



# Oklahoma Conservation Commission Procurement Audit

**Audit and Internal Investigations**  
August 2017

**Audit Performed by**  
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This audit was performed pursuant to 74 O.S. § 85.5.E., Oklahoma Statute Title 61 and Oklahoma Administrative Code 580:20.

## AUDIT HIGHLIGHTS

### Oklahoma Conservation Commission Procurement Audit

(Completed June 2017)

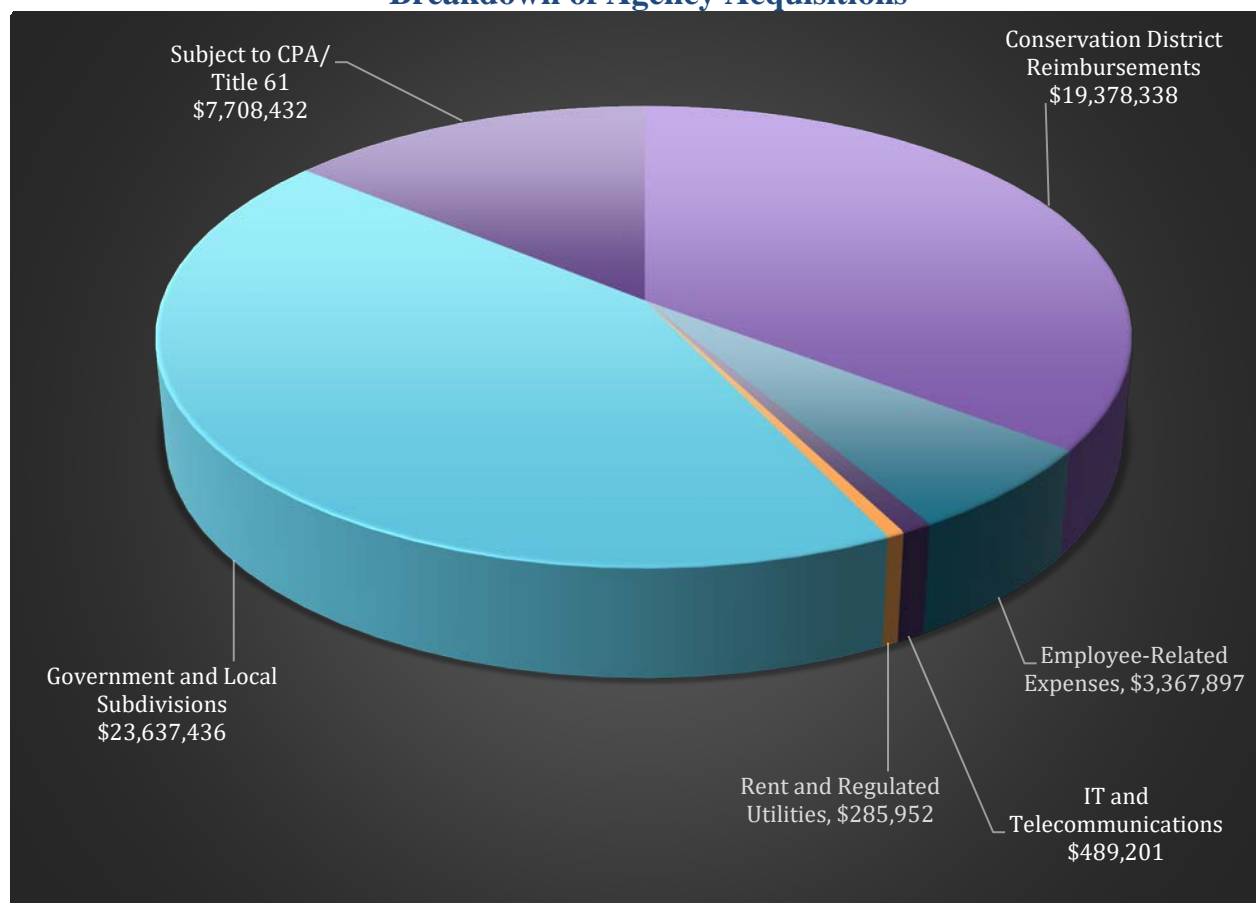
#### Why We Conducted This Audit

This report provides information on the compliance with the Central Purchasing Act (CPA), Oklahoma Statute Title 61, Oklahoma Administrative Code 580:20, and the strength and execution of the agency's approved internal purchasing procedures.

