

Power Point 4



Arkansas Conservation Districts Training Program



District Powers, Responsibilities & Examples of Programs





What You Will Learn

- What are some examples of district programs?
- What powers do Conservation Districts have to carry out their purposes?
- What are the responsibilities of district officers?



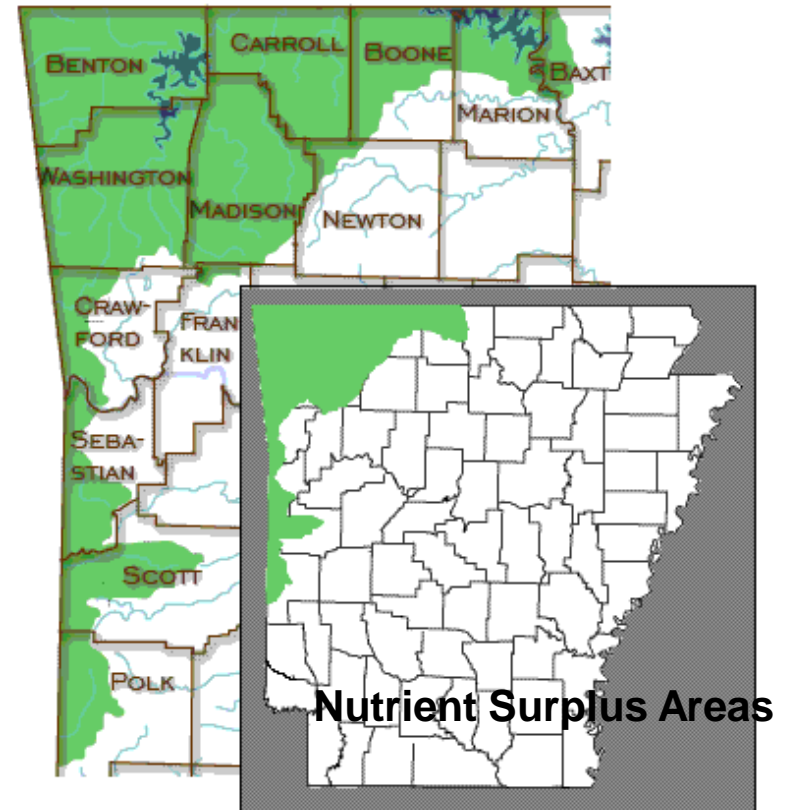
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Examples of Programs

- Work with poultry operators to develop nutrient management plans, especially in **Nutrient Surplus Areas** (see map)
- Register poultry operators statewide
- Work with farmers to develop conservation plans that reduce runoff entering waterbodies and reduce utilization of irrigation water.



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[Arkansas Nutrient Management Planners Guide](#)



Examples of Programs

- Educate farmers on well registration and annual reporting requirements. Provide local site for registration and reporting (see Module 5).
- Educate water users on water cycle, reusing and recycling of water, and other measures to conserve water, especially in **Critical Groundwater Areas** (see map)
- Monitor groundwater levels (e.g., Union County)



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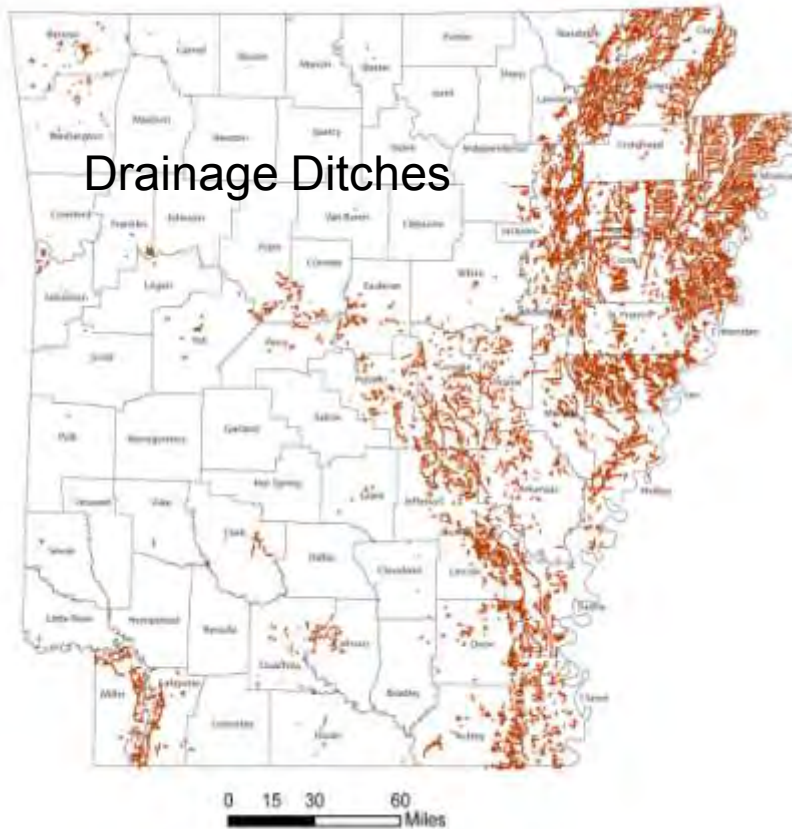


