

Missouri Department of

Natural Resources

New Supervisor and Employee Orientation

Background and Overview

- Soil conservation movement in the United States.
 - Began in the 1930s.
 - Due to improper use of land and recurring drought that brought about the Dust Bowl Era.

Background and Overview

- Important Dates:
 - 1935 - Soil Conservation Service (SCS—now known as Natural Resource Conservation Service—NRCS) under USDA set up large-scale demonstrations, but lacked local support and participation.
 - 1944 - Missouri passed legislation authorizing formation of soil and water conservation districts.
 - Now 114 districts, one in each county.
 - 1984 - Passage of one-tenth-of-one-percent parks, soils, and water sales tax.

Background and Overview

- Parks, Soils, and Water Sales Tax
 - Retail sales tax.
 - Proceeds are equally divided between Missouri State Parks and the Soil and Water Conservation Program.
 - Missouri is the only state to have a retail sales tax specifically dedicated to soil conservation.
 - Recently passed in 2006 and will expire in 2018 unless renewed again in 2016.

A MISSOURI SOIL AND WATER CONSERVATION DISTRICT IS . . .

- Unit of local government
- Voted into existence by a majority of the landowners pursuant to RsMO 278.100. All counties have an established SWCD.
- The SWCD is made up of 4 elected members and one appointed.
- SWCD activities commonly include Cost/Share and Information/Education.

LOCAL LEVEL

THE DISTRICT BOARD:

The board is responsible for management of the district.

This includes:

1. Goals and Priorities
2. District Operations
3. District Employees
4. Cost Share Program
5. Funding and Budget

DISTRICT EMPLOYEES:

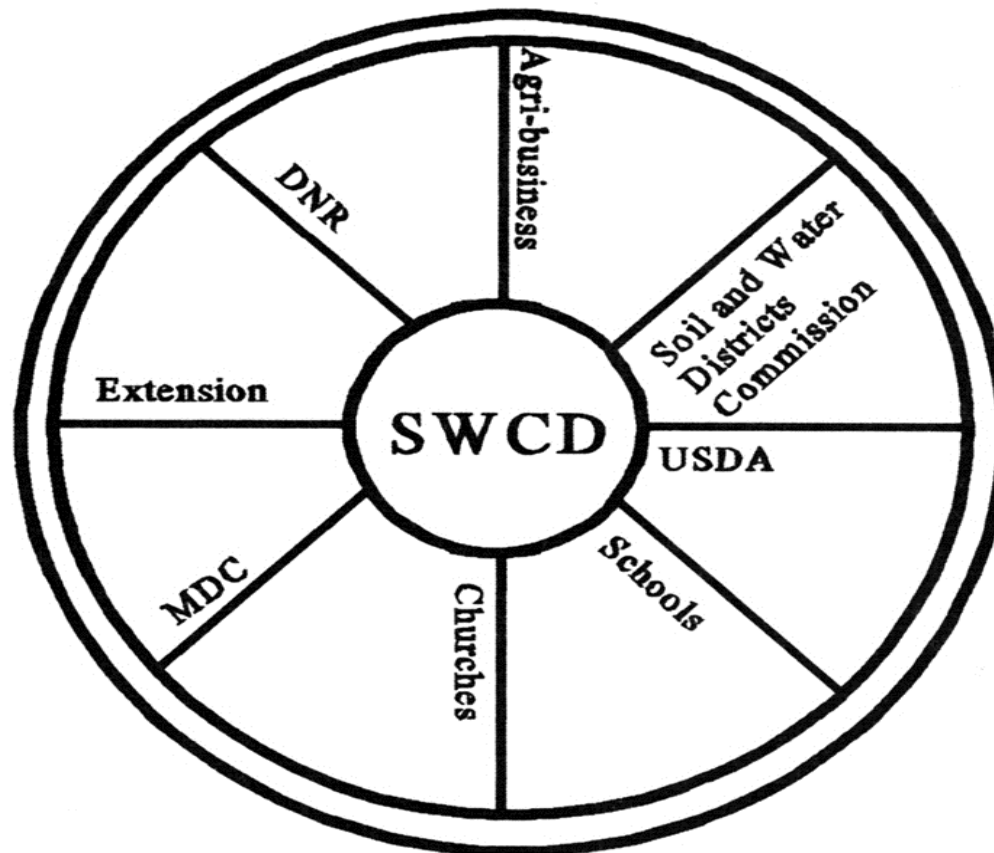
Make the district function.

