Send What to Who?

Annual Reports Aproved Meeting Minutes Approved Appr	Item	Send To	Due**
Approved Meeting Minutes Area District Coordinator If no ADC, Clarey Green Area District Coordinator If no ADC, Clarey Green ASAP upon return from auditor & after board approval AsAP upon return from auditor & after board approval Area District Coordinator If an ABC Clarey Green AsAP upon return from auditor & after board approval Area District Coordinator If an ABC Clarey Green Ar	Annual Reports		Sentember 1
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Must be stamped by county clerk		Brandon Welborn	
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Flood Control (Watershed Dam) Program	Cost Share Program		
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Joint Plan of Operation Clancy Green June 15th, Final in place by June 30th	Flood Control (Watershed Dam) Program	Refer to CPD Send To List	
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Recommendation for Appointment Brandon Welborn	RCPP & WQ Claims*		ASAP after board approval
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		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.

Area District Coordinator Contacts

Area	Name	Email
Area 1	Lacie Landers	lacie.landers@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

^{**}If no specific due date is provided, items are on an as needed/as required basis - check the district handbook & your email for guidance.