

Send What to Who?

10/1/2024

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 <i>(Must be stamped by county clerk)</i>	Brandon Welborn	ASAP upon return from auditor & after board approval
Board member contact information updates	Brandon Welborn	
Budget Requests	Area District Coordinator <i>If no ADC, Clancy Green</i>	
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 Program	<i>Refer to CPD Send To List</i>	
District Operation Questions	Area District Coordinator &/or Clancy Green	
Flood Control (Watershed Dam) Program	<i>Refer to CPD Send To List</i>	
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, payroll for employees paid with only local funds) <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
Performance Review Completion Letters/Notice	Area District Coordinator <i>If no ADC, Clancy Green</i>	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>	
RCPP & 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

*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