#### Summary of Acquisitions

The chart below depicts new acquisitions during the audit period, acquisitions with no purchase order during the audit period and any acquisitions that occurred prior to the audit period that had a corresponding expenditure during the audit period. The audit period was July 1, 2015, to Sept. 26, 2016. The agency's total acquisitions associated with the audit period were \$54,867,257.

**Breakdown of Agency Acquisitions**

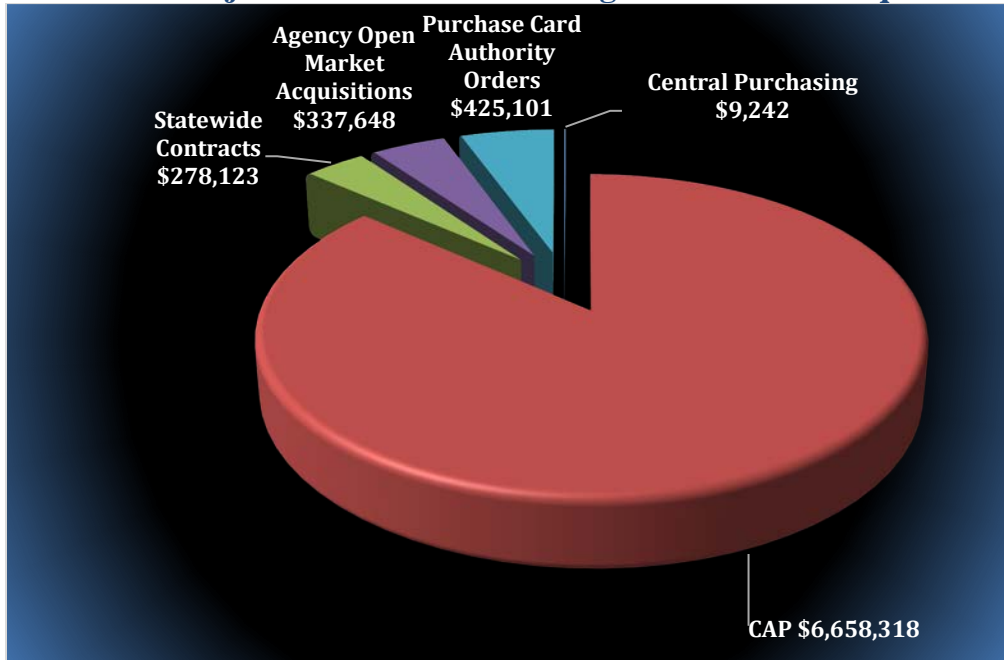


Purchases that are exempt from the Central Purchasing Act were not included in the audit. In addition to the standard exemptions from the state purchasing requirements, \$19 million in conservation district reimbursements are exempt from state purchasing regulations and were not included within our audit scope.

## PURCHASING DELEGATED TO THE AGENCY

Purchases related to OMES administrative policy totaled \$7,708,432 for the audit period. The primary focus of our audit was purchases applicable to the Central Purchasing Act that are delegated to the agency through the state purchasing director and Construction and Property (CAP) acquisitions. These purchases included agency *open market acquisitions* totaling \$337,648 and the agency responsibility related to *construction and properties acquisitions* totaling \$6,658,318. The audit did not include agency purchase card transactions.

**Purchases Subject to Central Purchasing Act and CAP Acquisitions**



## What We Found

Open market acquisitions performed by the agency during our audit period totaled \$337,648. Agency open market purchases are purchases that are open to all vendors and processed by the agency's purchasing division. Our audit included open market acquisitions plus \$6,658,318 of CAP contracts, which totals \$6,995,967. This amount represents 13 percent of the agency's purchasing for the period audited. Based upon our audit, we have determined the agency did significantly comply with the following audit objectives:

- Determine if the agency has implemented internal controls and if the agency's controls are operating effectively in relation to the procurement program;
- Determine if the agency's procurement program is in compliance with the agency's approved internal purchasing procedures, the Central Purchasing Rules, and the Oklahoma Central Purchasing Act; and

- Determine if the agency is in compliance with the Oklahoma Statute Title 61 and Oklahoma Administrative Code 580:20.