This includes:

1. Implementing board policies & priorities
2. Keeping the board informed
3. Providing assistance to the local landowners

+ OTHER PARTNERS:

Depending on the board's priorities and goals, there could be a number of other partners to help in specific areas.



Board Member Roles

Chairman

- Preside at all meetings
- Conduct the meeting following parliamentary procedures
- Suggest motions but do not make them
- Prepare and distribute agenda

Board Member Roles

Vice Chairman

- Acts in place of chair when needed
- Make motions, second motions, and vote on motions
- Consults with and advises chair on matters of program and policy

Board Member Roles

Treasurer

- Reviews treasurer's report with board on a monthly basis
- Reviews and reconciles bank statements with another member or staff monthly
- Ensures financial records are complete, accurate, and properly maintained

Board Member Roles

Secretary (ex officio)

- Appointed representative by the University of Missouri Extension
- Has same rights as elected board members
- Responsible for keeping minutes of each meeting including closed sessions

Board Member Roles

Member

- Often held by newest member of board
- Assists other board members as requested
- Prepares to serve in one or more of the other board positions

Board Voting Authority

- All board members have the right to vote including chair
- A board meeting must have at least 3 board members present
- Must have quorum to vote or carry out district business at a meeting, if less than three show up for meeting, the information can be discussed but not voted upon
- A concurrence of a majority of the whole board is required for the determination of any matters.
RsMo 278.110 (3)

PERSONNEL MANAGEMENT

The SWCD boards are solely responsible for hiring, firing, and disciplining the employees of their district.

Some questions you will want to consider regarding your district's personnel might include:

1. Do districts have to get Program Office approval?
2. How do you go about hiring somebody?
3. How do you know if they're doing a good job?
4. How do we decide what to pay and what about benefits?
5. What if somebody isn't making the grade?

Board must have an understanding of district finances!!!!

- Review and approve treasurers report at each monthly meeting.
- Includes all checking, CD's, Money Market and saving accounts.
- Bank reconciliations **MUST** be available at each monthly meeting for review.
- Treasurer's report, bank statements and check book must all equal.

Bank Reconciliation

Should be done by someone who does not sign checks and is not involved in district finances.

Would exclude:

- Employees who receive drill rent or handle cash.
- Takes deposits to bank
- Signs checks

Treasurer should approve and initial bank reconciliation at each board meeting.

This is a requirement for each districts surety bond coverage.

Staff Responsibilities

- Policy and Administration: Responsible for implementing policy and carrying it out.
- Policy Guidance: Bring to the board relevant issues that have policy implications. Provide the board/committee with written options that take in technical issues, resources, and important information.
- Develop Strategies: Work with chair and committees to prepare and plan agendas and meetings.

Staff Responsibilities

- Meeting Preparation: Prepare announcements of meetings; arrange for meeting space; secure materials or resources to facilitate meetings.
- Knowledgeable Professional: Keep the board informed of developments in the field; answer technical questions related to the program.
- Informative: Keep the district board informed of events that effect the district.

EVALUATION OF STAFF

- Board members are responsible for evaluating the performance of the district's staff.
- Evaluation is an on-going assessment of the way in which the staff carries out his or her responsibilities.
- The formal appraisal may be conducted by the full board or a special subgroup formed for this purpose.
- Criteria for performance evaluations are generated in advance by both board members and staff.
- While evaluation of performance may focus on responsibilities defined in the employee's job description, it also may take into consideration personal qualities such as the employee's attitude or flexibility.

