;
- Completed flood damage repairs on 54 flood control dams;
- Produced ten breach inundation maps for high hazard flood control dams to identify potential damage locations and lives at risk;
- Completed the emergency drought assistance program providing \$226,425 of financial assistance to 64 land managers in five counties with land managers contributing \$149,950 in private funding to match the state's financial cost share; and
- Provided technical assistance services to 639 land managers with the Locally Led Cost Share

Conservation Commission

Program leveraging \$1million in state funds against \$2.2 million in private funds to apply Best Management Practices to improve soil health and water quality.

Water Quality

- Ranked in the top five nationally among states for reported load reductions of phosphorus and nitrogen contaminants in streams and rivers for the fifth year in a row;
- Continued to assess the health of Oklahoma streams and rivers by maintaining over 200 water quality monitoring sites around the state, collecting over 800 water samples and conducting 45 fish collections including aquatic habitat assessments and 189 invertebrate collections;
- Partnered with conservation districts and the Natural Resources Conservation Service to provide education at 17 education workshops about soil health and its importance to protecting water quality and natural resources;
- Continued water quality focused efforts in the Elk City Lake, Grand Lake, New Spiro Lake, and Little; and

District Services

- Delivered \$58 million dollars of federal financial conservation assistance over 6,000 contracts to Oklahoma landowners through Farm Bill programs in cooperation with the USDA Natural Resources Conservation Service and the state's 85 conservation districts.

Office of Geographic Information

- Involved in providing GIS support to the State Emergency Operation Center (SEOC) and supported the SEOC operations during various tornado outbreaks and flooding events in the spring and summer of 2015; and

Goals For The Upcoming Year:

- Maintain the \$2 billion public infrastructure and sustain the \$90 million in annual benefits by continuing to perform the inspections, operation, and maintenance of the state's 2,107 upstream flood control dams;
- Provide technical assistance and financial cost share to 700 land managers who implement best management practices to improve soil health and water quality;
- Provide technical and financial assistance to land managers along the I-35 corridor for Monarch Habitat Improvement through a USFWS grant;
- Complete 2015 flood damage repairs on 21 flood control dams;
- Rank in the top five states in the country in reducing phosphorus and nitrogen contaminants in Oklahoma's streams;
- Remove an additional five to ten stream segments from EPA's 303d list of impaired streams;
- Complete stream restoration in scenic rivers watersheds to reduce nutrient, sediment, and bacteria pollution;
- Complete reclamation construction on 58 acres of abandoned mine land (AML);
- Advance the reauthorization of the Surface Mining Control and Reclamation Act of 1977 (SMCRA);
- Identify and support state agencies that could benefit from GIS technologies; and
- Work with the Office of Management and Enterprise Services and OneNet to provide technical services to maintain and support the state's Broadband Initiative and provide geospatial data services to local and state agencies.

Major Agency Projects:

- Maintaining a statewide water quality monitoring system to ensure water quality problems are identified and water quality improvement can be verified;
- Prioritizing watershed projects that were funded through the U.S. Environmental Protection Agency

Conservation Commission

and NRCS to use voluntary conservation programs to improve and protect water quality in the Elk City Lake, New Spiro Lake, Lake Waurika, Grand Lake, the Illinois River, and Eucha-Spavinaw watersheds; and

- Providing training tools, through the Soil Health Education Program, for educating citizens about the value of soil health as a mechanism to improve agricultural productivity, resist impacts of harsh climatic conditions, reduce soil erosion, and protect natural resources.

Savings, Efficiencies and Shared Services:

- Continued using Lidar photography to eliminate the need for on-the-ground surveying to prepare breach inundation maps for high hazard dams and for design work to rehabilitate dams and reclaim abandoned mine land;
- Continued implementation of a Dam Watch program to allow conservation districts to be automatically notified when rainfall and seismic events threaten flood control dams and endanger public safety;
- Continued to upgrade the agency's website and use social media to find new audiences, making agency information more accessible to a larger number of people;
- Implemented the sharing of personnel resources between conservation districts in an effort to cover core conservation responsibilities in a downsizing environment, including the creation of the watershed aide position to assist with the operation and maintenance of upstream flood control dams in multiple conservation districts and the shared administrative services occurring in 14 conservation districts; and
- Working with state and federal partners to develop shared services agreements for jointly funded positions in conservation districts.