## FINDING SUMMARY

- **Finding 16-645-04:** One hundred percent of applicable professional service contracts did not follow eight requirements for service contracts such as: performing a performance evaluation, contracts did not include the required clauses for compliance and participation in the Status Verification System, and the contracts did not include an audit clause.
- **Finding 16-645-01:** Forty-two percent of invoices were dated before the purchase order date and 19 percent of invoices were dated before the Request for Acquisition form.
- **Finding 16-645-02:** One hundred percent of applicable purchase orders for acquisitions from \$5,000.01 to \$25,000 did not contain a written evaluation for the selection of the vendor.
- **Finding 16-645-05:** The agency's internal purchasing procedures have not been updated since 1999.
- **Finding 16-645-03:** Eighty-three percent of applicable purchase orders were missing the Certification of Competitive Bid and/or Contract (Non-Collusion Certification). One hundred percent of applicable purchase orders were missing verification of sales tax permit or exemption document. Lastly, 100 percent of applicable purchase orders were missing documentation the supplier confirmed registration with the Secretary of State.

## DETAILED FINDINGS AND MANAGEMENT RESPONSES

### Finding 16-645-04: Service Contracts

**Condition:** 1. During our audit we reviewed service contracts for compliance with the purchase rules. We reviewed seven applicable service contracts totaling \$183,744 to verify solicitation and contract included the required clauses regarding state compliance and participation in the Status Verification System. All seven contracts (100 percent error rate) were missing the required clauses.

2. We reviewed six applicable service contracts to verify the agency obtained a signed sworn statement from the vendor when the final product is a written report. The signed statement certifies the supplier has not previously provided the state agency or another state agency with a final product that is a substantial duplication of the final product of the proposed contract. All six contracts (100 percent error rate) were missing a signed sworn statement.

3. We reviewed seven applicable service contracts to verify the agency completed and retained an original performance evaluation. All seven contracts (100 percent error rate) were missing an original performance evaluation.

4. We reviewed seven applicable service contracts to verify the agency monitored/audited the professional service contract. All seven contracts (100 percent error rate) were missing documentation that the agency monitored/audited the professional service contract.

5. We reviewed seven applicable service contracts to verify an audit clause was included in the contract. The audit clause indicates that all items in relation to professional services are subject to examination by the agency and the state auditor and inspector. All seven contracts (100 percent error rate) were missing the audit clause.

6. We reviewed seven applicable service contracts to confirm the no agency-verified employee(s), terminated within a year's time, were contracted for the professional service contract. All seven contracts (100 percent error rate) were missing this verification.

7. We reviewed seven applicable service contracts to verify the contract included a statement certifying that no person who has been involved in any manner in the development of that contract while employed by the state shall fulfill any of the services provided for under said contract. All seven contracts (100 percent error rate) were missing this statement.

8. We reviewed two applicable service contracts to verify the agency submitted form 091 to notify the state purchasing director of their exemption from competitive bidding within 15 days of completion of an acquisition of professional services as required by policy. Both contracts (100 percent error rate) were missing form 091.

**Cause:** Agency either failed to complete the necessary forms or did not know they were needed.

**Effect or Potential Effect:** By not including the required clauses and obtaining the required documents, the state is unprotected and vulnerable to litigation and unable to enforce the laws within vendor contracts as required by the state law.

**Criteria:** 1. The Procurement Information Memorandum 10-01 states in part:

The Central Purchasing and Construction and Properties divisions require all service contracts from this date forward contain the following language:

The [Supplier/Contractor/Consultant/Construction Manager/etc.] certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

The Oklahoma Central Purchasing Act **74 O.S. § 85.41 Professional Services** states in part:

2. F.1. If the final product of the professional services contract is a written proposal, report, or study, the professional services contract shall require the supplier to certify that the supplier has not previously provided the state agency or another state agency with a final product that is a substantial duplication of the final product of the proposed contract.

3. B. The state agency shall evaluate the performance of the professional services provided pursuant to all professional services contracts exceeding the "fair and reasonable" dollar threshold. The performance evaluation shall indicate the quality of service or work product of the supplier. The state agency shall retain the evaluation in the document file the state agency maintains for the acquisition pursuant to Section 85.39 of this title. If the evaluation indicates deficiencies with the supplier's work, the state agency shall send a copy of the evaluation to the State Purchasing Director.

4. D. A state agency shall administer, monitor, and audit the professional services contract. The State Purchasing Director may require the state agency to report to the State Purchasing Director the status of an unfinished professional services contract.

