

AGENDA
OKLAHOMA CONSERVATION COMMISSION
Agriculture Building Board Room • 2800 N Lincoln Blvd • Oklahoma City, Oklahoma
Monday, July 1, 2024 – 9:30 a.m.

1. Call to Order
2. Swearing in of Joshua Haven, Area IV member for a term ending June 30, 2029.
3. Roll call
4. Pledge of Allegiance
5. Discussion and possible approval of the June 3, 2024, regular meeting minutes.
6. Discussion and possible approval of Claims and Financial Statement Summary (Exhibit #1)
7. Presentation of Commission Agreements (Exhibit #2)
Discussion and possible action on the following amended agreements:
 - a. Lincoln County Conservation District (OCC-781) to provide funding to the district for unpaved roads projects within the conservation district boundaries. **Amendment 2 adds funds for a project in County Commissioner District 3 and extends the time.**
 - b. Noble County Conservation District (OCC-803) to collaborate with the district, Lake McMurry Friends and NRCS to develop a grazing management demonstration site at Lake McMurry that will demonstrate how grazing management can be used as a tool in management of invasive / nuisance species. **Amendment 2 no cost time extension.**
8. Out of State Travel Request (Exhibit #3)
Discussion and possible approval of the following essential out of state travel:
 - a. National States Geographic Information Council Annual Conference – San Antonio, TX – September 22-27, 2024.
 - b. 2024 USDA / SAS RegenAg Annual Meeting – Canyon, TX – August 20-22, 2024.
9. Discussion and possible approval of Conservation District Director Appointments (Exhibit #4)
10. Discussion and possible approval to declare the candidates in districts where only one eligible person filed a Notification and Declaration of Candidacy as elected to Position #2. (Exhibit #5).
11. Review of Conservation District Election Results where more than one candidate filed for elected position #2 (Exhibit #6). No action required.

12. Discussion and Possible approval of Conservation District Long Range Plans (Exhibit #7).
13. Discussion and Possible approval of Conservation District Joint Plans of Operation (Exhibit #8).
14. Conservation Commission – Fiscal Year 2025 Budget:
 - a. Discussion and possible approval of conservation district personnel and financial management policies (Exhibit #9).
 - b. Discussion and possible approval of allocations to conservation districts for personnel and operating expenses (Exhibit #10).
 - c. Discussion and possible approval of the Agency Budget Work Program (Exhibit #11).
 - d. Discussion and possible action to set the conservation district director meeting expense (maximum of 12 meetings).
15. Consideration, discussion, and possible approval of a statewide program and application process for septic tank remediation and replacement. The implementation of this program offers technical and financial assistance to eligible homeowners for the repair and replacement of failing septic systems near Oklahoma water bodies. The program is funded by the Oklahoma Water Resources Board in partnership with conservation districts, the Commission, and the Grand River Dam Authority (Exhibit #12).
16. Discussion and possible approval of the updated Commission Employee Handbook, policies and forms (Exhibit #13).
17. Public Comments
18. New Business
19. Break (at option of the Chair)
20. Partnership Reports:
 - a. Oklahoma Department of Agriculture, Food and Forestry
 - b. USDA-Natural Resources Conservation Service
 - c. Oklahoma Association of Conservation Districts
21. 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. Trampas Tripp, Land Management Director
 5. Clancy Green, District Services Director
 6. Tammy Sawatzky, Conservation Programs Director
 7. Lisa Knauf Owen, Assistant Director
22. Next Meeting: Monday, August 5, 2024, Oklahoma Department of Agriculture

Board Room, 2800 N Lincoln Blvd., Oklahoma City, Oklahoma at 9:30 a.m.

23. Adjournment

All items on this agenda, including but not limited to any agenda item concerning the adoption or approval of any resolution, contract, agreement, or any other item of business, are subject to revision or amendment, including additions and/or deletions, without exception. Any revision or amendments will be limited and rationally related to the topic of the agenda item. The Board may defer, strike, continue, table, and/or refer any agenda item to its Executive Director, staff, attorney, and/or refer back or appoint a committee for the purpose of gathering more information the Board may need to take action on any agenda item at a subsequent special or regular meeting of the Board.

MINUTES

CALL TO ORDER

The Oklahoma Conservation Commission met Monday, July 1, 2024, in the Agriculture Building located at 2800 N. Lincoln Blvd in Oklahoma. The meeting was called to order at 9:30 a.m. by Chair Dan Herald. He stated this was a scheduled 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 at 11:15 a.m. Thursday, June 27, 2024, at the front entrance of the Oklahoma Agriculture Building, 2800 N. Lincoln Boulevard, Oklahoma City, Oklahoma, as well as on the agency's website conservation.ok.gov.

SWEARING IN OF JOSHUA HAVEN

Lisa Knauf Owen, Assistant Director and notary public, administered the Oath of office and Loyalty Oath to Joshua Haven, Area 4 Commission Member, for his new term June 30, 2029.

ROLL CALL

Bert Bitseedy, Administrative Assistant, took roll call and the following members were in attendance:

Dan Herald, Chair, Area 1 Member
Robert Priess, Vice Chairman, Area 2 Member
Grant Victor, Secretary, Area 3 Member
Gary Crawley, Area 5 Member
Joshua Haven, Area 4 Member

Others in attendance were:

Trey Lam, Executive Director
Lisa Knauf Owen, Assistant Director
Bert Bitseedy, Administrative Assistant
Jeannie Parsley, Comptroller
Janet Stewart, General Counsel
David Uranga, Human Resources
Trampas Tripp, Land Management Division Director
Kade Griffin, Land Management Construction Manager I
Shellie Willoughby, Office of Geographic Information Manager III
TJ Hathcock, GIS Specialist II
Clancy Green, District Services Director
Brandon Welborn, District Services Administrative Programs Officer
Tammy Sawatzky, Conservation Programs Division Director
Moriah Manuel, Conservation Programs Administrative Assistant
Tom Goode, Conservation Programs Field Operations Manager
Paige Porter, Conservation Programs Administrative Programs Officer
Shanon Phillips, Water Quality Director
Greg Kloxin, Soil Health Director
Maryanne Dantzer-Kyer, Water Quality Environmental Project Coordinator
Jeanne Hamilton, NRCS State Conservationist

Sarah Blaney, OACD Executive Director
Alex Smith, Visitor

MINUTES OF PREVIOUS REGULAR MEETING

A motion was made by Mr. Crawley and seconded by Mr. Victor to approve the minutes of the June 3, 2024, Commission meeting as written. Those voting aye were: Herald, Priess, Crawley, Victor and Haven. Nay votes: none. Motion carried.

CLAIMS/FINANCIAL STATEMENT

Commissioners reviewed the claims register, p-card statement, revenue summary and allotment budget / available cash report as provided by Ms. Parsley in Exhibit #1. Ms. Parsley noted that claims and payroll totaling \$2,519,443.96 were processed during the time period of May 22 – June 18, 2024. After discussion, a motion was made by Mr. Priess and seconded by Mr. Victor to approve the financial reports as presented. Those voting aye were: Herald, Priess, Crawley, Victor and Haven. Nay votes: none. Motion carried.

PRESENTATION OF AGREEMENTS

Ms. Owen reviewed agreements with Commissioners and requested approval of the amended agreement on Exhibit #2, item “a-b.” After discussion, a motion was made by Mr. Crawley and seconded by Mr. Priess to approve the amended agreements as presented. Those voting aye were: Herald, Priess, Crawley, Victor and Haven. Nay votes: none. Motion carried.

ESSENTIAL OUT OF STATE TRAVEL REQUESTS

Mr. Lam requested the approval of the following essential out of state travel requests (Exhibit #3), item “a-b.” After discussion, a motion was made by Mr. Victor and seconded by Mr. Haven to approve the travel request as presented. Those voting aye were: Haven, Herald, Priess, Crawley and Victor. Nay votes: none. Motion carried.

CONSERVATION DISTRICT DIRECTOR APPOINTMENTS

Ms. Green discussed with Commissioners recommendation of Conservation District Director Appointments (Exhibit #4). After discussion, a motion was made by Mr. Priess and seconded by Mr. Crawley to approve the district director appointments as presented. Those voting aye were: Herald, Priess, Crawley, Victor and Haven. Nay votes: none. Motion carried.

DECLARING CANDIDATES AS ELECTED WHERE ONLY ONE FILED

Ms. Green discussed with Commissioner possible approval to declare the candidates in districts where only one eligible person filed a Notification of Declaration of Candidacy as elected to Position #2 (Exhibit #5). After discussion, a motion was made by Mr. Victor and seconded by Mr. Haven to declare the candidates elected in districts where only one individual filed. Those voting aye were: Herald, Priess, Crawley, Victor and Haven. Nay votes: none. Motion carried.

REVIEW OF CONSERVATION DISTRICTS ELECTIONS

Ms. Green presented the results of the recent Conservation District Elections where more than one candidate filed for position 2 (Exhibit #6). No vote or action required.

CONSERVATION DISTRICT LONG RANGE PLANS

Ms. Green reported that all Long Range Plan drafts have been received by the Commission. She presented the list of districts who have completed the long-range plan draft review process as shown on Exhibit #7 for approval. After discussion, a motion was made by Mr. Crawley and seconded by Mr. Priess to approve the Conservation District Long Range Plans drafts presented. Those voting aye were: Herald, Priess, Crawley, Victor and Haven. Nay votes: none. Motion carried.

DISTRICT JOINT PLANS OF OPERATIONS

Ms. Green presented the list of districts who have completed the requirements for the Conservation District Joint Plans of Operations as shown on Exhibit #8. Ms. Green recommended the approval of these plans. After discussion, a motion was made by Mr. Victor and seconded by Mr. Priess to approve the joint plans of operation as presented. Those voting aye were: Herald, Priess, Crawley, Victor and Haven. Nay votes: none. Motion carried.

REVIEW OF THE COMMISSION'S FY2025 BUDGET

Mr. Lam presented for approval the proposed conservation district personnel and financial management policies in Exhibit #9, item "a." After discussion, a motion was made by Mr. Victor and seconded by Mr. Haven to approve the policies as presented. Those voting aye were: Herald, Priess, Crawley, Victor and Haven. Nay votes: none. Motion carried.

Mr. Lam and Ms. Green presented for approval the proposed allocations to the conservation districts for personnel and operating expenses as presented in Exhibit #10, Item "b." After discussion, a motion was made by Mr. Crawley and seconded by Mr. Haven to approve the district allocations as presented. Those voting aye were: Herald, Priess, Crawley, Victor and Haven. Nay votes: none. Motion carried.

Mr. Lam presented for approval of the Agency Budget Work Program as seen in Exhibit #11, item "c." After discussion, a motion was made by Mr. Priess and seconded by Mr. Haven to approve the Agency Budget Work Program as presented. Those voting aye were: Herald, Priess, Crawley, Victor and Haven. Nay votes: none. Motion carried.

Mr. Lam and Ms. Green discussed setting the conservation district director meeting expense at \$25.00/meeting for a maximum of twelve meetings as seen in item "d." After discussion, a motion was made by Mr. Crawley and seconded by Mr. Priess to approve the conservation district director meeting expense at \$25.00/meeting with a maximum of twelve-monthly board meetings. Those voting aye were: Herald, Priess, Crawley, Victor and Haven. Nay votes: none. Motion carried.

OKLAHOMA SEPTIC TANK REMEDIATION PROGRAM

Ms. Phillips is requesting approval to implement the statewide program and application process shown in Exhibit #12. She mentioned the partnership with the Oklahoma Water Resource Board and the funding of \$300,000 in total. After discussion, a motion was made by Mr. Victor and seconded by Mr. Priess to approve the Septic Tank Remediation Program and application process as presented. Those voting aye were: Herald, Priess, Crawley, Victor and Haven. Nay votes: none. Motion carried.

COMMISSION EMPLOYEE HANDBOOK

Ms. Stewart presented the Commission Employee Handbook, policies, and forms in

Exhibit #13. She mentioned the last review was 2021, and the new updates for 2024 are as follows:

- 1st section, Page 4-the state removed classified and unclassified positions, and employees will be subject to progressive disciplinary procedures.
- Page 5- time keeping in workday was updated.
- 4th section, Page 6- PMP Changes are completed in workday not on paper.
 - Page 9- Whistleblower Protection Act, changes language and was put in a different act, Oklahoma Medicaid False Claims Act.
- 7th section- Employee Complaints will be processed internally.
 - Page 14- Career Profession Enhancement
- Work schedule and Time worked
 - Work schedule adjustments in a 40-hour period only
- Telework
 - 3 days/week
 - 2 days in office
 - Telework day is not adjustable
 - Virtual meeting /professional background
 - Enter changes in calendar
 - Renew telework agreement for approval
- Leave Policy
 - Annual accrue leave total
 - Maternity/paternity leave
- Code of Conduct
- Drug and Alcohol-free Workplace
- Discrimination/Harassment
 - Report to Human Resources
 - Progressive discipline
 - Steps for complaint process, replacing the grievance process.

After review and discussion, a motion was made by Mr. Victor and seconded by Mr. Priess to approve the updated Commission Employee Handbook. Those voting aye were: Herald, Priess, Crawley, Victor and Haven. Nay votes: none. Motion carried.

PUBLIC COMMENTS

No public comments

NEW BUSINESS

No new business

CONSERVATION PARTNERSHIP REPORTS

Oklahoma Department of Agriculture, Food, and Forestry: No Report.

USDA-Natural Resources Conservation Service (NRCS): Jeanne Hamilton reported Brandon Bishop will be on a 120-day detail for the Eastern National Technical Center in North Carolina, but Jeff Philippi will be acting in Mr. Bishop's capacity. She mentioned they have 5 vacant DC positions for the following teams 1,6,17,18,21. Brandon Burns from Team 10 will begin his detail with the National EWP team. There are 20 Resource Conservationist vacancies, which will be offered to the existing staff to move to one of the locations before its advertised. Pending

approval for clearance to add an Archeologist to assist with tribal consultation and field work. The National EPD staff to conduct a review and provide training to easement staff and to have a new employee orientation and Pathways Intern final presentations in Stillwater. There was a DC meeting for the 2025 FA Program applications deadline is set for November 1, 2024, and discussions of change in structure such as title changes and sent out surveys of the structure review with a result of 118 responses.

Oklahoma Association of Conservation Districts (OACD): Sarah Blaney, reported OACD will be hosting the South Central Region Meeting on September 22-24, 2024 and the registration is open. She mentioned the Climate Smart Commodity grant has been going well and 14 districts will be participating. Jean Lam will be attending the cattle audit in eastern Oklahoma. The CARE program is being offered to 15 conservation districts.

STATUS REPORTS

OKLAHOMA CONSERVATION COMMISSION MEMBERS

Mr. Herald – reported his area received a significant amount of rain. He also welcomed the new commissioner, Joshua Haven.

Mr. Priess – reported the big climate change and received a lot of rain.

Mr. Victor – reported the harvest of the wheat, and hay, the corn was not in good shape. The weather was very hot.

Mr. Crawley –reported harvest of hay and all has turned out good.

OKLAHOMA CONSERVATION COMMISSION STAFF

Executive Director: Trey Lam mentioned meeting with all divisions for the budget meetings. Mr. Lam and Ms. Owen met with the new commissioner, Joshua Haven, in Roger Mills County and toured the area and long history of conservation. He attended the Trust in Beef meeting in Stillwater at Clay Burtrum’s ranch, attended the retirement reception for Jo Callison , and toured Bergen Farms with the Secretary of Energy and Environment and thanked Greg and Shanon for their presentation.

Water Quality Program: Shanon Phillips, OCC Water Quality Division Director, mentioned the Blue Thumb Pictorial report about the fish collection. She provided outreach updates, attended non-point source meetings with 319 program updates, and mentioned the upcoming Crossroads Meeting scheduled for July 30, 2024, in Enid, OK and partnering with OACD. Soil Health had 31 consultations for the month of June. She stated the report is in the packet. She stated she would be happy to answer any other questions.

Office of Geographic Information and Technical Services: Shellie Willoughby, GIS Manager III, mentioned the completion of the 911 IT systems configuration and backup, they are currently working on the 911 grants, and the project set to be completed by December 2024. She stated the report is in the packet and would be happy to answer any other questions.

Land Management: Trampas Tripp, Director, welcomed Kade Griffin as the new construction manager for the division. Unpaved Roads training is set for July 17, 2024 in Miami, OK. Mr. Tripp stated if there were any request for training to contact him and he will schedule

one. He mentioned the updates on Brush Free Zones for Woodward (map in packet), in which he received a "Thank you" letter from the Woodward Chemical Plant. He stated the conservation and nutrient management planners are working on completing trainings. The land restoration updates for the Gilbreath Copper Mine are ready to begin with a bid approval of \$1,921,898. He stated they are looking for additional sites and funding for the reclamation of non-coal mines. He stated the report is in the packet and he would be happy to answer any other questions.

District Services: Clancy Green, District Service Director, mentioned the passing of District Manager Patti Christian, McClain County. She stated the division is busy with budget allocations, Long Range plans, and Joint of Operation Plans. Training is schedule for July 3rd and July 9th. She mentioned Administrative Programs Officer Brandon Welborn attended the fish collection with the Blue Thumb group. She stated the report is in the packet and would be happy to answer any other questions.

Conservation Programs: Tammy Sawatzky, Director, reported she is working on her divisions' budget. Watershed Technician George Moore and Johnny Pelley are currently working on videos for piping. Met with City manager of Perry for the Upper Black Bear 52 for history on project. NRCS is 90% complete on the design for the Caston Mountain 2. She stated they are still waiting on a few districts to send in easements. She stated the report is in the packet and would be happy to answer any other questions.

Assistant Director: Lisa Knauf Owen stated she attended Jo Callison's retirement reception. Traveled with Trey to Cheyenne to meet with new Commissioner, Joshua Haven, she stated the city was installing their first stoplight. She is glad to have Mr. Haven on board with the Conservation Commission. OCC Public Information Officer Jake Searock's last day was June 28, 2024, his position will be open for applications. She noted that Janet Stewart has a report in the packet and there has been an increase in need for legal assistance by districts and staff for more than a year. Taking this into consideration the decision was made to add another attorney position to the staff. She also noted that the budgeting process doesn't cease and with the approval today, budget will be submitted next week.

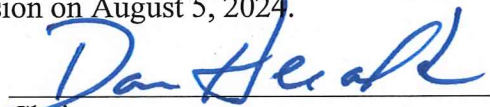
NEXT MEETING

After discussion, the Commissioner's next regular meeting of the Oklahoma Conservation Commission that was set for Monday, August 5, 2024, at the Oklahoma Department of Agriculture Building, 2800 N. Lincoln Blvd., Oklahoma City, Oklahoma at 9:30 a.m.

ADJOURNMENT

There being no further business, Mr. Herald declared the meeting adjourned at 11:16 a.m.

Approved by the Oklahoma Conservation Commission on August 5, 2024.


Chair

**OKLAHOMA CONSERVATION COMMISSION
CLAIMS REGISTER BY PROGRAM
FOR THE PERIOD OF MAY 22, 2024 THRU JUNE 18, 2024**

Voucher	Fund	Department	Date	Amount	Account	Sub	Vendor Name
Employee Withholdings/Retirement/Insurance							
H0504910	99400		5/29/2024	176.92	633110		WASHINGTON NATIONAL INSURANCE COMPANY
H0504911	99400		5/29/2024	1,443.00	633130		OKLAHOMAS CREDIT UNION
H0504912	99400		5/29/2024	600.00	633130		CREDIT UNION ONE OF OKLAHOMA
H0504909	99400		5/29/2024	685.57	633110		AMERICAN FAMILY LIFE ASSURANCE CO
H0504915	99400		5/29/2024	361.67	633190		UNITED WAY OF CENTRAL OKLAHOMA INC
H0504913	99400		5/29/2024	700.00	633190		OKLAHOMA 529 COLLEGE SAVINGS PLAN
H0504914	99400		5/29/2024	15.00	633190		OKLA PUBLIC EMPLOYEES ASSOC
00073660	40000	3000002	6/5/2024	128,274.22	512110		STATE & EDUC EMPL GRP INS BD
00073660	70000	3000002	6/5/2024	<u>15,032.82</u>	512110		STATE & EDUC EMPL GRP INS BD

147,289.20 **Employee Withholdings/Retirement/Insurance**

Administration

00073572	19401	1000001	5/24/2024	10.28	531180		BANCFIRST
00073679	19401	1000001	6/5/2024	53.20	521310		ROBERT M PRIESS
00073680	19401	1000001	6/5/2024	331.80	521310		SAMUEL GRANT VICTOR
00073681	19401	1000001	6/5/2024	152.76	521310		CLAY FORST
00073682	19401	1000001	6/5/2024	152.76	521310		CLAY FORST
00073678	19401	1000001	6/5/2024	379.90	521310		DAN HERALD
00073684	19401	1000001	6/7/2024	611.82	519130		OFFICE OF MANAGEMENT & ENTERPRISE SVCS
00073712	19401	1000001	6/11/2024	280.92	521310		GARY CRAWLEY
00073722	19401	1000001	6/13/2024	96.66	536140		BANK OF AMERICA NA
00073722	19401	1000001	6/13/2024	1,388.00	522131		BANK OF AMERICA NA
00073722	19401	1000001	6/13/2024	41.98	531170		BANK OF AMERICA NA
00073722	19401	1000001	6/13/2024	213.47	534260		BANK OF AMERICA NA
00073722	19401	1000001	6/13/2024	948.12	536170		BANK OF AMERICA NA
00073722	19401	1000001	6/13/2024	334.92	522113		BANK OF AMERICA NA
PAYROLL				<u>85,186.19</u>	511110		DIV PAYROLL -MAY MAIN AND MAY

90,182.78 **Administration**

Watershed Operation & Maintenance/Rehabilitation

00073620	19401	2000001	5/31/2024	702.00	555170	96	SEQUOYAH COUNTY CONSERVATION DISTRICT
00073621	19401	2000001	5/31/2024	18,000.00	555170	96	GARVIN CONSERVATION DISTRICT
00073683	19401	2000001	6/5/2024	325,000.00	555170	96	GRADY COUNTY CONSERVATION DIST
00073722	19401	2000001	6/13/2024	1,586.31	522131		BANK OF AMERICA NA
00073722	19401	2000001	6/13/2024	150.00	531260		BANK OF AMERICA NA
00073722	19401	2000001	6/13/2024	156.14	531350		BANK OF AMERICA NA
00073722	19401	2000001	6/13/2024	233.35	531360		BANK OF AMERICA NA
00073722	19401	2000001	6/13/2024	230.99	531370		BANK OF AMERICA NA
PAYROLL				<u>72,614.08</u>	511110		DIV PAYROLL -MAY MAIN AND MAY

418,672.87 **Watershed Operation & Maintenance/Rehabilitation**

**OKLAHOMA CONSERVATION COMMISSION
CLAIMS REGISTER BY PROGRAM
FOR THE PERIOD OF MAY 22, 2024 THRU JUNE 18, 2024**

Voucher	Fund	Department	Date	Amount	Account	Sub	Vendor Name
Emergency Drought Relief Cost Share							
00073571	42500	2000001	5/24/2024	6,252.40	555170		SHAWNEE CONSERVATION DISTRICT
00073570	42500	2000001	5/24/2024	7,500.00	555170		BLAINE COUNTY CONSERVATION DISTRICT
00073617	42500	2000001	5/31/2024	3,200.00	555170		MCCLAIN COUNTY CONSERVATION DISTRICT
00073636	42500	2000001	6/5/2024	15,801.47	555170		LINCOLN COUNTY CONSERVATION DISTRICT
00073638	42500	2000001	6/5/2024	4,510.40	555170		BEAVER COUNTY CONSERVATION DISTRICT
00073652	42500	2000001	6/5/2024	7,344.00	555170		JOHNSTON COUNTY CONSERVATION DISTRICT
00073662	42500	2000001	6/5/2024	6,496.00	555170		WEST CADDO CONSERVATION DISTRICT
00073661	42500	2000001	6/5/2024	6,790.00	555170		NORTH CADDO CONSERVATION DISTRICT
00073616	42500	2000001	5/31/2024	7,500.00	555170		CREEK COUNTY CONSERVATION DISTRICT
00073637	42500	2000001	6/5/2024	15,000.00	555170		GARVIN CONSERVATION DISTRICT
00073639	42500	2000001	6/5/2024	7,456.00	555170		JOHNSTON COUNTY CONSERVATION DISTRICT
00073640	42500	2000001	6/5/2024	4,500.00	555170		SHAWNEE CONSERVATION DISTRICT
00073641	42500	2000001	6/5/2024	7,500.00	555170		OKFUSKEE COUNTY CONSERVATION DISTRICT
00073642	42500	2000001	6/5/2024	11,900.00	555170		KONAWA CONSERVATION DISTRICT
00073643	42500	2000001	6/5/2024	10,400.00	555170		OSAGE COUNTY CONSERVATION DISTRICT
00073663	42500	2000001	6/5/2024	15,000.00	555170		CENTRAL N CANADIAN RIVER CONSERVATION
00073665	42500	2000001	6/5/2024	7,500.00	555170		BRYAN CONSERVATION DISTRICT
00073666	42500	2000001	6/5/2024	24,780.80	555170		CIMARRON COUNTY CONSERVATION DISTRICT
00073667	42500	2000001	6/5/2024	9,959.20	555170		SHAWNEE CONSERVATION DISTRICT
00073668	42500	2000001	6/5/2024	13,917.20	555170		NOWATA COUNTY CONSERVATION DISTRICT
00073669	42500	2000001	6/5/2024	3,914.59	555170		ADAIR COUNTY CONSERVATION DISTRICT NO 67
00073697	42500	2000001	6/11/2024	13,173.67	555170		SOUTH CADDO CONS DISTRICT
00073706	42500	2000001	6/11/2024	31,709.06	555170		DEWEY COUNTY CONSERVATION DISTRICT
00073698	42500	2000001	6/11/2024	7,279.74	555170		NORTH CADDO CONSERVATION DISTRICT
00073699	42500	2000001	6/11/2024	7,400.00	555170		BRYAN CONSERVATION DISTRICT
00073700	42500	2000001	6/11/2024	3,563.86	555170		KONAWA CONSERVATION DISTRICT
00073701	42500	2000001	6/11/2024	7,500.00	555170		WEST CADDO CONSERVATION DISTRICT
00073664	42500	2000001	6/5/2024	11,350.09	555170		CENTRAL N CANADIAN RIVER CONSERVATION
00073690	42500	2000001	6/7/2024	1,688.00	555170		ATOKA COUNTY CONSERVATION DISTRICT
00073691	42500	2000001	6/7/2024	1,688.00	555170		ATOKA COUNTY CONSERVATION DISTRICT
00073696	42500	2000001	6/11/2024	5,584.92	555170		NORTH CADDO CONSERVATION DISTRICT
00073703	42500	2000001	6/11/2024	4,200.00	555170		MURRAY COUNTY CONSERVATION DISTRICT
00073705	42500	2000001	6/11/2024	19,720.00	555170		GARFIELD CO CONSERVATION DISTRICT
00073702	42500	2000001	6/11/2024	7,500.00	555170		SHAWNEE CONSERVATION DISTRICT
00073704	42500	2000001	6/11/2024	100,285.70	555170		OKFUSKEE COUNTY CONSERVATION DISTRICT
00073739	42500	2000001	6/13/2024	2,000.00	555170		OKMULGEE COUNTY CONSERVATION DISTRICT
00073738	42500	2000001	6/13/2024	7,500.00	555170		CHEROKEE COUNTY CONSERVATION DISTRICT
00073741	42500	2000001	6/13/2024	7,500.00	555170		NOWATA COUNTY CONSERVATION DISTRICT
00073743	42500	2000001	6/13/2024	4,770.00	555170		NOBLE COUNTY CONSERVATION DISTRICT
00073740	42500	2000001	6/13/2024	6,420.00	555170		MAJOR COUNTY CONSERVATION DISTRICT
00073742	42500	2000001	6/13/2024	4,420.00	555170		JEFFERSON COUNTY CONSERVATION DIST
00073744	42500	2000001	6/13/2024	31,650.70	555170		LINCOLN COUNTY CONSERVATION DISTRICT

484,125.80 **Emergency Drought Relief Cost Share**

District Services

00073563	40000	3000001	5/24/2024	1,600.00	555170	99	ALFALFA COUNTY CONSERVATION DISTRICT
00073564	19401	3000001	5/24/2024	86.99	555170	71	ARBUCKLE CONSERVATION DISTRICT

**OKLAHOMA CONSERVATION COMMISSION
CLAIMS REGISTER BY PROGRAM
FOR THE PERIOD OF MAY 22, 2024 THRU JUNE 18, 2024**

Voucher	Fund	Department	Date	Amount	Account	Sub	Vendor Name
00073564	19401	3000001	5/24/2024	40.11	555170	20	ARBUCKLE CONSERVATION DISTRICT
00073564	19401	3000001	5/24/2024	450.00	555170	63	ARBUCKLE CONSERVATION DISTRICT
00073564	19401	3000001	5/24/2024	623.03	555170	68	ARBUCKLE CONSERVATION DISTRICT
00073564	19401	3000001	5/24/2024	45.08	555170	71	ARBUCKLE CONSERVATION DISTRICT
00073564	19401	3000001	5/24/2024	10.42	555170	72	ARBUCKLE CONSERVATION DISTRICT
00073564	19401	3000001	5/24/2024	44.82	555170	80	ARBUCKLE CONSERVATION DISTRICT
00073564	19401	3000001	5/24/2024	110.16	555170	82	ARBUCKLE CONSERVATION DISTRICT
00073564	19401	3000001	5/24/2024	3,858.76	555170	06	ARBUCKLE CONSERVATION DISTRICT
00073564	19401	3000001	5/24/2024	3,210.27	555170	05	ARBUCKLE CONSERVATION DISTRICT
00073564	40000	3000001	5/24/2024	3,485.86	555170	08	ARBUCKLE CONSERVATION DISTRICT
00073582	19401	3000001	5/29/2024	3,368.21	555170	05	ALFALFA COUNTY CONSERVATION DISTRICT
00073582	19401	3000001	5/29/2024	1,143.24	555170	94	ALFALFA COUNTY CONSERVATION DISTRICT
00073583	19401	3000001	5/29/2024	3,369.15	555170	05	MARSHALL COUNTY CONSERVATION DISTRICT
00073583	19401	3000001	5/29/2024	3,480.53	555170	08	MARSHALL COUNTY CONSERVATION DISTRICT
00073584	19401	3000001	5/29/2024	4,035.54	555170	05	SOUTH CADDO CONS DISTRICT
00073584	19401	3000001	5/29/2024	426.29	555170	12	SOUTH CADDO CONS DISTRICT
00073585	19401	3000001	5/29/2024	3,070.82	555170	05	TEXAS COUNTY CONSERVATION DISTRICT
00073586	19401	3000001	5/29/2024	550.00	555170	63	HARMON COUNTY CONSERVATION DISTRICT
00073581	19401	3000001	5/29/2024	3,361.58	555170	05	SEQUOYAH COUNTY CONSERVATION DISTRICT
00073581	19401	3000001	5/29/2024	597.46	555170	12	SEQUOYAH COUNTY CONSERVATION DISTRICT
00073586	19401	3000001	5/29/2024	3,491.25	555170	02	HARMON COUNTY CONSERVATION DISTRICT
00073586	19401	3000001	5/29/2024	2,153.00	555170	94	HARMON COUNTY CONSERVATION DISTRICT
00073586	19401	3000001	5/29/2024	3,765.08	555170	05	HARMON COUNTY CONSERVATION DISTRICT
00073586	19401	3000001	5/29/2024	62.31	555170	71	HARMON COUNTY CONSERVATION DISTRICT
00073594	19401	3000001	5/31/2024	325.00	555170	92	BEAVER COUNTY CONSERVATION DISTRICT
00073587	19401	3000001	5/29/2024	85.23	555170	93	ALFALFA COUNTY CONSERVATION DISTRICT
00073588	19401	3000001	5/29/2024	90.72	555170	93	TEXAS COUNTY CONSERVATION DISTRICT
00073589	19401	3000001	5/29/2024	50.17	555170	93	MARSHALL COUNTY CONSERVATION DISTRICT
00073594	19401	3000001	5/31/2024	3,367.90	555170	05	BEAVER COUNTY CONSERVATION DISTRICT
00073594	19401	3000001	5/31/2024	47.54	555170	80	BEAVER COUNTY CONSERVATION DISTRICT
00073594	19401	3000001	5/31/2024	92.09	555170	82	BEAVER COUNTY CONSERVATION DISTRICT
00073594	19401	3000001	5/31/2024	1,960.00	555170	12	BEAVER COUNTY CONSERVATION DISTRICT
00073597	19401	3000001	5/31/2024	178.71	555170	26	ATOKA COUNTY CONSERVATION DISTRICT
00073595	19401	3000001	5/31/2024	3,796.06	555170	05	TULSA COUNTY CONSERVATION DISTRICT
00073595	19401	3000001	5/31/2024	62.84	555170	38	TULSA COUNTY CONSERVATION DISTRICT
00073596	19401	3000001	5/31/2024	3,667.76	555170	05	COAL COUNTY CONSERVATION DISTRICT NO 19
00073596	19401	3000001	5/31/2024	271.29	555170	26	COAL COUNTY CONSERVATION DISTRICT NO 19
00073596	19401	3000001	5/31/2024	1,534.01	555170	12	COAL COUNTY CONSERVATION DISTRICT NO 19
00073597	19401	3000001	5/31/2024	3,938.36	555170	05	ATOKA COUNTY CONSERVATION DISTRICT
00073597	19401	3000001	5/31/2024	3,377.67	555170	07	ATOKA COUNTY CONSERVATION DISTRICT
00073597	19401	3000001	5/31/2024	90.00	555170	71	ATOKA COUNTY CONSERVATION DISTRICT
00073598	19401	3000001	5/31/2024	3,196.06	555170	05	GARVIN CONSERVATION DISTRICT
00073599	19401	3000001	5/31/2024	357.48	555170	26	CREEK COUNTY CONSERVATION DISTRICT
00073598	19401	3000001	5/31/2024	95.95	555170	71	GARVIN CONSERVATION DISTRICT
00073598	19401	3000001	5/31/2024	206.22	555170	71	GARVIN CONSERVATION DISTRICT
00073598	19401	3000001	5/31/2024	192.50	555170	71	GARVIN CONSERVATION DISTRICT
00073598	40000	3000001	5/31/2024	139.83	555170	86	GARVIN CONSERVATION DISTRICT
00073598	19401	3000001	5/31/2024	3,621.91	555170	06	GARVIN CONSERVATION DISTRICT
00073599	19401	3000001	5/31/2024	3,058.47	555170	05	CREEK COUNTY CONSERVATION DISTRICT
00073599	19401	3000001	5/31/2024	3,362.67	555170	07	CREEK COUNTY CONSERVATION DISTRICT
00073599	19401	3000001	5/31/2024	16.48	555170	27	CREEK COUNTY CONSERVATION DISTRICT
00073599	19401	3000001	5/31/2024	198.03	555170	71	CREEK COUNTY CONSERVATION DISTRICT

