

# State Reporting & the Circus

*More in common than you realize.*

*Mikki Brinson*

*CO District Operations Manager*

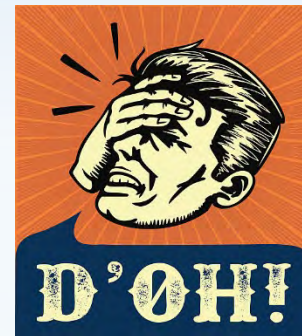
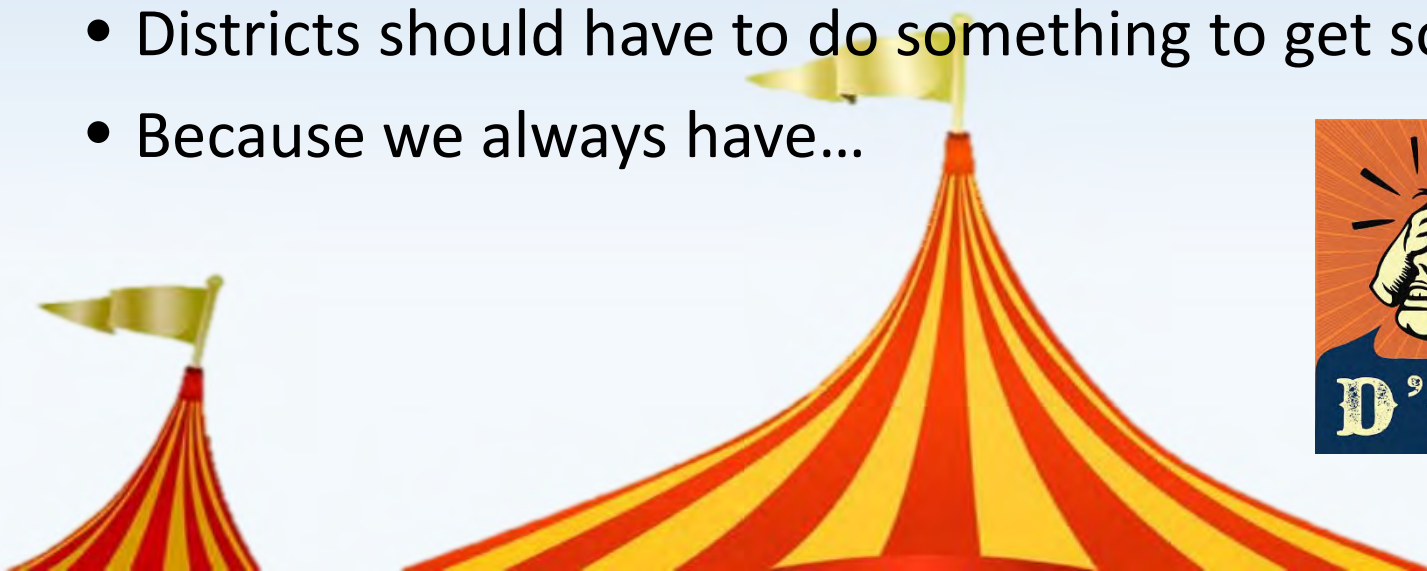
# What do we require?

- Long Range Plan (3 yr)
- Annual Plan of Work
- Completed Annual Plan of Work
- Direct assistance application (since 2006)
- Budget
- Audit/Exemption from Audit
- Supervisor List/Election
- Opening meeting laws
- Supervisor workmen's compensation

