

## Send What to Who?

9/7/2022

Item	Send To	Due**
Annual Reports	Clancy Green	September 1
Approved Meeting Minutes	<i>Areas 1,2,4,5:</i> <a href="mailto:districtminutes@conservation.ok.gov">districtminutes@conservation.ok.gov</a> <i>Area 3:</i> Rhonda Bowman	Monthly, within 5 days after approval
Audit Timeframe Forms	Clancy Green	
Audits/Compilations AND 5J Filing Form	<i>Areas 1,2,4,5:</i> Kendall Brookins <i>Area 3:</i> Rhonda Bowman	November 1
Board member contact information updates	Clancy Green	
Budget Requests	Clancy Green	
Change of Meeting Notice(s)	<i>Areas 1,2,4,5:</i> <a href="mailto:districtminutes@conservation.ok.gov">districtminutes@conservation.ok.gov</a> <i>Area 3:</i> Rhonda Bowman	ASAP after filing
Cost Share Claims*	Taylor Marshall	
Cost Share Items/Questions	Taylor Marshall	
District Director Filing Forms	Clancy Green	
District Operation Questions	Clancy Green, Kendall Brookins, Rhonda Bowman	
Fleet Reports*	Paige Porter	
Form I-9, Employment Eligibility Form	David Uranga; cc'ed to Clancy Green	
Joint Plan of Operation	Clancy Green	June 30th
Local Operational Agreement with NRCS	Clancy Green	
Long Range Plans	Clancy Green	June 30th every 5th year
Net Worth Statement	<i>Areas 1,2,4,5:</i> Kendall Brookins <i>Area 3:</i> Rhonda Bowman	ASAP upon return from auditor
Notice of Lack of Quorum	<i>Areas 1,2,4,5:</i> <a href="mailto:districtminutes@conservation.ok.gov">districtminutes@conservation.ok.gov</a> <i>Area 3:</i> Rhonda Bowman	ASAP after meeting date
Notice of Newly Elected Officers	Clancy Green	August 1
Notice of Personnel Action	Clancy Green	
Notice of Regular Meetings	<i>Areas 1,2,4,5:</i> Kendall Brookins <i>Area 3:</i> Rhonda Bowman	December 15
NRCS Performance Worksheet/Operational Tasks	<i>Areas 1,2,4,5:</i> Kendall Brookins <i>Area 3:</i> Rhonda Bowman	Monthly, within 5 days after approval
O&M and Watershed Items/Questions	Tammy Sawatzky	
Performance Review Completion Letters/Notice	Clancy Green	
Pre-Claims (full-time, form 5C)*	District Services, no specific person	In OCC office by last working day of the month
Pre-Claims (part-time, form 5M)*	District Services, no specific person	In OCC office by the 10th of the following month
Proof of Publications	Clancy Green	

RCPP & WQ Claims*	Maryanne Dantzler-Kyer	
Recommendation for Appointment	Clancy Green	
Reimbursement Claims (Payroll, Operating, etc)*	Clancy Green	
Special Project Claims*	Lisa Knauf-Owen or Clancy Green	
Terms of Employment	Clancy Green	
Watershed Inspections	Tammy Sawatzky	
Watershed O&M Claims & Requests*	Tammy Sawatzky	

**\*These items MUST be originals and MUST be mailed, all other documents should be emailed with the originals retained in your office files.**

\*\*If no specific due date is provided, items are on an as needed/as required basis - check the district handbook & your email for guidance.