**OKLAHOMA CONSERVATION COMMISSION
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Voucher	Fund	Department	Date	Amount	Account	Sub	Vendor Name
00073601	19401	3000001	5/31/2024	3,477.51	555170	07	SHAWNEE CONSERVATION DISTRICT
00073601	19401	3000001	5/31/2024	1,221.22	555170	02	SHAWNEE CONSERVATION DISTRICT
00073602	19401	3000001	5/31/2024	3,350.08	555170	05	CIMARRON COUNTY CONSERVATION DISTRICT
00073600	19401	3000001	5/31/2024	1,429.79	555170	12	WOODWARD COUNTY CONSERVATION DISTRICT
00073600	19401	3000001	5/31/2024	3,627.31	555170	09	WOODWARD COUNTY CONSERVATION DISTRICT
00073602	19401	3000001	5/31/2024	305.77	555170	20	CIMARRON COUNTY CONSERVATION DISTRICT
00073602	19401	3000001	5/31/2024	145.74	555170	71	CIMARRON COUNTY CONSERVATION DISTRICT
00073602	19401	3000001	5/31/2024	1.24	555170	81	CIMARRON COUNTY CONSERVATION DISTRICT
00073603	19401	3000001	5/31/2024	3,378.39	555170	05	HASKELL COUNTY CONSERVATION DISTRICT
00073603	19401	3000001	5/31/2024	269.13	555170	94	HASKELL COUNTY CONSERVATION DISTRICT
00073603	19401	3000001	5/31/2024	4,186.34	555170	03	HASKELL COUNTY CONSERVATION DISTRICT
00073604	19401	3000001	5/31/2024	4,476.80	555170	02	STEPHENS COUNTY CONSERVATION DISTRICT
00073604	19401	3000001	5/31/2024	3,229.50	555170	94	STEPHENS COUNTY CONSERVATION DISTRICT
00073604	19401	3000001	5/31/2024	4,446.43	555170	05	STEPHENS COUNTY CONSERVATION DISTRICT
00073604	19401	3000001	5/31/2024	201.43	555170	79	STEPHENS COUNTY CONSERVATION DISTRICT
00073605	19401	3000001	5/31/2024	83.58	555170	71	BRYAN CONSERVATION DISTRICT
00073603	19401	3000001	5/31/2024	50.00	555170	63	HASKELL COUNTY CONSERVATION DISTRICT
00073605	19401	3000001	5/31/2024	820.62	555170	12	BRYAN CONSERVATION DISTRICT
00073605	19401	3000001	5/31/2024	300.00	555170	27	BRYAN CONSERVATION DISTRICT
00073605	19401	3000001	5/31/2024	128.81	555170	46	BRYAN CONSERVATION DISTRICT
00073605	19401	3000001	5/31/2024	103.96	555170	46	BRYAN CONSERVATION DISTRICT
00073605	19401	3000001	5/31/2024	52.80	555170	65	BRYAN CONSERVATION DISTRICT
00073605	19401	3000001	5/31/2024	278.00	555170	68	BRYAN CONSERVATION DISTRICT
00073605	19401	3000001	5/31/2024	42.73	555170	80	BRYAN CONSERVATION DISTRICT
00073605	19401	3000001	5/31/2024	630.00	555170	84	BRYAN CONSERVATION DISTRICT
00073605	19401	3000001	5/31/2024	3,491.71	555170	08	BRYAN CONSERVATION DISTRICT
00073606	19401	3000001	6/5/2024	247.40	555170	26	BRYAN CONSERVATION DISTRICT
00073606	19401	3000001	6/5/2024	83.58	555170	71	BRYAN CONSERVATION DISTRICT
00073606	19401	3000001	6/5/2024	43.78	555170	80	BRYAN CONSERVATION DISTRICT
00073606	19401	3000001	6/5/2024	3,491.71	555170	08	BRYAN CONSERVATION DISTRICT
00073607	19401	3000001	5/31/2024	129.90	555170	71	WAGONER COUNTY CONSERVATION DIST NO 22
00073607	19401	3000001	5/31/2024	250.00	555170	83	WAGONER COUNTY CONSERVATION DIST NO 22
00073607	19401	3000001	5/31/2024	5,804.38	555170	01	WAGONER COUNTY CONSERVATION DIST NO 22
00073608	19401	3000001	6/5/2024	50.00	555170	63	PUSHMATAHA CONSERVATION DISTRICT NO 44
00073608	19401	3000001	6/5/2024	3,481.22	555170	08	PUSHMATAHA CONSERVATION DISTRICT NO 44
00073608	19401	3000001	6/5/2024	4,146.81	555170	08	PUSHMATAHA CONSERVATION DISTRICT NO 44
00073608	19401	3000001	6/5/2024	146.45	555170	71	PUSHMATAHA CONSERVATION DISTRICT NO 44
00073608	19401	3000001	6/5/2024	23.25	555170	80	PUSHMATAHA CONSERVATION DISTRICT NO 44
00073608	19401	3000001	6/5/2024	58.50	555170	82	PUSHMATAHA CONSERVATION DISTRICT NO 44
00073608	19401	3000001	6/5/2024	61.46	555170	60	PUSHMATAHA CONSERVATION DISTRICT NO 44
00073608	19401	3000001	6/5/2024	52.56	555170	60	PUSHMATAHA CONSERVATION DISTRICT NO 44
00073609	19401	3000001	5/31/2024	3,350.55	555170	07	GRANT COUNTY CONSERVATION DISTRICT
00073609	19401	3000001	5/31/2024	3,376.95	555170	05	GRANT COUNTY CONSERVATION DISTRICT
00073610	19401	3000001	5/31/2024	59.65	555170	93	BRYAN CONSERVATION DISTRICT
00073611	19401	3000001	5/31/2024	220.92	555170	93	WOODWARD COUNTY CONSERVATION DISTRICT
00073614	19401	3000001	5/31/2024	82.21	555170	93	GARVIN CONSERVATION DISTRICT
00073624	19401	3000001	5/31/2024	3,772.43	555170	05	BLAINE COUNTY CONSERVATION DISTRICT
00073624	40000	3000001	5/31/2024	139.83	555170	86	BLAINE COUNTY CONSERVATION DISTRICT
00073624	19401	3000001	5/31/2024	3,551.93	555170	09	BLAINE COUNTY CONSERVATION DISTRICT
00073650	19401	3000001	6/5/2024	39.12	555170	93	COMANCHE COUNTY CONSERVATION DISTRICT
00073653	19401	3000001	6/5/2024	56.51	555170	93	NOWATA COUNTY CONSERVATION DISTRICT
00073656	40000	3000001	6/5/2024	2,000.00	555170		STEPHENS COUNTY CONSERVATION DISTRICT

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00073612	19401	3000001	5/31/2024	95.52	555170	93	CREEK COUNTY CONSERVATION DISTRICT
00073613	19401	3000001	5/31/2024	120.28	555170	93	SEQUOYAH COUNTY CONSERVATION DISTRICT
00073623	40000	3000001	5/31/2024	1,000.00	555170	99	OTTAWA COUNTY CONSERVATION DISTRICT
00073651	40000	3000001	6/5/2024	9,240.00	555170	99	OSAGE COUNTY CONSERVATION DISTRICT
00073644	19401	3000001	6/5/2024	64.90	555170	93	GREER COUNTY CONSERVATION DISTRICT
00073645	19401	3000001	6/5/2024	27.40	555170	20	JACKSON COUNTY CONSERVATION DIST
00073645	19401	3000001	6/5/2024	149.49	555170	71	JACKSON COUNTY CONSERVATION DIST
00073645	19401	3000001	6/5/2024	4,798.71	555170	05	JACKSON COUNTY CONSERVATION DIST
00073646	19401	3000001	6/5/2024	3,739.59	555170	05	GREER COUNTY CONSERVATION DISTRICT
00073646	19401	3000001	6/5/2024	140.63	555170	80	GREER COUNTY CONSERVATION DISTRICT
00073646	19401	3000001	6/5/2024	36.77	555170	81	GREER COUNTY CONSERVATION DISTRICT
00073646	19401	3000001	6/5/2024	67.81	555170	60	GREER COUNTY CONSERVATION DISTRICT
00073646	19401	3000001	6/5/2024	160.80	555170	69	GREER COUNTY CONSERVATION DISTRICT
00073646	19401	3000001	6/5/2024	174.20	555170	69	GREER COUNTY CONSERVATION DISTRICT
00073646	19401	3000001	6/5/2024	179.20	555170	84	GREER COUNTY CONSERVATION DISTRICT
00073646	19401	3000001	6/5/2024	894.00	555170	84	GREER COUNTY CONSERVATION DISTRICT
00073646	19401	3000001	6/5/2024	1,130.71	555170	07	GREER COUNTY CONSERVATION DISTRICT
00073648	19401	3000001	6/5/2024	57.50	555170	93	CANEY VALLEY CONSERVATION DISTRICT
00073647	19401	3000001	6/5/2024	3,143.42	555170	05	OKLAHOMA COUNTY CONSERVATION DISTRICT
00073649	19401	3000001	6/5/2024	1,442.80	555170	84	GREER COUNTY CONSERVATION DISTRICT
00073692	19401	3000001	6/11/2024	49.97	555170	60	JOHNSTON COUNTY CONSERVATION DISTRICT
00073692	19401	3000001	6/11/2024	30.64	555170	80	JOHNSTON COUNTY CONSERVATION DISTRICT
00073692	19401	3000001	6/11/2024	25.00	555170	82	JOHNSTON COUNTY CONSERVATION DISTRICT
00073692	19401	3000001	6/11/2024	3,311.10	555170	05	JOHNSTON COUNTY CONSERVATION DISTRICT
00073708	19401	3000001	6/11/2024	1,000.00	555170	99	MURRAY COUNTY CONSERVATION DISTRICT
00073726	19401	3000001	6/13/2024	3,064.74	555170	05	MUSKOGEE COUNTY CONSERVATION DISTRICT
00073723	40000	3000001	6/13/2024	279.66	555170	86	OKMULGEE COUNTY CONSERVATION DISTRICT
00073727	19401	3000001	6/13/2024	57.76	555170	93	MUSKOGEE COUNTY CONSERVATION DISTRICT
00073724	19401	3000001	6/13/2024	3,212.00	555170	05	NOBLE COUNTY CONSERVATION DISTRICT
00073724	19401	3000001	6/13/2024	14.35	555170	71	NOBLE COUNTY CONSERVATION DISTRICT
00073724	19401	3000001	6/13/2024	4,042.04	555170	06	NOBLE COUNTY CONSERVATION DISTRICT
00073725	19401	3000001	6/13/2024	2,921.89	555170	07	LATIMER COUNTY CONSERVATION DISTRICT
00073745	19401	3000001	6/13/2024	448.78	555170	27	MUSKOGEE COUNTY CONSERVATION DISTRICT
00073746	19401	3000001	6/13/2024	253.26	555170	91	CANEY VALLEY CONSERVATION DISTRICT
00073747	19401	3000001	6/13/2024	166.63	555170	99	MURRAY COUNTY CONSERVATION DISTRICT
00073748	19401	3000001	6/13/2024	3,680.04	555170	05	CANEY VALLEY CONSERVATION DISTRICT
00073748	19401	3000001	6/13/2024	628.87	555170	42	CANEY VALLEY CONSERVATION DISTRICT
00073748	19401	3000001	6/13/2024	211.34	555170	69	CANEY VALLEY CONSERVATION DISTRICT
00073748	19401	3000001	6/13/2024	71.46	555170	71	CANEY VALLEY CONSERVATION DISTRICT
00073749	19401	3000001	6/13/2024	680.00	555170	68	NORTH FORK OF RED RIVER CONSERVATION
00073749	19401	3000001	6/13/2024	107.93	555170	71	NORTH FORK OF RED RIVER CONSERVATION
00073749	40000	3000001	6/13/2024	3,468.75	555170	08	NORTH FORK OF RED RIVER CONSERVATION
00073750	19401	3000001	6/13/2024	68.00	555170	72	LOVE COUNTY CONSERVATION DISTRICT
00073749	19401	3000001	6/13/2024	426.03	555170	08	NORTH FORK OF RED RIVER CONSERVATION
00073749	19401	3000001	6/13/2024	3,588.17	555170	05	NORTH FORK OF RED RIVER CONSERVATION
00073750	19401	3000001	6/13/2024	3,217.59	555170	05	LOVE COUNTY CONSERVATION DISTRICT
00073750	19401	3000001	6/13/2024	21.83	555170	60	LOVE COUNTY CONSERVATION DISTRICT
00073750	19401	3000001	6/13/2024	100.00	555170	62	LOVE COUNTY CONSERVATION DISTRICT
00073750	19401	3000001	6/13/2024	157.58	555170	69	LOVE COUNTY CONSERVATION DISTRICT
00073751	19401	3000001	6/13/2024	3,706.83	555170	05	DEWEY COUNTY CONSERVATION DISTRICT
00073751	40000	3000001	6/13/2024	3,364.94	555170	08	DEWEY COUNTY CONSERVATION DISTRICT
00073755	19401	3000001	6/13/2024	0.61	555170	80	MAYES COUNTY CONSERVATION DISTRICT

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00073755	19401	3000001	6/13/2024	375.00	555170	92	MAYES COUNTY CONSERVATION DISTRICT
00073760	19401	3000001	6/13/2024	75.44	555170	80	NORTH CADDO CONSERVATION DISTRICT
00073751	19401	3000001	6/13/2024	3,586.45	555170	09	DEWEY COUNTY CONSERVATION DISTRICT
00073752	40000	3000001	6/13/2024	3,756.57	555170	08	OSAGE COUNTY CONSERVATION DISTRICT
00073752	19401	3000001	6/13/2024	3,752.67	555170	05	OSAGE COUNTY CONSERVATION DISTRICT
00073754	19401	3000001	6/13/2024	3,357.57	555170	08	CHEROKEE COUNTY CONSERVATION DISTRICT
00073754	19401	3000001	6/13/2024	52.17	555170	71	CHEROKEE COUNTY CONSERVATION DISTRICT
00073755	19401	3000001	6/13/2024	3,217.59	555170	05	MAYES COUNTY CONSERVATION DISTRICT
00073756	19401	3000001	6/13/2024	3,303.21	555170	05	KONAWA CONSERVATION DISTRICT
00073756	19401	3000001	6/13/2024	1,266.50	555170	12	KONAWA CONSERVATION DISTRICT
00073757	19401	3000001	6/13/2024	171.52	555170	69	MUSKOGEE COUNTY CONSERVATION DISTRICT
00073758	19401	3000001	6/13/2024	4,190.05	555170	05	SEMINOLE COUNTY CONSERVATION DISTRICT
00073758	19401	3000001	6/13/2024	187.94	555170	82	SEMINOLE COUNTY CONSERVATION DISTRICT
00073759	19401	3000001	6/13/2024	4,092.41	555170	05	WEST CADDO CONSERVATION DISTRICT
00073759	19401	3000001	6/13/2024	140.69	555170	71	WEST CADDO CONSERVATION DISTRICT
00073759	19401	3000001	6/13/2024	140.26	555170	71	WEST CADDO CONSERVATION DISTRICT
00073759	19401	3000001	6/13/2024	71.12	555170	80	WEST CADDO CONSERVATION DISTRICT
00073759	19401	3000001	6/13/2024	72.11	555170	81	WEST CADDO CONSERVATION DISTRICT
00073759	19401	3000001	6/13/2024	49.54	555170	81	WEST CADDO CONSERVATION DISTRICT
00073759	19401	3000001	6/13/2024	33.85	555170	82	WEST CADDO CONSERVATION DISTRICT
00073760	19401	3000001	6/13/2024	3,055.68	555170	05	NORTH CADDO CONSERVATION DISTRICT
00073760	19401	3000001	6/13/2024	178.62	555170	71	NORTH CADDO CONSERVATION DISTRICT
00073760	19401	3000001	6/13/2024	76.16	555170	81	NORTH CADDO CONSERVATION DISTRICT
00073760	19401	3000001	6/13/2024	59.31	555170	82	NORTH CADDO CONSERVATION DISTRICT
00073760	19401	3000001	6/13/2024	5,622.80	555170	01	NORTH CADDO CONSERVATION DISTRICT
00073761	19401	3000001	6/13/2024	53.68	555170	80	TALIHINA CONSERVATION DISTRICT
00073761	19401	3000001	6/13/2024	3,071.50	555170	05	TALIHINA CONSERVATION DISTRICT
00073761	19401	3000001	6/13/2024	123.74	555170	71	TALIHINA CONSERVATION DISTRICT
00073761	19401	3000001	6/13/2024	204.00	555170	77	TALIHINA CONSERVATION DISTRICT
00073763	19401	3000001	6/13/2024	5,819.66	555170	01	MURRAY COUNTY CONSERVATION DISTRICT
00073761	19401	3000001	6/13/2024	96.51	555170	82	TALIHINA CONSERVATION DISTRICT
00073762	19401	3000001	6/13/2024	3,702.28	555170	08	GARFIELD CO CONSERVATION DISTRICT
00073763	19401	3000001	6/13/2024	3,217.59	555170	05	MURRAY COUNTY CONSERVATION DISTRICT
00073763	19401	3000001	6/13/2024	4,517.74	555170	06	MURRAY COUNTY CONSERVATION DISTRICT
00073763	19401	3000001	6/13/2024	85.00	555170	71	MURRAY COUNTY CONSERVATION DISTRICT
00073764	19401	3000001	6/13/2024	4,336.82	555170	06	OKFUSKEE COUNTY CONSERVATION DISTRICT
00073764	19401	3000001	6/13/2024	3,524.88	555170	05	OKFUSKEE COUNTY CONSERVATION DISTRICT
00073764	19401	3000001	6/13/2024	551.00	555170	80	OKFUSKEE COUNTY CONSERVATION DISTRICT
00073764	19401	3000001	6/13/2024	185.13	555170	82	OKFUSKEE COUNTY CONSERVATION DISTRICT
00073768	19401	3000001	6/13/2024	30.64	555170	80	JOHNSTON COUNTY CONSERVATION DISTRICT
00073765	19401	3000001	6/13/2024	775.00	555170	63	MCINTOSH COUNTY CONSERVATION DISTRICT
00073766	19401	3000001	6/13/2024	220.95	555170	60	JOHNSTON COUNTY CONSERVATION DISTRICT
00073766	19401	3000001	6/13/2024	87.70	555170	71	JOHNSTON COUNTY CONSERVATION DISTRICT
00073766	19401	3000001	6/13/2024	30.64	555170	80	JOHNSTON COUNTY CONSERVATION DISTRICT
00073766	19401	3000001	6/13/2024	25.00	555170	82	JOHNSTON COUNTY CONSERVATION DISTRICT
00073766	19401	3000001	6/13/2024	3,311.10	555170	05	JOHNSTON COUNTY CONSERVATION DISTRICT
00073767	19401	3000001	6/13/2024	56.80	555170	60	JOHNSTON COUNTY CONSERVATION DISTRICT
00073767	19401	3000001	6/13/2024	87.73	555170	71	JOHNSTON COUNTY CONSERVATION DISTRICT
00073767	19401	3000001	6/13/2024	30.64	555170	80	JOHNSTON COUNTY CONSERVATION DISTRICT
00073767	19401	3000001	6/13/2024	25.00	555170	82	JOHNSTON COUNTY CONSERVATION DISTRICT
00073767	19401	3000001	6/13/2024	3,311.10	555170	05	JOHNSTON COUNTY CONSERVATION DISTRICT
00073768	19401	3000001	6/13/2024	719.58	555170	68	JOHNSTON COUNTY CONSERVATION DISTRICT

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00073768	19401	3000001	6/13/2024	113.21	555170	71	JOHNSTON COUNTY CONSERVATION DISTRICT
00073768	19401	3000001	6/13/2024	25.00	555170	82	JOHNSTON COUNTY CONSERVATION DISTRICT
00073768	40000	3000001	6/13/2024	139.83	555170	86	JOHNSTON COUNTY CONSERVATION DISTRICT
00073768	19401	3000001	6/13/2024	3,311.10	555170	05	JOHNSTON COUNTY CONSERVATION DISTRICT
00073769	19401	3000001	6/13/2024	3,374.69	555170	05	OKMULGEE COUNTY CONSERVATION DISTRICT
00073769	19401	3000001	6/13/2024	1,119.00	555170	68	OKMULGEE COUNTY CONSERVATION DISTRICT
00073769	19401	3000001	6/13/2024	156.18	555170	79	OKMULGEE COUNTY CONSERVATION DISTRICT
00073722	19401	3000005	6/13/2024	50.00	536140		BANK OF AMERICA NA
PAYROLL				<u>18,776.54</u>	511110		DIV PAYROLL -MAY MAIN AND MAY

333,464.61 *District Services*

Land Management

00073561	19401	4000001	5/23/2024	428.36	555170	97	HASKELL COUNTY CONSERVATION DISTRICT
00073562	19401	4000002	5/24/2024	1,774.77	555170	97	BLAINE COUNTY CONSERVATION DISTRICT
00073657	19401	4000002	6/5/2024	72.19	555170		BLAINE COUNTY CONSERVATION DISTRICT
00073714	19401	4000002	6/12/2024	180.00	555170	97	MAJOR COUNTY CONSERVATION DISTRICT
00073718	19401	4000002	6/12/2024	54.11	555170	97	DEWEY COUNTY CONSERVATION DISTRICT
00073622	19401	4000005	5/31/2024	51,147.24	555170		KIAMICHI CONSERVATION DISTRICT
00073622	19122	4000005	5/31/2024	8,206.36	555170		KIAMICHI CONSERVATION DISTRICT
00073659	19122	4000005	6/5/2024	75,200.00	555170	97	JOHNSTON COUNTY CONSERVATION DISTRICT
00073658	19122	4000005	6/5/2024	75,200.00	555170	97	SEMINOLE COUNTY CONSERVATION DISTRICT
00073719	19122	4000005	6/12/2024	75,200.00	555170	97	DEWEY COUNTY CONSERVATION DISTRICT
PAYROLL				<u>45,346.69</u>	511110		DIV PAYROLL -MAY MAIN AND MAY

332,809.72 *Land Management*

Water Quality

00073573	40000	5000001	5/29/2024	88.50	521120		CARTER,NATHAN R
00073574	40000	5000001	5/24/2024	132.50	521120		DYER,JOSEPH J
00073580	40000	5000001	5/29/2024	2,020.08	537190		HACH COMPANY
00073615	40000	5000001	5/31/2024	1,349.95	555170		CREEK COUNTY CONSERVATION DISTRICT
00073626	40000	5000001	5/31/2024	73.50	521120		SHAW,KIMBERLY R
00073625	40000	5000001	5/31/2024	147.50	521120		DVORETT,DANIEL A
00073673	40000	5000001	6/5/2024	400.00	555170		NORTH CADDO CONSERVATION DISTRICT
00073674	40000	5000001	6/5/2024	132.50	521120		RAMMING,JASON M
00073675	40000	5000001	6/5/2024	80.00	521120		DVORETT,DANIEL A
00073676	40000	5000001	6/5/2024	80.00	521120		TRAMELL,BROOKS K
00073688	40000	5000001	6/7/2024	17,532.00	515290		DEPT OF AGRICULTURE FOOD & FORESTRY
00073677	40000	5000001	6/5/2024	425.50	521120		MILLER,CANDICEMARIE
00073707	40000	5000001	6/11/2024	1,447.85	537190		HACH COMPANY
00073709	40000	5000001	6/11/2024	147.50	521120		GRUNTMEIR,CARLY
00073711	40000	5000001	6/11/2024	88.50	521120		MOORE,LEONARD I
00073720	40000	5000001	6/12/2024	147.50	521120		CARTER,NATHAN R
00073710	40000	5000001	6/11/2024	147.50	521120		RAMMING,JASON M
00073721	40000	5000001	6/12/2024	147.50	521120		WEER,DALTON
00073722	40000	5000001	6/13/2024	6,602.15	515450		BANK OF AMERICA NA

**OKLAHOMA CONSERVATION COMMISSION
CLAIMS REGISTER BY PROGRAM
FOR THE PERIOD OF MAY 22, 2024 THRU JUNE 18, 2024**

Voucher	Fund	Department	Date	Amount	Account	Sub	Vendor Name
00073722	40000	5000001	6/13/2024	844.38	522110		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	851.50	522130		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	4,164.43	522131		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	604.12	535180		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	130.00	522140		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	125.00	522141		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	1,188.00	522150		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	74.00	536130		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	188.79	536140		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	149.99	537170		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	2,385.50	537190		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	985.00	541260		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	-107.00	522131		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	103.55	522131		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	1,008.00	531150		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	1,569.88	535120		BANK OF AMERICA NA
00073722	40000	5000001	6/13/2024	339.28	536190		BANK OF AMERICA NA
00073722	24500	5000001	6/13/2024	9,852.65	515450		BANK OF AMERICA NA
PAYROLL				<u>175,256.45</u>	511110		DIV PAYROLL -MAY MAIN AND MAY
				230,904.05			Water Quality
Wetlands							
00073687	19401	5000002	6/7/2024	3,315.00	531170		KOCH COMMUNICATIONS LLC
PAYROLL		5000002		<u>13,394.17</u>	511110		DIV PAYROLL -MAY MAIN AND MAY
				16,709.17			Wetlands
Soil Health							
00073568	24500	5000003	5/24/2024	20,750.00	555170		GRANT COUNTY CONSERVATION DISTRICT
00073569	24500	5000003	5/24/2024	17,000.00	555170		KAY COUNTY CONSERVATION DISTRICT
00073715	19401	5000003	6/12/2024	47,399.36	555170		GARFIELD CO CONSERVATION DISTRICT
00073722	19401	5000003	6/13/2024	60.00	522150		BANK OF AMERICA NA
00073722	19401	5000003	6/13/2024	321.00	522131		BANK OF AMERICA NA
00073722	19401	5000003	6/13/2024	525.53	531190		BANK OF AMERICA NA
00073722	19401	5000003	6/13/2024	61.74	536140		BANK OF AMERICA NA
00073722	19401	5000003	6/13/2024	90.94	536190		BANK OF AMERICA NA
PAYROLL				<u>60,843.51</u>	511110		DIV PAYROLL -MAY MAIN AND MAY
				147,052.08			Soil Health

**OKLAHOMA CONSERVATION COMMISSION
CLAIMS REGISTER BY PROGRAM
FOR THE PERIOD OF MAY 22, 2024 THRU JUNE 18, 2024**

Voucher	Fund	Department	Date	Amount	Account	Sub	Vendor Name
Cost Share - Locally Led							
00073565	25000	5000004	5/24/2024	2,000.00	555170		BRYAN CONSERVATION DISTRICT
00073566	25000	5000004	5/24/2024	958.07	555170		MAYES COUNTY CONSERVATION DISTRICT
00073567	25000	5000004	5/24/2024	14,717.61	555170		OTTAWA COUNTY CONSERVATION DISTRICT
00073590	25000	5000004	5/29/2024	36,186.14	555170		WOODWARD COUNTY CONSERVATION DISTRICT
00073591	25000	5000004	5/29/2024	7,500.00	555170		COAL COUNTY CONSERVATION DISTRICT NO 19
00073630	25000	5000004	6/5/2024	2,731.20	555170		SEQUOYAH COUNTY CONSERVATION DISTRICT
00073631	25000	5000004	6/5/2024	7,500.00	555170		JOHNSTON COUNTY CONSERVATION DISTRICT
00073632	25000	5000004	6/5/2024	6,460.00	555170		GREER COUNTY CONSERVATION DISTRICT
00073633	25000	5000004	6/5/2024	7,600.00	555170		OKFUSKEE COUNTY CONSERVATION DISTRICT
00073634	25000	5000004	6/5/2024	8,812.40	555170		OTTAWA COUNTY CONSERVATION DISTRICT
00073635	25000	5000004	6/5/2024	4,080.00	555170		CENTRAL N CANADIAN RIVER CONSERVATION
00073672	25000	5000004	6/5/2024	41,949.11	555170		MAJOR COUNTY CONSERVATION DISTRICT
00073686	25000	5000004	6/7/2024	15,000.00	555170		BLAINE COUNTY CONSERVATION DISTRICT
00073694	25000	5000004	6/11/2024	5,000.00	555170		ADAIR COUNTY CONSERVATION DISTRICT NO 67
00073695	25000	5000004	6/11/2024	3,555.57	555170		HARMON COUNTY CONSERVATION DISTRICT
00073670	25000	5000004	6/5/2024	5,765.84	555170		OTTAWA COUNTY CONSERVATION DISTRICT
00073671	25000	5000004	6/5/2024	7,500.00	555170		JOHNSTON COUNTY CONSERVATION DISTRICT
00073685	25000	5000004	6/7/2024	5,500.00	555170		TULSA COUNTY CONSERVATION DISTRICT
00073693	25000	5000004	6/11/2024	6,171.85	555170		HARMON COUNTY CONSERVATION DISTRICT
00073716	25000	5000004	6/12/2024	5,656.46	555170		CRAIG COUNTY CONSERVATION DISTRICT
00073717	25000	5000004	6/12/2024	27,019.62	555170		DEWEY COUNTY CONSERVATION DISTRICT
00073728	25000	5000004	6/13/2024	2,923.75	555170		LOVE COUNTY CONSERVATION DISTRICT
00073731	25000	5000004	6/13/2024	4,763.42	555170		LINCOLN COUNTY CONSERVATION DISTRICT
00073732	25000	5000004	6/13/2024	6,579.90	555170		LOVE COUNTY CONSERVATION DISTRICT
00073737	25000	5000004	6/13/2024	7,370.56	555170		NORTH FORK OF RED RIVER CONSERVATION
00073730	25000	5000004	6/13/2024	4,956.00	555170	99	PAYNE COUNTY CONSERVATION DISTRICT
00073729	25000	5000004	6/13/2024	2,375.00	555170		CHECOTAH CONSERVATION DISTRICT NO 20
00073734	25000	5000004	6/13/2024	7,496.87	555170		MURRAY COUNTY CONSERVATION DISTRICT
00073733	25000	5000004	6/13/2024	3,633.10	555170		LOVE COUNTY CONSERVATION DISTRICT
00073735	25000	5000004	6/13/2024	3,000.00	555170		LATIMER COUNTY CONSERVATION DISTRICT
00073736	25000	5000004	6/13/2024	<u>3,871.56</u>	555170		ARBUCKLE CONSERVATION DISTRICT

268,634.03 **Cost Share - Locally Led**

Office of Geographic & Tech Services

00073627	24500	6000001	5/31/2024	410.02	521310		CHARLES BRADY III
00073628	24500	6000001	5/31/2024	148.48	521310		CHARLES BRADY III
00073629	24500	6000001	5/31/2024	158.50	521310		WILLOUGHBY,SHELLIE D
00073654	24500	6000001	6/5/2024	72.50	521120		WILLOUGHBY,SHELLIE D
00073722	24500	6000001	6/13/2024	856.00	522131	62	BANK OF AMERICA NA
PAYROLL		6000001		<u>22,578.02</u>	511110		DIV PAYROLL -MAY MAIN AND MAY