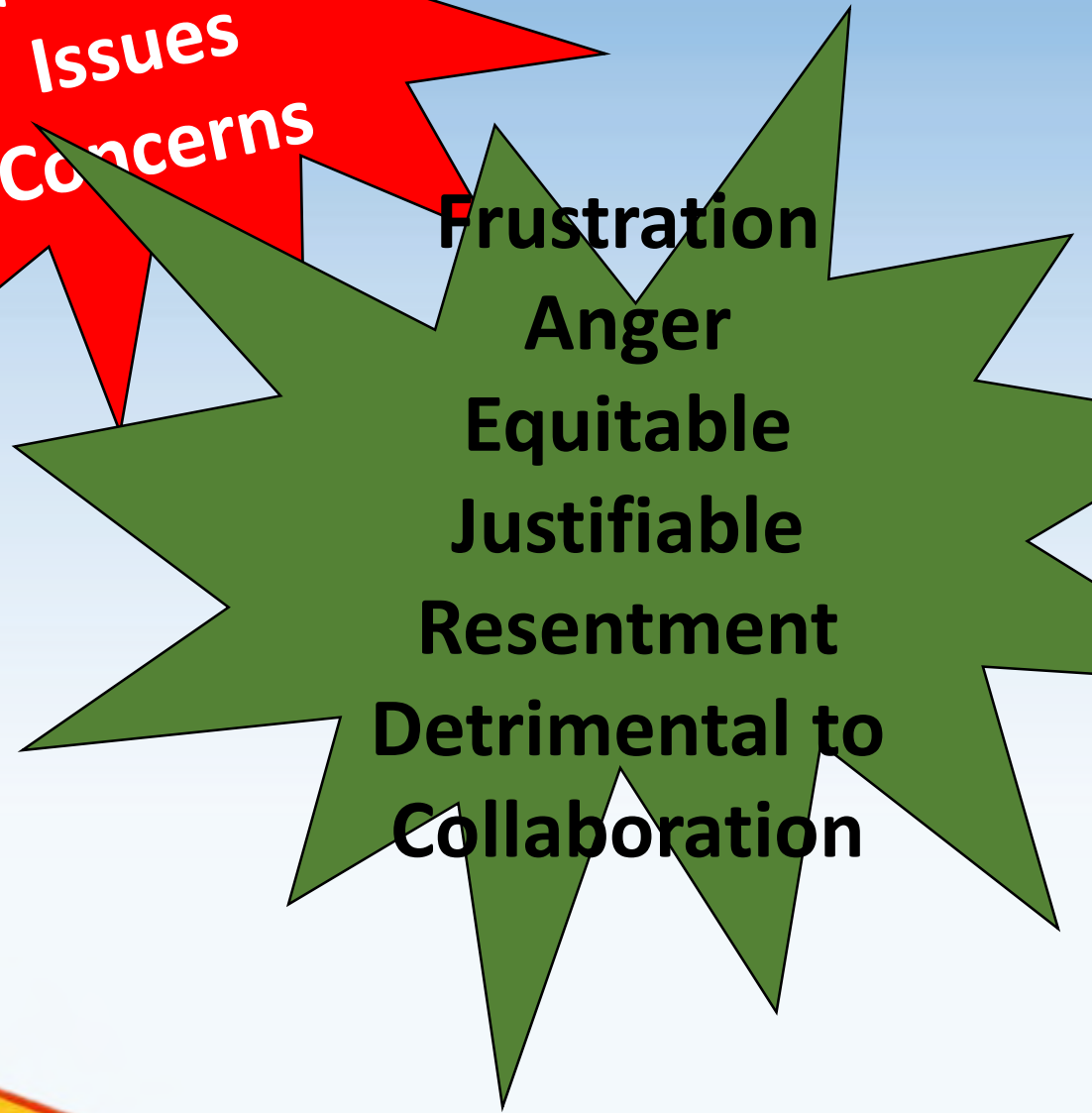
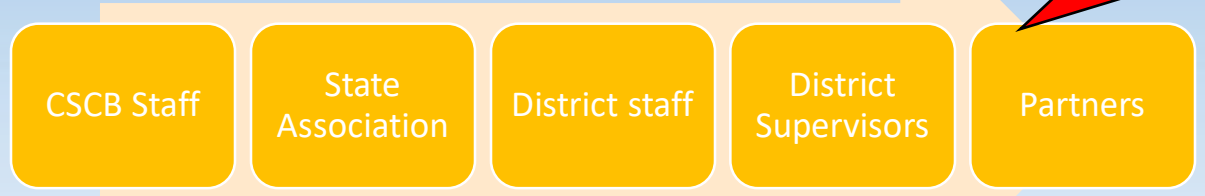
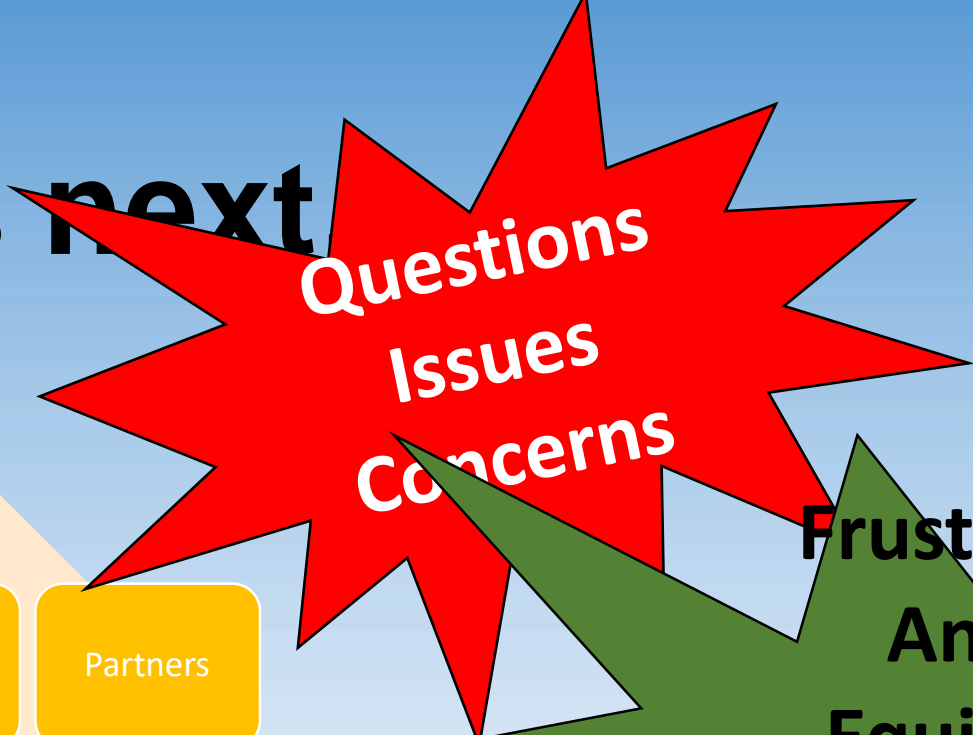


