

Send What to Who?

3/13/2024

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 Filing Form <i>(Form 5J, must be stamped by county clerk)</i>	Brandon Welborn	ASAP upon return from auditor & after board approval
Audit Timeframe Forms	Brandon Welborn	
Audit/Compilation Report	Brandon Welborn	ASAP upon return from auditor & after board approval
County Clerk Stamped 5J Filing Form		
Board member contact information updates	Brandon Welborn	
Budget Requests	Clancy Green	
Change of Meeting Notice(s)	Area District Coordinator <i>If no ADC, Clancy Green</i>	ASAP after filing
Conservancy District Questions and Concerns	Janet Stewart <i>If unavailable, Tammy Sawatzky</i>	
Cost Share Claims*	Moriah Manuel <i>If unavailable, Tammy Sawatzky</i>	ASAP after board approval
Cost Share Items/Forms/Program Questions	Tammy Sawatzky <i>If unavailable, Tammy Sawatzky</i>	
DamWatch Questions and Concerns	Paige Porter <i>if unavailable, your NRCS Watershed Point of Contact</i>	
District Operation Questions	Area District Coordinator &/or Clancy Green	
Easement digitizing project questions	Tammy Sawatzky	
Flood Control Program - general questions (O&M, rehabilitation, new construction, etc.)	Tammy Sawatzky <i>and/or Watershed Technician and/or Watershed Aide (if assigned)</i>	
Flood Control Program		
Contract (bidding) process for O&M repairs	Tammy Sawatzky	
Flood Control Program Claims*	Tammy Sawatzky	
Flood Control Program Forms	Tammy Sawatzky	
Flood Control Program	Tammy Sawatzky	
Construction contracts bid through OMES		
Flood Control Structure Emergency Action Plans	Tammy Sawatzky	review and update yearly
Form I-9, Employment Eligibility Form	David Uranga; cc'ed to Clancy Green	
Joint Plan of Operation	Clancy Green	June 15th, Final in place by 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 & Brandon Welborn	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>	Brandon Welborn	ASAP upon return from auditor & after board approval
Notice of Lack of Quorum	Area District Coordinator <i>If no ADC, Clancy Green</i>	ASAP after meeting date
Notice of Newly Elected Officers	Brandon Welborn	August 1
Notice of Personnel Action (Form 6B)	Clancy Green & Brandon Welborn	ASAP after board approval
Notice of Regular Meetings	Area District Coordinator <i>If no ADC, Clancy Green</i>	December 15
Notification & Declaration of Candidacy Forms <i>(Form 3F plus cooperator agreement copy)</i>	Brandon Welborn	Immediately upon receipt during filing period each year
O&M and Watershed Items/Questions	Tammy Sawatzky	
O&M funding requests	Tammy Sawatzky	
O&M projects - pictures of completed	Tammy Sawatzky	At the time the claim is submitted
O&M technical assistance requests	Tammy Sawatzky	
OKIE811 general questions	Paige Porter <i>If unavailable, Tammy Sawatzky</i>	
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 <i>(Form 3B plus cooperator agreement copy)</i>	Brandon Welborn	
Reimbursement Claims (Payroll, Operating, etc)*	OCC Office - District Services	ASAP after board approval
Special Project Claims*	Lisa Knauf-Owen or Clancy Green	ASAP after board approval
Terms of Employment (Form 6A)	Clancy Green & Brandon Welborn	ASAP after board approval
Watershed Actions Needed Plan	Tammy Sawatzky	February 15 each year
Watershed Aide fleet logs & receipts	Paige Porter	3rd of each month
Watershed easement encroachment issues	Tammy Sawatzky and/or Janet Stewart <i>and/or Watershed Technician and/or Watershed Aide (if assigned)</i>	
Watershed Inspections	Paige Porter <i>If unavailable, Tammy Sawatzky</i>	December 15 each year
Watershed O&M Claims & Requests*	Tammy Sawatzky	
Wildlife Services (beaver) 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	lacie.landiers@conservation.ok.gov
Area 2	Tammy Curry	tammy.curry@conservation.ok.gov
Area 3	Rhonda Bowman	rhonda.bowman@conservation.ok.gov
Area 4	Amy Weathers	amy.weathers@conservation.ok.gov
Area 5	Lisa Grey	lisa.grey@conservation.ok.gov