24,223.52 **Office of Geographic & Tech Services**

**OKLAHOMA CONSERVATION COMMISSION
CLAIMS REGISTER BY PROGRAM
FOR THE PERIOD OF MAY 22, 2024 THRU JUNE 18, 2024**

Voucher	Fund	Department	Date	Amount	Account	Sub	Vendor Name
<i>ISD Data Processing</i>							
00073577	40000	8800010	5/29/2024	244.74	541120	52	DELL MARKETING LP
00073578	19401	8800010	5/29/2024	330.38	541120	53	DELL MARKETING LP
00073575	19401	8800010	5/29/2024	142.99	536130	35	DELL MARKETING LP
00073576	19401	8800010	5/29/2024	143.97	536130	61	DELL MARKETING LP
00073577	40000	8800010	5/29/2024	44.09	541120	52	DELL MARKETING LP
00073577	40000	8800010	5/29/2024	377.58	541120	52	DELL MARKETING LP
00073577	40000	8800010	5/29/2024	32.39	541120	52	DELL MARKETING LP
00073577	40000	8800010	5/29/2024	3,076.16	541120	52	DELL MARKETING LP
00073578	40000	8800010	5/29/2024	200.74	541120	51	DELL MARKETING LP
00073578	19401	8800010	5/29/2024	200.74	541120	53	DELL MARKETING LP
00073578	40000	8800010	5/29/2024	330.38	541120	51	DELL MARKETING LP
00073579	19401	8800010	5/29/2024	359.40	532170	11	US FLEET TRACKING LLC
00073579	19401	8800010	5/29/2024	938.90	532170	21	US FLEET TRACKING LLC
00073579	19401	8800010	5/29/2024	175.80	532170	41	US FLEET TRACKING LLC
00073579	19401	8800010	5/29/2024	43.95	532170	53	US FLEET TRACKING LLC
00073592	40000	8800010	5/29/2024	97.17	536130	51	DELL MARKETING LP
00073593	40000	8800010	5/29/2024	539.43	536130	51	DELL MARKETING LP
00073618	19401	8800010	5/31/2024	563.51	541120	21	DELL MARKETING LP
00073619	19401	8800010	5/31/2024	1,095.15	541120	21	DELL MARKETING LP
00073619	19401	8800010	5/31/2024	85.02	541120	21	DELL MARKETING LP
00073689	19401	8800010	6/7/2024	105.00	515380	11	KOCH COMMUNICATIONS LLC
00073722	40000	8800010	6/13/2024	11,942.00	541130	51	BANK OF AMERICA NA
00073722	40000	8800010	6/13/2024	465.80	531130	51	BANK OF AMERICA NA
00073722	19401	8800010	6/13/2024	139.90	531130	14	BANK OF AMERICA NA
00073722	19401	8800010	6/13/2024	163.80	515360	64	BANK OF AMERICA NA
00073722	19401	8800010	6/13/2024	106.74	536150	64	BANK OF AMERICA NA
00073722	40000	8800010	6/13/2024	1,762.50	515360	61	BANK OF AMERICA NA
00073722	19401	8800010	6/13/2024	531.83	531130	35	BANK OF AMERICA NA
00073722	24500	8800010	6/13/2024	168.75	515360	62	BANK OF AMERICA NA
00073722	19401	8800010	6/13/2024	38.48	531130	41	BANK OF AMERICA NA
00073722	19401	8800010	6/13/2024	741.29	531130	21	BANK OF AMERICA NA
00073722	40000	8800010	6/13/2024	34.19	531130	35	BANK OF AMERICA NA
00073722	19401	8800010	6/13/2024	153.36	531130	11	BANK OF AMERICA NA
				<u>25,376.13</u>	<i>ISD Data Processing</i>		
				<u><u>2,519,443.96</u></u> TOTAL CLAIMS AND PAYROLL			

**OKLAHOMA CONSERVATION COMMISSION
PURCHASE CARD TRANSACTIONS
MAY 2024**

Cardholder	Date	Amount	Payee	Fund-Class	Department-Program	Account	Sub	Description
Administration								
Bitseedy	5/3/2024	\$334.92	PIKEPASS RECYCLING	1000-19401	1000001-NP000	522113		Monthly Agency Pike Pass on Owned Vehicles-
Bitseedy	5/6/2024	\$92.00	HOLIDAY INN EXPRESS & SU	1000-19401	1000001-NP000	522131		1 nt <GSA rate Lisa Owen-WQ Fish Sch & Wagoner Co Stewardship
Bitseedy	5/6/2024	\$428.00	HOMES TO SUITES BY HILTON	1000-19401	1000001-NP000	522131		4 nts GSA Rate Dianne Ireton Land Judging
Bitseedy	5/6/2024	\$19.99	GANNETT NEWSPRPR CN	1000-19401	1000001-NP000	531170		GANNETT NEWSPRPR - The Oklahoman -
Bitseedy	5/6/2024	\$220.00	HAMPTON INN EL RENO	1000-19401	1000001-NP000	522131		2 nts GSA Rate Trey Lam Land Judging
Bitseedy	5/6/2024	\$428.00	HOMES TO SUITES BY HILTON	1000-19401	1000001-NP000	522131		GSA rate 4 nights Clancy Green Land Judging
Bitseedy	5/8/2024	\$110.00	EMBASSY SUITES OKLAHOMA	1000-19401	1000001-NP000	522131		1 night GSA rate Gary Crawley-Commission
Bitseedy	5/8/2024	\$110.00	EMBASSY SUITES OKLAHOMA	1000-19401	1000001-NP000	522131		1 nt GSA rate Grant Victor-Commission
Bitseedy	5/9/2024	\$10.00	STAPLES	1000-19401	1000001-NP000	536140		Office supplies Partial receipts-#7630734817 1
Bitseedy	5/9/2024	\$6.70	STAPLES	1000-19401	1000001-NP000	536140		Office supplies Partial receipts-#7630734817 2
Bitseedy	5/9/2024	\$17.50	STAPLES	1000-19401	1000001-NP000	536140		Office supplies Partial receipts-#7630734817 2
Bitseedy	5/9/2024	\$62.46	STAPLES	1000-19401	1000001-NP000	536140		Office supplies Partial receipts-#7630734817 3
Bitseedy	5/29/2024	\$21.99	LEE Tulsa World	1000-19401	1000001-NP000	531170		LEE Tulsa World - Monthly Subscription-PIO-
Bitseedy	5/29/2024	\$213.47	NEWVIEW OKLAHOMA	1000-19401	1000001-NP000	534260		NEWVIEW OKLAHOMA - First Aid Kits for
Bitseedy	5/30/2024	\$948.12	TEDS CAFE ESCONDIDO	1000-19401	1000001-NP000	536170		TEDS CAFE ESCONDIDO - Staff Training and Recognition Awards
		3,023.15	Administration					
Watershed Operations & Maintenance Rehabilitation								
Porter	5/3/2024	\$95.16	OG&E/USPAYMENTSBILLPAY	1000-19401	2000001-NP000	531370		OG&E Utility service Pauls Valley shop
Porter	5/3/2024	\$150.00	WATERSHED COALITION	1000-19401	2000001-NP000	531260		National Watershed Coalition annual membership T.Lam
Porter	5/3/2024	\$85.05	OKLAHOMANATURALGAS	1000-19401	2000001-NP000	531360		ONG utility service Clinton shop
Porter	5/3/2024	\$32.87	PSO TELPAY	1000-19401	2000001-NP000	531370		PSO utility service Clinton Shop
Porter	5/3/2024	\$52.10	OKLAHOMANATURALGAS	1000-19401	2000001-NP000	531360		ONG utility service Pauls Valley shop
Porter	5/6/2024	\$78.07	TPG PaulsValleyUtilities	1000-19401	2000001-NP000	531350		PVMA Utility Pauls Valley shop
Porter	5/23/2024	\$107.00	HOLIDAY INN EXP & SUITES	1000-19401	2000001-NP000	522131		Ada, OK GSA Rate 1 night T.Sawatzky
Porter	5/23/2024	\$48.49	OKLAHOMANATURALGAS	1000-19401	2000001-NP000	531360		ONG utility service Pauls Valley shop
Porter	5/23/2024	\$107.00	HOLIDAY INN EXP & SUITES	1000-19401	2000001-NP000	522131		GSA Rate Ada, OK 1 night G. Moore
Porter	5/23/2024	\$79.52	OG&E/USPAYMENTSBILLPAY	1000-19401	2000001-NP000	531370		OG&E Utility service Pauls Valley shop
Porter	5/23/2024	\$107.00	HOLIDAY INN EXP & SUITES	1000-19401	2000001-NP000	522131		GSA Rate Ada, OK 1 night J. Pelley
Porter	5/23/2024	\$107.00	HOLIDAY INN EXP & SUITES	1000-19401	2000001-NP000	522131		GSA Rate Ada, OK 1 night T. Goode
Porter	5/23/2024	\$47.71	OKLAHOMANATURALGAS	1000-19401	2000001-NP000	531360		ONG utility service Clinton shop
Porter	5/24/2024	\$107.00	HOLIDAY INN EXPRESS	1000-19401	2000001-NP000	522131		GSA Rate Ardmore, OK 1 night T.Sawatzky
Porter	5/24/2024	\$23.44	PSO TELPAY	1000-19401	2000001-NP000	531370		PSO utility service Clinton Shop

**OKLAHOMA CONSERVATION COMMISSION
PURCHASE CARD TRANSACTIONS
MAY 2024**

Cardholder	Date	Amount	Payee	Fund-Class	Department-Program	Account	Sub	Description
Porter	5/24/2024	\$107.00	HOLIDAY INN EXPRESS	1000-19401	2000001-NP000	522131		GSA Rate Ardmore, OK 1 night G.Moore
Porter	5/24/2024	\$107.00	HOLIDAY INN EXPRESS	1000-19401	2000001-NP000	522131		GSA Rate Ardmore, OK 1 night J.Pelley
Porter	5/24/2024	\$107.00	HOLIDAY INN EXPRESS	1000-19401	2000001-NP000	522131		GSA Rate Ardmore, OK 1 night T.Goode
Porter	5/27/2024	\$121.52	HOLIDAY INN EXPRESS	1000-19401	2000001-NP000	522131		Pauls Valley 1 nt 5.22 G.Moore Refund to GSA rate next PCard cycle
Porter	5/27/2024	\$121.52	HOLIDAY INN EXPRESS	1000-19401	2000001-NP000	522131		Pauls Valley 1 nt 5.22 J.Pelley Refund to GSA rate next PCard cycle
Porter	5/27/2024	\$139.45	HOLIDAY INN EXPRESS	1000-19401	2000001-NP000	522131		Pauls Valley 1nt 5.22 TSawatzky Refund to GSA rate next PCard cycle
Porter	5/27/2024	\$133.82	HOLIDAY INN EXPRESS	1000-19401	2000001-NP000	522131		Pauls Valley 1nt 5.22 TGoode Refund to GSA rate next PCard cycle
Porter	5/29/2024	\$78.07	TPG PaulsValleyUtilities	1000-19401	2000001-NP000	531350		PVMA Utility Pauls Valley shop
Porter	5/30/2024	\$107.00	HOLIDAY INN EXPRESS	1000-19401	2000001-NP000	522131		GSA Rate Weatherford, OK 1 Night T.
Porter	5/30/2024	\$107.00	HOLIDAY INN EXPRESS	1000-19401	2000001-NP000	522131		GSA Rate Weatherford, OK 1 Night T. Goode

2,356.79 **Watershed Operations & Maintenance Rehabilitation**

District Services

Welborn	5/24/2024	\$50.00	DCAM CENTRAL PRINTING	1000-19401	3000005-NP000	536140		DCAM CENTRAL PRINTING-BLUE COLOR
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50.00 **District Services**

Land Management

None		0.00						
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0.00 **Land Management**

Water Quality

Baker	5/3/2024	\$74.00	WALKER COMPANIES	1000-40000	5000001-B0201	536130		WALKER COMPANIES - Stamps for procesing WQ invoices
Baker	5/8/2024	\$101.84	EUREKA WATER COMPANY	1000-40000	5000001-B0201	536140		Drinking water for staff and visitors in main office
Baker	5/9/2024	\$58.20	Staples Inc VT	1000-40000	5000001-B0201	536140		Staples Inc VT - Office Supplies, Ink Pens, Cleaner (23-2)

**OKLAHOMA CONSERVATION COMMISSION
PURCHASE CARD TRANSACTIONS
MAY 2024**

Cardholder	Date	Amount	Payee	Fund-Class	Department-Program	Account	Sub	Description
Baker	5/9/2024	\$15.00	4TE QUALITY WATER BY CULL	1000-40000	5000001-B0201	536140		4TE QUALITY WATER BY CULL -Water Cooler Rental Bristow (IDC)
Baker	5/10/2024	\$5,782.38	GCFA -OSU Grants/Contracts	1000-40000	5000001-B0201	515450		GCFA - Purchase HAWQS Payment (21-5)
Baker	5/10/2024	\$125.00	TAHLEQUAH AMC	1000-40000	5000001-B0201	522141		TAHLEQUAH AMC - Illinois Stakeholder Mtg Room Reservation (23-2)
Baker	5/10/2024	\$819.77	GCFA -OSU Grants/Contracts	1000-40000	5000001-B0201	515450		GCFA - Purchase Master Irrigator Payment (21-5)
Baker	5/16/2024	\$13.75	4TE QUALITY WATER BY CULL	1000-40000	5000001-B0201	536140		Drinking water for Bristow staff-guests
Bitseedy	5/1/2024	\$422.19	AMERICAN AIR0017067509523	1000-40000	5000001-B0201	522110		AMERICAN AIRLINE- 06.16-06.20- Jeff Tibbits
Bitseedy	5/1/2024	\$422.19	AMERICAN AIR0017067509522	1000-40000	5000001-B0201	522110		AMERICAN AIRLINE- 06.16-06.20-Dan Dvoretz
Carter	5/13/2024	\$102.71	HOCHABEL HOTEL	1000-40000	5000001-B0201	522131		1 nt lodging below GSA rate Nathan C and Jake S in Idabel, OK
Leckband	5/16/2024	\$107.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		GSA rate 1 nt Ponca City lodging Intern ZKing RB sampling
Leckband	5/16/2024	\$107.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		GSA rate 1 nt Ponca City lodging JLeckband RB sampling
Miller	5/1/2024	(\$4.28)	HOLIDAY INN EXPRESS	1000-40000	5000001-B0201	522131		C.Miller- Holiday Inn-Broken Arrow; Refund charged occupancy tax
Miller	5/3/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		C.Miller-; 2 Nights-GSA Rate; Holiday Inn-Tahlequah; Fish School
Miller	5/3/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		R. Bond; 2 Nights-GSA Rate; Holiday Inn-Tahlequah; Fish School
Miller	5/3/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		Kim Shaw; 2 Nights-GSA Rate; Holiday Inn-Tahlequah; Fish School
Miller	5/3/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		BNguyen; 2 Nights-GSA Rate; Holiday Inn-Tahlequah; Fish School
Miller	5/3/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		KSpinnerr; 2 Nights-GSA Rate; Holiday Inn-Tahlequah; Fish School
Miller	5/17/2024	\$75.00	HP GROOS LOT	1000-40000	5000001-B0201	522140		3 Days Parking San Antonio, Texas; Project WET/WILD/PLT Conf
Miller	5/20/2024	\$55.00	HP GROOS LOT	1000-40000	5000001-B0201	522140		2 Days Parking San Antonio, Texas; Project WET/WILD/PLT Conf
Miller	5/20/2024	\$851.50	WESTIN RIVERWALK SAN ANTO	1000-40000	5000001-B0201	522130		C.Miller- 5 Nts-GSA Rate- San Antonio; Project WET/WILD/PLT Conf
Miller	5/24/2024	\$107.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		C.Miller-1 Night-GSA Rate; Miami; Eastern Shawnee Tribal Fish Trng
Miller	5/27/2024	\$107.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		C.Miller- 1 Night-GSA Rate; ahlequah; Volunteer Bug Picking and QA
Ramming	5/3/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		2 nts TahlequahGSA rate Jason R and Jake S for fish ID training

**OKLAHOMA CONSERVATION COMMISSION
PURCHASE CARD TRANSACTIONS
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Cardholder	Date	Amount	Payee	Fund-Class	Department-Program	Account	Sub	Description
Ramming	5/3/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		2 nts in Tahlequah at GSA rate for Joey D for fish ID training
Ramming	5/3/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		2 nts in Tahlequah at GSA rate for Dan D. for fish ID training
Ramming	5/3/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		2 nts in Tahlequah at GSA rate for Leonard M for fish ID training
Ramming	5/3/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		2 nts in Tahlequah at GSA rate for Nathan C for fish ID training
Ramming	5/3/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		2 nts in Tahlequah at GSA rate for Wes S for fish ID training
Ramming	5/6/2024	\$69.99	AMZN Mktp US 584ZN52H3	1000-40000	5000001-B0201	535180		wading boots for summer intern
Ramming	5/7/2024	\$534.13	AMZN Mktp US X54CL34G3	1000-40000	5000001-B0201	535180		waders, wading boots and fishing gloves
Ramming	5/9/2024	\$107.00	HOLIDAY INN EXPRESS	1000-40000	5000001-B0201	522131		1 nt in Poteau at GSA rate for Leonard M for RB sampling
Ramming	5/9/2024	\$1,068.16	PHARMCO	1000-40000	5000001-B0201	537190		ETOH for invertebrate collections for RB
Ramming	5/10/2024	\$465.35	TFS FISHERSCI ECOM HUS	1000-40000	5000001-B0201	537190		Quarterly meter QA standards for RB
Ramming	5/13/2024	\$582.49	TFS FISHERSCI ECOM HUS	1000-40000	5000001-B0201	537190		Quarterly meter QA standards
Ramming	5/13/2024	\$170.70	TFS FISHERSCI ECOM HUS	1000-40000	5000001-B0201	537190		Quarterly meter QA standards for RB sampling
Ramming	5/15/2024	\$62.77	TFS FISHERSCI ECOM HUS	1000-40000	5000001-B0201	537190		Quarterly meter QA standards for RB sampling
Ramming	5/17/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		2nts in Tahlequah GSA rate Jason R and Nathan C for ACT training
Ramming	5/17/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		2nts in Tahlequah at GSA rate for Joey D for ACT training
Ramming	5/17/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		2nts in Tahlequah at GSA rate for Carly G for ACT training
Ramming	5/17/2024	\$214.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		2nts in Tahlequah at GSA rate for Jake S for ACT training
Ramming	5/21/2024	\$149.99	Amazon.com ZU0W71VE3	1000-40000	5000001-B0201	537170		replacement rangefinder for RB sampling
Ramming	5/22/2024	\$2.99	LOVE'S #0015 INSIDE	1000-40000	5000001-B0201	537190		ice for RB samples
Ramming	5/23/2024	\$985.00	WATER MONITORING SOLUTION	1000-40000	5000001-B0201	541260		replacement DO and pH probes for meter
Shaw	5/24/2024	\$107.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		Kim Shaw - 1 nt - Miami - tribal fish ID training - GSA Rate
Swanson	5/7/2024	\$11.10	LOVE'S #0274 INSIDE	1000-40000	5000001-B0201	537190		4 Bags of Ice For RB Samples
Swanson	5/9/2024	\$5.98	CASEYS #3739	1000-40000	5000001-B0201	537190		1 Bag of ice for RB Samples
Swanson	5/9/2024	\$107.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		1 Night, McAlester, GSA Rate, Jake S RB
Swanson	5/9/2024	\$107.00	HOLIDAY INN EXPRESS & SU	1000-40000	5000001-B0201	522131		1 Night, McAlester, GSA Rate, Carly G. RB
Swanson	5/21/2024	\$7.98	CONOCO - JIFFY TRIP 140	1000-40000	5000001-B0201	537190		2 Bags of ice for RB 2.5 Samples
Swanson	5/22/2024	\$7.98	CONOCO - JIFFY TRIP 140	1000-40000	5000001-B0201	537190		2 Bags of ice for RB 2.5 Samples
Tibbits	5/20/2024	\$1,188.00	NATIONAL ASSOCIATION OF	1000-40000	5000001-B0201	522150		2024 NAWM Meeting Reg for Jeff Tibbits and Dan Dvoretz

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PURCHASE CARD TRANSACTIONS
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Cardholder	Date	Amount	Payee	Fund-Class	Department-Program	Account	Sub	Description
Baker	5/10/2024	\$9,852.65	GCFA -OSU Grants/Contracts	1000-24500	5000001-B0201	515450		GCFA - Purchase General Mills Collaboration (GM)
Bond	5/2/2024	(\$107.00)	LAKE MURRAY LODGE	1000-40000	5000001-B0202	522131		RefundTXN01965648 3/27/24 for CCheadle 5/1/24 event cancelled
Bond	5/7/2024	\$1,569.88	SQ HARD EDGE DESIGN	1000-40000	5000001-B0202	535120		Blue Thumb t-shirts
Bond	5/8/2024	\$1,008.00	DCAM CENTRAL PRINTING	1000-40000	5000001-B0202	531150		Educational pages for butterfly stamps and fish printing
Bond	5/8/2024	\$127.99	AMZN Mktp US DM9CD66A3	1000-40000	5000001-B0202	536190		AMZN Mktp US DM9CD66A3 - Storage boxes for test kits
Bond	5/27/2024	\$14.64	AMZN Mktp US 3Y90Q6FT3	1000-40000	5000001-B0202	536190		AMZN Mktp US 3Y90Q6FT3 - Crayons for Project WILD activities
Bond	5/28/2024	\$196.65	AMZN Mktp US LY8NH3WF3	1000-40000	5000001-B0202	536190		AMZN Mktp US LY8NH3WF3 - Art supplies for Project WILD activities
Tramell	5/31/2024	\$103.55	HOLIDAY INN EXPRESS	1000-40000	5000002-B0201	522131		One night stay for Brooks Tramell and Dan Dvoretz below state rate
Grzeskiewicz	5/6/2024	\$321.00	HOMES TO SUITES BY HILTON	1000-19401	5000003-B0201	522131		GSA rate 3 nt Blane land & range hotel
Grzeskiewicz	5/7/2024	\$64.26	WAL-MART #0134	1000-19401	5000003-B0201	536190		WAL-MART #0134 - Meg outdoor classroom
Grzeskiewicz	5/8/2024	\$26.68	WAL-MART #0150	1000-19401	5000003-B0201	536190		WAL-MART #0150 - Meg outdoor classroom
Grzeskiewicz	5/13/2024	\$61.74	AMZN Mktp US RZ7EH5FT3	1000-19401	5000003-B0201	536140		AMZN Mktp US - SH team field notebooks
Grzeskiewicz	5/13/2024	\$60.00	OKC Beautiful	1000-19401	5000003-B0201	522150		OKC Beautiful - Landscape conference registration
Grzeskiewicz	5/24/2024	\$525.53	SQ FUSJON AG LLC	1000-19401	5000003-B0201	531190		SQ FUSJON AG LLC - Dr Christine Jones event sponsorship
		<u>32,118.43</u>	Water Quality					
Office of Geographic & Tech Services								
Willoughby	5/17/2024	\$321.00	HOMES TO SUITES BY HILTON	1000-24500	6000001-NP000	522131	62	GSA rate 3 nt GIS 911 Training in OwasssHotel for Charles Brady
Willoughby	5/17/2024	\$321.00	HOMES TO SUITES BY HILTON	1000-24500	6000001-NP000	522131	62	GSA rate 3 nt GIS 911 Training in OwasssHotel for Shellie Willoughby
Willoughby	5/24/2024	\$107.00	HAMPTON INN & SUITES A	1000-24500	6000001-NP000	522131	62	GSA rate 1 nt lodgiing SWilloughby T GIS 911 Training Grant SW
Willoughby	5/24/2024	\$107.00	HAMPTON INN & SUITES A	1000-24500	6000001-NP000	522131	62	GSA rate 1 nt lodgiing r GIS 911 Training in Ada for Charles Brady
		<u>856.00</u>	Office of Geographic & Tech Services					

**OKLAHOMA CONSERVATION COMMISSION
PURCHASE CARD TRANSACTIONS
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Cardholder	Date	Amount	Payee	Fund-Class	Department-Program	Account	Sub	Description
<i>ISD Data Processing</i>								
Baker	5/17/2024	\$11,942.00	ESRI	1000-40000	8800010-B0201	541130	51	ESRI - ANNUAL MAINT. FOR GIS SOFTWARE
Bitseedy	5/2/2024	\$403.20	AT&T PAYMENT	1000-40000	8800010-B0201	531130	51	AT&T PAYMENT - Monthly Agency Cell Phone Bill 04-13-24-WQ
Tramell	5/23/2024	\$62.60	ATT BILL PAYMENT	1000-40000	8800010-B0201	531130	51	Monthly internet for Brooks Tramell at Cherokee CCD
Bitseedy	5/2/2024	\$741.29	AT&T PAYMENT	1000-19401	8800010-B0201	531130	21	AT&T PAYMENT - Monthly Agency Cell Phone Bill 04-13-24-CP
Bitseedy	5/2/2024	\$139.90	AT&T PAYMENT	1000-19401	8800010-B0202	531130	14	AT&T PAYMENT - Monthly Agency Cell Phone Bill 04-13-24-OGI
Bitseedy	5/2/2024	\$38.48	AT&T PAYMENT	1000-19401	8800010-B0202	531130	41	AT&T PAYMENT - Monthly Agency Cell Phone Bill 04-13-24 LMD
Bitseedy	5/2/2024	\$531.83	AT&T PAYMENT	1000-19401	8800010-B0202	531130	35	AT&T PAYMENT - Monthly Agency Cell Phone Bill 04-13-24-DS
Bitseedy	5/2/2024	\$34.19	AT&T PAYMENT	1000-40000	8800010-B0202	531130	35	AT&T PAYMENT - Monthly Agency Cell Phone04-13-24-DS-Swine
Willoughby	5/3/2024	\$106.74	VALLEY LASER	1000-19401	8800010-NP000	536150	64	VALLEY LASER - Toner for OGI Printer
Willoughby	5/22/2024	\$163.80	PINNACLE BUSINESS SYSTEMS	1000-19401	8800010-NP000	515360	64	PINNACLE BUSINESS SYSTEMS - General IT Support OKMAPS
Willoughby	5/7/2024	\$1,762.50	PINNACLE BUSINESS SYSTEMS	1000-40000	8800010-NP000	515360	61	PINNACLE BUSINESS SYS - OCC Windows Server AD Remediation
Willoughby	5/22/2024	\$168.75	PINNACLE BUSINESS SYSTEMS	1000-24500	8800010-NP000	515360	62	PINNACLE BUSINESS SYSTEMS - General IT Support NG911
Bitseedy	5/2/2024	\$153.36	AT&T PAYMENT	1000-19401	8800010-NP000	531130	11	AT&T PAYMENT - Monthly Agency Cell Phone Bill 04-13-24-Admin
		<u>16,248.64</u>	<i>ISD Data Processing</i>					
		54,653.01	Total Purchases					

OKLAHOMA CONSERVATION COMMISSION
PROGRAM REVENUE SUMMARY
MAY 2024

DIVISION		PERIOD RECEIPTS		YEAR TO DATE REVENUE
ADMINISTRATION	10	3,330.00		108,480.23
CONSERVATION PROGRAMS*	20	14,641.20		18,082,829.43
DISTRICTS	30	43,827.65		2,600,462.28
LAND MANAGEMENT	40	-		176,433.00
WATER QUALITY	50	540,758.38		4,183,069.20
GIS	60	-		192,621.07
IT / GIS	88	-		-
TOTAL DIVISIONS		602,557.23		25,343,895.21
APPROPRIATED FUNDS		2,377,288.00		26,150,168.00
AGENCY TOTAL		2,979,845.23		51,494,063.21
*includes \$17,000,000 Emergency Drought Relief Funds				



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64500										
	191									332,719.60
	19102	40	22	327,918.88	.00	.00	.00	327,918.19	.69	
	19102	88	22	890.42	.00	.01	.00	890.41	.00	
	19112	40	23	718,433.76	.00	.00	355,664.09	362,769.67	.00	
	19112	50	23	332,500.00	.00	.00	321,740.76	10,759.23	.01	
	19112	88	23	15,500.00	.00	.01	15,499.99	.00	.00	
	19122	40	24	<u>705,687.94</u>	.00	<u>332,719.58</u>	<u>372,968.36</u>	<u>.00</u>	<u>.00</u>	
				2,100,931.00		332,719.60	1,065,873.20	702,337.50	.70	
	192									0.00
	19211	20	23	<u>2,130,486.00</u>	.00	.00	<u>744,912.98</u>	<u>1,385,517.00</u>	<u>56.02</u>	
				2,130,486.00			744,912.98	1,385,517.00	56.02	
	193									2,484,426.57
	19301	10	23	931,098.01	.00	.02	72,935.00	858,162.99	.00	
	19301	20	23	6,975,656.08	.00	.02	883,078.87	6,092,577.18	.01	
	19301	30	23	7,154,588.00	.00	.01	1,046,489.11	6,108,098.88	.00	
	19301	40	23	480,740.94	.00	.03	9,373.42	471,367.49	.00	
	19301	50	23	1,417,899.00	.00	.02	289,561.16	1,128,337.82	.00	
	19301	60	23	325,288.00	.00	.01	9,256.55	316,031.44	.00	
	19301	88	23	147,400.00	2.80	.00	21,141.83	126,255.37	.00	
	19311	10	24	131,450.99	.00	.00	131,450.99	.00	.00	
	19311	20	24	88,503.92	.00	.00	88,503.92	.00	.00	
	19311	40	24	<u>2,510,363.06</u>	<u>383,587.50</u>	<u>1,706,183.20</u>	<u>25,939.41</u>	<u>.00</u>	<u>394,652.95</u>	
				20,162,988.00	383,590.30	1,706,183.31	2,577,730.26	15,100,831.17	394,652.96	



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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										10,342,922.71
	194									
	19401	10	24	1,293,209.00	45,171.00	174,528.87	1,034,759.93	.00	38,749.20	
	19401	20	24	8,226,797.00	.00	3,505,339.40	4,588,668.06	.00	132,789.54	
	19401	30	24	9,286,644.00	.00	1,322,003.32	7,808,359.47	.00	156,281.21	
	19401	40	24	7,105,762.00	26,772.00	4,073,083.00	2,674,366.43	.00	331,540.57	
	19401	50	24	2,002,899.00	.00	201,576.54	1,679,534.67	.00	121,787.79	
	19401	60	24	312,593.00	.00	33,625.88	258,147.88	.00	20,819.24	
	19401	88	24	299,550.00	7,446.61	82,784.48	140,694.85	.00	68,624.06	
				28,527,454.00	79,389.61	9,392,941.49	18,184,531.29		870,591.61	
	200									203,802.39
	205									86,581.05
	20500	60	22	9,370.00	.00	1,452.29	.00	2,339.16	5,578.55	
	20500	60	23	800.00	.00	300.00	.00	.00	500.00	
	20500	60	24	800.00	.00	300.00	.00	.00	500.00	
				10,970.00		2,052.29		2,339.16	6,578.55	
	210									7.40
	215									0.40
	220									17,615.83
	22000	50	22	15,000.00	.00	1,000.00	.00	.00	14,000.00	
	22000	50	23	15,000.00	.00	415.00	.00	2,585.00	12,000.00	
	22000	50	24	15,000.00	.00	13,000.00	.00	.00	2,000.00	
				45,000.00		14,415.00		2,585.00	28,000.00	



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64500										
	245									643,401.70
	24500	10	22	2,000.00	.00	.00	.00	.00	2,000.00	
	24500	10	23	4,000.00	.00	.00	(3,507.12)	3,507.12	4,000.00	
	24500	20	22	135,237.00	.00	15,437.65	.00	26,250.25	93,549.10	
	24500	30	22	11,000.00	.00	.00	.00	10,561.96	438.04	
	24500	40	22	500.00	.00	.00	.00	447.83	52.17	
	24500	40	23	100.00	.00	32.24	.00	67.76	.00	
	24500	50	22	331,451.39	.00	(52.85)	37,711.13	135,185.20	158,607.91	
	24500	50	23	341,611.00	.00	30,199.56	122,581.24	188,704.16	126.04	
	24500	50	24	573,397.00	.00	240,414.17	238,517.33	.00	94,465.50	
	24500	60	23	153,822.00	.00	.00	(5,452.05)	41,645.50	117,628.55	
	24500	60	24	201,068.00	.00	72,802.00	122,568.86	.00	5,697.14	
	24500	88	22	48,000.00	.00	.00	.00	11,378.28	36,621.72	
	24500	88	23	38,000.00	.00	.00	202.50	21,977.25	15,820.25	
	24500	88	24	28,000.00	.00	20,950.00	7,050.00	.00	.00	
				<u>1,868,186.39</u>		<u>379,782.77</u>	<u>519,671.89</u>	<u>439,725.31</u>	<u>529,006.42</u>	
	250									5,763,610.53
	25000	20	22	40,983.00	.00	.00	.00	.00	40,983.00	
	25000	20	23	40,983.00	.00	.00	3,000.00	.00	37,983.00	
	25000	30	22	840,000.00	.00	.00	.00	776,244.34	63,755.66	
	25000	30	23	788,310.00	.00	.00	(178,863.66)	759,738.21	207,435.45	
	25000	30	24	788,310.00	.00	345,652.37	368,104.44	.00	74,553.19	
	25000	50	22	3,794,659.00	.00	805,273.59	(207,063.95)	2,886,049.54	310,399.82	



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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										
	250									5,763,610.53
	25000	50	23	5,100,000.00	.00	3,037,921.25	176,998.71	1,782,760.11	102,319.93	
	25000	50	24	5,136,200.00	.00	3,019,236.46	2,072,020.52	.00	44,943.02	
				16,529,445.00		7,208,083.67	2,234,196.06	6,204,792.20	882,373.07	
	255									0.00
	25500	10	22	138,000.00	.00	.00	.00	138,000.00	.00	
	25500	10	23	189,660.00	.00	.00	.00	189,660.00	.00	
				327,660.00				327,660.00		
	400									15,096,308.37
	40000	10	22	147,189.20	.00	10,932.20	.00	105,733.89	30,523.11	
	40000	10	23	150,015.00	.00	10,657.02	(39,852.08)	85,851.04	93,359.02	
	40000	10	24	76,200.00	.00	6,182.92	45,016.16	.00	25,000.92	
	40000	20	22	5,654,953.00	.00	86,000.53	.00	196,814.37	5,372,138.10	
	40000	20	23	21,607,092.00	.00	421,186.91	6,593.93	137,099.19	21,042,211.97	
	40000	20	24	23,951,065.00	.00	735,167.21	519,297.88	.00	22,696,599.91	
	40000	30	22	2,160,523.86	.00	51,997.05	.00	1,150,940.76	957,586.05	
	40000	30	23	2,339,664.00	.00	100,123.07	(188,963.85)	1,222,578.65	1,205,926.13	
	40000	30	24	1,440,162.00	.00	371,398.21	823,926.88	.00	244,836.91	
	40000	40	22	4,164,511.55	.00	83,450.57	.00	676,124.63	3,404,936.35	
	40000	40	23	30,240.00	.00	.01	.00	.00	30,239.99	
	40000	50	22	2,905,111.81	.00	197,370.78	207,163.95	2,191,742.21	308,834.87	
	40000	50	23	3,055,349.00	.00	432,047.95	(95,800.69)	2,296,601.39	422,500.35	
	40000	50	24	3,040,236.00	.00	898,689.11	1,908,647.79	.00	232,899.10	



State of Oklahoma
 Allotment Budget and Available Cash
 As Of June 18,2024

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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									15,096,308.37
	40000	60	22	363,586.90	.00	500.00	.00	180,551.37	182,535.53	
	40000	88	22	420,895.00	.00	3,955.01	10,340.68	304,043.16	102,556.15	
	40000	88	23	355,194.00	.00	37,772.01	106,400.50	141,867.97	69,153.52	
	40000	88	24	202,854.00	.00	138,246.52	59,830.86	.00	4,776.62	
				72,064,842.32		3,585,677.08	3,362,602.01	8,689,948.63	56,426,614.60	
	415									0.52
	424									0.69
	425									13,418,291.96
	42500	20	23	24,500,000.00	.00	4,624,850.31	1,360,458.75	18,511,690.94	3,000.00	
	42500	20	24	22,988,309.00	.00	13,409,662.79	8,218,187.52	.00	1,360,458.69	
				47,488,309.00		18,034,513.10	9,578,646.27	18,511,690.94	1,363,458.69	
	700									554,275.38
	70000	30	22	450,000.00	.00	9,157.00	.00	313,630.71	127,212.29	
	70000	30	23	418,000.00	.00	2,832.27	23,039.76	366,184.56	25,943.41	
	70000	30	24	502,000.00	.00	49,465.24	440,534.76	.00	12,000.00	
				1,370,000.00		61,454.51	463,574.52	679,815.27	165,155.70	
	994									(21.31)
Business Unit Totals				192,626,271.71	462,979.91	40,717,822.82	38,731,738.48	52,047,242.18	60,666,488.32	48,943,943.79



State of Oklahoma
 Allotment Budget and Available Cash
 As Of June 18,2024

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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>
Grand Totals				<u>192,626,271.71</u>	<u>462,979.91</u>	<u>40,717,822.82</u>	<u>38,731,738.48</u>	<u>52,047,242.18</u>	<u>60,666,488.32</u>	<u>48,943,943.79</u>

OCC AGREEMENTS FOR CONSIDERATION

OCC ID	PARTY	NO	PURPOSE	AMENDMENT PURPOSE	BEGIN DATE	END DATE	AMOUNT TO OCC	AMOUNT FROM OCC	FUNDING SOURCE
a	Lincoln County Conservation District	OCC-781	To provide funding to the district for unpaved roads project within the conservation district boundaries.	Amendment 2 - Adds funds to the agreement for new project in County Commissioner District 3 and extends time.	4/21/2023	7/1/2025		\$286,630.30	GR
b	Noble County Conservation District	OCC-803	To collaborate with the district, Lake McMurtry Friends and NRCS to develop a grazing management demonstration site at Lake McMurtry that will demonstrate how grazing management can be used as a tool in management of invasive/nuisance species.	No cost time extension.	7/6/2023	6/30/2025		\$18,000	Fed Funds (EPA 319)


OUT OF STATE TRAVEL REQUESTS

OCC ID	DATES	SPONSOR	NAME OF MEETING	LOCATION	ATTENDANCE	EST COST	FUNDING SOURCE
a	September 22-27, 2024	National States Geographic Information Council	Annual Conference	San Antonio, TX	Sharp / Willoughby	\$4,700.00	GR
b	August 20-22, 2024	USDA	2024 USDA / SAS RegenAg Annual Meeting	Canyon, TX	Lam, Kloxin, Greski	\$664.00	GR

Recommendation for Appointment of Conservation District Director

District	First Name	Last Name	Succeeds	Term Expires	Number of Meetings	Position Number
Greer County	Casey	McMurtry	Jeff Mardis	6/30/2025	---	E3
Johnston County	Diane	Niblett		6/30/2027	24/24	E2
Lincoln County	Gary	Bledsoe		6/30/2026	24/24	A
Okmulgee County	Bobby Joe	Cossey	Janet Koziol	6/30/2026	21/23	A
Pawnee County	Junior	Bryant		6/30/2027	30/31	E2

*Did not meet 75% meeting attendance requirement

JOHNSTON
COUNTY
CONSERVATION

DISTRICT

1014 N Kemp Ave
Tishomingo, OK 73460
(580)371-3219

June 4,2024

Diane Niblett
8221 S McSwain Ln
Tishomingo OK 73460

To Whom May Concern,

This letter is to express my continued interest to be a part of the Johnston County Conservation District Board. My interest in being a board member is to help raise awareness and engagement for conservation practices in our county. I plan to continue to bring new ideas and give assistance to landowners and producers. Due to failure of Ms. Alexander not submitting my election paperwork for the misunderstanding please accept this letter as a part of my continued interest to be a member of the Johnston County District Board.