5. E. A professional services contract shall include an audit clause which provides that all items of the supplier that relate to the professional services are subject to examination by the state agency, the State Auditor and Inspector and the State Purchasing Director.

Oklahoma Central Purchasing Act **74 O.S. § 85.42 One Year Limitation on Entering Contracts with Certain Persons – Exemptions** states in part:

6. A. Except as otherwise provided for in this section, any agency, whether or not such agency is subject to the Oklahoma Central Purchasing Act, is prohibited from entering into a sole source contract or a contract for professional services with or for the services of any person, who has terminated employment with or who has been terminated by that agency for one (1) year after the termination date of the employee from the agency. The provisions of this subsection shall not prohibit an agency from hiring or rehiring such person as a state employee.

7. B. Each contract entered into by any person or firm with the State of Oklahoma shall include a statement certifying that no person who has been involved in any manner in the development of that contract while employed by the State of Oklahoma shall be employed to fulfill any of the services provided for under said contract. This subsection shall not preclude faculty and staff of the institutions within The State System of Higher Education from negotiating and participating in research grants and educational contracts. Nor shall this subsection apply to personnel of the Capital Resources Division of the Oklahoma Department of Commerce who contract to provide services to the Oklahoma Capital Investment Board.

Oklahoma Central Purchasing Act **74 O.S. § 85.7 Competitive Bid or Proposal Procedures** states in part:

8. A.3.c. A state agency that makes an acquisition pursuant to this paragraph shall notify the State Purchasing Director within fifteen (15) days following completion of the acquisition. The Department of Central Services shall compile a list of the exempt contracts and send the list to a member of the Appropriations and Budget Committee of the House of Representatives or Appropriations Committee of the Senate, if the member requests.

**Recommendation:** We recommend the agency develop and implement an acquisition checklist for service contracts to assist in obtaining the required supporting documentation for the acquisition file prior to awarding the contract.

#### ***Management's Response***

**Date Responded:** 6-9-17

**Respondent:** Assistant Director of Financial Management and Human Resources

**Response:** Concur

#### ***Corrective Action Plan***

**Contact Person:** Assistant Director of Financial Management and Human Resources

**Anticipated Completion Date:** 12-31-17

**Corrective Action Planned:** An acquisition checklist will be included as part of our internal purchasing procedures.

## Finding 16-645-01: Invoice Dates

**Condition:** During our substantive testing of purchase order (PO) threshold \$0.00 to \$5,000, we noted seven invoice dates were before the PO date (44 percent error rate). We also noted four invoice dates were before the Request for Acquisition (RFA) form date (25 percent error rate).

For our testwork of POs \$5,000.01 to \$25,000, we noted three invoice dates before the PO date (50 percent error rate) and one invoice date before the RFA date (17 percent error rate).

For our testwork of POs \$25,000.01 to \$50,000, we noted one invoice date before the original PO date (33 percent error rate).

<u>PO Number</u>	<u>RFA Date</u>	<u>PO Date</u>	<u>Invoice Date</u>	<u>Vendor Name</u>	<u>Amount</u>
6459003647	4/9/2013	4/23/2013	10/18/2012	South Central Arc User Group	\$2,475.00
6459004083	4/30/2015	5/6/2015	4/16/2015	Metro Technology Centers	\$300.00
6459004211	7/16/2015	8/7/2015	4/13/2015	Project Wet Foundation	\$1,800.00
6459004223	9/1/2015	9/10/2015	9/1/2015	Society of Environmental Journalists	\$1,275.00
6459004224	9/1/2015	9/16/2015	9/1/2015	Oklahoma Publishing Company	\$150.00
6459004236	11/24/2015	11/30/2015	10/30/2015	Keep Oklahoma Beautiful Inc.	\$500.00
6459004271	2/16/2015	5/16/2016	5/6/2015	Oklahoma Assoc of Conservation Districts	\$1,560.00
6459003355	1/9/2012	1/9/2012	12/30/2011	Daniel J Gamino & Assoc PC	\$9,872.00
6459004215	6/22/2015	8/19/2015	7/12/2015	Sharp Electronics Corporation	\$18,718.30
6459004333	5/6/2016	8/10/2016	7/13/2016	Environmental Systems Research Institute	\$9,243.00
6459004305	11/14/2014	8/3/2016	7/2/2016	Jack R Davis	\$45,000.00

The agency made unauthorized commitments on behalf of the agency. No ratification agreements were performed.

