

# Wyoming Conservation District Supervisor's Handbook



Wyoming Association  
of Conservation  
Districts

Wyoming  
Conservation  
Districts Employees  
Association



Wyoming Department of  
Agriculture



United States  
Department of  
Agriculture - NRCS

# **Wyoming Conservation District Supervisor's Handbook**

First Edition: April 1991

Update: October 1992

Update: July 1997

Second Edition: November 2002

---

---

Written by the Wyoming Department of  
Agriculture and Wyoming Association of  
Conservation Districts.

**Americans with Disabilities Act**

To obtain this publication in an alternative format, contact  
the Wyoming Department of Agriculture at (307) 777-7323.

# TABLE OF CONTENTS

Preface .....	i
District's History .....	1
District's Mission .....	4
Application for Election.....	6
Oath of Office .....	7
Supervisor's Roles & Responsibilities .....	8
Administrative Structure .....	21
Parliamentary Procedure.....	27
District Finances .....	30
Assistance.....	36
Glossary.....	46
Appendix A.....	52
Index.....	54

# PREFACE

*As a conservation district supervisor, you have an important role as an elected leader. To effectively nurture conservation in your community and represent your local constituents, you should understand your roles and responsibilities as supervisors. This Conservation District Supervisors Handbook was developed as a reference to help you do that.*

*Every effort has been made to make this handbook as useful as possible. If you have any recommendations for improvements, we ask your help in making future editions better. Contact members of the Natural Resources Section of the Wyoming Department of Agriculture and share your comments.*

*Also, please note that this handbook is a very basic resource for information on being a conservation district supervisor. Specific details on how to carry out your responsibilities are available in the Wyoming Conservation District Procedures Manual located in your district office. It is also important to participate in scheduled training, educational programs and to use other resources cited in this handbook to further your skills as a conservation leader.*

# DISTRICT'S HISTORY

During the 1930's, the Dust Bowl made the need to conserve natural resources, particularly soil, very clear. Agencies ranging from Land Grant Universities to the Federal Emergency Relief Administration researched and implemented conservation practices throughout the nation. Eventually, the Soil Conservation Service, now named Natural Resources Conservation Service (NRCS) was created under the Soil Conservation Act of 1935, to develop and implement soil erosion control programs.

Sometimes agencies working with conservation ended up competing with each other. Local leadership was needed to coordinate their efforts and tie them into local conditions and priorities. Because of this, the President developed a model Conservation District Law, for consideration by state governments.

In March 1941, the State Legislature passed an enabling act which established conservation districts in Wyoming. Conservation districts were to direct

programs protecting local renewable natural resources. Wyoming now has 34 conservation districts in 23 counties.

## Timeline

February 1937: President urges all states to pass legislation authorizing a soil conservation program.

March 1937: First Soil Conservation District law enacted in United States (Arkansas).

February 1941: Washakie County Senator Earl Bower introduces a bill establishing the Wyoming Soil Conservation Act.

March 1941: Wyoming governor signs the Conservation District legislation.

December 1941: First Soil Conservation Districts in Wyoming are certified.

December 1945: Wyoming Association of Conservation Districts (WACD) organized. Herman Kreuger elected Chairman.

October 1954: First time funds allocated for district supervisors' mileage expenses.

December 1954: WACD votes to incorporate.

April 1957: State Soil Conservation Committee provided their first allocation.

November 1957: WACD President presents governor with school textbook Wise Use of Wyoming's Resources.

July 1959: Wyoming Soil Conservation District name changes to Wyoming Soil & Water Conservation Districts.

July 1967: Conservation districts receive first state appropriation from state legislature.

February 1971: Legislation changes name Wyoming Soil & Water Conservation Committee to State Conservation Commission (WSWCC to WSCC).

November 1982: Local conservation district hires first full-time employee. (Bridger Valley Conservation District).