[Arkansas Ground Water Protection and Management Report, 2006](#)





Drainage Ditches



- Assist **drainage districts** with maintenance and/or administrative functions (see map).
- Help form or participate in watershed groups to bring together rural and urban interests to improve water quality (e.g., L'Anquille River Watershed Coalition) and/or sponsor a stream team
- Develop recreational trails, bird-watching areas, etc.



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Program Examples



U.S. DEPARTMENT OF AGRICULTURE
COMMODITY CREDIT CORPORATION

CCC-1200
7/00

OMB No. (0710-01)

1. State & County Code	
2. a. Farm Numbers	
b. Tract Number(s)	
3. Contract Number	
4. Primary Fund Code	
5. HUA Number	
6. Total Treated Acres	

CONSERVATION PROGRAM APPLICATION/CONTRACT

THIS IS AN APPLICATION TO PARTICIPATE in the
7. PROGRAM (Check One) a. Agricultural Management Assistance Program (AMA) b. Conservation Security Program (CSP) c. Environmental Quality Incentives Program (EQIP)

By signing this application, the applicant acknowledges receipt of the following forms: CCC-1200, the cap-1200 appendix and any addenda thereto, which are incorporated by reference herein and made a part of the contract.

SIGNATURE OF APPLICANT

7a. List

CREATION AND RESTORATION OF PRIVATE WETLANDS AND RIPARIAN ZONES TAX CREDIT APPLICATION

ARKANSAS SOIL AND WATER CONSERVATION COMMISSION
101 East Capitol Avenue, Suite 250 Little Rock, AR 72201
Phone: (501) 682-1611 Fax: (501) 682-3991

Note: This application is for participation in the tax credit program for the creation and restoration of private wetland and riparian zones, and refers to Subtitle IV of the rules governing the program. Applicant should check with the U.S. Army Corps of Engineers to find out if a Section 404 permit will be required for the project prior to completing this application. Use additional sheets as necessary.

I. APPLICANT INFORMATION

Date _____
Name _____
Address _____
City _____
State _____
Zip _____
Fed. Id. No. and/or S.S. No. _____

- Assist landowners in preparing applications for Farm Bill-funded cost-share programs
- Assist landowners in preparing applications for State-funded tax credits, loans and other conservation incentives



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Program Examples

- Conduct conservation education and outreach programs for land managers on conservation practices



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Program Examples

- Administer local beaver eradication program
- Rent equipment needed for specialized conservation measures (e.g., no-till drills)
- Work with schools to provide conservation education to children through curriculum and special events
- Sponsor youth to participate in youth conservation programs (e.g., scholarships, camps, etc)



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Program Examples

Damascus County Quail Focal Area



Fulton County Quail Focal Area



Searcy County Quail Focal Area



Elk Special Project Area



- Promote habitat improvement for quail and elk, especially in focal areas (see map)
- Work with land managers to develop habitat improvement plans and prepare applications for cost share.



www.ArkansasHabitat.org



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Program Examples



Priority Watersheds

- Design and carry out water quality demonstration projects, Clean Water Act 319(h) projects in **Priority Watersheds** and waterbodies listed as impaired due to nonpoint source pollution (see maps)

2004 Impaired Waterbodies



- 5a Stream Segments
- TMDL Segments



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www.ArkansasWater.org



Program Examples



- Partner with Resource Conservation & Development Councils, ANRC and Conservation Districts to assist rural fire departments



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As You Review District Powers

- Which powers might the district use more effectively to achieve different program goals and objectives?
- In what situation might the district use its different powers to improve outcomes?
- Why do you think that the General Assembly gave Conservation Districts such broad powers?