**Cause:** Some POs were not issued in time due to a delay in the budget process.

**Effect or Potential Effect:** By allowing purchases to be made before fulfilling the proper procedures, the agency is maximizing the risk of excessive or unauthorized purchases by the state.

**Criteria:** The Oklahoma Constitution, Article 10 Revenue and Taxation **§X-23. Balanced Budget – Procedures** states in part:

The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma.

Oklahoma Conservation Commission Internal Purchasing Procedures **Request for Acquisition Form** states in part:

**Use.** The “Request For Acquisition” form shall be used by all divisions of the OCC.

**Requesting Division.** The form shall contain data elements the requesting division completes. Those elements shall include: identification of the person, unit or group requesting the acquisition; acquisition description; acquisition price estimate; acquisition justification narrative; specification of product or service, and whether acquisition is a sole

source; specification of accounting fund for fund encumbrance; approval signature of division director or designee; and, date of signature by the division director or designee.

**Recommendation:** We recommend the agency use the purchase card to register for conferences/seminars whenever possible as well as implement a procedure that ensures the proper procurement process is used. Ratification agreements should be used when necessary.

**Management's Response**

**Date Responded:** 6-9-17

**Respondent:** Assistant Director of Financial Management and Human Resources

**Response:** Concur

**Corrective Action Plan**

**Contact Person:** Assistant Director of Financial Management and Human Resources

**Anticipated Completion Date:** 12-31-2017

**Corrective Action Planned:** Adjustments will be made to the agency's policies and shared with division staff to ensure purchase orders are issued before invoices are received.

## **Finding 16-645-02: Written Evaluations**

**Condition:** During our testing of purchasing threshold \$5,000.01 to \$25,000, we noted three purchase orders (100 percent error rate) did not contain a written evaluation of criteria considered in the selection of the supplier for the acquisition.

**Cause:** Agency either failed to complete the necessary forms or did not know they were needed.

**Effect or Potential Effect:** The state cannot be certain it is receiving the best value. Increased risk of collusion could occur and go undetected. Without a written evaluation of criteria, the selection method lacks support. There is an increased possibility for vendor protests that result in awards being overturned.

**Criteria:** The Oklahoma Administrative Code 260:115 §115-7-13. **Acquisitions over \$5,000.00 and not exceeding \$25,000.00** and §115-7-15. **Acquisitions over \$25,000.00 and not exceeding \$50,000.00** state in part:

**(c) Supplier selection.**

(3) The state agency shall make a written evaluation of criteria considered in selection of the supplier for the acquisition. Documentation of prices, delivery dates and the evaluation shall be placed in the acquisition file.

**Recommendation:** We recommend the agency develop and implement a written evaluation of criteria tool to document the selection of awards. We also recommend developing a process for evaluating the bids and document the new process within the agency's internal purchasing procedures.

**Management's Response**

**Date Responded:** 6-9-17

**Respondent:** Assistant Director of Financial Management and Human Resources

**Response:** Concur

### ***Corrective Action Plan***

**Contact Person:** Assistant Director of Financial Management and Human Resources

**Anticipated Completion Date:** 12-31-17

**Corrective Action Planned:** A written evaluation tool will be included as part of our internal purchasing procedures.

### **Finding 16-645-05: Internal Purchasing Procedures**

**Condition:** During the planning phase of our audit, we noted the OCC Internal Purchasing Procedures have not been updated since 1999. After the purchase card audit conducted by the Oklahoma Department of Central Services (DCS) back in 2012, OCC responded to an internal purchasing procedures finding by saying they would immediately update their purchasing procedures with purchase card procedures and file it with the DCS Central Purchasing Division of the Office of State Finance.

**Cause:** Unknown.

**Effect or Potential Effect:** The internal purchasing procedures used by the agency are outdated and may require more work in the purchasing process than needed. In addition, Central Purchasing has the ability to lower the agencies current purchasing limit due to their internal purchasing procedures not being up to date.

**Criteria:** The certified procurement officer announcement dated Dec. 8, 2009, states in part:

To all Certified Procurement Officers,

Reminder: State Agencies Internal Purchasing Procedures  
Title 74, O.S. Section 85.39 (Central Purchasing Act)

Pursuant to HB 1032 (2009) all state agencies shall have their internal purchasing procedures reviewed and approved by the Director of Central Services by December 31, 2009 in order to receive the higher authorized dollar thresholds (\$50,000). Agencies that do not have approved internal purchasing procedures will be reduced to the previous authorized dollar threshold until such time the procedures become approved.