July 1987: Legislation abolished State Conservation Commission. Duties transferred to Wyoming Board of Agriculture. Other legislation passed to allow conservation districts to request "up to one mill" on local ballots and to request a capital improvement tax of up to 1 percent for special projects.

December 1987: Wyoming Association of Conservation Districts hires first Executive Director.

November 1988: Fourteen conservation districts request mill levies. Eight districts successful.

November 1990: Twenty districts requested mill levies, seven districts are successful, fifteen now funded.

October 1992: Twenty districts have voter supported mill levies. Four other districts receive substantial appropriations from county commissioners.

October 1995: SCS changes it's name to Natural Resources



---

Conservation Service.

November 1996: Twenty-one districts have voter supported mill levies. Five other districts receive appropriations from county commissions.

November 1996: Districts adopted the “Watershed Strategic Plan” to assist them in taking the lead in watershed efforts.

March 1998: State Legislature

funds districts to develop local water quality programs.

November 2001: Twenty-two districts have voter supported mill levies. Six other districts receive appropriations from county commissioners. ■

# DISTRICT'S MISSION

Wyoming conservation district's mission is to provide leadership for the conservation of Wyoming's soil and water, protect the agriculture resource base, promote the control of soil erosion, promote and protect the quality and quantity of Wyoming's water, provide assistance to reduce

the siltation of stream channels and reservoirs, promote wise use of Wyoming's water and all other natural resources, preserve and enhance wildlife habitat, protect the tax base and promote the health, safety and general welfare of the citizens of this state. ■



---

Conservation districts are subdivisions of state government, much like school boards. Each district is governed by a board of five supervisors. Supervisors are locally elected officials who serve without pay. By state statute three are rural, one is urban and one is designated as at-large. They are elected to staggered four-year terms, with two positions available at a general election and three positions at the next general election. These staggered terms improve the stability and consistency for conservation district programs. Supervisors may come from

many different occupations. All supervisors must reside within the boundaries of their district and be residents of Wyoming.

Supervisors need to complete an “Application For Election” (see next page). This application is filed with the county clerk of the county in which the district is located not more than 90 days and not less than 70 days before the day of the election. The district or county clerk should have copies of the Application on hand. ■

**APPLICATION FOR ELECTION  
CONSERVATION DISTRICT SUPERVISOR**

I, the undersigned, swear or affirm that I was born on \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ that I have been a resident of \_\_\_\_\_ district since \_\_\_\_\_, residing at \_\_\_\_\_; that I am an elector ( ) or landowner ( ) (check which one or both for eligibility) of said district and I do hereby request that my name \_\_\_\_\_ be printed on the ballot of the formation (or other) election to be held on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ as a candidate for the office of director for a term of \_\_\_\_\_ years. I hereby declare that if I am elected, I will qualify for the office.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Signature of Candidate

\_\_\_\_\_

Residence Address

Districts are the only local government charged specifically by state statute with natural resource management. As a supervisor, you serve as the grass roots representative of landowners and the general public in your district, providing leadership and direction in

natural resource conservation programs. Upon taking the oath of office you agreed to carry out the responsibilities of your position in accordance with the Wyoming Conservation District Law (W.S. 11-16-101 through 134). Refer to the Conservation District Procedures Manual.

OATH OF OFFICE OF WYOMING  
CONSERVATION DISTRICT SUPERVISOR

STATE OF WYOMING }  
 } SS  
COUNTY OF \_\_\_\_\_ }

I, \_\_\_\_\_, do solemnly swear that I will support, obey and defend the Constitution of the United States, and the Constitution of this State, and that I will discharge the duties of my office of Supervisor of the \_\_\_\_\_ Conservation District, of said County with fidelity; that I have not paid or contributed, or promised to pay or contribute, either directly or indirectly, any money or other valuable thing, to procure my appointment; that I have not, knowingly, violated any election law of the state, nor procured it be done by others in my behalf; that I will not knowingly receive, directly or indirectly, any money or valuable thing for the performance or non-performance of any act or duty pertaining to my office, other than the compensation allowed by law. So help me God.