# Why?

- Legally written in statute (some)
- For items NOT listed in Statute
  - Because we think...
    - It helps us look accountable, responsible, justifiable
    - Ensures that Districts plan, helps guide them, strategize
- The legislature warned us – proper/quality use of funds, taxpayer money
- Districts should have to do something to get something
- Because we always have...



# What happens next



# 2015 Staff Approach for Change

- Process = broken!
- 2015 started engaging board on the need for change
- Provided a list of issues, solutions, resolutions
  
- NOTHING!





# 2nd, 3rd, and 4th Attempts

- Customer survey – scores and comments to validate concerns
- Collected samples from other states for quality control
- 3 meetings, 3 things
  - Format of application
  - Review/Evaluation process
  - Funding

**FAIL**

**FAIL**

**FAIL**



## DISTRICT

District Letters

CSCB Customer  
Survey

Board Representative  
Feedback Collected

Watershed  
Resolution

## STATE LEVEL

CSCB

CACD

## SUBCOMMITTEE

**2 CSCB, 2 CACD, and 2 District Employees**

Researched and Reported Findings on:

- State statutes (Title 35, 32 and 24)
- Data and recommendations from the Customer Survey
- Resolution from 2017 CACD Annual Meeting
- Cost analysis of administering Direct Assistance allocations
- Governor's Lean Initiative—Process Improvement