Please submit your internal purchasing procedures electronically (Microsoft Word) to Keith Gentry, [keith\\_gentry@dcs.state.ok.us](mailto:keith_gentry@dcs.state.ok.us) in the Central Purchasing Division.

If you have questions contact Keith via email or at 405-522-4878

Thank you for your assistance.

**Recommendation:** We recommend the agency update their internal purchasing procedures as soon as possible.

### ***Management's Response***

**Date Responded:** 6-9-17

**Respondent:** Assistant Director of Financial Management and Human Resources

**Response:** Concur

### ***Corrective Action Plan***

**Contact Person:** Assistant Director of Financial Management and Human Resources

**Anticipated Completion Date:** 12-31-17

**Corrective Action Planned:** We will update our internal purchasing procedures.

### **Finding 16-645-03: Sales Tax/Non-Collusion/Secretary of State**

**Condition:** 1. During our testing of purchasing threshold \$5,000.01 to \$25,000, we noted four purchase orders (80 percent error rate) were missing the Certification of Competitive Bid and/or Contract (Non-Collusion Certification).

During our testing of purchasing threshold \$25,000.01 to \$50,000, we noted one purchase order (100 percent error rate) was missing the Certificate of Competitive Bid and/or Contract (Non-Collusion Certification).

2. During our testing of purchasing threshold \$5,000.01 to \$25,000, we noted three purchase orders (100 percent error rate) missing verification of sales tax permit or exemption document.

3. During our testing of purchasing threshold \$25,000.01 to \$50,000, we noted one purchase order (100 percent error rate) was missing documentation of the supplier (vendor) confirmed registration with the Secretary of State (SOS) and franchise tax payment status.

**Cause:** 1. Agency either failed to complete the necessary forms or did not know they were needed.

2 and 3. Agency stated these were the responsibilities of the Office of Management and Enterprise Services – Vendor Maintenance.

**Effect or Potential Effect:** The agency may not be aware that they are entering into a contract with a vendor who owes outstanding taxes or a vendor who cannot legally conduct business in Oklahoma.

**Criteria:** 1. The Oklahoma Administrative Code 260:115 §115-7-13. **Acquisitions over \$5,000.00 and not exceeding \$25,000.00** and §115-7-15. **Acquisitions over \$25,000.00 and not exceeding \$50,000.00** state in part:

(A) **Non-collusion certification.** Pursuant to requirements in 74 O.S. §85.22, a non-collusion certification shall be included with any competitive bid and/or contract submitted to the State for goods or services. The certification shall have an authorized signature of the supplier certifying the non-collusion statement with full knowledge and acceptance of all its provisions.

2. Oklahoma Administrative Code 260:115 §115-7-13. **Acquisitions over \$5,000.00 and not exceeding \$25,000.00** state in part:

(B) **Sales Tax Permit Verification.** Prior to the award of a contract, the state agency must verify that the supplier has obtained a current sales tax permit in accordance with the laws of Oklahoma. Documentation of verification of a current sales tax permit, which must be a copy

of the sales tax permit, the vendor's explanation of exemption, or confirmation of the permit's status obtained from the Oklahoma Tax Commission, must be filed in the acquisition file.

3. Oklahoma Administrative Code 260:115 §115-7-15. **Acquisitions over \$25,000.00 and not exceeding \$50,000.00** state in part:

(E) **Verification of registration and status with Secretary of State.** Prior to the award of a contract, the acquiring state agency must verify, pursuant to applicable provisions of law, that the supplier is registered with the Secretary of State and franchise tax payment status pursuant to 68 O.S. §1203 and §1204.

**Recommendation:** We recommend the agency develop and implement an acquisition checklist to assist in obtaining the required supporting documentation for the acquisition file prior to awarding the contract.

***Management's Response***

**Date Responded:** 6-9-17

**Respondent:** Assistant Director of Financial Management and Human Resources

**Response:** Concur

***Corrective Action Plan***

**Contact Person:** Assistant Director of Financial Management and Human Resources

**Anticipated Completion Date:** 12-31-17

**Corrective Action Planned:** Agency purchasing policies will be adjusted to include a checklist to ensure all documentation is attached to acquisitions.

