

District Employees Report
Oklahoma County Conservation District
August 3, 2011

District Manager

- Met with Kevin Gustavson to discuss Spencer Elementary rain garden location on July 11
- Staked rain garden design with Dukes and Inmon on July 28
- Met with County Commissioner Brian Maughn and others to discuss cedar program
- Made several follow-up checks on Grove Valley wetland
- Assisted Becky with annual report for FY 2011
- Met with Dan at Biltmore Hotel to discuss contract for 2012 Land and Range Judging Contest
- Assisted Inmon with preliminary web page design
- Met with Tim Hight, Executive Director of Eastern Oklahoma County Development Association

District Secretary

- Prepared monthly financial statement and payroll tax reports
- Updated financial worksheets and budget allocation for FY 2011
- Reconciled monthly bank statement and balanced checkbook
- Prepared monthly payroll and time sheets, pre-claim summary
- Prepared and submitted claims to OCC
- Mailed Oaths of Office and Loyalty Oaths for Kunze and Moehle to County Clerk for filing
- Follow-up with Kevin Gustavson on Spencer rain garden project
- Prepared monthly board meeting minutes and distributed to OCC and agency partners
- Setup worksheet to track annual budget allocations
- Prepared new financial worksheets to track FY 2012 receipts and expenditures
- Registration for NACD meeting on August 7-9
- Prepared application for event sponsorship for National Land & Range Judging Contest to send to OKC Convention and Visitors Bureau
- Order education posters from NRCS Landcare site
- Prepared materials requested by auditor for annual audit
- Worked with Bartolina to develop a preliminary website design
- Went to field with Dukes and Bartolina to stake rain garden at Spencer Elementary
- Prepared FY 2011 Annual Report to the Conservation Commission
- Assisted Cleveland County Conservation District and Corporate sponsors with E-waste event held in Norman on July 30

DISTRICT MANAGER REPORT
Latimer County Conservation District
Board of Directors Meeting
November 10, 2011

REPORTS: (Talihina & Latimer County Conservation Districts)

Minutes of Regular Meetings & Locally-Led Meeting (LCCD)

Reimbursement Claims and Paid Bills

Monthly Cost-Share Reports

Monthly Performance Checklist for District Assistance to NRCS

Made Federal & FICA Tax Deposits on-line

Quarterly Tax Reports

Government Units Surveys

- State Cost Share Program Year 13
 - Began application period (TCD)
 - Advised successful applicants of their approved practices (LCCD)
- Filing
- Assisted NRCS with filing, miscellaneous correspondence, and obtaining signatures on EQIP payment forms and modifications
- Monthly Statements
- Submitted News Articles: State Cost Share Year 13, Poster Contest (LCCD)
- Held Speech Contest (LCCD) with 10 participants
- Held Poster (35) and Essay Contests (46) for TCD
- Held Poster Contest for LCCD (342)
- Held Natural Resource Awareness Day with 459 attending and began follow-up (thank you notes to facilitators and sponsors)
- Preparations for Area 5 OACD Meeting
- Attended employees insurance meeting in McAlester
- Submitted soil test for Peggy Miller (TCD)

OCTOBER CALENDAR

11/03/11	Talihina Conservation District Board Meeting
11/03/11	Haskell County Conservation District Bankers Award Program
11/09/11	Burn Training – McAlester, Okla.
11/10/11	Latimer County Conservation District Board Meeting
11/11/11	HOLIDAY – Veteran’s Day
11/14/11	NRCS & District Forestry Training
11/15/11	NRCS & District Defensive Drivers Training – McAlester, Okla.
11/17/11	OACD Area 5 Meeting
11/24-25/11	HOLIDAY - Thanksgiving

EQUIPMENT MANAGER REPORT

Latimer County Conservation District Board of Directors Meeting November 10, 2011

Watershed O&M

- Checked Site 8
- Cleaned trash on Sites 9 & 11

Miscellaneous

- Picked up supplies for the Natural Resource Day, cleaned ice chests, and picked up cooker, and cleaned up after the event
- Assisted in judging poster and essays for the Area Contests
- Grounds maintenance at the new location and the warehouse
- Routine office paperwork
- Checked acres completed for Squires & Circle F Ranch