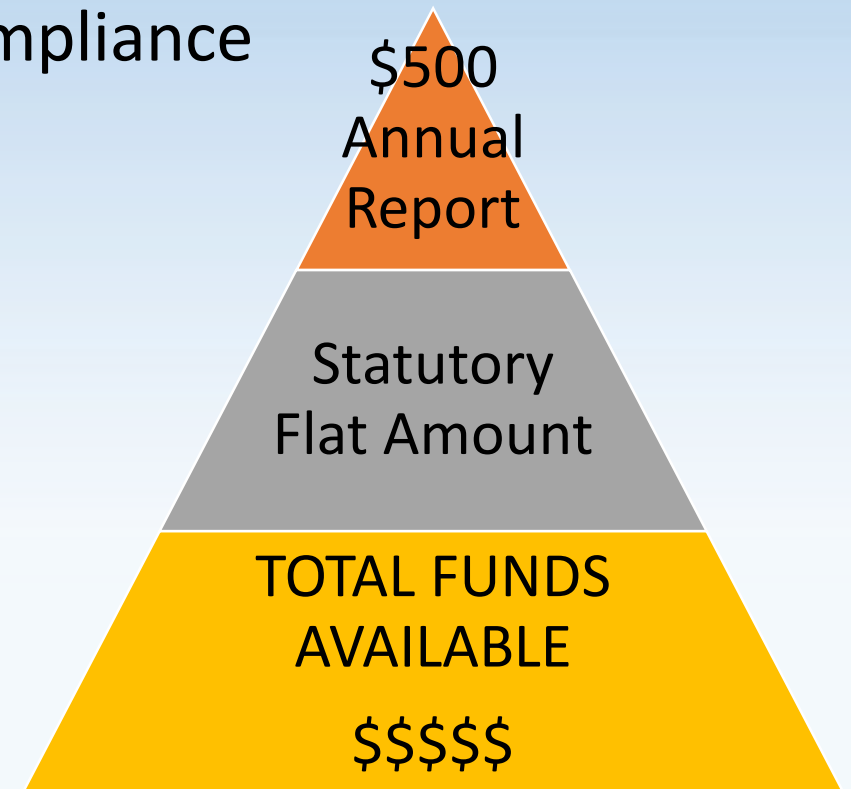
## SOLUTION

- Current process remain in place for 1 year. (Submit completed 2018 Annual Plan of Work for DA, due 2/1/2019)
- 2019 Annual Plan of Work is no longer required
- 2020 allocation will utilize a base level funding, with the option for an Annual Report review for additional merit based funding (due February 15, 2020)



# RESULTS!!!

- CDA CFO confirmed that CSCB has no legal requirements for how the CSCB allocates the funds. “Grading” is not necessary/required.
- Base funding for ALL Districts in statutory compliance
- Annual reports – optional marketing tool
  - \$500 incentive
  - Optional
  - NO REVIEW – locally led!!!



# Allocation

- Each Conservation District that remains in statutory compliance and in Good Standing (as set forth by CSCB) will receive an equal portion of the total award that is allocated in the long bill for general operations of the Conservation Districts.



# Statutory Requirements

- Supervisor Exemption from Workmen's Compensation
- Long Range Plan
- Budget Documents
- ~~• Completed APW/DA application (2019 last year)~~
- ~~• Annual Plan of Work~~
- Audit/Exemption from Audit
- Elections (even years)
- Supervisor's List
- District Bylaws
- District Seal
- Open Meeting Law




# Annual Report

- Annual reports are intended to give constituents, landowners, county commissioners, partners and other interested people information about the District's activities and financial performance.
- The Report is a marketing tool, much like a newsletter or brochure.



# Guidelines for an Annual Report

- Voluntary!
- Shout your success!
- Templates, examples
- Top Annual Report showcased at Annual Meeting
- Resources:
  - CSCB Staff
  - [District Operations Website: https://sites.google.com/state.co.us/cscb/grant-applications-and-operational-materials/direct-assistance](https://sites.google.com/state.co.us/cscb/grant-applications-and-operational-materials/direct-assistance)



## CD's Annual Report

### Overview

An annual report is a comprehensive report on a District's activities throughout the preceding year. Annual reports are intended to give constituents, landowners, county commissioners, partners and other interested people information about the District's activities and financial performance. The Report is a marketing tool, much like a newsletter or brochure.