## APPENDIX

### Methodology

- Interviews were conducted with the agency's staff members.
- Internal controls over the procurement program were documented and evaluated.
- A statistical sample of transactions was examined.
- Overall program compliance with the rules related to the audit objectives was evaluated.

### Sampling

We used IDEA data analysis software to categorize and sample units to be tested. Our random samples were selected using statistical sampling methods with confidence levels equal to or greater than 95 percent. Below is a table depicting the sampling size per stratified category for standard procurement transactions. The population for substantive testwork was 46 transactions totaling \$6,971,397.21.

Category	Total Pop (\$)	Sample Pop (\$)	% Sample \$ to Total \$	Total Population Units	Sample Population Units	% Sample Units to Total Units
<b>\$0 - \$5,000</b>	\$55,491.85	\$30,922.36	56%	53	18	34%
<b>\$5,000.01 - \$25,000</b>	\$102,156.57	\$102,156.57	100%	8	8	100%
<b>\$25,000.01 - \$50,000</b>	\$90,000.00	\$90,000.00	100%	2	2	100%
<b>\$50,000.01 - \$100,000</b>	\$90,000.00	\$90,000.00	100%	1	1	100%
<b>Construction and Properties</b>	\$6,658,318.28	\$6,658,318.28	100%	17	17	100%
<b>Totals</b>	<b>\$6,995,966.70</b>	<b>\$6,971,397.21</b>	<b>99.6%</b>	<b>81</b>	<b>46</b>	<b>57%</b>

### Executive Summary

**Organization:** Oklahoma Conservation Commission

**History and Overview:** Authorized under the Conservation District Act in 1937 when Oklahoma landowners faced the serious problem of erosion from wind and water, the early-day work for the Conservation Commission was to eradicate these problems. Today the Conservation Commission, the federal USDA Natural Resources Conservation Service, and a network of 85 local conservation districts cooperatively carry out conservation in Oklahoma. In addition to providing direct technical assistance to local land users for soil and water conservation, the commission and conservation districts are responsible for upstream flood control protection, a state-funded conservation cost-share program, reclamation of abandoned mine land, and nonpoint source water quality monitoring, planning and management, in addition to a variety of educational and informational activities.

**Abandoned Mine Land Reclamation Program** – The Oklahoma Conservation Commission is the state agency designated to administer the federally funded Abandoned Mine Land (AML) Reclamation Program.

The mission of the program is to reclaim abandoned mine land in Oklahoma. The AML Program, through the Office of Management and Enterprise Services, contracts with private contractors to perform the reclamation work. All AML lands are prioritized based on potential threat to the public health and safety. Oklahoma's abandoned mine land sites are reviewed by the State Reclamation Committee, which includes state and federal agencies and private nonprofit associations.

**Blue Thumb Education Program** – Blue Thumb is an education program of the Conservation Commission's Water Quality Division. It works to educate the public about protecting streams through hands-on educational experiences, presentations and water quality monitoring.

**Carbon Sequestration Certification Program** – The Conservation Commission is designated to verify and certify carbon offsets and avoided emission of greenhouse gases. The program encourages Oklahomans to voluntarily protect water quality; prevent soil erosion and improve soil quality; and improve air quality by adopting conservation practices that sequester or avoid emissions of greenhouse gases.

**Conservation Cost-Share Program** – The Oklahoma Legislature established the Oklahoma Conservation Cost-Share Program in 1998. The Oklahoma Conservation Commission administers the program at the state level and local conservation districts administer it locally. The program provides funds, as appropriated by the legislature, to conservation districts to be used to install conservation practices on the land to reduce soil erosion and improve water quality.

**Conservation Districts** – Oklahoma's 85 conservation districts are legal subdivisions of state government organized by local residents. The entire state is divided into conservation districts, often, but not always, along county lines. Each conservation district office offers a variety of natural resource information including soil surveys. Conservation districts provide services to large segments of the public, including farmers, ranchers, community planners, public health officials, developers, educators, students and rural and urban citizens. The Conservation Commission's District Services Division is a liaison to conservation district boards and employees to enhance the capabilities of districts to deliver a variety of services and programs. A directory of conservation district offices, addresses and telephone numbers is available on the Conservation Commission's website at [www.conservation.ok.gov](http://www.conservation.ok.gov).

