



Developing Watershed Reports for Project Sponsors

Love them or hate them, reports are a fact of life for project sponsors and their employees. Both written and oral reports form an important tie between sponsors and their employees. They serve as the link to the field work done by employees on behalf of the sponsoring body. Reports also serve to establish a record and create an important history of activity for the sponsoring local organization. When presented at a board meeting a report becomes part of the public record. Given the importance of an informed governing body when making decisions linked to their responsibilities... reports deserve some thought and attention to detail at the development stage.

Some projects sponsors only meet monthly and that makes it important that employees provide timely and quality reports on dams and other structures they inspect or on which they perform operation and maintenance activity. Quality reports assist the sponsors in taking any needed action such as providing equipment, contracting work or budgeting funds for repairs. Reports might also indicate action needed to deal with issues with landowners, county officials or citizens upstream or downstream from a dam. Providing a well written copy of the report is useful for establishing a record in the watershed file. Again, always keep in mind that in many places these reports also become a part of the public record.

Tips on Preparing Watershed Reports

- Develop a report template or a check list to utilize to ensure that the report covers essential information and is consistent each time. A sample check list is on the back side of this fact sheet.
- Provide basic information on each dam such as:
 1. Official and any locally used name of the dam (Upper Black Bear Dam No. 62, also known as Perry CCC Lake).
 2. Provide date of visit to the dam, date of the report and name of individual making the report
 3. Reason for visit to the dam (inspections, concern of the landowner, follow up of a previous visit, etc.
 4. Name of landowner
 5. Location of the dam
 6. Provide the date of the last inspection of the dam
 7. List overall condition of the dam

Provide Details

1. What is the problem (erosion, clogged inlet, rodent activity, etc.?)
2. How long has the problem existed ?
3. Has USDA NRCS been involved in any of the activity related to the issue? Was NRCS technical assisted requested?
4. Was the problem resolved?
5. If not what will it take to fix the problem (alternatives)?
6. Details of funds or time and manpower that will be required to fix problem
7. Priority or seriousness of problem
8. Show photos or videos of problem
9. Was there a meeting with the landowner?
10. Will a contractor be needed to fix problem?
11. List of potential contracts that might be contacted

If technical terms or acronyms are used, provide explanation. Keep reports as simple as possible, but include all important information needed to keep sponsors well informed. June 2023

Watershed Project Report Check List

The following check list can be used in the field to ensure that reports contain all the information needed for project sponsors to make decisions and provides the necessary details for documentation to the watershed files. The appropriate information from the check list can be used in writing a narrative report.

Date of Report: _____

Name of Dam: _____

Name of Individual Making Report _____

Is there USDA NRCS involvement?

Date of Visit to Dam _____

Reason for Visit to Dam _____

Name of Landowner _____

Location of the Dam _____

Overall Condition of the Dam _____

Problem or Issue found with the dam _____

List of photos/videos attached to report showing the problem _____

How long the problem has existed? _____

Was problem resolved? _____

If not resolved - priority or seriousness of the problem _____

Funds or manpower and time needed to fix the problem _____

If a contractor is needed to fix the problem, list of potential companies to request bids from _____