Sincerely,



Diane Niblett

JOHNSTON
COUNTY
CONSERVATION
DISTRICT

1014 N Kemp Ave
Tishomingo, OK 73460
(580)371-3219

June 4,2024

To Whom it May Concern,

This letter is to inform the reason for the appointment to elected Diane Niblett in position 2 seat for the Johnston County Conservation District due to missing the deadline.

Due to the misunderstanding of the guidelines of refiling for candidacy, District Manager, Abbie Alexander assumed Diane would remain in the position 2 seat for the board since another candidate did not apply to run against Diane Niblett for the next term, therefore missing the entry deadline. Today, June 4,2024 the board voted to recommend the appointment of Diane Niblett to be placed into the elected position 2 for the Johnston County District Board.

Thank you for your time and understanding. If you have any farther question or concerns, feel free to contact me by contacting our office above.

Sincerely,



Mike Vandevier, Vice Chairman

DISTRICT DIRECTORS

ALLEN FULTON

JAKE WARD

JUNIOR BRYANT

DARLENE DEWITT

JEFF LENTZ



DISTRICT EMPLOYEES

TAMMIE HOLDER

District Secretary

PAWNEE COUNTY CONSERVATION DISTRICT

701 5TH ST., ROOM 102
PAWNEE, OKLAHOMA 74058
PHONE (918) 762-2736, Ext. 3
pawneeccd@conservation.ok.gov

Trey Lam
Oklahoma Conservation Commission
2800 N. Lincoln Blvd, Ste 200
Oklahoma City, OK 73105

Mr. Lam:

I am writing this letter to express that I still would like to serve on the district board. I enjoy being a part of such an important board for Pawnee County. Our district manager overlooked mailing in my Notification of Candidacy by the due date due to being gone the 15th and 16th on sick leave. The notice was sent in the morning of the 17th. Please consider letting me continue to serve on the Pawnee County Conservation District.

Regards

Junior Bryant
Vice Chair

CERTIFICATION OF CANDIDATES IN CONSERVATION DISTRICTS WHERE ONLY ONE ELIGIBLE PERSON FILED A NOTIFICATION AND DECLARATION OF CANDIDACY FORM FOR POSITION 2

District	First Name	Last Name	Succeeds	Term Expires	Position Number
Logan County	Roland	Taylor		6/30/2027	E2
Oklahoma County	Phil	Campbell		6/30/2027	E2

CERTIFICATION OF CANDIDATES RECEIVING THE HIGHEST NUMBER OF VOTES DURING POSITION 2
ELECTIONS IN CONSERVATION DISTRICTS

DISTRICT	CANDIDATE	SUCCEEDS	TERM EXPIRES
CREEK COUNTY - 141 votes cast	Excell LaFayette, Jr.		June 30, 2027
MAYES COUNTY - 207 votes cast	Charles Coblenz		June 30, 2027
SHAWNEE - 40 votes cast	Robert Freeman		June 30, 2027
TALIHINA - 56 votes cast	Scott Medders		June 30, 2027
WAGONER - 47 votes cast	Ben Harmon		June 30, 2027

Conservation District
Long Range Plans
FY25 – FY29
July 1, 2024 – June 30, 2029
Recommendations for Approval

Area I

Beaver
Dewey
Ellis
Kingfisher
Major

Area II

Cleveland
Noble
Seminole

Area III

Caney Valley
Craig
Ottawa

Area IV

Tillman

Area V

Latimer
Little River
Marshall
Talihina

Conservation District
Joint Plans of Operation
July 1, 2024 – September 30, 2025
Recommendations for Approval

Area I

Beaver
Dewey
Ellis
Kingfisher
Major

Area II

Seminole

Area III

Ottawa

Area IV

Area V

FISCAL YEAR 25 - PROPOSED DISTRICT POLICIES

1. All employee positions (District and Commission) that become vacant will be reviewed and will require justification before approval to fill the position. Future employee allocations will be dependent on the level of legislative appropriations.
2. The maximum number of hours for a non-benefitted temporary part-time district employee is 999 hours. If hours exceed 999 in the 12-month period from the employee's hire date, the district will be responsible for the employer's share of retirement contributions and payment of longevity and benefit expenses, if applicable.
3. District operating expense allocations will be based upon each district's submission of required reports and documents. The allocation is based solely on whether the deliverable was completed with all required elements and submitted on time.
4. Failure to perform audits and/or submit preclaim payments for retirement and insurance within the established timeframe will result in OCC withholding payment of district claims until compliance is accomplished.
5. For a district to remain eligible to continue receiving a personnel allocation from OCC the district must conduct annual performance evaluations during the fiscal year on all staff and notify OCC in writing of the review's completion.
6. Fiscal Year allocation will not be made for a district until drafts of the Long Range Plan and Joint Plan of Operations have been submitted for review. The Long Range Plan and Joint Plan of Operations are effective July 1 and serve as justification for allocating funds.

FY-25 Conservation District Allocations

		FY2025
DISTRICT NAME	AREA	ALLOCATION
ADAIR COUNTY	3	\$ 103,095.42
ALFALFA COUNTY	1	\$ 55,792.83
ARBUCKLE	2	\$ 154,255.01
ATOKA COUNTY	5	\$ 110,004.31
BEAVER COUNTY	1	\$ 101,856.94
BLAINE COUNTY	1	\$ 62,499.50
BRYAN	5	\$ 69,627.08
CANEY VALLEY	3	\$ 61,287.69
CENTRAL N. CANADIAN RIVER	1	\$ 108,141.91
CHECOTAH	5	\$ 8,500.00
CHEROKEE COUNTY	3	\$ 55,405.80
CIMARRON COUNTY	1	\$ 55,905.80
CLEVELAND COUNTY	2	\$ 118,319.91
COAL COUNTY	5	\$ 65,133.40
COMANCHE COUNTY	4	\$ 107,182.64
COTTON COUNTY	4	\$ 53,036.03
CRAIG COUNTY	3	\$ 101,691.24
CREEK COUNTY	3	\$ 99,471.25
CUSTER COUNTY	4	\$ 110,149.17
DEER CREEK	4	\$ 51,766.91
DELAWARE COUNTY	3	\$ 68,031.46
DEWEY COUNTY	1	\$ 154,403.48
EAST CANADIAN COUNTY	1	\$ 107,962.67
ELLIS COUNTY	1	\$ 197,171.66
GARFIELD COUNTY	1	\$ 73,116.56
GARVIN	2	\$ 100,041.01
GRADY COUNTY	4	\$ 114,633.59
GRANT COUNTY	1	\$ 103,294.79
GREER COUNTY	4	\$ 76,033.21
HARMON COUNTY	4	\$ 110,481.03

FY-25 Conservation District Allocations

		FY2025
DISTRICT NAME	AREA	ALLOCATION
HARPER COUNTY	1	\$ 67,905.80
HASKELL COUNTY	5	\$ 108,592.03
HUGHES COUNTY	5	\$ 100,041.01
JACKSON COUNTY	4	\$ 129,701.78
JEFFERSON COUNTY	4	\$ 55,905.80
JOHNSTON COUNTY	5	\$ 53,266.91
KAY COUNTY	2	\$ 102,076.72
KIAMICHI	5	\$ 54,059.99
KINGFISHER COUNTY	1	\$ 69,823.05
KIOWA COUNTY	4	\$ 128,899.83
KONAWA	2	\$ 65,536.03
LATIMER COUNTY	5	\$ 51,356.34
LEFLORE COUNTY	5	\$ 175,406.77
LINCOLN COUNTY	2	\$ 100,111.22
LITTLE RIVER	5	\$ 99,150.21
LOGAN COUNTY	2	\$ 57,895.28
LOVE COUNTY	2	\$ 53,536.03
MAJOR COUNTY	1	\$ 116,449.88
MARSHALL COUNTY	5	\$ 100,910.77
MAYES COUNTY	3	\$ 53,036.03
MCCLAIN COUNTY	2	\$ 122,187.71
MCINTOSH COUNTY	5	\$ 54,530.45
MURRAY COUNTY	2	\$ 196,828.26
MUSKOGEE COUNTY	3	\$ 53,036.03
NOBLE COUNTY	2	\$ 107,693.54
NORTH CADDO	4	\$ 133,803.06
NORTH FORK OF RED RIVER	4	\$ 116,051.61
NOWATA COUNTY	3	\$ 58,266.91
OKFUSKEE COUNTY	5	\$ 113,547.60
OKLAHOMA COUNTY	2	\$ 53,266.91

FY-25 Conservation District Allocations

		FY2025
DISTRICT NAME	AREA	ALLOCATION
OKMULGEE COUNTY	3	\$ 67,590.45
OSAGE COUNTY	3	\$ 109,880.54
OTTAWA COUNTY	3	\$ 68,390.44
PAWNEE COUNTY	2	\$ 62,681.65
PAYNE COUNTY	2	\$ 61,557.42
PITTSBURG COUNTY	5	\$ 177,939.71
PONTOTOC COUNTY	5	\$ 114,314.28
PUSHMATAHA	5	\$ 109,362.23
ROGERS COUNTY	3	\$ 231,673.36
SEMINOLE COUNTY	2	\$ 69,858.97
SEQUOYAH COUNTY	3	\$ 68,292.83
SHAWNEE	2	\$ 76,793.98
SOUTH CADDO	4	\$ 71,232.79
STEPHENS COUNTY	4	\$ 136,422.05
TALIHINA	5	\$ 53,940.80
TEXAS COUNTY	1	\$ 58,206.91
TILLMAN COUNTY	4	\$ 53,266.91
TULSA COUNTY	3	\$ 62,136.94
UPPER WASHITA	4	\$ 117,703.49
WAGONER COUNTY	3	\$ 132,672.73
WASHITA COUNTY	4	\$ 122,364.43
WEST CADDO	4	\$ 67,300.94
WOODS COUNTY	1	\$ 61,288.30
WOODWARD COUNTY	1	\$ 111,502.76
TOTAL ALL DISTRICTS		\$ 7,777,540.77

*Allocation includes gross salary, longevity, FICA, unallocated employee expenses, operating expenses, and copier expense. It does not include the employee benefit allowance for health insurance or the employer's share of retirement.

PROPOSED FY-2025 BUDGET WORK PROGRAM

	Department	General Revenue	GR Bond Repayment	Revolving Funds	Federal	Total
Administration	1000001	\$1,388,989			\$53,511	\$1,442,500
<i>Includes Administration, HR, Financial Management and Public Information Officer</i>						
	Activity Total	\$1,388,989	\$0	\$0	\$53,511	\$1,442,500
<i>Administration Notes - Federal funds include NRCS Agreement for PIO, WQ and USFWS indirect</i>						
Conservation Programs	2000001	\$4,433,766	\$1,548,962	\$6,600,000	\$9,180,000	\$21,762,728
<i>Includes Emergency Drought Program, Watershed Operation & Maintenance and Watershed Rehabilitation</i>						
	2000003				\$25,000	\$25,000
	Activity Total	\$4,433,766	\$1,548,962	\$6,600,000	\$9,205,000	\$21,787,728
<i>Watershed Operation & Maintenance Notes - Federal Funds include federal earnings and USDA NRCS funds. Revolving funds includes Emergency Drought Fund.</i>						
Field Services	3000001	\$8,194,828			\$919,327	\$9,114,155
<i>Includes District Allocations, District Employee Benefits, District Administrative Expenses and District Services expenses</i>						
	3000002	\$2,032,642		\$1,313,310	\$257,354	\$3,603,306
	3000003	\$148,000				\$148,000
	3000005	\$392,100				\$392,100
	Activity Total	\$10,767,570	\$0	\$1,313,310	\$1,176,681	\$13,257,561

Field Services Notes - Revolving funds include Conservation Infrastructure Revolving fund and employee contributions for retirement and health insurance. Federal funds include USDA NRCS Agreements, US Fish and Wildlife Agreements and federal earnings.

PROPOSED FY-2025 BUDGET WORK PROGRAM

Department	General Revenue	GR Bond Repayment	Revolving Funds	Federal	Total
Land Management	4000001	\$2,818,938			\$2,818,938
<i>Includes non-coal mine</i>	4000002		\$3,523,731		\$3,523,731
<i>reclamation, special projects,</i>	4000005	\$2,178,511			\$2,178,511
<i>unpaved roads, conservation</i>					
<i>planner expenses and the red</i>					
<i>cedar initiative.</i>					
Activity Total	\$4,997,449	\$0	\$3,523,731	\$0	\$8,521,180
Quality/Wetlands/Soil					
Health	5000001	\$1,057,768	\$639,284	\$2,508,076	\$4,205,128
<i>Includes Water Quality, Wetlands,</i>	5000002	\$175,377	\$174,685	\$236,628	\$586,690
<i>Soil Health, Cost Share</i>	5000003	\$1,009,810	\$760,701	\$52,938	\$1,823,449
<i>Administration, Cost Share</i>	5000004		\$5,700,000		\$5,700,000
<i>Locally Led, Cost Share Priority</i>	5000006		\$365,000	\$250,000	\$615,000
<i>Watershed and CREP</i>					
Activity Total	\$2,242,955	\$0	\$7,639,670	\$3,047,642	\$12,930,267

Water Quality / Wetlands Notes - Revolving funds include the Conservation Infrastructure Revolving fund, carbon sequestration and donation. Federal funds include EPA direct, WQ direct, NRCS Agreement and WQ indirect funds.

PROPOSED FY-2025 BUDGET WORK PROGRAM

	Department	General Revenue	GR Bond Repayment	Revolving Funds	Federal	Total
OGITS <i>Includes Office of Geographic Information and Technical Services</i>	6000001	\$1,834,218		\$292,800	\$25,000	\$2,152,018
	Activity Total	\$1,834,218	\$0	\$292,800	\$25,000	\$2,152,018
<i>OGITS Notes - Revolving funds include the GIS revolving fund and the donation fund. Federal Funds include Homeland Security Grant</i>						
ISD Data Processing <i>Includes all information technology related expenses for</i>	8800010	\$257,829		\$18,550	\$316,615	\$592,994
	Activity Total	\$257,829	\$0	\$18,550	\$316,615	\$592,994
<i>ISD Data Processing Notes - Revolving funds include the donation fund. Federal funds include federal earnings, NRCS agreements, Water Quality direct and Homeland Security grant funds.</i>						
	Agency Total	\$29,446,507	\$1,548,962	\$15,882,880	\$14,141,064	\$61,277,242
		GR Total:	\$30,995,469			

Oklahoma Septic Tank Remediation Program

What is the Septic Remediation Program?

The Oklahoma Conservation Commission (OCC), with funding through the Oklahoma Water Resources Board, provides technical and financial assistance to homeowners throughout the state of Oklahoma to repair or replace failing systems located near Oklahoma water bodies.

Who is eligible to participate?

To qualify for the program, homeowners must meet the following criteria:

1. Must own and reside full time in the home
2. Septic system must be within 1,320 feet of a stream, river or lake (confirmed by Program staff)
3. Owner must make less than \$150,000 per year
4. Septic tank must be deemed as failing by a certified septic installer or by the Oklahoma Department of Environmental Quality (DEQ)

Second homes, rental property, new construction or major remodel, or commercial use property are not eligible for this program.

How do I know if my septic system is failing?

Septic systems do require routine maintenance be conducted. Signs of a failing septic system include pooling water, muddy soil, plumbing backups, leaks, green spongy grass in the drain field, or strong odors. Talk to a licensed professional to discuss solutions and how to avoid future problems. For more information on septic systems and proper maintenance visit <http://septicsofoklahoma.com/message/publications>

What type of assistance does the Septic Remediation Program provide?

The program may:

1. Provide funds to help in repairing or replacing a failing system in the form of a grant for up to \$15,000.
2. DEQ may provide free soil profiles for qualified applicants.
3. Direct homeowners to information about onsite wastewater systems and relevant rules.

What is required of the homeowner?

The homeowner must:

1. Provide proof of homeownership and income level
2. Follow all DEQ rules in regards to type, size and location of the system.
3. If an advanced system, agree to provide routine maintenance as recommended for the life of the system.
4. Provide a minimum of two (2) estimates from a certified septic installer.
5. Once approved, contract with a DEQ certified septic installer, have all work completed and submit paid invoice for reimbursement.

Additional requirements are included in the complete application.

How do I apply?

For full program requirements and to apply visit <https://conservation.ok.gov>.

For more information contact:
Jeri Fleming at jeri.fleming@grda.com or 918-944-6180

This program is funded through a Clean Water Act SRF loan and implemented by the Oklahoma Conservation Commission, Grand River Dam Authority, Oklahoma Water Resources Board and Oklahoma Department of Environmental Quality



OKLAHOMA
Water Resources Board





Employee Handbook

Version: OCC - 002

Approved by the Conservation Commission July 1, 2024

Last Revised: July 1, 2024

Oklahoma Conservation Commission
Employee Handbook

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Section 1 - Commission Policies

1.1 Commission Employment Policies

The Commission's employment policies are extremely important to preserve courteous, mutually respectful, pleasant, non-coercive interactions between employees, management, and patrons. Employees are expected to comply with all Commission employment policies. Supervisors are expected to comply with and enforce all Commission employment policies. Employees and supervisors may be disciplined for failure to comply with or enforce Commission employment policies.

1.2 Standard Operating Procedures / Safety Protocols

Some divisions within the Commission may have standard operating procedures, safety protocols, and/or other guidance unique to the division and the work performed by division employees. Employees shall comply with these supplemental guidance procedures and protocols in addition to the Commission's employment policies. Divisions will provide sufficient training and/or written guidelines establishing applicable standard operating procedures, safety protocols, or other guidance to the employee.

Section 2 - Employees

2.1 State Employee

State employee means an employee in state service afforded protections under the Oklahoma Civil Service and Human Capital Modernization Act (Act) and promulgated rules. [62 OS. §34-301](#) and [OAC 260:130-1-1, et. seq.](#)

2.2 Executive Employees

Executive employee means an employee to whom the provisions of the Act do not apply. Executive employees must be designated in the central system of record by the employing executive branch agency. The Executive Director of the Commission can exempt not more than five percent (5%) of an agency's employees designated as executive management as determined by the number of active positions. The employees do not have the same protections as State employees. These Executive employees receive certain benefits and are covered by the time and leave provisions in state law and applicable. Executive employees are “employees at will” and have no right or expectation of continued employment. The employment relationship between the Commission and Executive employee can be severed at any time for any reason.

2.3 Other Employee Designations

The Commission may hire employees for specific periods of time or for the completion of a specific project. The provisions of the Act do not apply to these other employee designations.

- **Temporary Employees** may work no more than 999 hours in a rolling 12-month period. Temporary employees are not eligible to receive benefits and shall have no right or expectation

of continued employment. Temporary employees only receive pay for hours worked and do not receive any type of leave (holiday, admin, annual, sick).

- **Seasonal Employees** may work no more than 1,599 hours in a rolling 12-month period.
- **Contract Employees** may be hired by the Commission by entering contracts with individuals or organizations. The details of the contract will specify the length of service, the scope of employment, and other important criteria.

Unless specifically excluded by the terms of an employee contract, all temporary, seasonal, or contract employees are required to comply with the employment policies of the State and Commission.

Section 3 - Work Schedule and Leave

3.1 Work Schedule

Supervisors will set employee work schedules and complete an "Established Individual Workweek Form" at the beginning of employment that will be shared with the employee. Employees are expected to work their scheduled hours. Unexplained or excessive absences or tardiness may be grounds for disciplinary action, including termination.

*[Policy OCC-01: Work Schedule and Time Worked
Established Individual Workweek Form](#)*

3.2 Assigned Duty Station

Each employee will be assigned an official duty station. Employees shall be present at their assigned duty station or some other location as directed or approved by their supervisor during the employees' work schedule. The assigned duty station may be a generally described geographic area or multiple locations to be visited during a particular day. Assigned duty stations may be modified by supervisors as needed.

3.3 Telecommuting or Teleworking

"Telecommuting" or "teleworking" means the employee performs assigned work remotely by electronic communication while the employee is not physically present at an assigned duty station. "Telecommuting" does not include fieldwork or work performed while traveling on Commission business.

[Policy OCC-01A: Telecommuting or Teleworking](#)

3.4 Timekeeping

Employees shall accurately report hours worked in Workday at least weekly. Employees shall also ensure that they have all their time entered and submitted to their supervisors before mid-month and end-of-month payroll processing. Failure to timely and accurately report hours worked in Workday may result in disciplinary action up to and including termination. Supervisors may require that the employee provide additional information concerning hours worked including but not limited to, start and stop times, locations, activity summaries, projects worked, or other reports.

3.5 Leave

Employees accrue annual and sick leave, with the exception of certain seasonal and part-time employees, when they are actually on the job or in an approved leave with pay status. Leave shall be applied uniformly to all employees unless otherwise provided by law and/or rules.

Annual and sick leave accrual rates and accumulation limits are based on continuous service with the state. For leave guidelines, continuous service is defined as the total service of an employee. It does not include periods of temporary service or other limited appointments. No more than thirty (30) calendar days may lapse during a transfer or resignation/reinstatement. If more than thirty (30) calendar days pass, then it is considered a break in service. Leave without pay in excess of thirty (30) calendar days may not be considered as additional service for leave accrual purposes; however, it is not to be considered a break in service. Also, if an employee is laid off from state service as a result of a formally documented reduction-in-force and then re-employed in the state service within eighteen (18) months, the period of time laid off shall not be considered a break in service for leave purposes.

Employees are permitted time off from their work schedule for a variety of reasons. The following policy document(s) will clarify what leave is available to employees, when leave may be used, and under what conditions.

[Policy OCC-02: Leave](#)

Section 4 - Performance Management Process

The performance of each employee shall be evaluated annually by the employee's immediate supervisor. The annual evaluation is called the Performance Management Process (PMP). The PMP is required by the Oklahoma Personnel Act, [74 O.S. § 840-4.17](#), and [Merit Rules – OAC Title 260, OAC 260:25-17-31](#), for most state employees. The Executive Director and Assistant Director are the only Commission employees not subject to the PMP requirement.

The PMP is a routine, formal evaluation of an employee's job performance focusing on accountabilities, critical behaviors, and job development. PMPs may be considered in decisions regarding salary, advancement, promotions, demotions, dismissals, telework, and they also serve as a career-related counseling device.

At the beginning of the annual evaluation period, supervisors will identify and communicate accountabilities and critical behaviors upon which an employee will be evaluated. During the annual evaluation period, the immediate supervisor will conduct a mid-term interview with the employee and discuss their progress in meeting accountabilities and behaviors and identify performance strengths and areas for development. The annual evaluation shall conclude with a final interview where the immediate supervisor will provide the employee with a copy of the employee evaluation.

The employee is responsible for participating in the PMP process whether it is the paper process or online in Workday. Employees do not have to agree with the evaluation findings and may submit written comments regarding their performance evaluation.

Each state employee in probationary status will be rated at least thirty (30) days before the end of the probationary period. All state employees will have an evaluation every twelve (12) months. Supervisors

may perform as many additional evaluations as they deem necessary to effectively manage the performance of a subordinate. The Commission shall retain a copy of PMPs for each employee and shall give a copy of the PMP to the employee for their personal records. By January 2025, all supervisors should be performing PMPs through Workday and the PMP will be available to both the employer and the employee through their Workday account.

Section 5 - Code of Conduct

5.1 Code of Conduct

The Commission upholds a set of policies outlining expected standards of conduct for all employees. It is imperative that employees adhere to these policies while carrying out their duties. Any breach of Commission policies may result in disciplinary action, ranging from reprimands to termination. Compliance with these guidelines is essential to fostering a positive and ethical work environment.

[Policy OCC-03: Code of Conduct](#)
[Officers & Employees Guide – Oklahoma Ethics Commission](#)
[State Ethics Laws](#)

5.2 Drug and Alcohol-Free Workplace

The Commission is committed to maintaining a drug and alcohol-free workplace. All agency employees are strictly prohibited from engaging in the unlawful manufacturing, distributing, dispensing, possessing, using, or being under the influence of controlled substances or alcohol during scheduled work hours or while representing the Commission at conferences, lectures, and events. This prohibition extends to instances where employees are operating a state vehicle, or present on State property. Upholding this policy is crucial for ensuring a safe and secure working environment for all.

[Policy OCC-04: Drug and Alcohol-Free Workplace](#)

5.3 Tobacco-Free Workplace

This policy is instituted with the primary objective of eradicating all forms of tobacco use, including e-cigarettes or vaping devices. This prohibition applies to both indoor and outdoor spaces on properties owned, leased, or contracted for use by the Commission, as well as within state vehicles. By implementing this policy, the Commission is dedicated to fostering a healthier and smoke-free environment for all individuals associated with its facilities and operations.

[Policy OCC-05: Tobacco-Free Workplace](#)

5.4 Computer and Cell Phone Usage

Commission-issued computers, cellular telephones, or other electronic devices are made available to employees for job-related activities. Employees granted access to computers for work-related duties must adhere to state and agency policies, as well as all state and federal laws governing usage and communication of information. This policy underscores the importance of responsible and lawful use of electronic resources in the course of official duties.

[Policy OCC-06: Electronic Devices](#)

5.5 Dress Code

Commission employees are required to attire themselves in a manner suitable for their job responsibilities and work environment. This entails wearing clothing that is tidy, clean, and adheres to good business taste, without posing any safety risks. As a professional organization interacting with state, federal agencies, and the business community, employees are expected to project a professional public image.

To uphold this standard, supervisors may, when deemed necessary, request employees to cover visible tattoos, remove excessive or offensive jewelry, adjust unprofessional clothing, or make reasonable changes to ensure a professional appearance. Employees engaged in physical labor or fieldwork are expected to wear appropriate attire for their particular work situation. Employees will also need to adhere to protective and safety attire as specified by their division protocol.

Any disagreement between employees and supervisors regarding the dress code shall be resolved by the division director. Repeated or egregious violations of the dress code may result in discipline, up to and including termination. This policy is in place to maintain a professional and cohesive image for the Commission.

5.6 Relatives

In cases where an employee and members of their immediate family are employed by the Commission, it is prohibited for family members to report to the same supervisor or be within the same chain of command. Immediate family is defined as spouse, children, parents, brothers, sisters, and includes step, grand, half, foster, or in-law relationships. Exceptions to these policies may be considered under special circumstances, and any such exceptions must be approved by the Executive Director. This policy is implemented to uphold the principles of fairness, transparency, and avoid potential conflicts of interest within the Commission.

5.7 Compliance with State Income Tax Laws

In accordance with [68 O.S. § 238.2](#), any employee who receives a third notification of non-compliance with state income tax laws from the Oklahoma Tax Commission shall be terminated. Under this law, state agencies are copied on notifications involving their employees.

5.8 Discrimination and Harassment

The Commission prohibits unlawful discrimination and harassment of any type.

[Policy OCC-07: Discrimination and Harassment](#)

5.9 Equal Employment Opportunities

The Commission provides equal employment opportunities to employees and applicants, without regard to political or religious opinions or affiliations, race, color, sex (*including pregnancy, sexual orientation, or gender identity*), age, national origin, genetic information (*including family medical history*),

disability (*so long as the physical handicap does not render the employee unable to do the work for which employed*), or any other reason prohibited by law.

[Policy OCC-08: Equal Employment Opportunities](#)

5.10 Workplace Violence

The Commission maintains a safe and secure workplace free from violence, harassment, intimidation, bullying, and other disruptive behavior. The Commission prohibits violence or threats of violence.

[Policy OCC-09: Workplace Violence](#)

5.11 Whistleblower Protections

Employees that report fraud, waste, or abuse at the Commission are protected from discrimination, retaliation, or other illegal treatment. Should an employee feel that they are being retaliated against by the Commission they can file a complaint with the Oklahoma Employment Security Commission. [Oklahoma Medicaid False Claims Act 63 O.S. §5053 et. seq.](#)

[Oklahoma Employment Security Commission – Workplace Law Complaints](#)
[U.S. Department of Labor OSHA / Whistleblower Protection Programs](#)

Section 6 - Progressive Discipline

The Commission shall apply the Civil Service and Human Capital Modernization Rules toward the Commission’s progressive discipline policy to all State employees. The Commission shall apply the progressive discipline policy to all employees (including probationary, at-will, contract, or seasonal/temporary employees). The application of progressive discipline does not obligate the Commission to continue the employment of any employee unless otherwise specified.

Progressive discipline is a system designed to ensure not only the consistency, impartiality and predictability of discipline, but also the flexibility to vary penalties if justified by aggravating or mitigating conditions. Typically, penalties range from verbal warning to discharge, with intermediate levels of a written warning, suspension, or demotion. Absent mitigating circumstances, repetition of an offense is accompanied by a generally automatic progression to the next higher level of discipline.

Each supervisor must diligently apply a progressive discipline approach, ensuring it's tailored to the offense, fair, and equitable. They should carefully weigh aggravating and mitigating factors to determine the most appropriate disciplinary action. By taking prompt and positive measures, supervisors can effectively prevent the escalation of disciplinary issues.

[Policy OCC-10: Progressive Discipline](#)
[Supervisor Notes](#)

Section 7 - Employee Complaint Management

7.1 Complaints

For any issues regarding employment at the Commission, employees are encouraged to utilize the channels outlined in Policy OCC-11 Employee Complaint Management. This comprehensive policy not only addresses discrimination and harassment complaints but also provides a clear internal process for handling other concerns, complaints, and disputes within the agency.

[Policy OCC-11: Employee Complaint Management](#)
[Employee Complaint Form](#)

7.2 Employee Feedback

The Commission fosters a growth mindset, valuing employees' voices to foster collaboration, nurture individual growth, and drive innovation. One avenue to amplify employee voices is our online Employee Input/Feedback Box. This platform empowers staff to express questions, comments, complaints, concerns, and innovative ideas, whether anonymously or openly, promoting a culture of open communication and continuous improvement.