OKLAHOMA CONSERVATION COMMISSION
ADMINISTRATION STAFF - SUMMARY OF ACTIVITIES
Monday, February 12, 2018

Executive Director/Assistant Director

- Met with EPA Region 6 Administrator, Ann Edsel.
- Lam and Knauf Owen completed OMES Statewide Financial Policy Training.
- Attended the Enid Farm Show
- Met with Milton Sovo with the Apache Nation to discuss potential projects to clear brush on tribal owned and tribal trust lands.
- Met with the Oklahoma Conservation Historical group.
- Met with Farm to Food Bank partners to discuss projects for the coming year.
- Participated in meetings regarding Cottonwood Site 33 upstream flood control site in East Canadian County Conservation District.
- Continued discussions with OACD, NRCS and OSU to discuss OSU's perspective on soil health and cover crops.
- Developed budget presentation and individualized handouts for each house and senate member of the Appropriations and Budget Natural Resources and Regulatory Services Subcommittee.
- Made budget presentation to the Joint Appropriations and Budget Natural Resources and Regulatory Services Subcommittee.
- Attended the National Association of Conservation Districts annual meeting in Nashville, TN – participated in the Tribal RPG, Education and Stewardship Committee, South Central Business Meeting and NASCA meeting.
- Continued planning for state meeting
- Provided assistance to districts with development of 2018 payroll.
- Have reviewed all payments of insurance and retirement from Conservation Districts to ensure proper amounts are used for 2018.
- Assisted Districts with development of W2/W3 and 1099 forms for end of tax year 2017.
- Participated in work group with OACD to select demonstration farms.
- Worked with OACD and NACD to develop proposal for funding for part-time archeologists to assist with clearing cultural resource reviews
- Work with Dept of Agriculture Financial Management staff daily to process claims and bills for agency operations
- Worked with ODAFF Human Resources staff to reconcile OSEGIB and OPERS payments for December
- Reviewed district preclaim summaries for completeness.
- Reconciled the AFLAC billing for agency and district employees.

- Processed invoices.
- Reviewed conservation district claims prior to processing.
- Updated the Commission's Agreements database
- Updated District Director's database
- Prepared the minutes from the previous regular scheduled meeting for review and approval
- Finalized February Commission meeting packet: Prepared tentative meeting agenda; Out of State Travel exhibit; Agreements exhibit, Recommendations for Appointment exhibit, Administration Division Monthly Summary
- Compiled the tentative meeting packet for hard-copy and email distribution to Commission members and principal staff
- Sent email Meeting Notice

General Counsel

January 2018 Report

Meetings Attended:

- **January 8** OKC, OK Commission Meeting
- **January 10** Love County CD Office Marietta, OK Meeting with landowner and NRCS to discuss Lower Bayou Site #12 plans, easements, and mitigation requirements
- **January 12** Enid, OK, Agri-Fest Oklahoma Agriculture Mediation Meeting and legislative update from Senator Inhofe and others
- **January 23** Porum, OK AML staff meeting Reviewed recently completed projects, projects being vegetated, new construction projects, new internal purchasing and P-card policies, OSMRE course enrollment updates, safety, general permit update, visited project sites to progress
- **January 24** Stillwater, OK Meeting with Senator Inhofe's staff, Frank Lucas's staff, NRCS staff, and Commission staff to discuss proposed airport runway extension over Cottonwood Creek Watershed Structure # 33 in East Canadian County; discussed floodplain concerns, high hazard criteria, responsibilities and ways to work together to find a good solution for both sides

Conservation District Issues:

- Responded to issues and questions for or on behalf of the following conservation districts: Blaine County CD, Dewey County CD, East Canadian County CD, Garfield County CD, Grady County CD, Love County CD, McIntosh County CD, Noble County CD, North Caddo CD, North Fork of the Red River CD, Sequoyah County CD, South Caddo CD, Washita County CD, and Woodard County CD
- Responded to questions by conservation districts regarding the following topics: auditors question regarding funds paid to the court on condemnation case; easement violations, enforcement and information sharing; inspection on dam with difficult landowners; if monies in the bank must be FDIC protected; inspection concerns;

speaking at banquet, road crossing permits and status of the sale of drills on state surplus

- Case before the Oklahoma Water Resources Board regarding Sallisaw Creek Watershed Site #33; discovery is proceeding; no depositions have been requested, no interrogatories have been served or received; working on own witness list and required paperwork; reviewing process for introducing the OWRB own records; and review arguments for motion
- Assisted McIntosh County CD in receiving official copies of their Articles of Incorporation from the Secretary of State's Office for use in correcting DUNS# error
- Assisted Woodward County CD on the preparation of responses for "Claimant's First Interrogatories and Requests for Production to Respondent and Insurance Carrier" on pending workers comp case and sent the responses and documents to insurance carrier; gathered information for the District regarding the status of the case and the purpose of the discovery request that can be presented to the Board at their next Board meeting
- Reviewed and mapped easements for Lower Bayou #12 meeting
- Responded to calls from districts and energy companies on easements, easement requirements, and setbacks; received 5 requests for watershed dams GIS layers and sent the layers to companies needing the information for planning project purposes; includes QPSE, Johnson & Associates, Prairie Oil & Gas, Environmental Resources management Company, and Seven Cowboy Wind Project
- Discussed dredging of principal pool and dam maintenance with Gulfport regarding land in Grady County that they purchased with a flood control structure on it; Gulfport would like to enlarge the pool area for the purposes of selling the water
- Discussed with QPSE company contact the process for getting transmission poles placement and route reviewed by the local district for possible conflicts and concerns; provided a really quick review of watershed dams that appear to be close to their current proposed route, includes Upper Red Rock Watershed Sites #37, 40 & 42; shared information with the Garfield County CD
- Reviewed and prepared easement maps for Cottonwood Creek Watershed Site #33
- Review easements for Elk Creek Watershed Site #23D; County road resolution needed

AML:

- AML: work on Roberson land rights and title work, respond to correspondence, file reviews, attended staff meeting

General Commission Issues:

- Reviewed tribal maps and fact sheets; Commission "Purchasing Policy"; cost reimbursement issue for Blue Thumb, Sugar Creek funding issue; transfer of property from Commission to conservation districts, and DCAM form and draft letter
- Received feedback on presentation at the Oklahoma Water Laws and Regulations Conference in OKC, OK on December 21
- Timesheet and reports
- Contacted the Honorable James R Winchester of the Oklahoma Supreme Court to speak and administer the Oath of Office at OACD meeting; provided information to him on OACD, conservation districts, the oath of office to use, and the Oklahoma Conservation Commission; confirmed attendance with OACD

**OKLAHOMA CONSERVATION COMMISSION
WATER QUALITY DIVISION
JANUARY MONTHLY SUMMARY**

Shanon Phillips, Director
February 12, 2018

Conservation District Meetings

Staff attended Craig, Delaware, North Fork of the Red River, Ottawa Conservation District Board meetings.

Neosho River Basin Regional Conservation Partnership Program

Staff conducted the following activities:

- 2 state agreements for riparian area exclusion
- 5 active federal contracts
- 7 cooperators are actively participating
- Federal funds obligated to date: \$391,835
- State funds obligated to date: \$58,160.50

Activities:

- Craig County board meeting, Vinita, 1/3
- Delaware County board meeting, Jay, 1/8
- Ottawa County board meeting, Miami, 1/10
- RCPP Workgroup meeting, Afton, 1/11
- RCPP Luncheon, Afton, 1/19

Upcoming Events:

- NRCS Team 6 Meeting, Tahlequah, 2/1
- Craig County board meeting, Vinita, 2/7
- Delaware County board meeting, Jay, 2/12
- Ottawa County board meeting, Miami, 2/14
- NRCS Pollinator Workshop, Tahlequah, 2/21
- OACD State Meeting, OKC, 2/27

Elk City Lake Regional Conservation Partnership Program

- Monty Ramming continues to contact producers in the watershed
- Jerry and Monty are monitoring ongoing projects and planning new ones
- Three payments have been made
- Three new applications
- Seven new field visits

Blue Thumb January Report

Blue Thumb Water Quality Education Program

Water Quality Division, Oklahoma Conservation Commission

Report for Rob Barossi, Candice Miller, Kim Shaw, Jean Lemmon

Compiled activity summary for December: 54 total people reached (December is typically a very slow month for blue Thumb because many citizens are already busy between Thanksgiving and Christmas.)

Ongoing activities:

- Contacts with volunteers (bug picking and Quality Assurance sessions)
- Preparing documentation for hiring new Blue Thumb Field Educator (currently an open position)

January activities (scheduled public events):

- Bug collections/QA
- 1/12: Enid Farm Show booth
- 1/18: Grand Adventure/Riverology 101 planning meeting, Tulsa
- 1/19: Oklahoma Mentor Day, OU Norman
- 1/25: Blue Thumb App phone meeting with Michigan Tech students
- 1/27: Introduction to Blue Thumb Training, Norman
- 1/28: Blue Thumb Monitoring Training, Norman
- 1/30: Blue Thumb App phone meeting with MI Tech students

February activities

- Bug collections/QA
- 2/2: Environmental Education Expo, OCU

Management Staff

- Participated in the following meetings:
 1. Commission meeting (01/08)
 2. P-Card Approver training (01/10)
 3. Lower Neosho RCPP project meeting (01/11)
 4. OCLWA Board meeting (01/17)
 5. NWQI Pilot project meeting in Stillwater (01/12)
 6. NWQI Pilot project partners meeting in Duncan (01/18)
 7. Tribal/State water quality management coordination meeting (01/23)
 8. Budget committee hearing on OCC budget request (01/24)
 9. Project scoping with OSU Environmental Science Grad Student program (12/19)
 10. OMES IT group discussion on services plan to agency (01/25)
- Prepared §319 and Wetlands Draw
- Continued purchasing and travel responsibilities
- Continued working on Kingfisher CCD compilation
- Gathered information for in house auditing report
- Continued work on the NWQI Pilot project (throughout)
- Responded to numerous internal and external info requests throughout the month

Carbon/Soil Health Education Program

- Continued planning for 2018 soil health trainings
- Introduced the Soil Health Education Program Catalog of Services
- Sent outreach and information email to all districts including copy of the Soil Health Program Catalog of Services
- Assisted Commissioner LeGrand with field visit and site inventory for ideas to improve soil health
- Attended Cleveland CCD board meeting to discuss urban aspects affecting soil health and possible soil health trainings
- Scheduled additional meetings with several district boards to discuss SH trainings
- Provided SH tracking information and workshop details to GIS for budget hearing maps
- Assisted with Environmental Education materials checkouts to Blue Thumb staff, Beyond the Classroom, and others
- Presented Environmental Education materials to Enid Homeschool group
- Planned to attend and present rainfall simulator at OK Assoc. of Environmental Educators annual 'Environmental Expo'
- Participated in brush management and nutrient management webinars from Texas A&M Research
- Attended No-Till on the Plains Winter Conference in Wichita KS

