

This training resource is designed to help conservation district directors and employees stay informed of key points discussed in recent web-based training. The document should be listed on the district's meeting agenda for discussion and review.

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## Requesting O&M Assistance – not just about filling out a form

- Prioritize O&M Work
- Submit a Request to the Commission (OCC-8H)
- Receive Approval from the Commission
- District Completes O&M Work
- Submit a Claim to the Commission
- Document Completed O&M Work in District Files

## How to Prioritize O&M Work

- Start with a good Dam Inspection (OK-PDM-3)
- Develop a Watershed Dam Actions Needed Plan (OCC-8G / WDANPlan)
- Is the O&M work high priority (next 3 months) or low priority (next 12 months)?
- Does the district need NRCS technical assistance?
- Can the OCC Dam Maintenance Team assist with the O&M work?
- What is the estimated cost to do the O&M work?
- Does the district need financial assistance to perform the O&M work?
- How much locally earned funding will the district contribute to perform O&M work?
- The WDANPlan must be approved by the District Board.

## Tips for Completing an OCC-8H

- All requests need to be email to Tom Goode, [tom.goode@conservation.ok.gov](mailto:tom.goode@conservation.ok.gov)
- List each dam on a separate line.
- Include a brief, descriptive scope of work.
- Include an estimated cost. This is a rough estimate, it does not have to be exact.
- OCC recommends that all O&M requests be reviewed with the District Board.

## Obtaining Bids for O&M Projects with an Estimated Cost Exceeding \$50,000

- Invitation to Bid
  - Bid Packet = Bid Notice, Bid Form and Scope of Work
  - Identify Perspective Bidders
  - Pre-Bid Site Showing
- Bid Review and Approval
- Contract Management
- Final Inspection and Closeout
- Submit a Claim to the Commission
- Document Completed O&M Work in District Files

## Key Dates

- **December 31:** Dam Inspections due to the Commission
- **February 15:** OCC-8G / WDANPlan due to the Commission
- **August 31:** OCC-8G / WDANPlan, 6-month status review by the District Board and due to the Commission
- **Year Round:** Submit O&M requests (OCC-8H)