[Employee Input / Feedback](#)

Section 8 - Compensation

8.1 Payday

The Commission operates on a monthly pay schedule for all employees. Paychecks are directly deposited to the checking or savings account specified by the employee.

Employees and supervisors are responsible for the timely and accurate submission of documentation to ensure the accuracy and timeliness of payments to employees. Employees are responsible for reviewing all paychecks and immediately reporting any overpayments or underpayments to the Commission. Employees may review their earnings statements and deductions through Workday.

[Workday Oklahoma Login](#)

8.2 Supplemental Payroll

Supplemental payroll comprises payroll processing for new hires, temporary employees, and hourly employees, as well as full-time Commission employees whose combined balance of sick leave and annual leave is below 40 hours. Full-time employees that drop below the 40 hours shall be removed from main payroll and placed on the supplemental payroll. Supplemental payroll is issued no later than the 12th day of the month.

For full-time employees, leave balances at the beginning of the month are used to determine whether an employee has a combined total of forty (40) hours of leave. Full-time employees shall be placed on the main payroll at the beginning of the pay period after accruing the forty (40) hours and will be paid on the final working day of the month, ***provided leave is not taken during that pay period***. All new full-time employees will be on supplemental payroll until they reach the combined forty (40) hours of leave except new employees transferring approved leave balances from another agency that ensures the minimum balance of at least forty (40) hours. They will be placed on the regular payroll during the first month of employment.

8.3 Direct Deposit

Employees are required to participate in the direct deposit system. [74 O.S. §292.12](#) and [Rule 260:25-25-3](#). The direct deposit system permits the Commission to directly deposit paychecks into a bank account designated by the employee. Each pay period extends from the first day of the month through the last day of the month and deposits are normally delivered on the last working day of each calendar month. Paycheck details /earnings statements are available on the employee self-serve system.

8.4 Mandatory Deductions from Paycheck

The Commission is required by law to make certain deductions from an employee's paycheck. Federal, state, and local income taxes, an employee's contribution to Social Security, and state retirement shall be deducted. Deductions are itemized on each earnings statement. The amount of the deductions may depend on the employee's earnings and upon the information furnished on the employee's W-4 form regarding the number of dependents or exemptions claimed. Any change in name, address, telephone number, marital status, or number of exemptions must be reported to human resources immediately to ensure proper credit for tax purposes. The W-2 form employees receive each year indicates precisely how much of an employee's earnings were deducted for these purposes. Any other mandatory deductions, such as court-ordered deductions, will be explained whenever the Commission is ordered to make such deductions.

[Internal Revenue Service](#)
[Oklahoma Tax Commission](#)

Employees are responsible for reviewing all paychecks and immediately reporting any overpayments or underpayments to the Commission.

8.5 Other Deductions

Employees may elect to participate in a variety of approved supplemental programs through voluntary payroll deductions. Additionally, employees may request that the Commission make additional authorized deductions from paychecks to an account at a participating bank or credit union.

8.6 Repayment of Overpayment Errors

Every effort is made to avoid errors in each employee's paycheck. If an employee believes that an error has been made, the employee should notify the Commission immediately. The Commission will research the problem and make any necessary corrections promptly. Overpayments to an employee require reimbursement to the state by payment through personal check or money order.

8.7 Longevity Pay

The State of Oklahoma offers longevity pay on the basis of length of service to qualified employees.

[Longevity Pay Program Guide](#)
[Longevity Pay](#)

8.8 Pay upon Termination

While there are some exceptions, including but not limited to a reduction in force or offer of early retirement, the Commission does not generally provide severance pay. When an employee leaves the Commission, the employee will be paid for actual time worked, plus any accrued but unused annual leave time as allowed by state law.

8.9 Unemployment Compensation

Unemployment compensation benefits are available when employment is terminated under qualifying conditions.

Section 9 - Benefit Programs

9.1 Health Insurance and Other Benefits

A paycheck is just part of an employee's total compensation package. Commission employees also have access to a number of outstanding benefits including health insurance, dental, vision, reimbursement accounts, disability insurance, life insurance and retirement.

[Oklahoma Employee Benefits
Health Benefit Forms](#)

9.2 Premium Conversion

By electing premium conversion, employees may pay for mandatory and optional coverage before taxes thus lowering their taxable income. All insurance coverage may be pre-taxed with the exception of dependent life insurance and a portion of the employee supplemental life insurance. More information is available through the Employee Benefits link.

[Oklahoma Employee Benefits](#)

9.3 Flexible Spending

Health care and dependent care accounts offer significant tax savings by allowing an employee to set aside money out of each paycheck before it is taxed to pay for planned expenses such as medical deductibles and childcare expenses. These accounts are optional and may be elected during annual option period. Account funds not spent during the designated plan year are forfeited.

[Flexible Spending Accounts](#)

9.4 Thrive

Thrive is a well-being program developed for State of Oklahoma employees. The program focuses on six essential elements of well-being: career/purpose, social, financial, physical, community and emotional well-being. The Thrive website offers links to a variety of training courses, support groups and recreational leagues that employees may participate in. The site also contains educational materials, articles, and blogs that meet a wide variety of wellness interests and needs.

[Thrive](#)

9.5 Health Insurance upon Separation

The Consolidated Omnibus Reconciliation Act (COBRA) of 1985 is federal legislation that provides all employees and their dependents who are enrolled in the health or dental insurance program, the opportunity to temporarily continue such coverage in the event of the employee's termination (except for gross misconduct), death, divorce or separation, or when an enrolled child no longer qualifies as an eligible dependent under that program.

[COBRA Continuation Coverage](#)

9.6 Workers Compensation Insurance

The Commission carries worker's compensation insurance for the benefit of its employees. Any work-related injury should be reported as soon as possible to the employee's supervisor and Human Resources. The injured employee and Human Resources shall cooperate in completing the required online paperwork. Worker's compensation claims shall be handled in a manner consistent with state law.

[Oklahoma Workers' Compensation Commission](#)

9.7 Disability Insurance

Disability insurance is part of the mandatory core benefits package and is available to all employees who have completed at least one month of continuous service. Short and long-term disability insurance is provided to employees when off work more than thirty (30) days due to a qualifying event. Any short-term disability benefits will be offset or reduced by other benefits or payments received, e.g., holiday pay, sick and annual leave, shared leave, etc. Disability coverage pays an amount equal to a percentage of the employee's base salary up to a maximum dollar amount. Disability benefits are subject to all applicable state and federal taxes.

[Disability Plan Handbook](#)

9.8 Oklahoma Public Employees Retirement System (OPERS)

For full and part-time employees, a retirement plan is provided for the purpose of providing lifetime benefits in recognition of service to the state. All eligible employees must participate in select retirement plans. Details concerning eligibility and various retirement programs are available on the OPERS website.

[OPERS](#)
[OPERS Forms](#)

9.9 Defined Contribution Plan (Pathfinders)

Pathfinder is the mandatory defined contribution plan for eligible state employees who first become employed by a participating employer on or after November 1, 2015, and have no prior participation in OPERS before that date.

[Pathfinder Contribution Plan](#)

9.10 OPERS Deferred Compensation Plan (SoonerSave)

The Deferred Compensation Plan (known as SoonerSave or the 457 Plan) is available to qualifying OPERS employees. Under the provisions of this voluntary supplemental retirement plan, employees may defer payment of a portion of their income to a later date. The taxes normally due now on the money are deferred until retirement when most participants would be in a lower tax bracket. Employees may elect to invest the deferred income into a savings account at a guaranteed interest rate, or various mutual funds which are invested into stocks, bonds, foreign investments, money markets, or contracts. The State of Oklahoma also provides an employer contribution through the 401(a) Savings Incentive Plan.

[SoonerSave](#)

9.11 Disability Retirement

Employees who must terminate employment due to health problems may qualify for disability retirement benefits. Employees who have eight (8) years of creditable service toward retirement and an award letter from the Social Security Administration certifying them for disability benefits are eligible, provided a) the date of disability established by the Social Security Administration falls within one year of the employee's last date physically on the job, and b) the employee must have been an active regularly-scheduled employee with a participating employer at the time of disability.

[Disability Retirement](#)

9.12 Unemployment Insurance

The Commission carries unemployment insurance for the benefit of its employees. Unemployment claims shall be handled in a manner consistent with state law.

[Unemployment Benefits](#)

Section 10 - Career and Personal Enhancement

10.1 Education and Training

The Commission encourages continuous professional development and growth among its employees through a variety of training opportunities. Both formal and informal training programs are available to enhance skills and performance.

Employees are regularly selected to participate in workshops or training programs offered by the state, ensuring they stay updated with the latest practices and techniques relevant to their roles. During these sessions, employees remain in normal pay status, reflecting our commitment to investing in our staff's development.

If an employee identifies a specific seminar or workshop that could contribute to job performance improvement, they are encouraged to bring it to the attention of their supervisor or division director. This proactive approach aligns with our goal of fostering a culture of learning and skill advancement.

Prior approval from a supervisor or division director is required before enrolling in any training course to ensure alignment with organizational goals and objectives. Additionally, all supervisors have the

opportunity to attend state-approved courses, further reinforcing the importance of continuous learning and leadership development within our workforce. Employees should utilize the Learning Tool in their personalized Workday accounts.

[Workday](#)

All supervisory staff members at the Commission are mandated to dedicate twelve (12) hours per calendar year to courses or training pertinent to effective agency management or supervisory roles. For new supervisors, it's imperative to undergo twenty-four (24) hours of dedicated supervisory training within their first year. This comprehensive training includes the essential completion of the Performance Management Process and Progressive Discipline modules.

Supervisors have the authority to approve alternative forms of formal training, including those obtained through professional conferences, web-based platforms, videos, or other suitable means, which can also contribute towards fulfilling this requirement.

[Mandatory Supervisory Training Requirements](#)

10.2 Employee Assistance Program

The Employee Assistance Program (EAP) is a program offering employees an opportunity to seek professional services in resolving personal problems. The EAP is designed to assist employees in identifying problems and exploring alternatives that can help address the needs of the employees and their family members. The employee's participation in the EAP is voluntary and in no way will affect their employment. Asking for assistance does not mean that the employee is obligated to accept or continue it.

The Commission may request an employee consult with an EAP professional without loss of pay or accumulated leave. However, an employee shall request sick or annual leave when voluntarily consulting with an EAP professional.

Employees may contact the Employee Assistance Program at EAP@odmhsas.org, or at (405) 248-9007.

[Employee Assistance Program](#)

Section 11 - Workplace Safety

11.1 Workplace Safety

The Commission promotes a safe working environment for its employees through an in-house safety program. If, at any time, an employee sees an unsafe working situation or is injured at work, the employee should immediately report it to a supervisor. Federal law requires that the Commission keep records of all illnesses and accidents that occur during the workday. If an employee is injured or becomes ill, the employee should contact their supervisor for assistance. OSHA (Occupational Safety and Health Administration) also provides for an employee's right to know about any known health hazards which are present on the job.

Some divisions within the Commission have standard operating procedures or safety protocols that are unique to the division and the work performed by division employees. Employees are required to comply with a division's standard operating procedures or safety protocols in addition to the Commission's employment policies. Divisions will provide sufficient training or written guidelines establishing applicable standard operating procedures or safety protocols applicable to the employee.

Employees and supervisors should use the Incident Report Form to report any unusual or unexpected accidents or incidents that occur at work. These incidents may include, but are not limited to, falls, cuts, drug reactions, auto accidents, laboratory errors, or allegations of inappropriate behavior by an employee, client, visitor or contractor. The Incident Report Form should be completed as soon as possible following an incident, but no later than seven (7) working days following the incident. If necessary, a second sheet should be attached to provide complete details about the incident. A copy must be sent to the supervisor and to the person involved in the incident. The Commission encourages all employees to update their emergency contact information should the Commission need to contact someone on the employee's behalf.

[Workplace Incident Report](#)

Each employee shall maintain a completed medical information sheet in their assigned duty station that is kept in an envelope taped to the bottom of their computer keyboard. The medical information sheet may be used by emergency medical personnel in the event the employee is in need of emergency treatment.

[In Case of Emergency Info Sheet](#)

Section 12 - Travel Policy

12.1 Travel Policy

Employees may be required to travel for various purposes to accomplish necessary work tasks, represent the agency at professional conferences, attend training, and other reasons. In-state travel of all types shall be pre-approved at the discretion of the employee's Division Director or designee. Out-of-state travel involving an overnight stay shall be pre-approved at the discretion of the Executive Director or designee and must be submitted for formal consideration and approval by the Commission. All travel shall be conducted in a manner that is consistent with Commission policies.

[Policy OCC-12: Travel](#)
[Statewide Accounting Manual \(See Chapter 10\)](#)
[Out of State Travel Request Form](#)

12.2 Travel Expense Reimbursement

Travel expenses for Commission employees who are required to travel in the course of their employment are reimbursed under the provisions of the Oklahoma Travel Reimbursement Act. [74 O.S. § 500.1 et seq.](#) If an employee has questions concerning travel reimbursement, the employee is encouraged to seek clarification before incurring any personal expense. The Commission can answer specific questions about travel expense reimbursement.

[Travel Claim Form 19 and other Travel Forms](#)

Section 13 - Vehicle Use / Fleet Management

13.1 Vehicle Use / Fleet Management

Employees may be assigned a vehicle on a temporary or permanent basis for work-related activities. The use of state-owned vehicles shall be in accordance with all laws, rules and Commission policies. The use of privately owned vehicles shall be in accordance with all laws, rules and Commission policies when privately owned vehicles are used to conduct Commission business. Employees shall use state-owned vehicles and personal vehicles while conducting official business in a manner consistent with all laws, rules and Commission policies.

[Policy OCC-13: Vehicle Use / Fleet Management](#)

Section 14 - Social Networking & Social Media

The Commission adheres to the State of Oklahoma's Social Networking and Social Media policies to help promote and market the mission and goals of the Commission and our conservation partners. It is important that all Commission staff comply with the following policies in reference to this section:

[Policy OCC-14: Social Networking and Social Media](#)

[Policy OCC-03: Code of Conduct](#)

Section 15 - Miscellaneous Provisions

15.1 Charitable Contributions

All employees, other than temporary employees, can contribute through payroll deductions to a variety of fully accountable private nonprofit, social, health, and welfare charitable organizations.

[State Charitable Campaign \(SCC\)](#)

15.2 Disclosure of Personal Information

The Commission shall keep personnel records confidential which relate to internal personnel investigations or where disclosure would constitute a clearly unwarranted invasion of personal privacy.

No employee will disclose confidential records or information which would constitute an invasion of a current or former employee's personal privacy. The home addresses, home telephone numbers, social security numbers, and information related to personal electronic communication devices of current and former employees will not be open to public inspection or disclosure without written permission from the current or former employee or without an order from a court of competent jurisdiction.

[State Security Policy](#)

15.3 Open Records

The Oklahoma Open Records Act, [51 O.S. § 24A.1-24A.29](#), requires all state agencies to make certain records available for public inspections. If after reviewing the agency policy, an employee still has

questions on what records are permitted or not permitted to be disclosed or the fee(s) to be assessed, then the employee needs to contact the Administration for clarification.

[Policy OCC-15: Open Records
Records Review Form](#)

15.4 Solicitations

State facilities will not be used for solicitations.

[Policy OCC-17: Employee Solicitation Restrictions](#)

15.5 Food Purchase

Purchases of food and related service items must serve a public purpose and require prior approval by the Director or Director’s designee. A Food Purchase Authorization and Approval Form must be completed prior to the purchase.

[Policy OCC-16: Food Purchase
Food Purchase Authorization and Approval Form](#)

15.6 Commission Property

Any employment photo-ID or security entry card is the property of the Commission and should be kept in a secure manner. Upon the termination of employment, employees are expected to return any ID cards, security entry cards, key(s), and other supplies, equipment, and state property issued before receiving a final paycheck. Notify your supervisor immediately if any state property is lost or stolen.

15.7 Safety Plans, Information & Guidance Sheets

Bloodborne Pathogen Exposure Control Plan {Reserved}
Hazardous Communication Plan {Reserved}

15.8 Other Important Links

[Workplace Posters](#)
[OCC Purchasing Procedures](#)
[Oklahoma Statutes](#)
[Oklahoma Administrative Code](#)
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[Commission Calendar SOP](#)

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Section 17 - Glossary

Assigned Duty Station – the employee's officially assigned work location or workstation.

Exempt Employees – employees that are exempt from certain overtime requirements of the FLSA. Typically, "exempt" employees work in a supervisory role or professional capacity as defined by the FLSA.

Non-exempt Employees – employees not exempt from the overtime requirements of the FLSA.

Overtime – time great than 40 hours per week for non-exempt employees or greater than 80 hours per two weeks for exempt employees.

Performance Management Process (PMP) – a routine, formal evaluation of an employee's job performance by reviewing accountabilities, critical behaviors, and job development. PMP evaluations are conducted on an annual basis by the employee's immediate supervisor.

Supplemental Payroll – payroll processing for new hires, temporary employees, and hourly employees, as well as full-time Commission employees whose combined balance of sick leave and annual leave is below 40 hours.

Telecommuting/Teleworking – work performed remotely by electronic communication while the employee is not physically present at an assigned duty station.

Temporary Employees – employees hired to work no more than 999 hours in a rolling 12-month period. Temporary employees are not eligible to receive benefits and shall have no right or expectation of continued employment. Temporary employees only receive pay for hours worked and do not receive any type of leave (holiday, admin, annual, sick).



WORK SCHEDULE AND TIME WORKED

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Last Reviewed: 7/1/2024	Policy Number: OCC-01
Date Policy Last Revised: 7/1/2024	Replaces Policy Number:
Approved: Trey Lam / Commission	Approval Date: 7/1/2024

A. Work Schedule / Core Office Hours

Employees shall be present at their duty station during scheduled work hours or at other locations as directed or approved by a supervisor. The Commission’s established workweek comprises 40 hours and begins at 12:00 a.m. Sunday and ends at 11:59 p.m. on Saturday. Core office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Not all time shall be counted as working time (lunch breaks, for example).

B. Established Individual Workweek Form

Each Supervisor shall complete an Established Individual Workweek Form at the beginning of employment that will be shared with the employee. The Established Individual Workweek Form defines routine scheduled hours for each employee. The Established Individual Workweek Form may be modified occasionally with a supervisor’s approval. The Workweek Form and any modifications to the Form shall be placed in the Supervisor’s file and a copy given to the employee. The Supervisor or Human Resource Manager shall enter any changes or updates into Workday.

[Established Individual Workweek Form](#)

C. Flex-time

Reference: [74 O.S. § 840-2.26](#)

Employees may be considered for alternative work scheduling (flex-time and/or telework) on a case-by-case basis, where such work schedules will improve work/life balance, provide coverage necessary for division and program operations, and serve the agency with increased productivity while maintaining output quality. All employees are expected to work during core office hours unless approval is granted for a flexible work schedule, approved leave, workweek adjustment, or through a Telework Agreement. Flex-time allows the employee to adjust the starting and ending times of a workday without changing the total number of hours worked in a day.

D. Compressed Workweek

Employees may be considered for a compressed workweek on a case-by-case basis, where such work schedules will improve work/life balance, provide coverage necessary for division and program operations, and serve the agency with increased productivity while maintaining output quality. Only division directors, the Executive Director, and the Assistant Director may approve or amend a compressed workweek schedule. The Supervisor

shall document approval and enter the information into the Established Individual Workweek Form. The Supervisor shall also submit the Established Individual Workweek Form to the Human Resource Manager (HR) to request any changes or updates be entered into Workday.

The Commission has traditionally offered two compressed workweek schedules:

1. The “4/10” Schedule – Employee works four ten-hour days per week with a consistent day off each week.
2. The “9/80” Schedule – Employee works a consistently scheduled eighty hours in nine days with one day off every other week. Most Commission employees who work 9/80 schedules usually work the following schedule:

Day -	M	T	W	R	F	M	T	W	R	F
Hours -	9	9	9	9	8	9	9	9	9	Off

E. Telework

An employee may be considered for telework, also called telecommuting, when opportunities exist for improved employee performance, agency savings, and to meet the needs of the Commission and the public. The full telework policy and forms can be found in the link below.

[Policy OCC-01A: Telecommuting or Teleworking](#)

F. Lunch and Breaks

Employees are required to take a lunch period consisting of no less than 30 minutes for each six (6) hour period of work. Lunch periods are unpaid and employees are not permitted to work through lunch periods. Accordingly, lunch periods shall not be recorded or reported as hours worked. Division directors may waive the required lunch period if extraordinary circumstances do not permit the employee to take a lunch period or if the employee is required to perform his or her official duties while eating. Employees are also permitted to take two paid breaks during each shift, one 15-minute break in the morning and one 15-minute break in the afternoon.

G. Compensatory Time / Overtime Pay

Reference: [74 O.S. 840-2.15](#)

Non-Exempt Employees

Per the Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq. non-exempt employees, meaning an employee not exempt from the overtime requirements of the FLSA, MUST be paid or provided compensatory time at time and a half (1.5) for any overtime acquired in a 40-hour workweek.

Workweek Adjust: Non-exempt employees are responsible for adhering to the forty (40) hour workweek whenever possible and should adjust their workweek hours if at all possible before being allowed to accrue overtime.

Non-exempt Commission employees who are approved to work more than forty (40) hours in a workweek shall accrue compensatory time off at the rate of one and one-half hours for each hour of overtime worked, instead of

cash overtime pay. Employees may not use leave to earn compensatory time. Supervisors shall approve time worked in excess of forty (40) hours in advance for non-exempt employees.

Working overtime without a supervisor's prior approval shall necessitate supervisor review/approval and may be cause for disciplinary action if found unwarranted.

Exempt Employees

The majority of Commission employees are classified as "exempt," meaning the employee is exempt from certain overtime requirements of the FLSA. Typically, "exempt" employees work in a supervisory role or professional capacity as defined by the FLSA. Under the FLSA, state agencies MAY grant compensatory time to exempt employees. It is the Commission's policy to grant compensatory time to our exempt employees per the conditions set out in this policy.

Workweek Adjust: Exempt employees shall be given a week, forty (40) hour workweek adjustment period. The employee shall be responsible for scheduling and maintaining a week, forty (40) hour work period whenever possible. In instances where workweek adjustments cannot be made, exempt employees who work more than forty (40) hours during a given week period may accrue compensatory time on an hour-for-hour basis. A supervisor may deny the accrual of compensatory time for an exempt employee. Employees may not use leave to earn compensatory time. Supervisors shall approve time worked in excess of the forty (40) hours in advance for exempt employees.

Working overtime without a supervisor's prior approval shall necessitate supervisor review/approval and may be cause for disciplinary action if found unwarranted.

Supervisors & Internal Control

Overtime (time greater than 40 hours per week) should be approved only in those cases where excessive hours of work are necessary because of weather conditions, necessary seasonal activity, emergencies, or special short-term projects. Each division director is responsible for the manner in which overtime is authorized. It is equally important to control unauthorized overtime. Unauthorized work shall be counted as hours worked. If the supervisor should have stopped the work but did not, or if the supervisor knew or had reason to know of unauthorized overtime, the supervisor may be subject to discipline.

Division directors are responsible for internal controls which will provide a means of reviewing and evaluating the accrual and use of overtime. Supervisors are responsible for ensuring employees adjust their work schedules within their established workweek(s) to avoid unjustified overtime accrual. If overtime appears necessary, the employee shall obtain approval through the chain of command. In instances of extenuating circumstances where pre-approval cannot be obtained, employees must notify supervisors as soon as possible regarding the number of hours and reason for overtime worked. Overtime hours worked without proper approval shall necessitate supervisor review/approval and may be cause for disciplinary action if found unwarranted.

Compensatory Time Accrual and Use

Both non-exempt and exempt employees may accumulate up to 240 hours of compensatory time. Compensatory time expires six (6) months from the date it was acquired. Employees shall use compensatory time before it expires and shall, with a supervisor's approval, adjust their work schedule to use their compensatory time. Compensatory

time accrued by an employee shall be used in lieu of and prior to annual leave. If a non-exempt employee fails to use their compensatory time before the end of the 6 month period then they must be paid by the Commission for those hours. If an exempt employee fails to use their compensatory time within 6 months of its accrual then the exempt employee loses the compensatory time. An exempt employee is not paid or otherwise compensated for lost compensatory time.

Paid Overtime Exception

The Executive Director or designee may authorize **overtime pay** to employees who work more than forty (40) hours during a given workweek in extraordinary circumstances or during an emergency event. Overtime pay shall be calculated in accordance with the FLSA.

H. Travel to and from Work

Normal travel to and from work is not compensated regardless of whether the employee has a fixed duty station or is assigned to a different job or telework site. Field employees shall begin each workday as designated by a supervisor.

[Policy OCC-12: Travel](#) shall apply to hours worked while an employee is in "travel status," e.g., in-state and out-of-state travel.

I. Emergencies

In the event an employee is called to work due to an emergency, an employee's work time shall begin immediately upon responding to the request for action. Otherwise, the other provisions of this policy (lunch and breaks, for example) shall apply normally.

J. Division Director's Responsibilities

Division directors are required to take into account the staffing needs of their division when approving employees for flex-time, telework, and compressed workweek schedules. Division directors shall staff their division to provide coverage and service to customers during normal office hours, from 8:00 a.m. to 4:30 p.m. Monday through Friday.



TELECOMMUTING OR TELEWORKING

Effective Date of Policy: 9/1/2020	Next Scheduled Review: 7/1/2026
Last Reviewed: 7/1/24	Policy Number: OCC-01A
Date Policy Last Revised: 9/1/2020	Replaces Policy Number:
Approved: Trey Lam / Commission	Approval Date: 7/1/2024

Reference: [62 O.S. §§ 34.11.7](#)

A. Purpose

Telework as a work option for Oklahoma Conservation Commission (Commission) employees ensures that the Commission complies with state initiatives encouraging telework as an alternative to incurring costs for additional office space for state government, and it plays a key role in conserving our natural resources and reducing pollution. The Commission endorses responsible, effective, and well-designed telework for those employees with the ability and drive to make telework valuable and worthwhile. The Commission strives to be an example of how telework can be a successful strategy for our employee's quality of life while advancing the agency's mission.

Telework is consistent with sound business practices and will help the agency be more competitive in attracting talented and skilled employees. Telework can also increase the productivity and morale of employees, boost efficiency in the use of space, and reduce operating costs.

B. Policy

It is the policy of the Commission to allow employees to telework when opportunities exist for improved employee performance, agency savings, and to meet the needs of the Commission and the public. Our telework policy embraces flexibility while ensuring optimal productivity. Employees may work remotely **no more than 3 days per week with employees being in the office at least 2 days a week**, provided it aligns with their role and team needs. This balance fosters collaboration and maintains a strong connection to our workplace community. Exceptions may be granted on a case-by-case basis, acknowledging individual circumstances and project requirements. By promoting a blend of remote and in-office work, we aim to maximize efficiency and support a healthy work-life balance for all team members.

Telework is NOT an employee right and this policy creates no employee rights in relation to telework. Telework is a privilege that will be granted to certain qualifying employees when circumstances, conditions, considerations, and continuity of operation allow for its success.

Telework shall be voluntary unless specifically stated as a condition of employment. Telework, also known as telecommuting, may not be suitable or workable for all employees and/or positions. Each employee's Telework Agreement will be considered annually for renewal. Telework Management decisions regarding the approval and conditions of telework are not subject to appeal except as outlined in this policy. The Commission or the employee may discontinue the arrangement at any time unless otherwise provided in the Telework Agreement. Telework may be temporarily suspended due to the operational needs of the Commission.

The Commission is committed to supporting and improving the capacity for telework through reasonable provisions including necessary equipment (PCs and routine peripherals), media (flash drives and discs), and enabling remote network access.

This policy addresses regular telework and temporary forms of telework arrangements. This policy does not set conditions for employees whose official workstations are in the home. In the rare case that this is allowed arrangements for full-time home-stationed workers shall be arranged on a case-by-case basis.

This policy complies with all applicable provisions of the Americans with Disabilities Act (ADA) of 1990.

C. Definitions

Annual Report	A report prepared and submitted by August 1 each year to the Executive Director by the Human Resource Manager. The report shall summarize information on all employees who performed under telework agreements from the following year, as well as those employees who submitted a telework agreement for the new fiscal year.
Regular Telework	Regular telework, also known as telecommuting, is defined as a mutually agreed-upon work option between the Commission and the employee where the employee works at a telework site (home or an alternative work site) on specified days and/or hours during a pay period, and at the assigned duty station the remainder of the time, retaining flexibility as necessary to meet the needs of the work unit. Regular telework requires the establishment of a set schedule that is agreed upon by the employee's supervisor. Exceptions may be approved by the teleworker's supervisor.
Medical Telework	Medical telework is defined as temporary work at home on a full or part-time basis with physician's documentation. Examples include recovery from injury, surgery, or prolonged illness, or a communicable disease that does not affect the employee's ability to perform his or her regular work assignment through teleworking. This type of telework may be the equivalent of full-time but is not intended to be a permanent arrangement. Medical telework needs to be requested by the employee and evaluated/approved on a case-by-case basis by the employee's supervisor with consideration given to all limitations and restrictions documented by a physician.
Emergency Telework	Emergency telework enables employees to work from home or other locations during emergencies such as a natural disaster, a terrorist attack, a disruption to facilities, or a pandemic health crisis. It is a key tool in continuing the agency's vital role in providing essential services in conservation and public safety in the face of an emergency. In such an emergency, any employee—with or without a telework agreement—may be requested or required to telework with limited notice from the Commission.
Situational Telework	Situational telework is appropriate for assignments of specific limited duration or that may occur intermittently and would include teleworking as a result of inclement weather, doctor appointment, or special work assignments/projects, and is sometimes also referred to as episodic, intermittent, unscheduled, or ad-hoc telework. This type of telework will be evaluated and approved on a case-by-case basis by the employee's supervisor.
Assigned Duty Station	The assigned duty station means the employee's officially assigned work location or workstation.

Telework Site	Telework site is an approved work site alternative to the officially assigned duty station as specified in the Telework Agreement. It may be in the employee's home or at a satellite office closer to the employee's home than the officially assigned duty station and owned, leased, or made available to the Commission through work relationship.
Remote Access	Remote access is defined as an employee's ability to access IT resources (e.g., networks, files, programs) from the employee's telework site that enables normal work function and capacity. Remote access may or may not be part of the Telework Agreement. Any authorized Commission employee, including non-teleworkers, may remotely access the Commission servers.
Telework Agreement	The Telework Agreement, specifying the terms and conditions of telework, shall be signed by the employee and the employee's supervisor. The Telework Agreement can be reviewed at any time to discuss concerns and to make any adjustments. However, supervisors must conduct a review of the Agreement with the employee at least annually for renewal. Supervisors should work toward coordinating all their employee Telework Agreement reviews in June to be completed by July 1 . The completed, signed, and approved Telework Agreement needs to be retained in both the Supervisor's File and the Employee File maintained by Human Resources as well as a copy being supplied to the employee.

Telework Agreement

Telework Safety	An employee who has requested telework in writing must also review and submit the "Environmental Safety Guidelines for Teleworkers" form. These guidelines allow the employee and supervisor to assess and discuss the suitability and safety of a proposed home office or other approved telework site. This form should be completed with each renewal and change of telework location.
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Environmental Safety Guidelines for Teleworkers

Telework Self-Assessment	An employee who has requested telework in writing must also complete and submit the "Telework Self-Assessment." This assessment allows the employee and supervisor to evaluate the employee's suitability as a prospective teleworker, as well as the suitability of the employee's job for teleworking. This form is not required with each renewal but can be requested to be completed by the employee's supervisor at any time.
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Telework Self-Assessment

D. General Requirements

1. **How to apply.** An employee who has been with the Commission for six (6) months or longer may make a written request for telework to their immediate supervisor. Telework is not an employee right, and this policy does not grant any employee rights regarding telework. Not all positions within the agency are suitable for telework. Requests for telework will be reviewed and approved or denied based on the agency's needs and can be revised or terminated at the discretion of the agency. In addition to the written request, the employee must also complete and submit the "Environmental Safety Guidelines for Teleworkers" and the "Telework Self-Assessment" to their supervisor. Once these steps are completed, the supervisor will schedule a meeting with the employee to review and discuss the submitted information. The Executive Director or their designee retains the authority to waive the six (6) month waiting requirement and may execute this option on a case-by-case basis.

The state of Oklahoma offers a number of telework online training. Supervisors should encourage prospective telework employees to take at least one training before they start teleworking for the first time and incorporate continuity of telework training as a part of the employee's Development Plan in the Performance Management Process (PMP).

2. **Considerations.** Consideration will be given to employees who have demonstrated work habits and performance well-suited to successful telework in cases when the telework provides an opportunity for improved employee performance, employee retention, or agency savings. The following guidelines need to be considered:

Work habits. Teleworkers must have demonstrated self-motivation, self-discipline, the ability to work independently, the ability to manage distractions, and the ability to meet deadlines.

Position. The teleworker's position must have minimum requirements for direct supervision or contact with the public; the teleworker's need for specialized material must be minimal or flexible; and the teleworker's work objectives and tasks must be clearly defined with measurable results.

Service. The telework must be arranged so that there is no difference in the level of service provided to the agency and the public as well as not negatively affecting the public's perception of the agency's responsibilities to its customer base.

Location. The location of work must not significantly alter the teleworker's job duties or those of co-workers and management.

Cost. The cost of supporting the teleworker (see Supplies, Equipment, Furniture section) must be reasonable in comparison to savings to the Commission (i.e. office space, phone lines, etc.).

Equipment. The teleworker's equipment and software must meet organization standards. Specific equipment needs for the employee's job will be addressed and set out in their individualized Telework Agreement.

Support. The teleworker's needs for Information Technical Services' (IT) support must be minimal or within the scope of service with State IT support.

Office continuity. All supervisors need to develop, update, maintain, and effect sound and fair office/personnel continuity plans. These plans need to ensure that all in-office work and responsibilities are being covered effectively when an employee(s) are approved to telework.