Monitoring

- Continued routine water quality monitoring for Rotating Basin Project – 1.4 (RBP1.4) (Neosho/Grand and Upper Canadian Basins) cycle
- Initiated winter benthic macroinvertebrate sampling for Rotating Basin Project – 1.4 (RBP1.4) (Neosho/Grand and Upper Canadian Basins) cycle
- Continued routine water quality monitoring for the Rotating Basin Project – 2.4 (RBP 2.4)(Upper Arkansas, Upper North Canadian, and Cimarron River Basins) cycle
- Initiated winter benthic macroinvertebrate for the Rotating Basin Project – 2.4 (RBP 2.4)(Upper Arkansas, Upper North Canadian, and Cimarron River Basins) cycle
- Continued monthly water quality sampling at 5 stream sites in the Neosho River Basin Regional Conservation Partnership Program (RCPP) Project area and one site on West Elk Creek in the Elk City Lake RCPP Project area
- Continued monthly water quality sampling at 3 stream sites in the Little Beaver Creek watershed in support of the Little Beaver NRCS National Water Quality Initiative (NWQI)
- Continued support for the monitoring of Holi-Tuska Creek in support of the New Spiro Lake Project in LeFlore County
- Continued subsampling macroinvertebrate collections in preparation for identification by the contracted taxonomist

Wetlands

Staff conducted the following activities:

- Completed plant identification for 15 wetland sites assessed during the National Wetland Condition Assessment (NWCA) Intensification project

- Completed data entry for 20 of the NWCA Intensification project sites
- Submitted a draft Final Report for the Historic Mapping Trends project
- Submitted a draft Final Report for the In-Lieu-Fee Program Development (ODOT) project
- Completed 20 wetland determinations
- Participated in Interagency Review Team (IRT) meetings regarding potential In-Lieu-Fee properties
- Distributed a Wetlands Bulletin on invasive species to over 500 e-mail recipients

Technical Writing & Records Management

Staff conducted the following activities:

- Worked on various reports and written outputs in fulfillment of work plan deliverables
- Fulfilled multiple information requests
- Entered sampling information

Upcoming Events:

- 2/20 2016 Integrated Report Public Meeting, DEQ
- 2/25-27 OACD Annual Meeting, OKC

Environmental Projects Coordinator

- Updated Locally Led Cost Share Report
- Processed invoices and Requests for Acquisitions
- Processed contracts

Submitted to EPA Region 6:

- Submitted wetlands project final report: ODOT Mitigation
- Submitted wetlands project final report: Mapping Trends
- Submitted Trainings Report

Environmental Programs

OWRB Green Infrastructure Funding

- Eufaula Wetland designer has been selected and contract has been signed. Initial design completed.
- Pre-construction meeting held on October 17 with contractor for McMurtry Parking Lot. Follow-up meeting held 11/21 with contractor to discuss final design modifications to meet material specifications. Change order approved by OMES to meet new design requirements due to design change based new component specifications
- Construction is underway at McMurtry parking lot, slight weather-based delays; however, completion expected by mid-February.
- GRDA design contractor has been selected. Meeting held with contractor to discuss designs and plan project schedule. Site visit completed for additional data collection, contractor

provided initial draft of design for review, will finalize design in early January. GRDA board approved contribution of \$100,000 to complete project.

- Follow-up meeting scheduled with GRDA designer to go over near-final plans, final plans expected by Feb. 9
- Developed an MOU with Team up to Clean Up for project oversight on Eufaula Wetland Project.
- OCC staff continues to work with OWRB, OMES and Jeri Fleming to complete required documentation for SRF projects.

Implementation

- Working with Ed Fite/GRDA to enroll ~150 acres in conservation easements in the Illinois River watershed. GRDA has approved an agreement with us to provide them \$500,000 to purchase the conservation easements. GRDA has approved three easements. First invoice received for initial enrollments. Second invoice is pending.
- Olsson & Assoc. completed field work for Tyner Creek watershed assessment. OCC staff met with Olsson and reviewed initial product in November. Olsson provided draft final report in mid-December. Staff met with Olsson on December 15 to discuss report modifications. Final report received.