EVALUATION OF STAFF

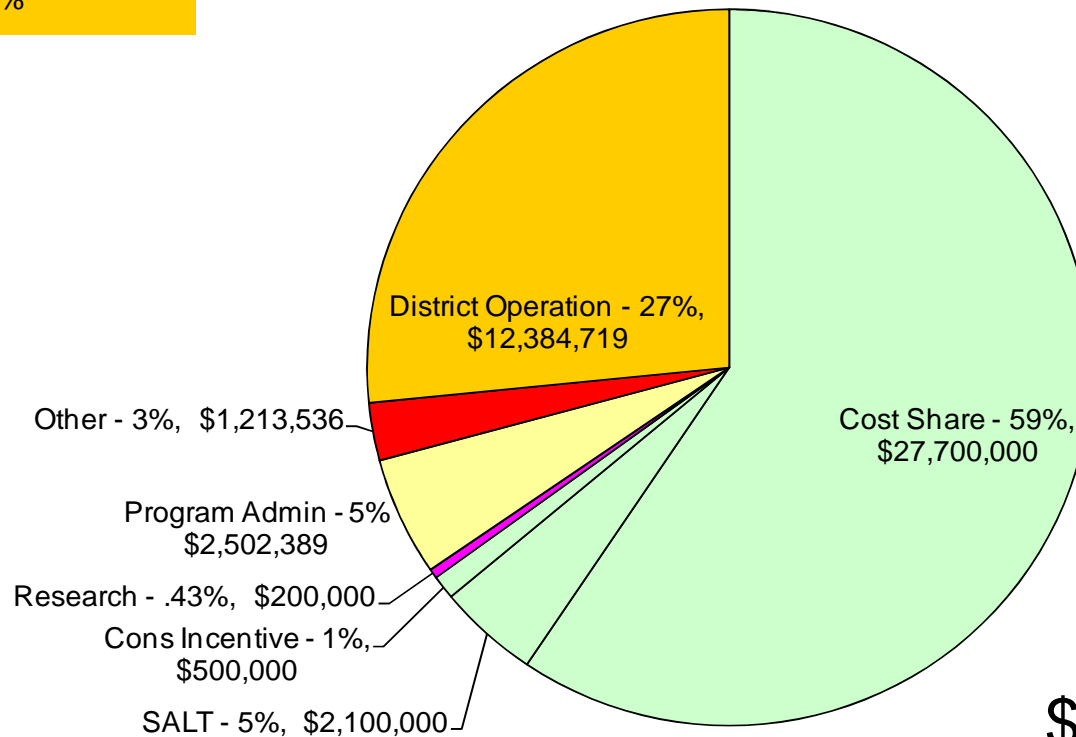
Boards evaluate district staff along numerous dimensions:

- General leadership.
- Implementation of board policy and procedures.
- Implementation of programs and services.
- Personnel administration.
- Fiscal management.
- Customer relations with the public.
- Working relationships with the board and staff.

FY 2013 SWCP Approved SST Fund Budget Allocation

District Projections
 27%

Landowner Projections
 65%



**\$46,600,644
 Total**

Program Administration, Research & Other
 Projections 8%

DISTRICT FINANCES

- **Local Funds**

- **State Funds**



Local Funds

Revenue

- Donations
- Equipment Rental

Local Funds

Expenditures

- Equipment maintenance/ purchase
- Office operations
- Salary above state allocation
- “Other” employee expenses
- Board member expenses
- Over expenses from state funds

State Funds

Revenue

Quarterly allocation

- Districts **MUST** submit quarterly report to Program Office!
- Allotment is broken down into “funds”.

State Funds

Expenditures

- Each year Program Office sends a letter detailing eligible expenses from each fund.
- Over expenditures must be transferred to correct fund or to local funds

State Funds

Personnel 02

- Gross salary expenses for district employees, based on employee classification and number of employees.

State Funds

“Other” Personnel 03

- Expenditures for Social Security, Medicare, workers compensation, unemployment insurance, travel and training.

State Funds

Administration 04

- Every District receives \$5,500
- Office operations
- Board member expenses, mileage, meals, etc.

State Funds

Health insurance 07

- Paid for employees who work more than 1000 hours paid from state funds.
- Only eligible plans selected through Missouri Consolidated Health Care Program (MCHCP)

State Funds

Retirement 08

- 5% of gross salary paid from state funds

State Funds

Rent and Utilities 09

- Only for stand alone districts with offices
- Used to pay the rent and utilities
- 12 districts

State Funds

Reimbursement from Program Office

10

- Accounting and Payroll Expenses
- Supervisor Training Conference Expenses
- Cost Share Maintenance Agreements.