3. **Site Limitation.** Telework sites must be in Oklahoma.

4. **Investigations.** In case of injury, theft, loss, or tort liability related to telework, the teleworker must allow agents of the Commission to investigate and/or inspect the telework site. Reasonable notice of inspection and/or investigation will be given to the teleworker.

5. **Site Maintenance.** Where telework sites are located in the home or other approved location, the teleworker is responsible for establishing and maintaining the work site.

E. Terms of Employment

1. The teleworker's conditions of employment shall remain the same as for non-telework employees. Employee salary, benefits, and employer-sponsored insurance coverage shall not change as a result of telework.

2. The Commission policies, rules, and practices shall apply at the telework site, including those governing communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and services,

and safety. Failure to follow policy, rules, and procedures may result in termination of the telework arrangement and/or disciplinary action.

3. The teleworker will not be paid for time or reimbursed for costs involved in travel between the telework site and the officially assigned duty station.

F. Work Schedule and Accessibility

1. The number of hours worked will not change because of telework. A consistent schedule of telework workdays and hours is necessary to ensure regular and predictable availability with the Commission staff and others. For some positions, more flexibility in work hours and days may be feasible and will be evaluated if requested. Telework days are considered assigned on a weekly basis and are not cumulative.

2. The Telework Agreement will specify work schedules that comply with Federal Labor Standards Act (FLSA) regulations and Commission Policy and comply with the Commission's Policy *OCC-01 Work Schedule and Time Worked*. Any work schedule hours being considered in a telework agreement outside of the hours of 6 am - 6 pm must be approved in advance by the Commission's Executive Director or designee.

3. Any overtime must comply with the Commission's "Work Schedule" Policy Number OCC-01 requirements.

4. A teleworking employee must be available by email, phone, and through TEAMS during their scheduled work hours. The supervisor and the employee should minimize work being conducted outside the employee's scheduled work hours.

5. The telework schedule must ensure adequate time at the assigned duty station for in-person meetings, access to necessary facilities and supplies to continue work duties, and communication with other employees and customers. Telework must not adversely affect service delivery, employee productivity, or the progress of an individual or team assignment.

In approving the telework schedule, the employee supervisor will take into consideration the overall impact of the teleworker's total time out of the officially assigned duty station. Considerations include flex time and compressed workweek schedules, meetings, consultations, presentations, and conferences.

Consideration will also be given to the overall effect of the teleworker's and co-workers' schedules in maintaining adequate communication, developing and sustaining agency relationships, and fulfilling the work duties that require the employee's presence at their officially assigned duty station.

6. The teleworker will attend job-related meetings, training sessions, and conferences, as requested by their supervisor. In addition, the teleworker may be requested to attend "short notice" meetings. Teleconferencing may be used as an alternative to requesting attendance at short-notice meetings.

7. While teleworking, the teleworker must be reachable via TEAMS, telephone and e-mail during agreed-upon work hours, specific core hours of accessibility, or as requested and noted on the employee's shared work calendar. The supervisor and teleworker will agree on how to handle emails as well as TEAMS and telephone messages, including the feasibility of call forwarding and the frequency of checking telephone, email, and TEAMS messages.

8. If the officially assigned duty station is closed (e.g., emergency, inclement weather), the supervisor will contact the teleworker. The teleworker will continue to work at the telework site unless leave is approved. If there is an emergency or other interruption at the telework site (e.g., power outage), the teleworker will notify their supervisor as soon as possible. The teleworker may be redirected to their assigned duty station or an alternate work site.

9. Telework days missed for any reason (e.g., personal leave, sickness, holidays, or operational needs) cannot be moved, banked or accumulated for future use. Supervisors may make temporary adjustments to an employee's telework schedule within the same week to accommodate special circumstances or heavy fieldwork weeks. Any such adjustments must serve the agency's best interests. The supervisor must clearly define the terms of the temporary adjustment, including its start and end. Employee agrees to ensure that all temporary telework adjustments are placed on the employee's shared work calendar.

10. Employees are responsible for adhering to their telework schedules and understanding that missed telework days are forfeited. Repeated non-compliance with this policy may result in a review of the employee's telework eligibility and potential disciplinary action.

11. A supervisor may request documentation of an employee's telework activities at any time. Employees can use the provided Telework Activity Report or a similar reporting form to record their activities.

Telework Activity Report

G. Dependent and Elder Care

Teleworkers will not act as routine, primary caregivers for dependents, children, and elderly, during the agreed-upon work hours. This does not mean dependents will be absent from the home during telework hours. Rather, it means that the dependents **will not** require the teleworker's attention during work hours. Teleworkers must make dependent care arrangements during scheduled work hours to permit concentration on work assignments.

EXCEPTION: Should a non-routine situation arise (e.g., local emergency, school closings, pandemic response) where dependent(s) must remain or are sent home unexpectedly, the Commission will be flexible in working with employees to accommodate the dependent(s) and the employee's work/telework situation.

H. Reviews and Performance Evaluations

1. **Initial Review.** Sometime between the first 30 to 90 days of teleworking, a supervisor shall conduct a telework satisfaction review with the employee. This review is meant to be an open discussion of the benefits and problems that the employee, the division, the program, or the Commission are experiencing with the particular teleworking situation. This would include discussing the employee's overall health and well-being and any adjustments necessary to make the employee's telework successful. If an employee is struggling with telework or is unhappy teleworking the Commission shall work with the employee for possible solutions, including but not limited to, lessening the number of teleworking hours or cessation of telework.

2. **Supervisor Reviews.** In addition, supervisors should conduct Telework Agreement reviews in conjunction with the employee's Performance Management Process (PMP) which requires a minimum of at least start-up, mid-year, and annual review sessions. The supervisor and employee will revise the Telework Agreement as necessary.

3. **Reviews and PMPs.** The method of monitoring and evaluating telework performance may depend on the number of days that an employee teleworks. PMPs assess accountabilities and behaviors and overall employee development based on work results and direct observations. For those employees teleworking a majority of the time, the PMP will rely more heavily on results rather than direct observation. The standard of employee performance will be the fulfillment of an employee's job responsibilities in the employee's PMP, regardless of whether an employee teleworks or not.

4. **Telework Training.** The state of Oklahoma offers a number of telework online training. Supervisors shall encourage and ensure that current teleworking employees are receiving telework training(s). Courses can be required or encouraged in the employee's plan of development in the PMP.

I. Telework Site

1. The teleworker will maintain a designated workspace that is clean, safe, and free from distractions. Please see *Environmental Safety Guidelines for Teleworkers* for guidance.
2. In the event of a job-related (a.k.a., On the Job (OTJ)) incident or accident during telework hours, the teleworker will still follow Commission policy for OTJ injuries, the first step of which is to immediately report the event to their supervisor. The state's workers' compensation program applies when injury to an employee arising out of and in the course of employment. However, the Commission does not assume responsibility or liability for injury to any persons other than the teleworker at the telework site.
3. The teleworker will not hold business meetings with clients or customers, the public, or professional colleagues at his or her residence. Meetings with other Commission staff will not be scheduled on a regular basis at the teleworker's residence and must be approved in advance by the employee's supervisor.
4. Employees participating in virtual meetings must ensure a clean and appropriate background suitable for a professional setting and minimize distractions and background noise to maintain meeting quality and focus. By adhering to these guidelines, we can maintain a professional and productive virtual meeting environment.
5. Teleworkers are advised to consult with their insurance agent and a tax consultant for information regarding home work sites. Individual tax implications, auto and homeowners insurance, and incidental residential utility costs or related issues are the responsibility of the teleworker.

J. Supplies, Equipment, and Furniture

1. The Telework Agreement must specify all reimbursable costs. Any additional costs related to telework must be authorized by the supervisor prior to purchase or installation. The Commission will provide standard office supplies (pens, paper, pencils, etc.). Out-of-pocket expenses for supplies normally available at the Commission offices will not be reimbursed. Teleworkers should obtain all standard supplies while at the Commission offices.
2. Teleworkers shall be responsible for providing home telework site furniture and will work with the Commission through their Telework Agreement to document Commission-issued equipment, computers, software, and other property.
3. The following conditions shall apply to the use of supplies, organization records, computers, and other Commission-owned equipment and assets:
 - Use of Commission equipment in the home or other approved work site shall be the same as at Commission offices.
 - Restricted-access materials shall not be taken out of the employee's officially assigned duty station or accessed from the telework location unless approved in advance by the supervisor.
 - Products, documents, and records used and/or developed while teleworking shall remain the property of the Commission; and are subject to Commission policies regarding confidentiality and records retention requirements.
 - Products, documents, and records that are used, developed, or revised while teleworking must be copied or restored to the Commission's computerized records.
 - In extenuating instances when records and files are temporarily stored on the teleworker's personal computer, those assets must be stored in a way that will allow the Commission easy access, while protecting the teleworker's personal files. It is suggested that all telework-related information be located in a file or files designated for the employee's work and that this information be backed up per the most updated Commission or state policy.

- For telework jobs that have security and/or confidentiality requirements, procedures must be established at the telework location to guarantee the protection of confidential information. Procedures may include secured workplace access, computer access passwords, or restricted use of files at the telework site. If security and/or breach of confidentiality issues exist, they must be addressed in the Telework Agreement.

4. Teleworkers shall be in compliance with all the Commission guidelines for the use of computer hardware and software, including:

- Standard virus and surge protection on home computers
- Software licensing provisions
- Duplication of organization-owned or licensed software
- Maintaining system security
- Access to files
- Passwords

5. The Commission is not responsible for loss, damage, or wear and tear of teleworker-owned equipment and furniture. Repair and/or replacement costs and liability for privately owned equipment and furniture used during telework are the responsibility of the teleworker.

6. Normal use and wear that results in repair and/or replacement costs and liability for Commission-owned equipment used during telework by the employee is the responsibility of the Commission. (“Normal use and wear” means not as a result of negligence or deliberate damage, destruction, or loss.)

7. The Commission may pursue recovery from the teleworker for its property that is deliberately, or through negligence, damaged, destroyed, or lost while in the teleworker's care, custody, or control.

8. All the Commission equipment, computers, software, and other assigned assets used at the telework site must be documented on the Telework Agreement.

K. Request Process

Employee: Reviews the Commission’s telework policy and completes the Environmental Safety Guidelines for Teleworkers, Telework Self-Assessment, and submits a written request for telework to their employee supervisor. The employee should commit to completing an online telework course provided by the state before they start their first day of regular teleworking.

Supervisor:

1. Reviews the Environmental Safety Guidelines for Teleworkers, Telework Self-Assessment, and the employee’s job duties and responsibilities.
2. Determines if the employee’s request meets general requirements for telework. General requirements that need to be satisfactorily addressed include but are not limited to work schedule, accessibility issues, dependent care, location, healthy balance of in-office work with co-workers and management, and equipment issues.
3. Reviews the office/division continuity plan to ensure that all in-office work and responsibilities are being covered effectively if the employee is approved for telework.

Employee & Supervisor: Schedule a time to review the telework arrangement and expectations and discuss the proposed terms of the Telework Agreement.

Supervisor:

1. Upon completion of a Telework Agreement, submits a telework request that includes the proposed Telework Agreement, completed Environmental Safety Guidelines for Teleworkers, and a completed Telework Self-Assessment to the Executive Director or their designee for review, discussion, and possible approval.

2. If a telework request is APPROVED, refer to the *Implementing Telework* section of this policy.
3. If the telework request is DENIED, refer to the *Telework Denied/Request for Reconsideration* section of this policy.

L. Implementing Telework

Supervisor: Notifies the requesting employee that the Telework Application has been approved.

Employee & Supervisor: Sign finalized Telework Agreement.

Supervisor:

1. Notifies the employee's co-workers and others with whom the employee interacts about the employee's new telework schedule, start date, and how arrangements will work. Discusses concerns and problems.
2. Informs the Commission and relevant individuals regarding all pertinent means of contacting the teleworking employee.
3. Ensures that Commission-owned equipment to be used by the employee for teleworking is adequately documented in the Telework Agreement and shared with the Commission employee in charge of maintaining the Commission's inventory list.
4. Sends original telework request, Environmental Safety Guidelines for Teleworkers, Telework Self-Assessment, and Telework Agreement to the Human Resource Manager (HR Manager) for filing, retains a copy for supervisor's files, provides a copy of these documents to the employee for their records, and provides a copy of the Telework Agreement to supervisor's supervisor.

Employee & Supervisor: Ensure the employee's telework schedule is entered into their shared work calendar according to the Commission's Calendar Standard Operating Procedures (SOP). Any revisions, changes, or adjustments to the telework schedule must also be promptly updated in the shared work calendar to remain in compliance with the Calendar SOP.

[Commission Calendar SOP](#)

HR Manager: Upon receiving the original telework documents, the HR Manager is responsible for properly filing and maintaining these documents in the employees' personnel files. The HR Manager will also notify supervisors of renewal deadlines in April and assist them in completing the renewal paperwork.

Employee & Supervisor: Respond quickly to all information and requests from the Commission.

M. Telework Agreement Revisions

Employee & Supervisor: The employee and supervisor will review the Telework Agreement in conjunction with the employee's PMP, unless circumstances dictate that a change must be made immediately. All revisions must be reviewed, approved, and submitted by the Supervisor to the Executive Director or designee for final approval. Any revisions, changes, or adjustments to the telework schedule must also be promptly updated in the shared work calendar.

N. Supervisor Authorization for Temporary Adjustments to Telework Schedule

Supervisor: Supervisors may make temporary adjustments to an employee's telework schedule to accommodate special circumstances or heavy fieldwork weeks. Any such adjustments must serve the agency's best interests. The supervisor must clearly define the terms of

the temporary adjustment, including its start and end. Additionally, supervisors should ensure that all temporary telework adjustments are placed on the employee's shared work calendar.

O. Telework Denied/Request for Reconsideration

Supervisor: If the decision is made to DENY telework, the supervisor shall inform the employee of the decision in writing.

Employee: May either accept the decision or request in writing reconsideration by the Executive Director or designee.

Supervisor: Will schedule an appointment with the Executive Director or designee to review the reconsideration request.

Employee, & Supervisor: At reconsideration appointment, all three discuss, either in person, in TEAMS or ZOOM, or by telephone, the reason(s) for the denial and if there are other actions available that would make telework feasible for the employee. Ultimately, the Executive Director or designee is the final decision maker. The final decision shall be issued in writing to the employee.

P. To Rescind or Terminate Agreement

Employee: If the employee wishes to terminate the Telework Agreement they should meet with their supervisor and set an effective date for termination of the Telework Agreement.

Supervisor: If the supervisor wishes to terminate the Telework Agreement, the supervisor shall first seek approval from their supervisor and set a meeting with the employee to explain the reason(s). The supervisor shall set the effective date for termination of the Telework Agreement. (The supervisor should note any employee concerns in the employee's PMP.)

Employee & Supervisor: To rescind a Telework Agreement on a temporary basis, they shall discuss the time period and revise the Telework Agreement accordingly.

Supervisor: When a Telework Agreement is rescinded or terminated, the supervisor shall send notification to the Human Resources Manager indicating the date of termination and reason(s). The supervisor will also ensure that all equipment, files, and supplies are returned.

Q. Failure to Renew or Late Renewal

Employee & Supervisor: If the supervisor and employee fail to renew the employee's Telework Agreement by July 1, the employee will automatically lose the authority to telework. This can be rectified by completing a new Telework Agreement, Environmental Safety Guidelines for Telework form, and Telework Self-Assessment, followed by obtaining the necessary approvals.



TELEWORK AGREEMENT

This Oklahoma Conservation Commission Telework Agreement (“Agreement”) is effective as of _____ (the “Effective Date”), and is entered into between the Oklahoma Conservation Commission (“Commission”) and _____ (“Employee”). This Agreement may be amended as necessary and shall remain in effect until termination of this Agreement by the Commission in its sole discretion or by the Employee or until the Employee is no longer employed by the Commission.

The State of Oklahoma has been legislatively mandated to reduce the size of real property used for state government operations by, in part, utilizing a telework arrangement where possible (62 O.S. § 34.11.7).

By approving this agreement, the Commission believes that the Employee is appropriate for a telework arrangement and that the duties of the position may be partially or substantially performed at an alternative work location.

Telework is not an employee right, and this policy does not grant any employee rights regarding telework. Not all positions within the agency are suitable for telework. Requests for telework will be reviewed and approved or denied based on the agency's needs and can be revised or terminated at the discretion of the agency.

The Commission and the Employee agree to the following:

Telework Site

When working at the approved telework site, the Employee agrees to follow all policies and procedures relevant to the Employee’s position and work location, and the Employee understands that the telework site must meet the Commission’s *Environmental Safety Guidelines for Teleworkers*. The Employee’s telework site location and work schedule, including all telework time, are detailed in Appendix A. This Agreement does not provide an entitlement to the Employee for telework and in no way conveys nor is intended to convey upon the Employee a contract of employment. Failure by the Employee to comply with the terms of this Agreement may result in disciplinary action, up to and including termination of employment.

Work Assignments and Evaluation

All telework transition adjustments of employee’s work duties and responsibilities as well as how employee’s work output, attendance, and employee time management shall be supervised, monitored, and measured are set forth in Appendix B. The Employee agrees to complete all assigned work according to procedures, guidelines, policies, and standards prescribed by the Commission and the supervisor(s) of the Employee. Evaluation of the Employee’s job performance will be based on established standards detailed in their Performance Management Process (PMP) document. Temporary cessation or termination of this Agreement is within the sole discretion of the Commission.

Our telework policy embraces flexibility while ensuring optimal productivity. Employees may work remotely **no more than 3 days per week with employees being in the office at least 2 days a week**, provided it aligns with their role and team needs. This balance fosters collaboration and maintains a strong connection to our workplace

Employee: _____

community. Exceptions may be granted on a case-by-case basis, acknowledging individual circumstances and project requirements. By promoting a blend of remote and in-office work, we aim to maximize efficiency and support a healthy work-life balance for all team members.

Employee Shared Work Calendar

The Employee's telework schedule shall be entered into their shared work calendar per the Commission Calendar Standard Operating Procedure (SOP). Any revisions, changes, or adjustments to the telework schedule must also be promptly updated in the shared work calendar.

Pay, Attendance and Leave

Unless otherwise approved, all pay, leave, and travel entitlements will be based on the Employee's officially assigned duty station and the Employee's time and attendance will be recorded as if performing official duties there. The Employee agrees to continue following Commission policies and procedures for requesting and obtaining approval of leave. Because telework employees are working at remote locations not necessarily under Commission or state management, they are responsible for ensuring their own safety at all times.

Per this Agreement, the Employee is enabled to work remotely. Therefore, if the Employee is teleworking on day(s) of inclement weather, administrative leave will not be granted unless an emergency or other interruption at the telework site (e.g., power outage) occurs. Upon any emergency or other interruption at the telework site, the employee shall notify their supervisor as soon as possible. In some circumstances, the Employee may be redirected to their assigned duty station or an alternate work site.

Telework days missed for any reason (e.g., personal leave, sickness, holidays, or operational needs) cannot be moved, banked or accumulated for future use. Supervisors may make temporary adjustments to an employee's telework schedule within the same week to accommodate special circumstances or heavy fieldwork weeks. Any such adjustments must serve the agency's best interests. The supervisor must clearly define the terms of the temporary adjustment, including its start and end. Employee agrees to ensure that all temporary telework adjustments are placed on the employee's shared work calendar.

Supervisors may make temporary adjustments to an employee's telework schedule to accommodate special circumstances or heavy fieldwork weeks. Any such adjustments must serve the agency's best interests. The supervisor must clearly define the terms of the temporary adjustment, including its start and end. Additionally, supervisors should ensure that all temporary telework adjustments are placed on the employee's shared work calendar.

Overtime

The Employee agrees not to work overtime unless such overtime is ordered or approved per Commission policy. See *Policy OCC-01 Work Schedule and Time Worked*.

Equipment

Any work-related equipment and assets to be provided by the Commission and by the Employee are detailed in Appendix A. Although state-owned equipment and assets will continue to be maintained or updated by the Commission, the Employee shall protect the equipment and assets against damage, theft and unauthorized use. The Employee agrees to immediately notify the supervisor or other appropriate manager, and if needed the OMES Service Desk (405-521-2444), if the Employee's ability to perform their duties at their telework site is hampered

Employee: _____

in any way due to damage, theft, compromise or suspected compromise, or loss of any employee-owned or state-owned equipment or asset.

The Employee agrees to be responsible to service and maintain any employee-owned equipment, asset or service enabling telework, and the Employee shall not be eligible for reimbursement of these costs except to the extent specifically agreed in writing by the Commission. Moreover, the Employee agrees to protect any employee-owned equipment and asset against damage, theft and unauthorized use. Employee acknowledges that any work-related information stored on employee-owned equipment shall be subject to disclosure pursuant to the Open Records Act and the Employee agrees to fully cooperate with any open records request for this information in a timely manner.

After termination of this Agreement, all state data shall be deleted from any employee-owned equipment or asset and all state-owned property shall be returned or be made available for return by the Employee to the Commission within a reasonable time as determined by the Commission in its sole discretion. The Employee agrees to be liable for the replacement or repair cost, as applicable, of state-owned equipment or assets that are lost, damaged or unreturned after termination of this Agreement.

Costs

The Commission will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the telework site. However, the Employee does not give up any right to receive reimbursement for job-related expenses specifically authorized by their supervisor.

Liability

The Commission shall not be responsible or liable for damages to the telework site or other property at the telework site that is not state-owned equipment or assets and shall not be liable for personal injury damages, whether to the Employee or any other person, except to the extent the Commission is found liable for a workers' compensation claim of the Employee under applicable law.

Travel

The Employee shall not be entitled to reimbursement of any nature if requested to report to the Employee's officially assigned duty station. However, the Employee shall remain eligible for reimbursement for travel to other locations in accordance with the State Travel Reimbursement Act and Commission policy.

Verification of Primary Telework Site Safety

The Employee shall inspect the telework site and assess the physical safety in accordance with the Commission's *Environmental Safety Guidelines for Teleworkers*. The Employee shall acknowledge and agree that the telework site meets the guidelines and the Employee acknowledges that they have had an opportunity to express any issues or concerns related to the telework site. The Employee agrees to maintain the workspace to be utilized at the telework site free of safety and fire hazards.

If the employee's work site location changes, the employee must immediately notify their supervisor and complete and sign a new *Environmental Safety Guidelines for Teleworkers* form. The supervisor and employee shall also check the change of telework location box in their Telework Agreement. The newly updated *Environmental Safety Guidelines for Teleworkers* form should be attached to the original Telework Agreement and the originals sent to HR with copies retained by the supervisor and employee.

Employee: _____

Family Responsibilities

The Employee agrees that performance of work duties at the telework site shall not be used as a replacement for or supplement to dependent or elder care and will comply with Commission Policy OCC-01A Telecommuting or Teleworking.

Meetings

The teleworker will not hold business meetings with clients or customers, the public, or professional colleagues at his or her residence. Meetings with other Commission staff will not be scheduled on a regular basis at the teleworker's residence and must be approved in advance by the employee's supervisor.

Employees participating in virtual meetings must ensure a clean and appropriate background suitable for a professional setting and minimize distractions and background noise to maintain meeting quality and focus. By adhering to these guidelines, we can maintain a professional and productive virtual meeting environment.

Reviews and Renewal

The Telework Agreement can be reviewed at any time to discuss concerns and to make any adjustments. However, Supervisors must conduct a review of the Agreement with the employee at least annually for renewal. Supervisors should work toward coordinating all their employee Telework Agreement reviews in June to be completed by July

1. The completed and signed Telework Agreement and any changes and updates need to be retained in the Employee File maintained by Human Resources, both the supervisor and employee should also retain a copy of all documents for their files.
2. During each renewal a new *Environmental Safety Guidelines for Teleworkers* form must be completed, signed, and attached to this Telework Agreement.
3. If the supervisor and employee fail to renew this Telework Agreement by July 1, the employee will automatically lose the authority to telework. This can only be rectified by completing a new Telework Agreement, Environmental Safety Guidelines for Telework form, and Telework Self-Assessment, followed by obtaining the necessary approvals.

Employee: _____

The undersigned Employee has read, understands, and has been provided an opportunity to obtain clarification of the terms of this Agreement, including Appendices A and B or any other documents attached hereto and incorporated by reference. The employee also agrees to comply and follow all Commission policies, including OCC-01A Telecommuting or Teleworking Policy.

SIGNATURE PAGE

Employee Signature (Name and title)

Date

Supervisor Signature (Name and title)

Date

The Executive Director or their designee must approve the Telework Agreement.

Executive Director Approval

<p>Initial Telework Agreement</p> <p>Reviewed Date: _____</p> <p>Approved <input type="checkbox"/> Denied <input type="checkbox"/></p> <hr/> <p>Revised Telework Agreement <i>(Revisions increasing telework days / scheduling hours outside of the 6 am to 6 pm time frame)</i></p> <p>Reviewed Date: _____</p> <p>Approved <input type="checkbox"/> Denied <input type="checkbox"/></p> <hr/> <p>Executive Director/Designee Signature</p>
--

Employee: _____

TELEWORK AGREEMENT Appendix A

Assigned Duty Station: _____
Site name (e.g., Commission Office) and address

Authorized Telework Site: _____
Site designation (e.g., Employee home) and address

Check this box if the Authorized Telework Site location/address has changed (Complete a new [Environmental Safety Guidelines for Teleworkers](#) form)

Work Schedule: For a typical work week, indicate below the number of hours to be worked at a Telework Site (T) vs. the number of hours to be worked at the assigned duty station (O).

Day of the Week	Number of Hours/Location O=Assigned Duty Station T= Telework Site	
Example: Monday	4 O	4 T
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

State-Owned Equipment (including telecommunication services):

Employee-Owned Equipment (including telecommunication services):

Desk, chair,

Employee: _____

TELEWORK AGREEMENT Appendix B

Employee Telework Adjustments

[Detail below any adjustments, additions, or variations of employee’s duties and responsibilities at their assigned duty station, telework site, or other location due to telework transition]

Plan of Supervision

[Insert description of how employee’s work output, attendance, and employee time management shall be supervised, monitored, and measured by the supervisor to ensure a successful telework experience and within the Employee’s Performance Management Process (PMP)]

Additional Provisions

[Reserved for any necessary additional agency-specific provisions]

Annual Renewal Documentation

REVIEW DATE: _____ Supervisor Initials _____ Employee Initials _____

REVIEW DATE: _____ Supervisor Initials _____ Employee Initials _____

REVIEW DATE: _____ Supervisor Initials _____ Employee Initials _____

REVIEW DATE: _____ Supervisor Initials _____ Employee Initials _____



ENVIRONMENTAL SAFETY GUIDELINES FOR TELEWORKERS

The teleworker is responsible for ensuring a clean, safe, and ergonomically sound home/work office as a condition for teleworking. The teleworker should review these recommendations with his/her supervisor before teleworking is approved.

GENERAL SAFETY

- Designate a workspace to be used for teleworking
- Maintain a clean and safe workspace free from hazards or dangers to the employee or agency equipment
- Have adequate lighting

FIRE AND ELECTRICAL SAFETY

- All electrical plugs, cords, outlets, and panels are in good condition and accessible
- Computer equipment is connected to a surge protector
- Walkways, aisles, and doorways are unobstructed
- Keep the work area clean and avoid clutter which can cause fire and tripping hazards
- A working smoke detector is in the workspace and a fire extinguisher is easily accessible

COMPUTER WORK STATION

- Have reliable and high-speed internet access
- Designate a workspace with a desk, ergonomic chair, and storage space
- Office supplies are stocked at the designated workspace

OTHER SAFETY/ SECURITY MEASURES

- Storage of files, data, and relevant work-related information and data meets agency and state security protocols
- Storage for sensitive and important documents is sufficient

I have read and will comply with the OCC's environmental safety guidelines as indicated above.

This form will be signed and dated by the employee and attached to their Telework Agreement for all renewals or anytime telework location changes.

Employee Signature: _____ Date _____

Employee Telework Site/Address: _____

Supervisor Signature: _____ Date _____



TELEWORK SELF-ASSESSMENT FORM

Before applying to telework, use this form to help you decide if you are ready. This isn't a test; instead it is an exercise to make sure you have considered the issues that may limit the amount of telework you can do. When you apply for telework, your supervisor may want you to bring this form so you can discuss the results together.

Telework Frequency

The Commission and your supervisor will weigh various factors when determining how frequently you can telework, for example, the amount of your work that can be done remotely, how often you need to meet with staff or others and if that can be scheduled around telework and how often you need to be present for meetings, etc.

In addition, your supervisor may limit frequent telework to employees with a lot of experience. You may need to start with only one day a week and apply for additional days over time. In many positions, the greater the frequency of working from home, the greater the need to be "networked" to the office computer system. This may also play a role in your supervisor's decision.

Have you considered each of the following when thinking about how often to work at home versus in the office? Write in any thoughts you have about how you will adapt or make arrangements to accommodate these issues.

√	Concern	Notes
	Amount of your work that can be done just as well from home	
	The need to attend staff meetings	
	The need to work in person with project team	
	Being there to assist coworkers with questions/problems	
	Missing the social interaction with colleagues	
	Meeting with clients / Ability to schedule client meetings	
	Having access to files & documents	
	Access to special equipment	
	Security requirements of your work	
	How home life might be affected by telework	

How frequently do you want to telework?

Occasionally Once a week Twice a week 3 times a week Other

Here are some factors for you to consider. Think about each and record any concerns you have and how you will address them in order to telework.

Job Performance: How well do you know the job and your organization? Do you consistently meet deadlines? Do you show up on time to work and to meetings? Can you work independently without the need to frequently check with your supervisor?

Self-Discipline: Can you get the job done when no one is watching? Do you have good time management skills? Can avoid the distractions of family, household chores, and television? If friends or neighbors call or drop by too often, will you be able to tell them to leave so I can get back to work?

Communication: Do you have the ability to stay in close communication with your supervisor and coworkers when working remotely? Will you return calls, emails, and other messages quickly? Are you willing to work with your supervisor to find a way to communicate assignments and progress?

Technology: Are you willing to learn any software that may be required to work from home, such as Instant Messaging or Web Conferencing software? If you are using your own equipment, are you willing to run antivirus software or other currently licensed programs required by the Commission and the State?

Home Office: Do you have a suitable space at home that you can use as a home office? Are you willing to give up some of your living space to create a home office? The Commission may have a number of requirements for the design and outfitting of a home office, and may make an inspection to verify these requirements have been met. Are you comfortable with this?

Working Alone: Not everyone is comfortable working alone. Some people miss the social interaction and feel isolated if they work alone too often. Have you considered what it will be like to work alone for the number of days you requested?

Co-Workers: How will your coworkers be affected by you working at home the number of days you requested? Do they rely on you for help? Do you rely on them? If you telework, will it mean extra work for your coworkers? Will they be covering for you? Will coworkers resent you teleworking?

Desk Sharing: Teleworkers who work at home a lot sometimes have to give up their regular desk back at the office. When they go into the office they share a desk or reserve a desk. How do you feel about this?

At the discretion of their supervisor, employees may be required to complete a self-assessment at any time including in the renewal process.



GENERAL COUNSEL JUNE 2024 SUMMARY

Meetings Attended:

- ☀ **June 3** Commission Meeting – OKC, OK
- ☀ **June 3** Employee Handbook Update & Revision Meeting – OKC, OK
- ☀ **June 3** Watershed Meeting with Little River CD - TEAMS
- ☀ **June 5** Weaver Kick-Off Planning Meeting - TEAMS
- ☀ **June 5** Noble County Conservation District Board Meeting – Perry, OK
- ☀ **June 6** Meeting with City Manager of Perry on UBB 62 Project – Perry, OK
- ☀ **June 10** Weaver Weekly Meeting - TEAMS
- ☀ **June 11** Meeting with Asst. D.A. on BFC Site 20 – STW, OK
- ☀ **June 11** Meeting on Election Recount Process – TEAMS
- ☀ **June 17** Telework Policy and Agreement Discussions – OKC, OK
- ☀ **June 17** Weaver Weekly Meeting - TEAMS
- ☀ **June 18** Employee Handbook Update & Revision Meeting – OKC, OK
- ☀ **June 18** USDA/Commission TEAMS communication Meeting - TEAMS
- ☀ **June 24** Commission Contracts Consulting Interview – TEAMS
- ☀ **June 24** Weaver Weekly Meeting – TEAMS
- ☀ **June 27** Principle Staff – OKC, OK

Land Management Rules Update:

This year's joint resolution HJR 1059 approving/disapproving proposed permanent rules for all agencies was not heard prior to sine die adjournment of the Oklahoma legislature. As a result, proposed permanent rules submitted to the Legislature, if not otherwise specifically approved or disapproved by a stand-alone joint resolution, cannot be promulgated unless the Governor issues a Governor's Declaration approving and finally adopting the rules. If the Governor issues a Declaration, it must be published in the *Oklahoma Register* by July 17 and, for the Declaration to be published by July 17, it will need to be issued and filed with the Office of Administrative Rules by June 24.

If the Governor DOES issue a Governor's Declaration, the rules approved by that Declaration will be considered finally adopted and will have 30 calendar days from the date of final adoption (i.e., the date the Governor signs the Declaration) to submit their finally adopted rules to the OAR in a Permanent Rule (PER) for publication in the *Register*.

If the Governor DOES NOT issue a Governor’s Declaration, any proposed permanent rules that were submitted, will be considered disapproved, unless they have been specifically approved by a stand-alone joint resolution that has been signed by the Governor.