**OKLAHOMA CONSERVATION COMMISSION
OFFICE OF GEOGRAPHIC INFORMATION & TECHNICAL SERVICES DIVISION
MONTHLY SUMMARY**

Mike Sharp, State Geographic Information Coordinator & Director

January, 2018

OGI & TS Activity

- Worked on various hardware and software support issues for OCC non-OMES computer systems.
- Followed up on and provided assistance regarding OMES helpdesk tickets submitted by OCC and District staff.
- Routine server, software and anti-virus and anti-spam maintenance on OGI computer systems.
- Worked with various conservation districts on IT issues.
- Prepared documents for and attended OCC budget hearing on January 24.
- Met with OMES staff to discuss IT services provided to OCC and OGI through a Master Service Agreement.

Geographic Information System (GIS) Activity

- Provided GIS services to AML, WQ, CP and Administration.

Office of Geographic Information/State Geographic Information Council

- Worked on OKMaps servers, software and data.
- Worked on compiling parcel data for statewide parcel data layer.
- Provided support to OKMaps users.
- Provided 22 legislative district maps for OCC budget hearing.
- Prepared minutes and agenda for GI Council meeting on February 2.
- Met with State 911 Technical Subcommittee to discuss mapping needs.
- Worked on 911 PSAP Boundary project.
- Attended 911 Authority Board meeting.

**OKLAHOMA CONSERVATION COMMISSION
ABANDONED MINE LAND DIVISION MONTHLY SUMMARY**

Robert W. Toole, AML Program Director

February 12, 2018

AML Project Management

Pryor (Muskogee County)

Construction completed ahead of schedule at a final cost of \$997,480.40. Fall vegetation plan completed and being monitored. Spring vegetation plan is being prepared.

Sparks (Muskogee County)

Construction is on schedule and expected to be completed on time. Fall vegetation plan completed and being monitored.

McSpadden East (Rogers County)

Authorization to Proceed (ATP) has been received from the Office of Surface Mining Reclamation and Enforcement. Stormwater Pollution Prevention Plan permit has been requested from the Oklahoma Department of Environmental Quality. Check print review has been scheduled in preparation for contracting.

Moore North (Rogers County)

Construction contract was awarded on January 18, 2018, to Bruce Davis Construction, LLC, for \$920,274.00. The contract time is 435 days with a completion date of April 7, 2019. Contractor has mobilized.

Pryor South (Muskogee County)

Construction contract was awarded on December 20, 2017, to Dill Transport, Inc., for \$163,086.25. The contract time is 120 days with a completion date of April 28, 2018. Project is on schedule.

Selrahc (Haskell County)

In-house design is completed. Environmental clearances are on-going. Check print review has been performed in preparation for contracting.

Fowler (Haskell County)

Environmental clearances are on-going; right-of-entries are finalized; in-house design is in preliminary stage.

Greer Phase 3 (Rogers County)

Fall vegetation plan has been implemented. Repairs and erosion control are being monitored.

Baumann (Rogers County)

Fall vegetation plan has been implemented; project being monitored.

Moore South (Rogers County)

Environmental assessment 95% completed pending ABB study and NLEB habitat assessment scheduled for August 2018; realty and rights-of-entry are in progress; final design has been completed.

Construction scheduled for 2018 pending availability of funds, ABB survey results, and ATP from OSMRE.

Loudermilk Area (Rogers County)

Realty is being cleared; design pending.

Taloka Creek South (Haskell County)

Design pending selection of Engineering contractor.

Taloka Creek North (Haskell County)

Aerial and bathymetric surveys have been contracted and scheduled.

McMillin-Graf (LeFlore County)

Site evaluation for project selection has been completed; evaluation data being analyzed; design pending.

West Chelsea Area (Rogers County)

Project selection pending completion of realty.

Williams Talala (Rogers County)

Project selection pending completion of realty.

Laney (Wagoner County)

Realty is in progress; assessment pending.

Busby (Rogers County)

Aerial photogrammetry completed; bathymetric survey completed; project selection pending.

Ryan Williams (Rogers County)

Aerial photogrammetry completed; bathymetric survey completed; project selection pending.

Woytas (Rogers County)

Aerial photogrammetry completed; bathymetric survey completed; project selection pending.

Johnny Patterson (Haskell County)

Aerial photogrammetry completed; bathymetric survey completed; project selection pending.