State Funds

Information/ Education 19

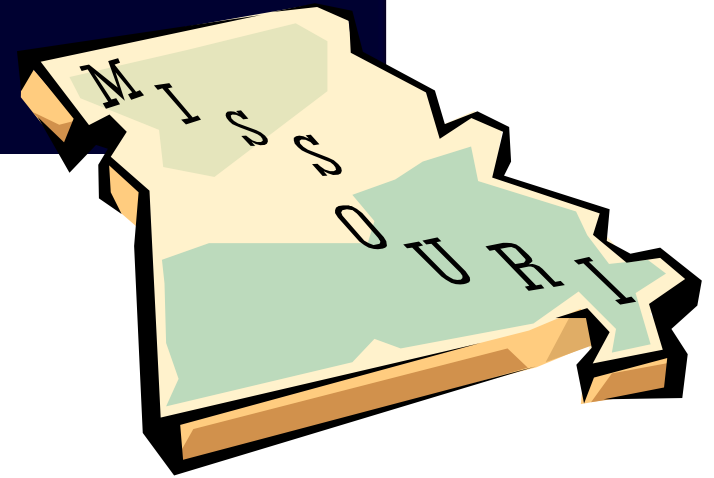
- Expenses associated with info/ ed and outreach
- Field days, newsletters, poster contests, etc.

State Funds

Salt Administrative Grant

- Non-personnel related expenses associated with AgNPS SALT grant.

THE STATE LEVEL



Soil and Water Districts Commission
Richard Fordyce, Chair

MO-DNR Soil and Water Conservation Program
Colleen Meredith, Program Director

Natural Resources Conservation Service
JR Flores, State Conservationist

MASWCD and other conservation partners
Steve Radcliff, MASWCD President

The Soil and Water Districts Commission

- 6 Farmer members
- 3 from North of Missouri River 3 south of Missouri River
- One per State Senatorial district
- No more than 4 from the same political party
- Appointed by Governor
- Hold title to a farm and earning a principal part of their livelihood from the farm

The Soil and Water Districts Commission

Four ex officio members (nonvoting members)

Director of the Department of Natural
Resources

Director of the Department of Agriculture

Director of the Department of
Conservation

Dean of the College of Agriculture for the
University of Missouri

Cost Share Program

- Provides financial incentives to landowners to implement conservation practices that help prevent soil erosion and protect water resources.
- Helps conserve the productivity of Missouri's working lands by promoting good farming techniques that help keep soil on the fields and waters clean.
- Work with landowners at a local level to install conservation practices that prevent or control excessive erosion and protect water quality.

Cost Share Allocation

- The cost share allocation is based on a submitted needs assessment from all soil and water conservation districts
- The needs assessment is broken down into 7 resource concerns

Resource Concerns and Cost-Share Practices

- Sheet and Rill Erosion and Gully Erosion
- Grazing Management
- Irrigation Management
- Animal Waste Management
- Nutrient and Pest Management
- Sensitive Areas
- Woodland Erosion

Cost-Share Policies

- State pays on estimated costs based on state average component costs.
- MoSWIMS is the state program for tracking all district cost share.
- Most cost share practices are available statewide
- The needs assessment process is used to allocate cost-share.

Cost-Share Policies

- The Board of Supervisors can have a policy that is more stringent than commission policy:
- Cost-share rate - ex. 75% vs 60%
- Eligible practices
- Landowner limits
- Practice limits
- Eligible land requirements

Cost-Share Policies

- 10 CSR 70-5.050(2) states: “The board shall not approve any application for cost-share assistance on which the construction or implementation of projects or practices has begun.”
- A practice has been started when the required components of the practice have been applied or fabricated to an extent that they cannot be returned to the vendor for a complete refund.

Cost-Share Policies

Examples of work or purchases that does not start the practice:

- Buying T-posts or fencing materials,
- buying pipe,
- Clearing - when clearing IS NOT an eligible component for state cost-share assistance
- Stockpiled lime

Cost-Share Policies

Examples of the practice being started if initiated prior to approval of application:

- Spreading lime, fertilizer, or seed
- Fabrication of pipe components or welding
- Setting fence posts or initiating any clearing or earthwork that is eligible for state cost-share.