Conservation District Issues:

Responded to issues and questions for or on behalf of the following conservation districts:

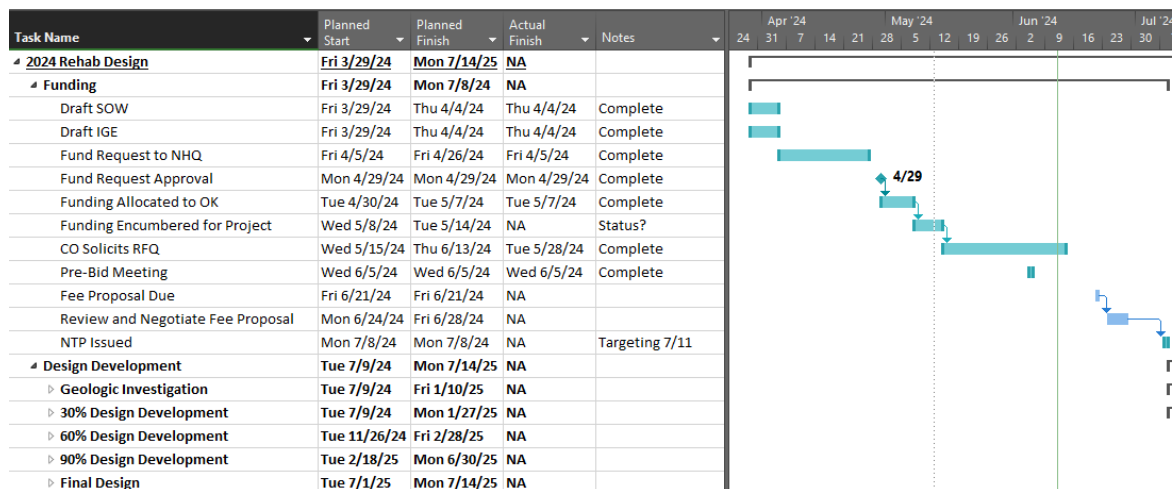
Adair CCD, Alfalfa CCD, Caney Valley CD, Cimarron CCD, East Canadian CD, Garvin CCD, Latimer CCD, Little River CD, Logan CCD, Major CCD, Noble County CD, North Fork of Red River CD, and Shawnee CCD

Responded to questions or issues by conservation districts regarding the following topics:

Responded to: a question regarding: Rehabilitation surveying scheduling and landowner conflicts, Questions regarding Lambert Creek Channel work and changes made in the easement by the landowner, Working with the District to address a landowner conflict in probate on a high-hazard structure, Researched and responded to a question regarding Board agenda’s and the Open Meetings Act, Working with the District to address a call Okie ticket placed by the landowner to build near the flood control structure, Assist District with Rush Creek Site 31 landowner and development issues, Respond to questions on the re-establishment of the local conservancy district, Discussed issues on Waterfall Gifford Site 9 to prepare amended easements to delineated the access road with the landowners, Shared a County Resolution template to close a portion of a County Road, Reviewed development around Whitegrass-Watering Hole Site 9 – easements do not cover all required areas, quit claim deed issue, Working to finalize assignments of easements from Valliant to Little River CD, Calls and emails to ADA on Fourche Maline 1, Discuss with new ADA regarding the status of BFC Site 20 and the assessment done by NRCS, Assisted the District in preparing an Easement Acknowledgement on Lower Red Rock Site 21 and a Consent Agreement on Upper Black Bear Site 9 for the Willow Creek wind project – awaiting review by the wind company and will also need approval by the conservancy districts, Reviewed agreement for the sale of the District Building, Reviewed the legal notice issued for its Long Range Plan, and Reviewed and commented on an Agreement for a Long Term Lease on Real Property from the Pottawatomie County Development Board for an outdoor classroom.

Rehabilitation and Repair Projects:

☀️ **Quapaw Creek 15** (schedule and progress): The NRCS Request for Proposal with Freese and Nichols is currently in process and NRCS is aiming for a proposal date of June 21st, with a Notice to Proceed (NTP) scheduled for between July 8th and 11th. At this point, the schedule’s vulnerability depends on the favorability of the proposal pricing and the success of negotiations.



- ☀ **Sallisaw Creek Site 33** – OWRB has filed the State’s Report on Settlement and requested the appeal case continue. Taylor’s Response brief was filed with the appeals court in mid-May and the District and OWRB reply briefs were filed June 13, 2024. The District plans to make one more good faith offer to the landowner by submitting a draft of proposed easement in the next month for consideration.
- ☀ **Scraper Hollow Site 2** – The fieldwork and studies for the structure’s planning process are continuing and should be completed shortly. Then NRCS can complete the structure’s plans.
- ☀ **Caston Mountain Sites 1 & 2** – Real Property Work Maps have been shared. Additional land rights will be required on-site 2. Check print meetings for 90% review have been conducted and these projects are proceeding.
- ☀ **Upper Black Bear Site 62** –The 404 Permit responses to landowner comments were prepared and submitted before June 5, 2024, as required by USACE. USACE is currently working on the permit and have reached out to NRCS with a few questions. A meeting was held with the new City Manager of the City of Perry on June 6th to update him on the project and discuss issues that are still pending or still require action. Worked with the City Attorney to correct an easement that cited the wrong location of the landowner’s property.

Other Flood Control Issues:

- ☀ **Fourche Maline Creek Site 1** – Actively seeking clear guidance on the necessary steps to rectify the damage incurred and obtaining an estimate of the potential costs associated with the needed repairs. Trying to contact ADA to get a lien placed on the property. The ADA will prepare a document for review to notify the landowner and realtor that the land has an outstanding legal issue and this should prevent any sale until resolved.
- ☀ **Criner Creek Sites 2 & 5** – Discussed the concerns with the OWRB and helped the district file a complaint with OWRB regarding the dam placed in the flood pool. I need to follow up with the OWRB.
- ☀ **Rush Creek Site 31** – A developer is currently expressing interest in purchasing the land surrounding the site. Initial discussions have commenced regarding potential restrictions on specific proposed lots around the site. Discussions continue to ensure that their development plans align with the site's requirements and considerations, promote responsible land use, and minimize potential impacts on the area.
- ☀ **Washington Creek Site 2** – Determined that the District failed to retain an easement on property they owned and sold around this site. Prepared an easement for the property so the District can work to acquire the required easements. So far, we have not heard if the easement has been acquired.
- ☀ **Uncle John Creek Site 4** – Working with the District and the landowner regarding the planned location of a landowner’s home, driveway, and barn near the auxiliary spillway of a significant-hazard dam. A site visit was conducted and a resolution was discussed to go to the District for approval.
- ☀ **Double Creek Site 1** – Working with the District to address the number of acres on landowners’ properties that are within the top of dam elevation of this high-hazard structure. The information is being sought for a probate proceeding in Washington County, OK. Ms. Sharp with the Commission has been working on maps that provide the information they seek.

General Commission Issues:

- ☀ Working on a presentation for the District Attorney’s Council Meeting in July
- ☀ Assisted in the release of the VET report to Commission staff
- ☀ Reviewed draft attorney general opinion and follow-up changes
- ☀ Reviewed legislation for leadership: 1
- ☀ Researched issues regarding call Okie Tickets: 1

- ☀ Reviewed OACD website language regarding Commission historical issues
- ☀ Drafting the Programmatic Agreement with SHPO
 - Started the process of gathering the information that will be needed to communicate with the 39 tribes
 - Draft with NRCS for review, follow-up information on the review has been very slow
- ☀ Worked on updating the Employee Handbook
 - Working to finalize all policies and forms. The Telework Policy and the Vehicle Use Policy remain to be finalized
 - Have completed the third review of all Sections of the Handbook with corresponding forms
 - Progressing on all online handbook links, table of contents, and index
- ☀ Scheduling for meetings: 1
- ☀ Reviewed Contracts and Agreements: 2
- ☀ Drafted new agreement or easements: 4
- ☀ Research Projects: 5 (EO 2023-12, Contested District Elections, Open Meetings Act, Vehicle Purchase notifications, District Voting Procedures, Open record issue)
- ☀ Document Reviews: 4
- ☀ Working with NRCS toward a document-sharing forum
- ☀ Working on the surplus process on agency vehicle
- ☀ Open Records: 6
- ☀ Prepared an updated list of state contract guidelines for Weaver contracting project

OCC FINANCE TEAM ACTIVITY REPORT – MAY-JUNE 2024

Jeannie Parsley, Financial Manager/Comptroller IV

- Monthly Financial Statements reporting for Commission Meeting
- Monthly reporting to OMES: Reconciliation of Clearing Accounts (2)
- PCard Administration with review of all transactions, build voucher and reports, OMES audits
- Daily Purchasing, General Ledger, and Query activity in PeopleSoft Financial
- Created Purchase Orders and Change Orders as required
- Meetings: Principal Staff, Commission, OCC Full Staff, Workday, daily meetings with Finance Team; Department Budget Planning Meetings
- Training: GeoTab three sessions; Budget Prep Tips training; Workday User Group
- FY26 Conversion to BiWeekly Payroll - Planning
- Preparation of FY25 Budget Work Plan Submission
- FY24 Budget to Actual Report
- Transfer funds from OST to the agency
- Oversight of Purchase Orders and Authority Order management
- Oversight of Claims/Voucher Processing
- Oversight of Fleet Management
- Daily Problem Solving

Donnell Carter, Accountant III

- Over 325 claims were reviewed, processed, and generated claims jackets (Form 15-A)
- Prepared daily voucher batch slip (Form 25-B) for submittal to OMES
- Scanned daily batch of processed claims and supporting documentation for digital archive
- Processed incoming checks and prepared the agency's Deposit Detail Report; scanned incoming checks for upload to OCC remote deposit account
- Attended monthly Commission meeting
- Attended OCC Full Staff meeting

Patricia Foy-Binkley, CPO, Administrative Programs Officer

- Purchasing Projects: Gilbreath Copper Mine Restoration CAP project
- Purchase Orders for trailers, skid steer loaders, and trucks
- Change Orders releasing excess encumbered funds
- Assisted divisions with purchasing and fleet-related questions or concerns
- Providing budget information to the Divisions to assist with FY Budget preparation as needed
- Dispatched and filed RFAs, AWNs, POs, and COs to Purchasing Folder on shared drive
- May Monthly Fleet Report prepared and submitted to OMES EMD
- Scanning, filing, organizing purchasing and fleet related documents as time permits
- Mansfield Fuels/Comdata May invoice tasked and approved for payment
- Monitored Comdata usage and assisted Divisions with spending limits, declines, PINs, etc.
- Completed and submitted two weekly activity reports and status updates
- Training: Celonis; GeoTab three sessions; CAP Listens Fleet Focus; WorkQuest State Use; Cap Listens

OKLAHOMA CONSERVATION COMMISSION
WATER QUALITY DIVISION
JUN MONTHLY SUMMARY
Shanon Phillips, Director
June 19, 2024

Illinois River Riparian Easement Report

Water Quality Division, Oklahoma Conservation Commission

Report for Brooks Tramell

Purpose and Scope of Program

- Long-term lease agreements restrict the use of riparian corridors along streams in the Illinois River Watershed. This program was intended to supplement the Conservation Reserve Enhancement Program (CREP) by covering gaps in riparian areas not covered by the rigid qualifications in CREP and therefore allowing landowners the opportunity to enroll contiguous reaches to effectively manage property by whole corridor riparian exclusion.

Routine Programmatic Responsibilities

- Programmatic administration and tracking: Enrolled contracts and properties are reviewed, and participants paid annually if meeting contract requirements. District and NRCS staff in the Adair, Cherokee, and Delaware County Conservation Districts are integral to this program and help complete most activities.

Annual Status:

- Currently, twenty-one (20) contracts/properties are under review and annual payments pending, totaling 1,085.7 acres of exclusion, with a total expected payout of \$66,163.50.
- Adair County accounts for most of the contracts, with seventeen (16) participants, covering 794.2 acres, with an expected payout of \$47,652. All contracts are under review for annual payment.
- Cherokee County has two (2) current contracts, covering 242.5 acres, both of which are under review for annual payments totaling \$15,277.50.
- Delaware County has one (1) remaining contract of 49 acres, which is under review with an expected payment of \$3,234.00.

Blue Thumb June 2024 Report

Blue Thumb Water Quality Education Program

Water Quality Division, Oklahoma Conservation Commission

Report for Cheryl Cheadle, Candice Miller, Kim Shaw, Rebecca Bond

Compiled activity for May: +764

We reached at least 764 people through education and outreach events in May.

Ongoing Activities: Summer bug collections, field QA and fish collections

June Activities:

Blue Thumb Trainings:

There were no Blue Thumb Trainings in June. The Tishomingo training was cancelled due to low registration.

Other Education and Outreach Activities:

- 6/4: Children's Water Safety at Bristow Library (11 children, 4 adults)
- 6/12: Outdoor Classroom at Mohawk Park in Tulsa (47 students and 6 adults)
- 6/21: GCSA education event in Kiefer
- 6/24: Creek walk for summer camp at Herman and Kate Kaiser YMCA in Tulsa
- 6/25: Sustainable landscaping event in Oklahoma City
- 6/26: EnviroScape presentation at Herman and Kate Kaiser YMCA in Tulsa

Presentations Given by Staff or Volunteers:

Cheryl will present to KOB Affiliates about Yard by Yard and Blue Thumb on June 27.

Groundwater Screening Events:

There were no groundwater screening events in June.

Work in Priority Watersheds:

Crow Creek Watershed

6/11: Initial meeting of Tulsa Watersheds Coalition and tours of Crow Creek Meadow (33 attendees)

Illinois River Watershed

6/11-12: Journey to the Bottom of the Creek kids' camp, Tahlequah (37 students)
6/25: Stakeholder meeting about the Illinois River Management Plan, Tahlequah

Watershed Plan Development:

Rebecca worked on the literature review for the Tar Creek WBP.

Meetings and Calls Attended by Staff

- 6/4: Blue Thumb staff meeting
- 6/4: Project WET I & T call
- 6/12: Listening session with the Center for Watershed Protection about the development of a curriculum to train watershed planners
- 6/13: Deep dive into Project WILD
- 6/17: Planning meeting for the Teaching Climate Science workshop
- 6/18: Blue Thumb staff meeting
- 6/19: OCLWA Board meeting
- 6/20: Project WILD monthly meeting
- 6/20: Creek County Conservation District Board meeting
- 6/28: Kerr Center for Sustainable Agriculture Board meeting

Conferences Attended by Staff:

Kim, Candice, Cheryl and Rebecca attended the North American Native Fishes Association Convention in Broken Bow June 6-9.

Trainings Attended by Staff:

Staff did not attend trainings in June.

Activities Scheduled for July:

- 7/1: Education event at Vance Air Force Base Library in Enid
- 7/2: Blue Thumb staff meeting
- 7/2: Meeting to select applicants to interview
- 7/9-10: Interview applicants
- 7/11-12: It's a Grand Adventure kids camp, Langley
- 7/16: Blue Thumb staff meeting
- 7/16: Interview block for second interviews
- 7/17: Project WET/WILD/Learning Tree Early Childhood Workshop in Tulsa
- 7/18: Project WET/WILD/Learning Tree Math Workshop in Tulsa
- 7/23-25: Riverology Teachers Workshop in Tahlequah
- 7/24: Girl Scouts education event
- 7/27: Birds, Butterflies and Bees, Oh My! event in Midwest City
- 7/30: Crossroads Conference in Enid

GCSA: Green Country Stormwater Alliance

I & T: Information and Technology

KOB: Keep Oklahoma Beautiful

OCLWA: Oklahoma Clean Lakes and Watersheds Association

WET: Water Education Today

Management Staff

Meetings and Calls Attended by Staff:

- 6/3: June 2024 Commission Meeting
- 6/3: Modeling Meeting
- 6/4: Stamper Project Updates
- 6/4: OCC WQ/SH SFY25 Budget Meeting
- 6/5: Weaver Kick-off Meeting for Agreements Management Planning
- 6/5: Wetlands Team Planning Meeting
- 6/6: IRWP WMP Planning Meeting
- 6/6: NPS Watershed Planning Meeting
- 6/10: Weaver Planning Meeting
- 6/13: EPA 319 End-of-Year Meeting
- 6/17: Contracts Interview with Weaver
- 6/17: A&R Committee Meeting
- 6/17: Updated Telework Policy Planning Meeting
- 6/19: Statewide Septic Planning Meeting
- 6/20: Watershed Management Meeting
- 6/24: Susan Bergen Tour
- 6/25-6/26: Illinois River Watershed Stakeholder Meeting, Tahlequah, OK
- 6/27: OCC Principal Staff Meeting
- 6/27: OCC/GM Check-in Meeting

Presentations Given by Staff:

6/12: OK NPS Program Updates, EPA R6 NPS Workshop
6/24: WQ Presentations, Susan Bergen Tour

Trainings/Workshops Attended by Staff:

6/11: Geotab Training, webinar
6/11-13: EPA Region 6 NPS Program Workshop, Dallas, TX
6/20-21: Conservation Planning Training
6/25: 2024 Success Story Training, webinar

Conferences Attended by Staff:

- No conferences attended in June 2024

Other Activities:

- Prepared & submitted federal draw requests for Apr 2024
- State Budget Planning
- Federal 319 Workplan & Budget Revisions
- Paid contract invoices and completed back invoicing for Wetlands Program grants
- Performed many administrative tasks
- Worked on numerous IT related issues
- Responded to numerous internal and external information requests throughout the month

Monitoring

- Initiated routine water quality monitoring for the Rotating Basin Project 4.5 (RBP 4.5) (Upper Red River and Washita River Basins) cycle

June 10-11 Staff sampled 35 sites in RB 4.5 Basins
June 17-18 Staff sampled 34 sites in RB 4.5 Basins
- Continued routine water quality monitoring for the Rotating Basin Project 3.5 (RBP 3.5) (Lower Arkansas, Lower North Canadian and Lower South Canadian Basins) cycle

June 3-4 Staff sampled 30 sites in the RB 3.5 Basins
June 24-25 Staff sampled 24 sites in the RB 3.5 Basins
- Staff continued fish collections and habitat assessments for the Rotating Basin Project 4.5 (RBP 4.5) (Upper Red River and Washita River Basins) cycle.
- Staff initiated macroinvertebrate collections the Rotating Basin Project 4.5 (RBP 4.5) (Upper Red River and Washita River Basins) cycle.
- Staff initiated macroinvertebrate collections for the Rotating Basin Project 3.5 (RBP 3.5) (Lower Arkansas, Lower North Canadian and Lower South Canadian Basins) cycle

- June 25 Staff completed WQ monitoring demo for an OSU environmental science graduate class

Technical Program Report

Technical Program

Water Quality Division, Oklahoma Conservation Commission

Report for Karla Spinner, Sarah Gilmer, Joseph Dyer, Brooks Tramell and Dan Dvoretz

Meetings and Calls Attended by Staff

- 6/3: Technical Program Staff meeting
- 6/5: Agency Wide Implementation and Monitoring Database Planning Meeting
- 6/5: Coordination meeting with Soil Health to plan for SOP and QAPP development
- 6/6- Terry Peach Monitoring Planning Meeting
- 6/13- Oklahoma NPS End of Year Meeting with EPA Region 6
- 6/18 & 6/27: Attended a state and regional meeting of the SARP Aquatic Connectivity Team as Co-Team Lead for Oklahoma

Presentations Given by Staff

- 6/7: Presentation on Blue Suckers at NANFA Conference in Broken Bow, OK
- 6/25: Fish collection demonstration for OSU students

Trainings and Conferences Attended by Staff

- 6/4 - 6/6 National Training Workshop on Water Quality Assessment
- 6/11-6/13- EPA Region 6 Nonpoint Source Workshop

Quality Assurance Accomplishments

Data Requests:

- Responded to 1 request for water quality data

Data Quality Assurance/Quality Control (QA/QC)

- Completed Quality Control (QC) checks on approximately 15 data collections
- Entered approximately 20 data collections into the water quality database

Other QA/QC duties

- Data prepared for fish tolerance assessment.
- Performed fish collection field audits on two Rotating Basin crew leaders and two Blue Thumb crew leaders

Data Dashboard Usage

- The stream data web application logged approximately 30 hours of active use

Analytical and Reporting Accomplishments

- Continued work on draft shiny app for presenting the updated Unified Watershed Assessment
- Draft manuscript completed – Documentation of the clustering analysis of monitoring sites to facilitate more accurate reference conditions for biological assessment.

- Continued revision of a land-use survey protocol for concurrent use with Rotating Basin stream monitoring to allow for enhanced ability to identify sources of non-point source pollution impairments.
- Updated and submitted Water Quality Division Standard Operating Procedures to USEPA
- Continued coordinating the development of a monitoring plan for the Terry Peach Cedar Project
 - Developed a bid solicitation for soil moisture sensors and loggers for Persimmon Creek cedar removal benefits monitoring
- Continued drafting an internal protocol document to provide guidance on data processing, storage and analysis.
 - Began revising internal documents for Rotating Basin assessments using Jupyter notebook.

Wetlands Report

Wetlands Program

Water Quality Division, Oklahoma Conservation Commission

Report for Brooks Tramell, Sarah Gilmer, Jeff Tibbits and Dan Dvoretz

Routine Programmatic Responsibilities

- Wetland Determinations: Review potential impacts to wetlands and aquatic resources from publicly funded projects
- Mitigation Plan Review: Review documents for *In-Lieu-Fee* and Mitigation Banks as a member of the Oklahoma Interagency Review Team (IRT)
- Respond to Citizen Requests: Deliver wetland information to the public, primarily in response to requests through the Wetland Registry hosted on the Wetlands Program Website
- Wetland Conservation: Deliver wetland conservation. This effort is a collaboration with the Nature Conservancy (TNC), International Crane Foundation (ICF) and the Playa Lakes Joint Venture (PLJV). The collaborative workgroup is called the Partnership for Oklahoma Wetland Restoration (POWER). Conservation practices will depend on availability of funding from active grants.

Active Grant Projects:

- Floodplain Mapping Project: This project is funded by a US Environmental Protection Agency (USEPA) 104(b)(3) Wetland Program Development Grant (WPDG) to update National Wetlands Inventory (NWI) maps along the Arkansas River between Keystone and the Salt Plains, as well as the Canadian River between Eufaula and Canton.
- Oklahoma Rapid Assessment Method (OKRAM) Integration: This project is funded by a WPDG to refine development of OKRAM, a condition based assessment tool for wetlands. Project highlights include (1) collection of an additional 30 OKRAM assessments at wetland types under-represented in our dataset, (2) compilation of 300+ OKRAM assessments into a database and publicly available web application, and (3) analysis of dataset to refine method.
- Restorable Wetlands Identification Protocol (RWIP): This project is funded by a WPDG to continue to develop and refine a desktop screening tool that can be used to identify wetland restoration opportunities. Project highlights include (1) remapping of restorable polygons using higher resolution datasets in 30 watersheds, (2) attributing restorable polygons with restoration feasibility resulting from hydrologic modification in 30 watersheds, and (3) data sharing through a web application.
- OKRAM Guidebook: This project is funded by a WPDG to develop guidance materials for OKRAM, to help promote usage of the method. Project highlights include (1) a detailed OKRAM guidebook, (2) digital training materials and an in-person training delivered in 2024, and (3) coordination with the United States Army Corps of Engineers (USACE) to help promote usage of OKRAM in CWA programs.

Meetings and Calls Attended by Staff

- 6/3: Wetlands Program staff meeting
- 6/5: OKRAM Guidebook training coordination meeting with OSU

- 6/5: Wetland project tracking meeting
- 6/6: NFWF SPGP Grant meeting
- 6/6: Wetland website development meeting
- 6/7: POWeR Workgroup quarterly meeting
- 6/14: TALT and OCC Wetlands Program meeting

Presentations Given by Staff

- No Presentations given in June

Trainings and Conferences Attended by Staff

- 6/17-6/20: Association of State Wetland Managers National Meeting

Accomplishments by Project

Wetland Determinations:

- Completed 6 wetland determinations

Mitigation Plan Review

- No mitigation plans reviewed

Citizen Requests for Wetland Information

- Responded to 2 requests for information about wetlands and streams submitted through the Wetlands Program Website, e-mail and phone

Wetland Conservation

- Continued developing NAWCA and NFWF: ATB grants
- Continued development of wetland restoration strategy document
- Met with 4 landowners to discuss conservation opportunities

Floodplain Mapping

- Completed and submitted Floodplain Mapping Final Report to USEPA and final NWI geodatabases for Canadian and Arkansas River to USFWS

OKRAM Integration

- Completed the creation of an Access database to house all data collected during wetland assessments since 2011

RWIP Refinement

- Continued RWIP application in Middle Beaver, Lower Wolf, Lower Cimarron Eagle-Chief, and Pecan-Waterhole watersheds
- Continued planning R Shiny app for sharing RWIP data

OKRAM Guidebook

- Updated OKRAM field forms and worksheets based on feedback from USACE in anticipation of Guidebook training in September
- Continued producing training materials and presentations for training

New Grant Applications and Awards

- No updates

**OKLAHOMA CONSERVATION COMMISSION
SOIL HEALTH PROGRAM MONTHLY SUMMARY
MARCH 22 – MAY 22, 2024**

Greg Kloxin, Program Director

Meg Greski, Program Coordinator

Team members: Greg Scott, Blane Stacy, Marcus Long, Josh Anderson, James Blom, Jack Titchener

Farm and ranch producer consults/soil testing:

- Barry Price, Texola
- Bob Mackey, Erick
- Scott Merrifield, Elk City
- Teddy Calvert, Crawford
- Matt Metry, Chickasha
- Andy Hughes, Creek County
- Donald Stephens, Creek County
- Ron Hall, Tulsa County
- Matthew Webber & Joel Hollingsworth, Mayes County
- Patrick Edmonds, Boynton
- Justin McCrary, Watonga
- Jeremy Eaton, Cashion
- Justin Rother, Okarche
- Brad Gordon, Cherokee
- Ben May, Clyde
- James Moser, Tryon
- Rodney Hern (General Mills mentor), Wakita
- Bruce Reynolds, Murray County
- Dagan Bell, Madill

Urban site visits and Yard by Yard certifications

- Tatum, Tulsa (YxY)
- Kay Wolbrink & Tiara Wright, OKC (YxY)
- Kate Day, OKC (YxY)
- Brent Allen, Edmond
- Elle Causey, OKC (YxY)
- Elizabeth England, OKC
- Kirkpatrick Foundation, OKC
- Lauren, Edmond
- MaryBeth Timothy, OKC
- Rebecca Wadsworth, OKC (YxY)
- Jacob Harriet, Shawnee
- Kwame Mboya, OKC

Meetings/calls attended:

- OCC Soil Health and Water Quality chose monitoring sites in the Terry Peach Cedar Eradication Project watershed on which to measure the soil health changes due to future cedar removal.
- Greg K attended a virtual meeting with Think Regeneration, and OCC budget meetings.
- Greg K, the Chickasaw Nation and NRCS put together a field training for OCC staff on conservation planning (for SHIP and the 5 new area planners).
- Marcus attended a virtual meeting for the NRCS's urban ag focus group.
- Marcus attended an advisory board meeting for the OK Local Ag Collaborative, and a Young Naturalist meeting.

- Marcus attended a planning meeting for the Sustainable Urban Landscaping Conference, to be held in OKC at the end of June.

Presentations given:

- Blane helped out with an Ag Day in Morrison, put on by the OK Soybean Board.
- Marcus presented at the OKC Metropolitan Library on small space conservation & food production.
- Marcus presented to NRCS's One Course participants about urban soil health.

District events attended:

- Meg taught 4H students in Beaver County how to make worm composting bins.
- Meg went to Garfield CCD's board meeting for Crossroads Conference planning, and Upper Washita CD's board meeting.
- Meg attended a virtual meeting of the OK Grazing Lands Coalition board.
- Blane went to Caney Valley CD's board meeting.

Other education & outreach activities:

- Greg K and Meg went to a soil biology workshop in Weatherford featuring Dr Christine Jones, put on by Fusjon Ag.
- Greg K attended the EPA's region 6 nonpoint source program meeting.
- Blane went to an OSU Extension meeting in Craig County about pesticide management.
- Blane attended the Cross Timbers Forest & Range Management Field Day at Lake Carl Blackwell, hosted by OSU Extension
- Josh and James went to NRCS's weeklong Soil Sustainability & Cropland Planning course in Stillwater.
- James attended OSU Extension's pecan growers field day in Dickson.
- The team is working on planning for the Crossroads Conference, to be held July 30 in Enid.
- Marcus helped the Oklahoma Native Plant Network at the OK Garden Show in OKC.
- Marcus made a promotional recording for the new Grounds By Grounds developed spaces conservation initiative.
- Marcus attended a field workshop for the OK Native Plant Network at Tallgrass Prairie Preserve in Osage County, and a native plant tour in the OKC area with OK Native Plant Society.
- Josh went to the Carter County Cattlemen's Association Meeting.
- James finished delivering free cover crop seed to farmers in the General Mills Project area.



Blue Thumb in Pictures

June, 2024



The Eastern Shawnee Tribe

invited Blue Thumb and Rotating Basin programs to offer a fish identification workshop. A lot of ground was covered in one short day.

From a study of preserved specimens to seining in Lost Creek, OCC staff did all they could to provide the best possible introductory “fish” course.



Congratulations to Volunteer Brittany Roark— she is now set up and ready to go with monitoring on Coody Creek in Muskogee County. Coody Creek is a tributary to the Arkansas River.



Water Safety and Water Fun — was the subject on Tuesday, June 4, in Bristow. Twelve young people came by and had a “lunch and learn” experience. Elements of the message included: Don’t go out alone into water, and wear a personal flotation device!



North American Native Fishes Association

held their annual meeting in Broken Bow this year. The Blue Thumb team attended as did Rotating Basin's Nathan and Joey.

The meeting consisted of presentations on June 7, and exciting field trips the 8th and 9th.



Megan Knight, a former OCC staff member with the Rotating Basin Program, visits the Blue Thumb exhibit at NANFA!



Rebecca Cheryl Candice
Kim



Joey & Kinley



Miscellaneous attendees on
Eagle Creek



Nathan and Drew (ODWC)
on Glover River



Project WILD introduced at OCC Full staff meeting

Project WILD is a wildlife education and conservation curriculum that is now offered through the Blue Thumb Program. OCC's May 29 staff meeting provided a fun opportunity for staff members to learn about this program which is offered to educators through workshops.

Upper left: Brooks gains pollination abilities from Candice.

Lower left: Katie creates artwork after "visualizing" a trip to a healthy stream. Also in photo are Jake and Tyler.



Fishing Derby

The Eastern Shawnee Tribe included Blue Thumb in their Fishing Derby on May 31. Fish were captured and released. (Photos directly above)





Crow Creek Meadow and Tulsa Watersheds Coalition

Tuesday, June 11, the Crow Creek Meadow was buzzing with activity as people went through mini-tours that showed off native plants and urban conservation practices. Also during the evening participants had the chance to learn about the new Tulsa Watersheds Coalition.

The Tulsa Watersheds Coalition will bring in Blue Thumb volunteers and additional citizens for local stream protection events.



Duck Creek in Stillwater

Blue Thumb's first fish collection of the year took place on Duck Creek in Payne County. The fish to the left were a few of the species caught.

Do you want to be included in a fish collection? Contact Kim Shaw:

kim.shaw@conservation.ok.gov



Project WILD

Blue Thumb staff members prepare to go BIG with getting Project WILD activities out there!

Pictured are Rebecca and Candice using binoculars to locate birds at Will Rogers Gardens in OKC. The activity for which they are gaining bird data is called the "Birding Beat" and is in the Flying WILD guide.



Orangespotted Sunfish

Bluegill

Yellow bullhead

Green sunfish

Red shiner

Mosquitofish

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

**Mike Sharp, State Geographic Information Coordinator & Director
June 2024**

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.
- Provided support on various office IT issues.
- Provided support on various conservation district IT issues.

Geographic Information System (GIS) Activity

- Provided GIS services to Land Management, WQ, District Services, Conservation Programs, and Administration.
- Worked on OCC Inventory for Annual Inventory Report.

Office of Geographic Information/State Geographic Information Council

- Worked on OKMaps servers, software and data.
- Compiled parcel data for statewide parcel data layer.
- Worked on NG911 IT systems configuration and backup.
- Provided support to OKMaps users.
- Provided GIS support to OCC Watershed Dam Easement Initiative
- Ongoing GIS data management
- Worked on Non-Coal Inventory.
- Worked with Pinnacle Business Systems and Covenant Technology Partners to work on updating Active Directory Services including migration from legacy servers to virtual servers.
- Prepared minutes and agenda for the May Geographic Information Council.
- Worked on 911 Grants
- Worked on Red Cedar identification in Cimarron and South Canadian Rivers Watersheds.
- Created Digital Elevation Models (DEM) for Water Quality Wetland group.
- Attended the GIS NG911 Boundary Workshop and GIS NG911 Addressing Workshop in Woodward.
- Worked with OMES Cyber Security Staff to upgrade OGI servers security systems.

