

## Send What to Who?

1/31/2023

Item	Send To	Due**
Annual Reports	Area District Coordinator <i>If no ADC, Clancy Green</i>	September 1
Approved Meeting Minutes	Area District Coordinator <i>If no ADC, Clancy Green</i>	Monthly, within 5 days after approval
Audit Timeframe Forms	Area District Coordinator <i>If no ADC, Clancy Green</i>	
Audit/Compilation Report County Clerk Stamped 5J Filing Form	Area District Coordinator <i>If no ADC, Clancy Green</i>	ASAP upon return from auditor & after board approval
Audit Filing Form <i>(Form 5J, must be stamped by county clerk)</i>	Area District Coordinator <i>If no ADC, Clancy Green</i>	ASAP upon return from auditor & after board approval
Board member contact information updates	Clancy Green	
Budget Requests	Clancy Green	
Change of Meeting Notice(s)	Area District Coordinator <i>If no ADC, Clancy Green</i>	ASAP after filing
Cost Share Claims*	Taylor Marshall	ASAP after board approval
Cost Share Items/Questions	Taylor Marshall	
District Director Filing Forms	Clancy Green	
District Operation Questions	Area District Coordinator and/or Clancy Green	
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	Area District Coordinator <i>If no ADC, Clancy Green</i>	
Local Payroll Worksheets (i.e. 1-time pay increases) <i>Should be emailed with completed Form 6B</i>	Clancy Green	ASAP after board approval
Long Range Plans	Clancy Green	June 30th every 5th year
Net Worth Statement <i>(Form 5K, must be stamped by county clerk)</i>	Area District Coordinator <i>If no ADC, Clancy Green</i>	ASAP upon return from auditor & after board approval
Notification & Declaration of Candidacy Forms <i>(Form 3F plus cooperator agreement copy)</i>	Clancy Green	Immediately upon receipt during filing period each year
Notice of Lack of Quorum	Area District Coordinator <i>If no ADC, Clancy Green</i>	ASAP after meeting date
Notice of Newly Elected Officers	Clancy Green	August 1
Notice of Personnel Action	Clancy Green	ASAP after board approval
Notice of Regular Meetings	Area District Coordinator <i>If no ADC, Clancy Green</i>	December 15

NRCS Performance Worksheet/Operational Tasks	Area District Coordinator <i>If no ADC, Clancy Green</i>	Monthly, within 5 days after approval
O&M and Watershed Items/Questions	Tammy Sawatzky	
Performance Review Completion Letters/Notice	Clancy Green	ASAP after board approval
Pre-Claims (full-time, form 5C)*	OCC Office - District Services	In OCC office by last working day of the month
Pre-Claims (part-time, form 5M)*	OCC Office - District Services	In OCC office by the 10th of the following month
Proof of Publications	Area District Coordinator <i>If no ADC, Clancy Green</i>	
RCP & WQ Claims*	Maryanne Dantzler-Kyer	ASAP after board approval
Recommendation for Appointment	Clancy Green	
Reimbursement Claims (Payroll, Operating, etc)*	Clancy Green	ASAP after board approval
Special Project Claims*	Lisa Knauf-Owen or Clancy Green	ASAP after board approval
Terms of Employment	Clancy Green	ASAP after board approval
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.

### Area District Coordinator Contacts

Area	Name	Email
Area 1	Lacie Landers	<a href="mailto:lacie.land@conservation.ok.gov">lacie.land@conservation.ok.gov</a>
Area 2	Tammy Curry	<a href="mailto:tammy.curry@conservation.ok.gov">tammy.curry@conservation.ok.gov</a>
Area 3	Rhonda Bowman	<a href="mailto:rhonda.bowman@conservation.ok.gov">rhonda.bowman@conservation.ok.gov</a>
Area 4		
Area 5		