**Conservation Education** – The Conservation Education program involves educational assistance to conservation districts, training for teachers, and cooperative projects with other state and federal agencies and higher education entities. The agency is the lead state co-sponsor of the Project WET (Water Education for Teachers) education curriculum, and chairs the Oklahoma Environmental Education Coordinating Committee, which it formed in response to the Oklahoma Environmental Quality Act of 1933, which designated the agency to coordinate environmental education with all other state agencies in an effort to more efficiently serve the public through increased networking among agencies and reduced duplication of effort.

**Geographic Information and Technical Services** – In 1994 the Oklahoma Conservation Commission was authorized by the legislature to prepare a "Strategy for Developing a GIS for the State of Oklahoma," creating the State GIS Council to assist with this project. The Conservation Commission serves as the chair of the State GIS Council, which coordinates sharing and integration of GIS information between agencies to improve state functions. The Conservation Commission's Office of Geographic Information and Technical Services division's responsibilities include housing the State Office of Geographic Information and the State GIS coordinator as well as maintaining Oklahoma Conservation Commission's geographic information systems (GIS) operations and database. The division also coordinates computer network for the agency and for conservation districts.

**Nonpoint Source Water Quality** – The Oklahoma Environmental Quality Act (Laws 1992, c. 398) statutorily designated the Conservation Commission as the state's nonpoint source technical lead agency in carrying out Section 319 Nonpoint Source Management Programs of the Federal Clean Water Act Amendments of 1987. As such, the agency's Water Quality Division is responsible for the assessment, prioritization and management of nonpoint source pollution of the state's waters required under Section 319. The Water Quality Division monitors small feeder streams on a rotational basis to determine the impact of nonpoint source pollution on the state's water resources. This rotational monitoring program, supports the state's ambient monitoring program. The division coordinates the development and

management of a performance-based Priority Watershed Cost-Share Program, in which federal and state funds are made available to landowners to install conservation practices to reduce the state's nonpoint source pollution. The division director chairs the nonpoint Source Working Group, which is made up of federal, state and local agencies, environmental and producer groups, and Indian tribes. The group identifies priorities where funds and technical assistance will be directed.

**Pollution Complaints Tracking** – The Oklahoma Environmental Quality Act of 1993 also directed the Conservation Commission to establish and maintain a geographic information system (GIS) database for all citizen pollution complaints. This system became operational July 1, 1993.

**Small Watershed Upstream Flood Control Program** – The Conservation Commission assists the state's 85 local conservation districts in the construction of new and rehabilitation of aging Small Watershed Upstream Flood Control Program structures (most often dams) as well as operation and maintenance of those structures. Oklahoma has more than 2,100 upstream flood control dams, the most of any state in the nation.

**Soil Health Education Program** – An education program of the Conservation Commission's Water Quality Division, this program trains conservation district employees, directors and the public in the importance of soil health and its link to water quality, so that they may apply this knowledge on their land and share it with their local communities. The training program delves into soil health principles by teaching easy to use techniques for understanding, assessing and restoring soil health through hands-on learning opportunities.

**Wetlands** – In 1990, the Oklahoma Legislature, through O.S. 27 A § 3–2–108, gave jurisdiction to the Oklahoma Conservation Commission to prepare a Wetland Management Strategy for the State of Oklahoma. To guide the effort, the agency developed and chairs the Oklahoma Wetlands Work Group that is comprised of technical representatives from state and federal agencies involved with wetland management, tribal representatives, local governments, non-governmental institutions and industry representatives. The first wetlands strategy was completed in 1996 and is entitled "Oklahoma's Comprehensive Wetland Conservation Plan." The updated version is called the "Wetland Program Plan." The plan guides the state in providing assistance with wetland-related issues for Oklahomans, including promoting private and public cooperation in managing wetlands through a voluntary system using education, technical assistance, and incentives to bring the private and public sectors into wetlands management.

*Commissioners:*

*Mr. Karl Jett, Area 1*

*Mr. Mike Rooker, Area 2*

*Mr. Scotty Herriman, Area 3*

*Ms. Deanna LeGrand, Area 4*

*Mr. Bill Clark, Area 5*

## Staffing Levels

The agency is currently staffed with three classified employees and 47 unclassified employees.

## Key Staff

**Trey Lam, Executive Director**

**Lisa Knauf Owen, Assistant Director**

**Steve Coffman, Director of Financial Management and Human Resources/Comptroller**

**Sheryl Gibson, Assistant Director of Financial Management and Human Resources**