#### Suggested Topics to Include in an Annual Report:

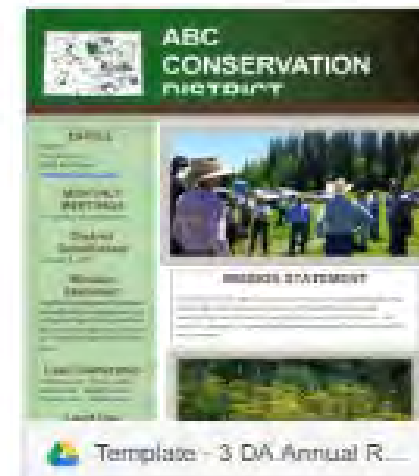
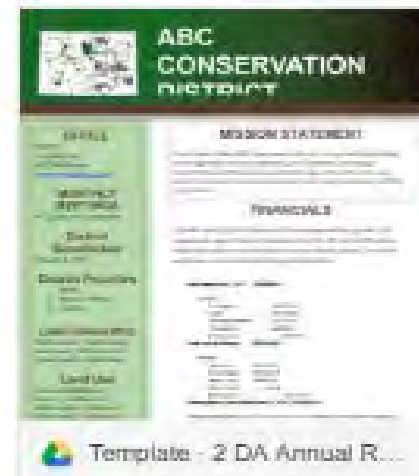
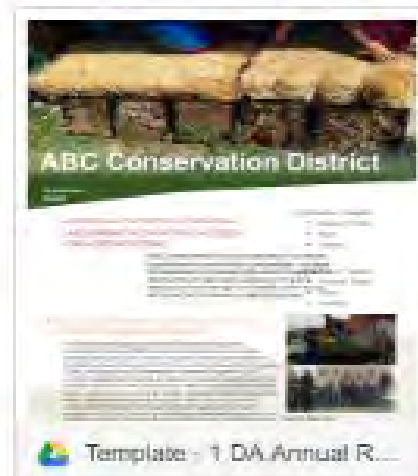
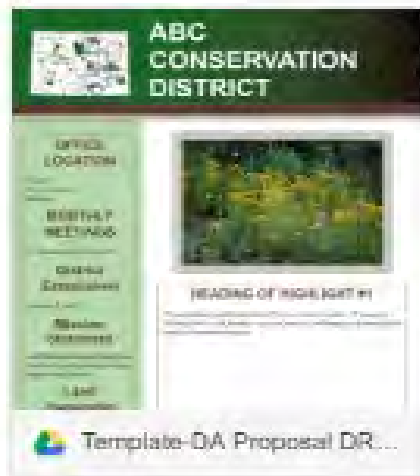
- District name
- Mission statement
- Supervisor names (and the officer positions)
- Employee(s)
- District contact information:
  - Physical address
  - Phone number
  - Website
  - Social Media, etc.
- Brief summary of supervisor engagement other community organizations, partners, etc.
- Highlight 3-5 major accomplishments (include quantifiable results)
  - How many people attended workshops, events
  - Number of acres treated, etc.
- Local Work Group Summary
  - How many attended, thank them for coming!
  - Natural Resource Priorities
  - Anything else from this meeting that turned into a work item for the District
- Summary of District Financials
  - District dollars, State, Federal—show how the District leverages funds!
  - How much goes out in cost-share or back to landowner projects
- PHOTOS!!! A picture is worth a thousand words, use them!

#### Basic Key Points to Consider:

- FREE TEMPLATES!!!!
  - Microsoft word and publisher have free templates to get you started, use them
  - CSCB has some fillable examples online
- RESEARCH
  - Search out other reports, pick what you like and change it up
  - Work with a High School or Local College—they have marketing departments and students that may need to work on a project, let them help you with yours!
- FOCUS
  - Don't get completely wrapped up in the look, focus on "Are you delivering the message you want", "Does this explain what you do for your landowners/partners"

# Direct Assistance / Annual Report

## Annual Report Templates



## Annual Report Samples: Nationwide

TITLE	LAST MODIFIED
Adams Annual Report - Idaho.pdf	Nov 20
Adams County Annual Report.pdf	Nov 20
Adams County CD Annual Report - Idaho.pdf	Nov 20
Adams County Annual Report - Idaho.pdf	Nov 20

*THANK YOU!*

*Nikki Brinson*

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