

## CONSERVATION PROGRAMS DIVISION

Item	Who to Ask? / Send What to Who?	Due**
<b><u>Cost Share Program (regular &amp; drought)</u></b>		
General Questions	Tammy Sawatzky & Moriah Manuel	
Allocation Reports	Moriah Manuel <i>if unavailable Tammy Sawatzky</i>	End of each program year allocation period & as requested by the Commission
Claims*	Moriah Manuel <i>if unavailable Tammy Sawatzky</i>	ASAP after board approval
<b><u>Flood Control (Watershed Dam) Program</u></b>		
General Questions - O&M, dam rehabilitation, new construction	Tammy Sawatzky, Tom Goode & Watershed Technician - George Moore & Johnny Pelley	
dam repair contracts bid through State of Oklahoma	Tammy Sawatzky & Tom Goode	
dam repair projects bid through a conservation district	Tammy Sawatzky, Tom Goode & Watershed Technician - George Moore & Johnny Pelley	
easement encroachment questions	Watershed Technicians - George Moore & Johnny Pelley <i>then if needed - Tom Goode, Tammy Sawatzky &amp; Janet Stewart</i>	
claims*	Moriah Manuel <i>if unavailable Tammy Sawatzky</i>	ASAP after board approval
How to request O&M funding assistance? <i>OCC-8H Watershed O&amp;M Request for Assistance</i>	Tom Goode, Moriah Manuel, Watershed Technicians - George Moore & Johnny Pelley <i>if unavailable Tammy Sawatzky</i>	
How to request O&M beaver removal (wildlife services/APHIS) assistance? <i>OCC-8I Watershed O&amp;M Request for Wildlife Services</i>	Tom Goode, Moriah Manuel, Watershed Technicians - George Moore & Johnny Pelley <i>if unavailable Tammy Sawatzky</i>	
technical questions about completing watershed dam inspections	Tom Goode & Watershed Technician - George Moore & Johnny Pelley <i>if unavailable Tammy Sawatzky</i>	
watershed dam inspection forms <i>OK-PDM3 &amp; OK-PDM3a</i>	Paige Porter	December 31 each year, after board approval, copy of meeting minutes must be attached at time of submission
pictures - O&M projects, watershed events	Tom Goode & Moriah Manuel	
OKIE811 Response Team questions	Paige Porter <i>if unavailable, Tammy Sawatzky</i>	
Watershed Aide fleet logs & receipts	Paige Porter <i>if unavailable, Tammy Sawatzky</i>	3rd of each month
Conservancy Districts questions	Janet Stewart <i>if unavailable Tammy Sawatzky</i>	
DamWatch access/logon questions	District's NRCS Watershed Point of Contact	

Item	Who to Ask? / Send What to Who?	Due**
<i>OCC-8G Watershed Dam Actions Needed Plan (WDANPlan)</i>	Tom Goode, Watershed Technician - George Moore & Johnny Pelley <i>if unavailable Tammy Sawatzky</i>	February 15 each year, after board approval, copy of meeting minutes must be attached at time of submission
easement digitizing project questions	Wendie Sharp & TJ Hathcock	
Emergency Action Plans	Tom Goode, Watershed Technician - George Moore & Johnny Pelley <i>if unavailable Tammy Sawatzky</i>	review & update yearly
Board Member Point of Contact	Paige Porter <i>if unavailable, Tammy Sawatzky</i>	July 31 each year, after board approval

**\* 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 requested basis.