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District Powers

- To carry out **preventive and control measures** for better utilization of soil and water resources.
- To **enter into agreements** and furnish financial or other aid to any private or public agency or land user within the district for better utilization of soil and water resources and for removal of excess water as the directors deem necessary.
- To **obtain by purchase, gift or otherwise, any real or personal property** to accomplish the goals of the district.
- To make available to land users any **equipment and materials** needed to carry out soil and water conservation programs.





District Powers

- To **construct, improve, operate and maintain works** of improvement as needed.
- To **develop comprehensive plans** for soil and water management in the district and **bring this information to the attention of land users.**
- **Levy taxes** based on specific benefits.
- To **make and amend land use regulations** within the district when needed to conserve soil and water resources.
- To **cooperate with other districts** in the exercise of any of these powers.





District Powers

- To **accept contributions in money, service or materials** from any source for use in carrying out the district program.
- To **sue and be sued** in the name of the district; to have **perpetual succession** (with exceptions); to **make and execute contracts**; to **borrow money, issue notes and bonds**, and **mortgage property**;
- As a condition to extending benefits on private lands, the district may **require contributions in money, services, or materials**, except that the district may not charge for technical services provided by NRCS or other agencies providing technical assistance.
- Technical assistance provided by the district may be supported by a **reasonable fee or charge**.





District Powers

- To organize an **irrigation, drainage or watershed development district** to install, operate and maintain works of improvement such as dams, levees, ditches and pumping stations.
- To **form improvement project areas** to assume local obligations in installing, operating and maintaining structural measures in watershed projects and Resource Conservation and Development measures.
- The conservation district has the power of **eminent domain** (condemnation) The use of condemnation powers must be consistent with specific conservation purposes in the conservation district law. Any condemnation procedure requires an assessment and compensation for damages.
- Act 469 of 1989 authorizes the ANRC to delegate its power to conservation districts to **allocate surface water during times of shortage**.



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District Officers Responsibilities

Duties of the Chair, Vice Chair and
Secretary/Treasurer



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Duties of the Chair

- Preside at all meetings or arrange for the vice-chairman to preside.
- Call special meetings when necessary.
- Plan order of business or agenda with input from district board members, district employees and technical staff well in advance of the meeting.
- Ensure that the district secretary sends tentative agenda to board members one week in advance of the meeting.
- Through consultation with other board members, establish meeting dates.





Duties of the Chair

- Extend invitations to all individuals and the media who should attend meetings and/or take part in discussions.
- Conduct meeting in accordance with “open meeting” requirements of the Freedom of Information Act (see Fact Sheet 13)
- Make sure there is a quorum of at least three directors (see open meeting requirements of the Freedom of Information Act)
- Call meeting to order on time. Announce the order of business. Distribute a typed agenda. Recognize visitors and others present.
- State each motion before it is discussed and before it is voted upon. Put all motions to a vote and announce the outcome.
- Suggest motions but do not make them





Duties of the Chair

- Handle discussions in an orderly manner.
 - Give everyone a chance to speak -- one at a time.
 - Tactfully keep all speakers to rules of order and the subject at hand.
 - Give directors on all sides of an issue equal opportunities to speak.
 - Encourage all directors to participate in the discussion.
 - Enter into the discussion to give additional facts or information.
 - Ensure ample opportunity for non-board members to participate in the discussions.
 - Avoid expressing your own opinion too soon and talk no more than necessary while presiding.





Duties of the Chair

- Review objectives and progress toward achieving goals and objectives of Conservation Action Plan and Annual Plan of Work at regular board meetings
- Appoint committees, assign their responsibilities and ask for reports when due.
- Ensure that the board does not "rubber stamp" the actions and recommendations of cooperating agencies.
- Ensure that all directors are properly informed of and understand their duties.