Cost-Share Policies

- The landowner and technician, if required, **MUST** sign the contract, change order, and/or contract payment **PRIOR** to the board supervisor's signature.
- If a space is provided for a date, the person signing the contract, change order, and/or contract payment should fill in the date with the date they are actually signing the document. Documents should not be pre or postdated nor should someone else fill in the date for the person signing.

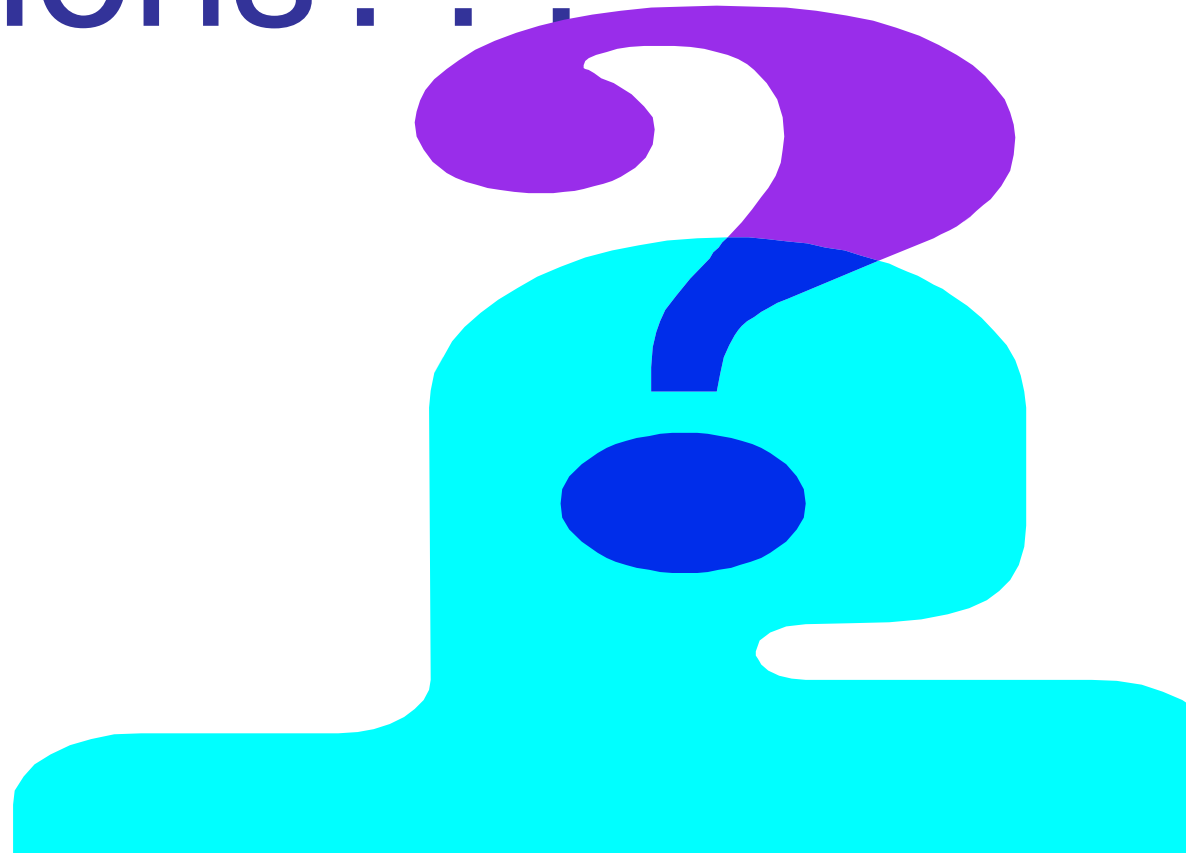
Items to remember!!!

- As a good business practice, develop a budget of income and expenditures for the year. And follow it!
- **YOU** are responsible for making sure your district is not operating in the red.
- Your district board is solely responsible for personnel management.
- If something does not seem right, **ask!**

Additional Training

- Board member training modules are available from the SWCD intranet site.
 - Soil and Water Background & Overview
 - Board Meeting Agenda and Minutes
 - Soil and Water Conservation District Boards
 - The Sunshine Law

Questions????



Check out the Soil and Water Program Website at
<http://www.dnr.mo.gov/env/swcp/index.html>