Equipment Rental

Custom Work

- Disking -- Jim Wynn

Equipment Repair

- Cleaned out tubes on grain drill and delivered it to John McCabe

NRCS Assistance

Upper Elks Watershed Monthly Report

June 2011

1. Cut brush and trees on Boggy Creek 18
2. Dug out filterhouse barrel, repaired erosion and cattle trails on Turkey 12
3. Washed out used chemical jugs
4. Helped George clean out foundation drain on East Canadian CD site
5. Repaired cement chute and mowed ¼ mile on SCL Channels
6. Dug out filterhouse barrels on Cavalry Creek 4 & 13
7. Cleaned out and cleaned up old commission pickup
8. Took old pickup to OKC and picked up new pickup
9. Completed high hazard assessment on boggy Creek 27
10. Picked up equipment at Bobcat and hauled to West Caddo CD
11. Helped George and Tony install diesel tank and air compressor on new pickups
12. Mowed Cavalry 26
13. Cut trees out of fence line on Turkey Creek 9
14. Repair erosion on front tow on Upper Elk Creek 3B

Steven's Report

June 2011

Cleaned out chemical jugs at Clinton shop.

Filled in cattle trails on Turkey 12.

Worked on Cottonwood site, ran clean out machine in foundation drain with George Moore.

Mowed and filled dirt in around cement chute on SEC channel.

Cleaned out filter house on Cavalry 4, 13.

Mowed UEC channel.

Mowed Cavalry 19.

Video pipe on Boggy 27. Hazard assessment.

Picked up and delivered extra skidsteer to Fort Cobb CD.

Worked on mounting fuel tanks and air compressors on commission pickups.

Cut trees and mowed cavalry 26.

Cut and sprayed trees in boundary fence at Turkey 9.

Built boat rack for commission pickup.

Worked on front slope erosion and fence on UEC 3B.

Cleaned up around yard at Sentinel.

Talk to Monty about producers getting paid for carbon program.

DISTRICT MANAGER REPORT

WATERSHEDS

Checked Call OKIE Tickets and Intent to Drill Applications

Had to go to the field and check call OKIE tickets to make sure they would not interfere with the watershed sites

Worked on the Dam Watch Program

Completed and mailed SF-424 on Upper Washita #46, 57, 47, 49 and Quartermaster #19a

Installed a valve on Quartermaster #7, landowner requested and paid for

Surveyed Upper Washita #33 for house location

Completed inspections on Upper Washita #33, 44, 55

Worked with Robert Toole about Assumption of risk and release of liability on Upper Washita #33

GRASS SEED PROGRAM

Delivered a drill to Millard Elliott

Ordered grass seed for Millard Elliott

OFFICE COMPUTER WORK

Reports, taxes, payroll, end of month reports, worked with the auditor on annual audit, cleaned files and destroyed documents that had personal identification numbers on them

CONSERVATION EDUCATION

Poster, Speech and Essay Contest

Outdoor Classroom Day

Conservation Drought Seminar

Worked the Wildlife Expo

Attended 4 state Conference at Lake Keystone

Wrote news article about winners of the contest

Thank you letters to the instructors and donators for the Outdoor Classroom Activities

STATE COST SHARE PROGRAM

Developed news article and pamphlets

Developed new forms for cost share program #13

Took applications from Hat Creek Cattle Co., Enos Kauk, Y.C. Fuchs, William Crowley, Kenneth Heronema, and Jimmy Taylor

MEETINGS

SWODA Meeting about grants

Insurance meeting

PERSONNEL QUESTIONS

Talked to Lisa Knauf-Owen and Robert Toole about personnel issues

OFFICE BUILDING

Worked on grant for remodeling office building

NRCS WORK

Promoted Farm Bill program, acted as receptionist, keep up with where they are, help landowners with their contracts and provided technical assistance

REPORTS

Worked up monthly reports, Paid IRS, unemployment and State Tax taxes, Prepared Board Meeting reports, worked on bills owed to the district, completed payroll reports and sent to OCC, and Sales Tax report