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Duties of the Chair

- Encourage and plan for annual director involvement in leadership skills training.
- Set a good example by observing proper parliamentary procedure. *Remember*, all official actions *require* a motion and a vote.
- Allow time before or after the "official board meeting" for socializing.
- Close meeting on time.
- Encourage regular attendance. Follow-up on absentees.





Duties of Vice Chair

- Officiate in the absence of the chair; assume other duties at the chair's request.
- Be familiar with the duties of the chair.
- Consult with and advise chair on matters of program and policy.
- Serve as a chair for special programs.
- Succeed the chair in the event of resignation or other conditions precluding continued service by the chair.





Duties of Secretary/Treasurer

- Notify members of each meeting. Mail announcements of meeting with agenda to each director one week prior to the meeting.
- Provide the chair with a list of business items that should be placed on the agenda
- Record each motion in full and read the motion before action is taken.
- Insist that action be completed on each item of business so that a record can be made of all business conducted.





Duties of Secretary/Treasurer

- Minutes should include the following at a minimum:
 - Name of district and kind of meeting (regular, annual or special).
 - Name of presiding officer, date, hour and place.
 - Attendance (directors, agency representatives and guests). If a large group appears, list the organization and the spokesperson.
 - List absent directors.
 - Summarize reports made at the meetings. (Ask presenters to provide written reports when possible).
 - All motions, indicating the person making the motion, seconding the motion and the action that was taken on the motion. (A withdrawn motion should not be recorded.)
 - All important statements should be recorded even when action is not taken according to the Freedom of Information Act.
 - Time, date and place of the next regular meeting





Duties of Secretary/Treasurer

- Maintain complete minutes of all proceedings and furnish a copy to the following as soon as possible but no later than 30 days after the meeting:
 - Arkansas Natural Resources Commission
 - State and Assistant State Conservationists for Field Services , Natural Resources Conservation Service
 - County Judge
 - Quorum Court members
 - Representatives of cooperating agencies such as: NRCS, Extension Service, etc.
 - State Legislators representing your Conservation District
 - Arkansas Association of Conservation Districts



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Duties of Secretary/Treasurer

- Maintain district director attendance records, not only for board meetings but also area and state meetings.
- Keep a record of all committees, both standing and special. Notify committee members of their appointment if they were not present when the appointment was made.
- Keep the Arkansas Natural Resources Commission informed of changes in board membership by furnishing copies of all letters of resignation as well as names of district officers and address changes.
- Initiate correspondence on behalf of the board as the need arises.



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Duties of Secretary/Treasurer

- In consultation with the board, prepare and maintain district budget for the yearly operation.
- Maintain complete and accurate records of receipts and expenditures.
- Insure preparation of a monthly financial report for the board. The district employees can often provide assistance with the items to be included in the report.
- Pay only the bills approved by official action of the board and issue receipts for incoming funds.
- Maintain separate accounting of funds as needed.
- See Module 4, Fact Sheets 16-25 for more detailed information





Checklist & Board Attendance

Module 3
Page 2

Module 3
Fact Sheet 8- Page 1
Updated - September 2007



Arkansas Conservation District Directors Training Manual **Board Meeting Checklist for Financial and Personnel Review**

Monthly:

- Review bank statements including cancelled checks and transaction report generated from QuickBooks
- Review bank reconciliation generated from QuickBooks
- Review monthly financial reports (i.e., income statement and balance sheet generated from QuickBooks)
- Validate number of payroll checks issued to each employee during the month
- Review and approve large purchases and travel reimbursements
- Review and sign employee time sheets
- Review annual and sick leave records to include leave earned, leave taken and available leave

Annual:

- Conduct and document employee evaluations
- Develop and approve annual budget
- Review, approve and submit end-of-year financial statements to ANRC
- Review personnel policies and job descriptions and update as needed
- Review internal control checklist

BOARD ATTENDANCE JULY 200

DATE	MEMBER NAME	MEMBER NAME	MEMBER NAME



Discussion Questions

- As you review district powers, which powers might you use to achieve different program goals and objectives?
- Does your district elect officers every one to two years?
- How effectively are district directors supporting district officers?
- How does your district ensure that district officer responsibilities are carried out?