Robson (Wagoner County)

Initial site evaluation for project selection has been completed; research and realty are in progress.

AML Administration

- Underground mine mapping and inventory update: on-going.
- Digitized Problem Area boundaries from scanned quad maps.
- Realty Research & Verification: on-going.
- Budget Management: on-going.
- Personnel Management: on-going.
- Equipment Management: on-going.
- Operations Management: on-going.
- New Conservation District Director Orientation: AML Program information prepared and submitted.
- Updated federal Abandoned Mine Land Inventory System.
- Participated in a conference call with the Mid-Continent Region Technology Transfer Team of OSMRE.
- Participated in a conference call with the National Association of Abandoned Mine Land Programs' Public Information and Education Committee.
- Professional Development: 2018 nominations for OSMRE National Technical Training Program (NTTP) and Technical Innovation and Professional Services (TIPS) workshops completed; selections pending.
- Conducted AML Team workshop.

OKLAHOMA CONSERVATION COMMISSION
CONSERVATION PROGRAMS DIVISION
Tammy Sawatzky, Director
February 12, 2018

Administration

- Reconciled O&M and rehab financial records.
- Continued work on watershed dam hazard class review project.
- Participated in a meeting to discuss a landowner's request to make alterations to Cottonwood Creek Site 33 in East Canadian County Conservation District.
- Attended a meeting with NRCS, Love County CD and the landowner to discuss the environmental assessment and potential mitigation plans for Lower Bayou Site 12.
- NRCS agreement management for remedial repairs and new construction.
- Attended a quarterly meeting with NRCS staff.
- Attended budget hearing.
- Claims processed:

	# of Claims	Amount
CPD Administration	12	\$ 14,484.78
District O&M	9	31,727.52
District Rehab	3	1,252,634.22
TOTAL		\$1,298,846.52

Operation & Maintenance

- Technical, administrative, and legal/easement assistance to 20 Conservation Districts:

McClain County	Stephens County	Mayes County
Custer County	Seminole County	Grady County
Lincoln County	South Caddo	Washita County
Dewey County	Kiowa County	Upper Washita
East Canadian County	Arbuckle	Garvin
Pontotoc County	Okfuskee County	Murray County
Lincoln County	North Caddo	
- Scheduled pre-construction meetings for:
 - Sugar Creek 269+00R in South Caddo CD on February 20
 - Cottonwood Creek Site 17 in East Canadian County CD on February 22
- Approved O&M Funding Requests:

District	Project	Amount
Pontotoc County	Multiple Sites-supplies	\$2,300.00

- Approved wildlife service's requests:

District	# of Dams
Arbuckle	1
Garvin	1

Watershed Rehabilitation

- NRCS rehabilitation agreement management
- Conducted a pre-construction meeting for Rock Creek Site 15 in Murray County. Reviewed bids received and approved the low bid of \$1,671,207 from Bruce Davis Construction, Emporia KS.

- Administrative, technical and land rights assistance to

Sequoyah County – Sallisaw 33	Logan County – Cottonwood 54
Murray County – Rock 15 and 16	Dewey County – Barnitz 5
City of Perry – Upper Black Bear 62	NFRR – Upper Elk 23D
Washita County – Turkey 9	

Cost-Share Program

- Reviewed Program Year 18 monthly reports received from conservation districts.
- Prepared Cost-Share Program Year 19 Guidelines.
- Assistance: Provided Cost-Share Program assistance to 10 Conservation Districts:

Nowata County	McIntosh County	Caney Valley
Tulsa County	Latimer County	Kay County
Atoka County	Muskogee County	Pittsburg County
Washita County		

# of Claims	# of Districts	Claim Amount		
<u>PY 18</u>				
77	40	\$198,571.62		
	Brush Management	369.2 acres	Pond	44,456 cy
	Diversion	291 cy	Pumping Plant	5
	Fence	27,317 lf	Terrace	2,065 lf
	Heavy Use Area Protection	1,530.8 sf	Watering Facility	3
	Pipeline	196 lf	Well	12