Land Management Division Report

July 1, 2024

DIVISION ADMINISTRATION

- Advanced state-wide non-coal AML inventory
- Prepared OCC meeting packet financial report
- Updated claims database
- Submitted pcard reports
- Code pcard transactions
- Update GIS webpage
- Staff participated in webinar trainings
- Statewide Non-Coal AML database management
- Budget & Financial Management: Budget management & reporting
- Personnel Management: Reported time; approved time; assigned tasks & directed staff
- Equipment Management: Submitted vehicle logs; updated & maintained equipment inventory;
- Operations Management: File management; monitored flow of operations, target dates and deadlines
- Prepared & submitted OCC Activity Report
- Participated in OCC Management meetings
- Participated in Communication Committee Meeting
- Participated in Commission Employee Handbook revision
- Work with Conservation Districts on agreements to deliver funds for Unpaved Roads Program
- Assist with National Land and Range Judging registration
- Assisted district staff with program information
- Started process of equipment expansion for Terry Peach Watershed Restoration Program
- Attend OCC full staff meeting
- Review and update OCC equipment inventory
- Respond to ODOT NEPA guidance for road projects
- Finalize FY25 budget
- LMD staff meeting held in OKC

PROGRAM MANAGEMENT

Unpaved Roads Program:

- Lincoln County Unpaved Roads Training
 - May 21, 2024
 - Staff from all 3 districts in attendance
 - 44 in attendance
- Lincoln County District 3 awarded grant for \$61,430.30
- Proposed schedule of trainings
 - Miami July 17th
 - Guymon August 14th
 - Broken Bow September 18th
 - Wagoner October 2nd
 - Pauls Valley October 23rd
 - Duncan December 11th
 - Wilburton January 15th
 - Pawnee January 29th
 - Kingfisher February 12th
 - Hobart March 5th
- Completed FY23 grant projects
 - Choctaw County D1, Lincoln County D1, Lincoln County D2, Lincoln County D3, Logan County D1, Pontotoc County D2
- Completed FY24 grant projects
- Seminole County D1, Alfalfa County D2, Logan County D3
- Communicated with numerous counties about projects and applications
- Requested training for staff by County Commissioners
 - Logan County
 - Wagoner County
 - McCurtain County
 - Bryan County
 - Haskell County
- Counties visited for grant funding:
 - Bryan County
 - Seminole County
 - Lincoln County
 - Choctaw County
 - Haskell County
- Spiro Lake Unpaved Roads (Pilot Project)
 - County has started construction

Terry Peach North Canadian Watershed Restoration Program:

- Brush Free Zone Establishment ongoing:
 - Northwest Baptist Campground, Vici
 - CF Industries Woodward
 - Groneyville, Major County
 - Geary Community
- Brush Free Zone Establishment completed:
 - Canton Trailer Park
 - Boiling Springs Community
 - N. of Canton WMA
 - NW side of Canton
 - Hanks Trail, Woodward
 - Watonga near ODOT office
- Staff conducted maintenance on equipment and accessories
- Staff continued outreach in the watershed
- Met with landowners in the watershed to gain access for brush free zone establishment

- Prescribed Fire sign up ongoing
- Watershed Study Implementation
 - Met with landowners and talked about the goals of the study
 - Right of entries to conduct work sent to landowners for review
 - Working with Water Quality Division staff on work plans for the sites
- Worked on potential office locations and technician zones for addition of Cimarron, South Canadian and rest of North Canadian Watersheds
- Ordered 6 1 ton trucks, 6 trailers and 7 skid steers with implements for additional staff

Conservation and Nutrient Management Planning:

- Staff attended board meetings at Cleveland, Ellis, Haskell, Marshall, McIntosh, Pontotoc, Rogers
- Conducted field visits for State Cost-Share/EQIP in multiple counties for contract signatures and practice certification with NRCS
- Developed 26 State Cost Share Conservation Plans
- Planners assisted CDs within their teams with ranking State C/S applications
- Area 4 planner position approved for advertisement
- Nutrient Management Planning
 - 15 plans requested total as of 6/18/24
 - 12 plans completed, 10 approved by ODAFF
- Staff attended/completed trainings
 - Blue Thumb
 - OCC Planner Training Arcadia
 - NRCS Cropland and Soil Health
 - NRCS East Planner Training
 - Pasture Land Training
 - NRCS West District CRP Training
 - Presented at OC-CN Conservation Planner Training

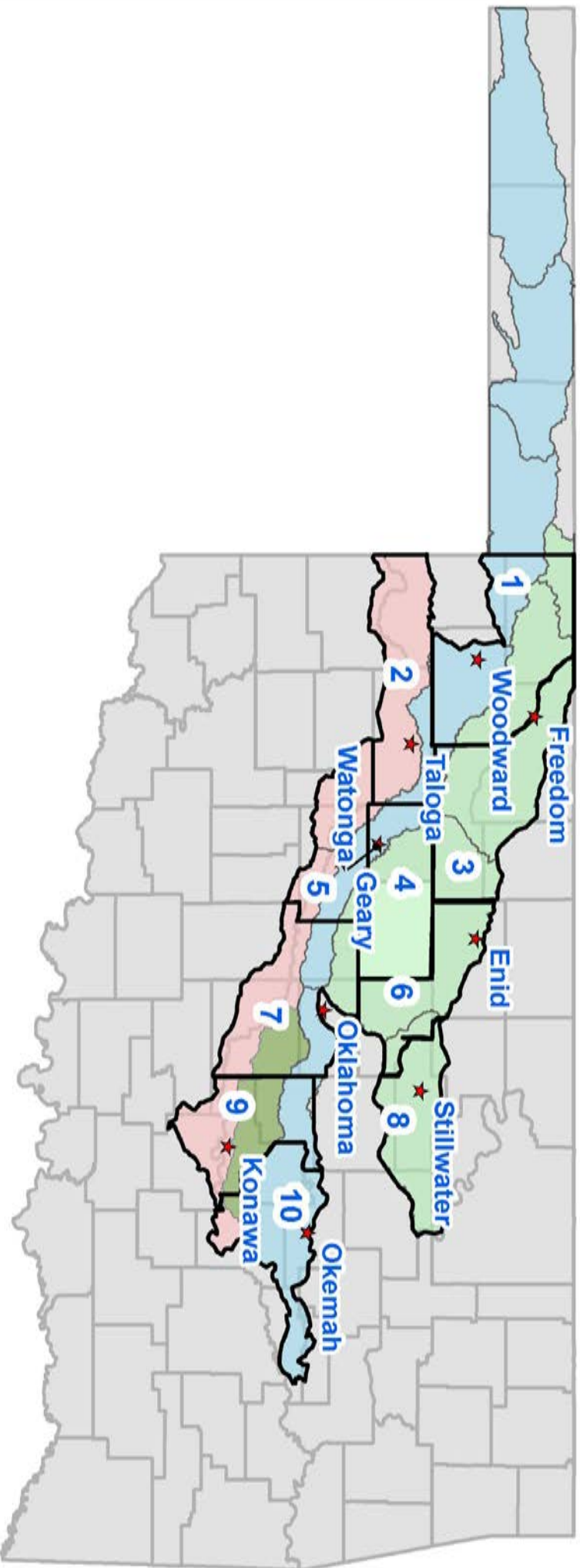
Land Restoration:

- Gilbreath Copper Mine (Jackson County)
 - Bid accepted for \$1,921,898.00 from Anadarko Dozer and Trucking, LLC
 - Bid was \$57,058.74 over engineer estimate
 - Contract signed and NTP sent to contractor
 - Pre-construction meeting 7/2024
- Howerton Tar Creek Project(Ottawa County)
 - Mandatory pre-bid meeting held June 5th at project site
 - 10 contractors at pre-bid meeting
 - Bid opening June 20th
- Working with ODEQ and EPA on an inventory of open shafts that are not eligible for their program
- Reviewing potential projects for upcoming restoration, NW and SE areas of the state

State Wide Non-Coal Inventory

- Updated AML Non-coal Inventory progress worksheet and map. Inventories initiated & ongoing:
 - McClain County CD

Cedar Technician Areas



**OKLAHOMA CONSERVATION COMMISSION
DISTRICT SERVICES STAFF
SUMMARY OF ACTIVITIES FOR JUNE 2024
Monday, July 1, 2024**

Division Director, Clancy Green

- Provided new month district services update to all districts
- Discussed district statuses, updates, and concerns with ADCs; provided guidance and assistance as needed
- Discussed district staffing/operational concerns with Trey, Lisa, ADCs, district boards
- Assisted with offboard processes for outgoing employees and sent new hire information to incoming district employees; generated COBs for new district employees
- Reviewed division expenditures and tracked against budget; end of FY24 processes
- FY25 budget preparation work; worked with ADCs on district allocation package preparation and updating district position descriptions and forms
- Facilitated June District Teams trainings, OPERS – presented by OPERS staff members
- Reviewed/commented on LRP & JPO drafts; assisted districts with questions/guidance
- Discussed possible cedar technician locations with Trey, Lisa, and Trampas
- Assisted/trained Brandon on election processes and procedures, election wrap-up
- Discussed election issues and contested election processes/procedures with Trey, Lisa, and Janet
- Reviewed division inventory, returned updates to Shelly
- Watched NASCA locally led webinar recording
- Discussed conservation planner job duties, training, and supervision structure with Trampas and NRCS
- Drafted handbook updates
- Assisted Wagoner CCD with district manager interviews
- Attended
 - June OCC meeting
 - District Services meetings
 - District Services FY25 budget meeting
 - OMES Workday Performance Review Process Demo webinar
 - Geotab Basic Training & Dashboard/Reporting webinars
 - Conservation Programs/District Services joint meeting
 - Data Collection meeting with North Fork of Red River/GIS staff
 - A&R Committee meeting
 - Telework Policy Review meeting
 - Kiowa CCD board meeting
 - Creek CCD board meeting
 - Shared Staff call with NRCS
 - OMES CPO WorkQuest Oklahoma webinar
 - Principal Staff meeting
 - Jo Callison's retirement reception (Craig CCD)

Administrative Programs Officer, Brandon Welborn

- Completed P-Card purchases for the division and required reporting
- Assisted multiple districts with inquiries regarding claims
- Processed director appointments and resignations; assisted districts with questions
- Processed and prepared division vehicle travel logs

- Worked with A&R Committee co-chair to facilitate monthly committee meeting
- Processed candidacy forms for E-2 position, assisted districts with election questions
- Prepared supplies/documents for elections, contacted election committee chairs and discussed election supplies/process with them, completed election certification/wrap-up
- Updated district directory
- Attended
 - June Commission meeting
 - Teams Training – OPERS
 - District Services meetings
 - Conservation Programs/District Services joint meeting
 - District Services FY25 Budget meeting
 - Geotab Basic Training & Dashboard/Reporting webinars
 - A&R Committee meeting

Area 1 District Coordinator, Lacie Landers

- Reviewed and logged proof of publications for LRP public meetings
- Assisted multiple districts with questions
- Worked with districts regarding corrections to minutes
- Collaborated with ADCs on Onboarding/Offboarding project
- Developed draft of mail merge/new layout for FY25 allocation reports
- Hosted Teams meeting with Texas and Woodward district managers to provide guidance on use of mail merge
- Attended
 - District Services meetings
 - Teams Training – OPERS
 - Conservation Programs/District Services joint meeting
 - NRCS West Zone meeting
 - Ellis CCD board meeting
 - Woodward CCD board meeting
- District Updates
 - Alfalfa CCD – reviewed backlog of minutes that had not been submitted; assisted with LRP/JPO guidance
 - Beaver CCD – discussed interviews for new shared technician position
 - Blaine CCD – assisted with cedar tech offboarding, provided LRP public meeting guidance
 - Central North Canadian River CD– provided LRP public meeting guidance
 - Cimarron CCD – assisted with Open Meeting questions and county clerk filing requirements, offered to assist with LRP/JPO
 - Dewey CCD – assisted with streamlining meeting agenda, discussed LRP concerns/questions
 - Ellis CCD – assisted with SAMs renewal, discussed intergovernmental agreements, assisted with state-cost share
 - Harper CCD – discussed USDA remodel
 - Texas CCD – assisted with LRP agenda, drafting of cost-share letters
 - Woodward CCD – continued training of new district manager, researched 2021 tax issues/IRS refund, assisted with LRP/JPO drafts

Area 2 District Coordinator, Tammy Curry

- Reviewed and logged proof of publications for LRP public meetings
- Assisted multiple districts with questions
- Worked with districts regarding corrections to minutes
- Collaborated with ADCs on Onboarding/Offboarding project
- Assisted with updating APDI and ADC agreements for FY25
- Took state vehicle for hail repair estimate
- Assisted CPD with contractor payment follow-up
- Completed Security Awareness Training
- Reviewed District Assessment reports for FY25 budgeting/allocations
- Attended
 - District Services meetings
 - June Commission Meeting
 - District Service FY25 budget meeting
 - Teams Training – OPERS
 - Conservation Programs/District Services joint meeting
 - Garvin CD board meeting
 - McClain CCD board meeting
 - Murray CCD board meeting
- District Updates
 - Garvin CD – assisted with May financial statements
 - Lincoln CCD – discussed completion of FY22 audit filings
 - Love CCD – checked in with staff; will be officed in Ardmore until construction of a new building is completed
 - McClain CCD – checked in with staff to offer assistance if needed

Area 3 District Coordinator, Rhonda Bowman

- Reviewed and logged proof of publications for LRP public meetings
- Assisted multiple districts with questions
- Worked with districts regarding corrections to minutes
- Collaborated with ADCs on Onboarding/Offboarding project
- Attended
 - District Services meetings
 - Teams Training – OPERS
 - Conservation Programs/District Services joint meeting
 - Wagoner CCD board meeting
 - Creek CCD board meeting
 - Craig CCD board meeting
 - Jo Callison’s retirement reception
- District Updates
 - Craig CCD – worked with Jo Callison on offboarding/prep for providing assistance to the district following her retirement
 - Creek CCD – assisted with election questions/preparations, provide guidance to board of directors on executive session questions
 - Delaware CCD – assisting in interim until a new district manager is hired
 - Mayes CCD – assisted with election questions/preparations
 - Wagoner CCD – assisting in interim until a new district manager is hired, assisting board with LRP/JPO, assisted with interviews, held director election, working on state-cost share

Area 4 District Coordinator, Amy Weathers

- Reviewed and logged proof of publications for LRP public meetings
- Assisted multiple districts with questions
- Worked with districts regarding corrections to minutes
- Collaborated with ADCs on Onboarding/Offboarding project
- Assisted with updating ADC agreements for FY25
- Attended
 - District Services meetings
 - Teams Training – OPERS
 - Conservation Programs/District Services joint meeting
 - Tillman CCD board meeting
 - Upper Washita CD board meeting
 - Tillman CCD special board meeting
- District Updates:
 - Tillman CCD – assisting in interim until new district manager is hired, assisted with application reviews and interview scheduling

Area 5 District Coordinator, Lisa Grey

- Reviewed and logged proof of publications for LRP public meetings
- Assisted multiple districts with questions
- Worked with districts regarding corrections to minutes
- Continued work on ADC annual report
- Collaborated with ADCs on Onboarding/Offboarding project
- Attended
 - District Services meetings
 - Conservation Programs/District Services joint meeting
 - Teams Training – OPERS
 - LeFlore CCD board meeting
 - Talihina CD board meeting
 - Johnston CD board meeting
- District Updates
 - Haskell CCD – LRP public meeting guidance
 - Hughes CCD – LRP public meeting guidance, board meeting minutes
 - Johnston CCD – assisted with employee offboarding, providing assistance in interim until new district manager is hired, LRP/JPO drafts, cost-share, board meeting
 - Kiamichi CD – assisted with LRP/JPO drafts
 - LeFlore CCD – provided input and assistance on LRP/JPO, guidance on executive session process for agenda and minutes, watershed O&M claim process
 - Pittsburg CCD – agenda and minutes submission guidance
 - Pushmataha CD – provided guidance on notice of filing period filing/director election processes, LRP/JPO drafts and public meeting
 - Talihina – assisted with election process/timeline questions and preparing for an election

General Administration

- Provided district assistance as needed and requested; assisted multiple districts with a variety of procedural and operational issues and questions
- Processed preclaims and claims; filed paperwork as needed

- Updated district directory, district employees team w/ new employees
- Updated website as needed/requested
- Processed mail as needed/requested
- Ran OPERS and Longevity reports, checked longevity payments and annual leave balances, verified personnel action forms in database
- Core queries/reports as needed/requested
- Processed director appointments/mailed documents
- Reviewed payroll and preclaim updates for districts
- Posted district vacancies to OCC website and Indeed; responded to Indeed inquiries
- Reviewed P-Card reports and packets
- Provided new hire information to employees and HR as needed
- Reviewed vehicle logs
- Reviewed, filed/uploaded, and tracked items as needed
- Reviewed/revised district handbook as needed
- Reviewed minutes and provided feedback for improvements going forward
- Assisting districts with questions and reviews regarding LRPs and JPOs

New District Hires

- *No new district hires since June 3*

Current District Vacancies

- Beaver CCD, Shared Technician
- Craig CCD, District Manager (Jo Callison retired after 35 years of service)
- Delaware CCD, District Manager
- Johnston CCD, District Manager
- Kingfisher CCD, Shared Technician
- Nowata CCD, District Manager
- Tillman CCD, District Manager
- Wagoner CCD, District Manager (offer has been made)
- Washita CCD, Watershed Aide
- 1 Conservation Planner position in Area IV
- 1 Cedar Tech position (Blaine CCD)
- 1 Nutrient Management Planner position (LeFlore CCD)



ANNUAL REPORT 2022-2023

Grady County Conservation District

Email:
gradycdd@conservation.ok.gov

Tel: [405-224-0523]
828 W. Choctaw Ave.
Chickasha, OK 73018



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OUR VISION

Improve the health of our Nation for future generations through responsible care of our natural resources for a better and safe environment.

The Grady County Conservation District is a local subdivision of the State of Oklahoma organized under the Conservation District Law in 1937 and later amended. The district is responsible for carrying out a program of conservation of all renewable natural resources on lands within the district boundaries in cooperation with our partners. These programs strengthen the harmony between conservation practices, agriculture and private land development.

Five directors (plus currently one Associate Member), three of which are elected by qualified electors and two being appointed by the Oklahoma Conservation Commission, govern the District. They submit this annual report to inform the public of the past year's accomplishments. We continue to establish a strong foundation to build and develop a better understanding of the environment and measures that can be taken to conserve it.

The district has cooperator agreements with 1,289 producers in the county covering 442,301 acres.

We invite the public to attend our monthly board meeting held on the last Tuesday of each month at 1:00 p.m. January-November and the third Tuesday at 1:00 p.m. in December.

Mission of the Grady County Conservation District:

Focus on productivity of the land by educating the public to increase awareness of our natural resources.

- ***Promote stewardship of the land through education, incentives, cost share program and technical expertise.***
- ***Develop partnerships to promote soil health and water quality by educating the public through sound relationships and team work.***

*Of all the paths you take in life, make sure a few of them are dirt.”
–John Muir*

Details

The Conservation District shares office space with USDA Natural Resource Conservation Service, Grady County Farm Service Agency and Grady County OSU Extension Service located at 828 W. Choctaw, Chickasha, OK.

Operating Highlights

The Grady County Conservation District has a gooseneck hay trailer available to rent for producers. Aside from the hay trailer, other equipment available for rent include: gopher machine, hog gate, and easy flow drill. We also offer plat books and wall maps, as well as GCCD hats and t-shirts! Check it out below to see a picture of our hay trailer and our chairman, Paul Brown rocking our GCCD hat and tee!



WATERSHEDS

The District serves as sponsor for 156 watershed projects and is responsible for the operations and maintenance including beaver control, brush removal, erosion control and tower repairs. Annual maintenance of these sites is necessary to insure the safety of farmland and residential areas from potential flood and vegetation damage. Monetary benefits include flood damage reduction and may include other benefits such as soil erosion reduction, recreational areas, irrigation water, and municipal and industrial water supply and wildlife habitat. The district responds to Okie Call tickets in our area: Okie One Call Tickets: Approximately 4,000.

Watershed Aide, Trent Drennan maintains the flood control sites by spraying and using Skid Steers for brush removal and erosion control. Bitter Creek Watershed Site 18 is located east of Chickasha on Hwy 62 and Hwy 9.



DID YOU KNOW:

The district along with the Oklahoma Conservation Commission's help is building a brand new watershed building. This building will house all of our equipment that we use to maintain and preserve our flood controls. We can't wait until it is finished and we can utilize our new area!



Watershed Aide Trent Drennan, along with OCC's Trey Lam and Tammy Sawatzky provided a tour for Sofia Diero of Congressman Cole's staff. On this tour, they met on site for the regenerative grazing operation of 3J Farms; then traveled to Winter Creek Site 18 (pictured left).

EDUCATION AND OUTREACH



Vice Chair, Oscar Nelson participating in the Yard by Yard program.

Education

Grady County Conservation District actively participates in environmental education curriculum and programs.

Education Activities include:

- ❖ Two permanent outdoor classroom facilities: Southwest Elementary and Ninnekah High School
- ❖ News releases and PSA's weekly on KOOL.105.5 FM.
- ❖ Scholarship Awards for Ag Students (\$2,000 awarded to local students in 2023!)
- ❖ OSU 4-H Achievement Banquet: Sponsor
- ❖ Poster contest, Speech and Essay Contests for local youth
- ❖ Oklahoma Blue Thumb Association: Lifetime Member
- ❖ Yard by Yard District
- ❖ Tara Lee helped judge/ organize the plant contest at the Grady County fair in 2022 and 2023 for students and adults alike.

Pictured below (left) is Kinley Bratcher, a two-time GCCD scholarship recipient. Also pictured is scholarship recipient Konner Shebester, Baylan Byrd, and Kye Heldermon. GCCD awarded 5 local students \$400 each, totaling \$2,000 awarded in scholarships for 2023!



Grady

Information and Outreach

Utilize effective communications through county newspapers: Express Star, The Tuttle Times, Rush Springs Gazette and The Minco Millennium. Prepare radio shows weekly featuring district programs on KOOL 105.5 FM.

Tara Lee helping at the 2022 Grady County Fair plant show.



Outreach Activities include:

- ❖ OACD Conservation Day at the Capitol/
- ❖ Encourage Director attendance for Legislative Days at the State Capitol
- ❖ OHCE: Donated Wildflower seeds, bookmarks, posters and booklets to schools.
 - ❖ Weekly radio programs featuring District programs
 - ❖ Hunting Lease on District Land
 - ❖ Monthly News articles
 - ❖ 2020 Plat Book Sales
 - ❖ New and up-to-date Facebook Page
 - ❖ Superintendent with OSU Extension 4-H flower/plant judging.

Partnerships

The conservation district works in cooperation with the NRCS in carrying out conservation work in the county. The NRCS staff provides technical assistance to the conservation district and to county land users.

- ❖ 20 Environmental Quality Incentives Programs (EQIP) contracts were developed for a total of \$331,516.00 in cost share assistance with a total of 40 active EQIP contracts.
- ❖ Assisted 20 landowners with pasture planting, prescribed grazing, no-till, cover crops, diversions, grade stabilization structures, pipeline, watering facility, heavy use area, monarch plantings, and high tunnel houses.
- ❖ Assisted approximately 55 producers with conservation technical assistance (CTA).
 - ❖ Wrote 18 HEL Plans
- ❖ Watershed Aide, Trent Drennan not only maintains all of our watershed sites here in Grady County, but partners with and helps other counties maintain watersheds all around our state!

Conservation Cost Share Program

Program Year	Allocated	Total Paid to Producers
PY24	\$30,300	\$30,300
Emergency Drought Cost Share	Total amount paid as of August, 2023	\$181,428.60
PY25	\$38,000	\$23,520.72

The Grady County Conservation District strives to help producers maintain, develop, and be effective when it comes to maintaining our natural resources. The district offers practices like ponds, sprigging, fencing, hoop houses, water wells, etc. to local producers for cost-share. We want to give local producers incentive to invest in themselves and their land. It is our pleasure to serve our local producers.



Monte Rowell (left), John Paxton, Paul Brown (right).

The Grady County Conservation District is composed of 6 members. Paul Brown, our chairman has served on our board for 13 years. Oscar Nelson, our vice chair, started as an Associate Member and took John Paxton's place when he retired his position. Oscar has served on our board for 5 years. Member, Monte Rowell has served on our board for 13 years. He recently received his 10 year recognition letter (see above). Member Brandon Tye began as an Associate Member in 2010. Brandon took over as a Member in 2011 when a previous board member's term expired. Secretary/Treas. Gene Overton has served since 2012. Finally, Associate Member John Paxton has served for 48 years!

Takeaways

The Grady County Conservation District and our partners have several goals, but one major goal: to serve our local producers. We strive to *focus on productivity of the land by educating the public and increase awareness of our natural resources. We want to promote stewardship of the land through education, incentives, cost share program and technical expertise. Finally, we hope to develop and maintain partnerships to promote soil health and water quality by educating the public through sound relationships and team work.*

It will be our pleasure to serve you.

Chairman, Paul Brown - Vice Chair, Oscar Nelson - Sec.Treas. Gene Overton - Member, Brandon Tye - Member, Monte Rowell - Assoc. Member, John Paxton



Watershed Aide, Trent Drennan - District Manager, Tara Lee

OKLAHOMA CONSERVATION COMMISSION
CONSERVATION PROGRAMS DIVISION
Tammy Sawatzky, Director
July 2, 2024

Administration – Tammy Sawatzky

- Reconciled O&M and rehab financial records.
- NRCS agreement management for watershed activities and remedial repairs.
- Performed watershed aide reviews for:
 - Hunter Bay – Garvin, May 23
 - Kyle McGregor – McClain County, May 23
 - Tony Harrison – Kiowa County assisting Washita County, May 28
 - Trent Drennan – Grady County, May 28
 - Brad Martin – East Canadian County assisting Logan County, Oklahoma County, CNCR, and Kingfisher County; May 30
 - Josh Billingsley – Noble County assisting Pawnee County, Payne County, and Garfield County; May 30
- Participated in a Teams meeting with OMES Construction and Properties and contractor C4L to discuss OMES’s audit of the watershed shop construction project focusing on internal contractor procedures, May 29.
- Attended OCC Full Staff Meeting, June 29.
- Attended Commission Meeting, June 3.
- Participated in 90% rehab design review for Caston Mountain 2 with NRCS, June 4.
- Met with City of Perry and NRCS staff to review and update attendees on the status of the Upper Black Bear 62 rehab project, June 6.
- Participated in two Teams trainings for the vehicle AVL reporting system, June 6 and 11.
- Facilitated a meeting with CPD and District Services staff to explore ways the divisions can work together, June 10.
- Participated in a meeting to discuss Washita County CD’s request for a watershed aide, June 11.
- Participated in budget meeting, June 13.
- Participated in a meeting to discuss providing assistance to North Fork of Red River CD in the development of a method to gather and manipulate landowner irrigation data in the field, June 17.
- Participated in a meeting to discuss the updated OCC telework policy, June 17.
- Prepared CPD FY 2025 budget.
- District reimbursement claims and invoices processed:

<u># of Claims Processed</u>		
CPD Administration	11	\$11,028.78
District O&M	3	<u>18,821.29</u>
		\$29,850.07

Watershed Dam Operation & Maintenance – George Moore & Johnny Pelley

- Consultation and assistance provided to conservation districts:
 - Adair County – Caston Mountain 21, Scrapper Hollow 2
 - Logan County – Cottonwood 3 and 4
- Answered and advised OKIE811 tickets/emergency response calls in designated districts.

- Oversight of CPD fleet equipment maintenance.
- Site visits and management of watershed shop build in Grady County.
- Participated in annual Watershed Aide Performance Reviews, May 20-30.
- Attended OCC full staff meeting, May 29.
- Attended CPD/District Services coordination meeting, June 10.

Conservation Programs Field Operations - Tom Goode

- Conservation district board meeting (9):

Okmulgee County 6/5	Muskogee County 6/5	Cherokee County 6/6
LeFlore County 6/6	Coal County 6/11	Atoka County 6/11
Little River 6/12	Pontotoc County 6/12	Hughes County 6/13

- Consultation and assistance provided to conservation districts:

Creek County – Salt Camp 21	Okmulgee County – Cane 24
Latimer County – Fourche Maline 5	

- Participated in 11 annual Watershed Aide performance reviews, May 20-30.
- Attended Agency full staff meeting, May 29.
- Attended monthly Commission meeting, June 3.
- Participated in 90% rehab design review for Caston Mountain 2 with NRCS, June 4.
- Attended CPD/District Services division meeting, June 10.
- Approved \$129,000 of O&M funding requests:

<u>District</u>	<u>Project</u>	<u>Amount</u>
Little River	Waterfall-Gilford 6 – slip line	53,000
Okmulgee County	Cane 8, 9, 17, 18 –brush/trees control	48,000
Sequoyah County	Sallisaw 30	28,000
Total		<u>\$129,000</u>

Administrative Programs – Paige Porter

- Received & reconciled CPD vehicle/equipment logs for fleet report and Comdata invoicing.
- Reviewed and approved May Comdata invoices.
- Paid May utility services bills, Clinton and Pauls Valley watershed shops.
- Reconciled and submitted CPD May P-card activity.
- Compiled and prepared May-June CPD report for July Commission meeting.
- Facilitated watershed shop build in Grady County contract payments, communication to CAP, Grady CCD, OCC, contractor, consultant and work site. June 20 meeting set up.
- Facilitated purchasing requests for CPD staff.
- CPD inventory updates and maintenance.
- Began annual OCC inventory update.
- Created and submitted May CPD fleet report, June 6.
- Arranged watershed staff travel Atoka and Idabel.
- Created 2024 POC/OKIE811 Response Team chart and guides for Districts with watersheds.
- Contacted 66 watershed districts with POC/OKIE811 packet.
- Attended OCC All Staff Meeting on May 29.
- Attended Commission Meeting June 3.
- Geotab webinar Basic Training June 6, Dashboard Training June 11 & 13.
- Attended CPD and District Services collaborative meeting June 10.

Administrative Assistant – Moriah Manuel

- Scanned and reviewed Watershed Files.
- Attended All Staff Meeting on May 29.
- Attended Commission Meeting June 3.
- Attended CPD/DS Collaboration Meeting June 10.
- Worked on getting up to date information for Emergency Drought.

Program Year 26

6 participants received
cost-share payments totaling
\$27,085.58 from

2 conservation districts

Heavy Use Area Protection	5366.12 SQFT
Herbaceous Weed Control	109 AC
Pipeline	1592 FT
Watering Facility	6

Program Year 25

42 participants received
cost-share payments totaling
\$294,081.33 from

27 conservation districts

Brush Management	247.82 AC
Fencing	9883.62 LF
Heavy Use Area Protection	3133.64 SQFT
Herbaceous Weed Control	40.40 AC
Pasture Planting	45 AC
Pipeline	2032 FT
Pond	15,980.90 CY
Pumping Plant	6
Watering Facility	5
Well	7

Emergency Drought

118 participants received
cost-share payments totaling
\$1,084,403.70 from

32 conservation districts

Cover Crop	2
Heavy Use Area Protection	8
Pasture Planting	31
Pasture Tap	1
Pipeline	6
Pond Cleanout	37
Pumping Plant	25
Watering Facility	21
Well	30

Geographic Information Systems Projects – Wendie Sharp

- Continued project management of Easement Mapping Initiative for watershed dams.
- As of June 14, a total of 6,810 easements linked to 1,797 dams have been mapped. *The total from month-to-month can fluctuate due to record modifications.*
- Mapped 20 easements linked to 4 dam sites.
- Synced team's easement data with master easement geodatabase.
- Worked with J. Stewart on easement maps (4 sites):
Rock 4A Upper Black Bear 62 Double 1 Whitegrass-Waterhole 6
- Built elevation contour data for multiple watershed sites (10):
Caston Mountain 1-5 Upper Black Bear 62 Double 1
LeFlore County Noble County Caney Valley
Uncle Johns 4 Rush 31 Quapaw 15
East Canadian County Garvin Lincoln County
- Received district easement documents. Downloaded files to OGI file share (3 districts).

Latimer County Comanche County Cherokee County

- Worked with Comanche County on easement documentation format.
- Prepared presentation on Watershed Easement Mapping Initiative for the May OCC
- Quarterly Full Staff Meeting.
- Worked on various Awards & Recognition Committee tasks. Planning and preparation for our quarterly full staff meeting.
- Started Blue Marble Global Mapper Training, June 10.
- Attended May OCC Quarterly Full Staff Meeting, May 29.
- Started supervisor training course on Microsoft Office, May 31.
- Attended Commission Meeting, June 3.

Geographic Information Systems Projects – T J Hathcock

- Digitized 510 easement documents linked to 145 watershed dam projects (5 Districts)
 Creek County Noble County North Caddo
 South Caddo West Caddo
- Completed map of Counties and Conservation District boundaries for Janet Stewart
- Attended OCC Full Staff Meeting, May 29.
- Attended OCC Commission Meeting, June 6.

Watershed Rehabilitation and New Construction

- NRCS rehabilitation and new construction agreement management.
- Administrative, technical and land rights assistance to:

<u>Dam / Sponsor</u>	<u>Project Phase</u>
New Construction	
Lower Bayou 12 / Love County CD	Permitting / Land Rights
Design complete, assisting district to secure land rights	
Rehabilitation	
Little Wewoka 12 / Hughes County CD	Planning
Rehab plan is in the final review stage	
Oak 5 / Kiowa County CD	Planning
Rehab plan is being developed	
Sallisaw 13 & 19 / Sequoyah County CD	Planning
Rehab plan is being reviewed, working with SHIPO on cultural resources	
Sallisaw 36 / Sequoyah County CD	Planning
Rehab plan is complete, working with SHIPO on cultural resources	
Scraper Hollow 2 / Adair County CD	Planning
Rehab plan is being developed, geologic field work was completed May 20 and 21, district is coordinating with all parties to schedule the unfinished archeology field work and video pipe inspection	
Sugar 20 / West Caddo CD	Planning
Rehab plan is being developed	
Uncle John 10 / Central North Canadian River CD & East Canadian County CD	Planning
Rehab plan has been signed by sponsors. NRCS will begin the process to request funding for design.	
Upper Washita 57 / Upper Washita CD	Planning
Rehab plan is being developed	
Rock 10 & 12 / Murray County CD	Planning

Rehab plan has been signed by sponsor. NRCS will begin the process to request funding for design.	
Caston Mountain 1 & 2 / Latimer County CD	Design
Rehab design is 90% complete, a review with the district and OCC has been schedule for June 4.	
Quapaw 15M / City of Meeker	Design
NRCS cancelled contract with A&E firm for nonperformance, they are currently in the process of securing a new A&E firm to complete the design	
Upper Clear Boggy 26 / Pontotoc County CD	Design
Rehab design is being developed	
Boiling Springs 1 / Latimer County CD	Permitting / Land Rights
Design is complete, currently working on a solution to relocation of a mobile home behind the dam	
Fourche Maline 7M / city of Wilburton	Permitting / Land Rights
Design is complete, assisting city of Wilburton with obtaining all needed easements	
Sallisaw 33 / Sequoyah County CD	Permitting / Land Rights
Remains in litigation, NRCS is working on the 404 permit	
Upper Black Bear 62 / City of Perry	Permitting / Land Rights
Land rights have been completed, response to comments received from public on the 404 permit have been submitted to USACE, reviewed project status with City of Perry	