

Send What to Who?

7/1/2024

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 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 Allocation Reports	Moriah Manuel <i>If unavailable, Tammy Sawatzky</i>	
Cost Share Claims*	Moriah Manuel <i>If unavailable, Tammy Sawatzky</i>	ASAP after board approval
Cost Share Program Questions (guidelines/due dates)	Tammy Sawatzky	
District Operation Questions	Area District Coordinator &/or Clancy Green	
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 funding requests	Tom Goode &/or Tammy Sawatzky	
O&M projects - pictures of completed	Tom Goode &/or Moriah Manuel	At the time the claim is submitted
O&M technical assistance requests (Dam maintenance team requests)	Tom Goode &/or Watershed Technicians - Johnny Pelley & George Moore	
OKIE811 general questions	Paige Porter and/or Johnny Pelley and/or George Moore	
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>	
RCPD & WQ Claims*	Maryanne Dantzer-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 - DamWatch Questions and Concerns	District's NRCS Watershed Point of Contact	
Watershed Actions Needed Plan	Tammy Sawatzky, Tom Goode & Watershed Technician - Johnny Pelley or George Moore	February 15 & August 15 each year
Watershed Aide fleet logs & receipts	Paige Porter	2nd of each month
Watershed easement digitizing project questions	Wendie Sharp &/or TJ Hathcock	
Watershed easement encroachment issues	Watershed Technician - Johnny Pelley or George Moore then if needed, Tom Goode/Tammy Sawatzky/Janet Stewart	
Watershed Inspections	Paige Porter &/or Watershed Technician - Johnny Pelley or George Moore	December 31 each year
Watershed Items/Questions - General	Watershed Technician - Johnny Pelley or George Moore &/or Tom Goode &/or Tammy Sawatzky	
Watershed O&M Claims*	Moriah Manuel <i>If unavailable, Tammy Sawatzky</i>	
Watershed Program - general questions (O&M, rehabilitation, new construction, etc.)	Tammy Sawatzky &/or Tom Goode	
Watershed Program Claims*	Moriah Manuel <i>If unavailable, Tammy Sawatzky</i>	
Watershed Program Forms	Moriah Manuel &/or Tom Goode &/or Johnny Pelley or George Moore	
Watershed Structure Emergency Action Plans	Tammy Sawatzky &/or Tom Goode	review and update yearly
Watershed Construction contracts bid through OMES	Tammy Sawatzky &/or Tom Goode	
Watershed Contract (bidding) process for O&M repairs	Tom Goode &/or Tammy Sawatzky	
Wildlife Services (beaver) requests	Tom Goode &/or Watershed Technician - Johnny Pelly or George Moore	

*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