\_\_\_\_\_  
Signature of Person Taking Oath/Date

Witness: \_\_\_\_\_  
Name, Title and Date

# SUPERVISOR ROLES & RESPONSIBILITIES

## Programs

Wyoming Conservation District Law W.S. 11-16-101 through 11-16-134 provides district authority for developing programs and services that may include:

- Providing technical assistance, for conservation planning;
- Conservation forestry;
- Assisting landowners in complying with federal and state laws;
- Developing watershed plans, water quality monitoring and water quality improvement projects;
- Water quality monitoring
- Adult and youth education programs
- Wildlife habitat programs and projects;
- Waste management programs;
- Represent local constituents on state and national conservation issues and federal land management planning;
- and many others...

To develop and maintain effective programs, you must identify local conservation needs, set corresponding goals, plan to achieve those goals, ensure implementation of your plans, and evaluate each district program's effectiveness.

In addition, W.S. 35-11-406 and W.S. 18-05-306 respectively provide authority for conservation districts to assist in mine land reclamation efforts and subdivision reviews to promote sound conservation and natural resource practices.

Conservation districts are parent districts for watershed improvement districts, per W.S. 41-8-101 et seq. 41-8-126. Watershed improvement districts are structured to provide local landowners with the opportunity to develop mutual water development and rehabilitative plans and the legal authority to fund these plans.

All of these laws are referenced in the [Conservation District Procedures Manual](#).

## Long Range Planning

Planning is the basic tool for developing conservation district programs. There are several different levels of conservation district plans. A Long Range Plan is developed every five years, to serve as a broad outline of your district's response to long-term shifts in land use, population patterns and improvements in district.

The Long Range Plan serves as a guide for the district's long range goals and objectives; describes activities and district functions, not only for the district but state and federal agencies; and it serves as the basis for annual plans of work.

Long Range Plans should include the following components:

- ◆ Introduction describing the district resource base and history (should be brief).
  - ◆ Goals and objectives for the Conservation Districts priorities resource conservation areas (i.e. Conservation Forestry, Water Quality, Education).
  - ◆ Policy to coordinate with state and federal land management agencies (i.e. district policy on timber harvesting practices, grazing practices supported, etc.).
  - ◆ Methods for measuring and monitoring successful implementation.
- Long Range Plans are a requirement to obtain state funding as per the Conservation District developed policy. Copies must be provided to WACD and WDA. The plans also provide a mechanism for creating a common vision and direction for the local Conservation District Board of Supervisors.
- Long Range Plans can:
- ◆ Be adopted pursuant to the Wyoming Administrative Procedures Act by formal resolution and file with the County Clerk. (Please see Watershed Strategic Plan for specific process.)
  - ◆ Be sent via certified return receipt to all applicable state and/or federal agencies if

the district desires to be involved in state and federal planning..

- ◆ Be reviewed by the District Supervisors, staff and partner agencies once a year.
- ◆ Be provided to any individual interested in being a candidate for District Supervisor.
- ◆ Be provided to local Commissioners, Town Councils, and State Legislators and the Wyoming Board of Agriculture.

### **Annual Plan of Work**

An Annual Plan of Work outlines specific objectives and activities to achieve long range plans. The Annual Plan should be completed two or three months before the beginning of the fiscal year and should contain definable measurable objectives. The plan should be brief and concise therefore serving as an effective public information tool. The plan should assess needs and set specific objectives and action steps. The plan should include a detailed timeline as well as a list of parties responsible for the activities. The plan should

be reviewed by the board on a quarterly basis to evaluate progress. A current Annual Plan of Work is required to obtain and maintain qualification for state funding.

Information to obtain and consider when writing the plan:

- information about current district programs
- current resource issues within the district
- district finances
- personnel availability and needs
- growth trends
- other resource or district service issues
- goals contained in long range plan

It is also important to consider public input when writing the annual plan of work. Public input can be obtained through surveys, meetings, and individual and group interviews.

All supervisors, as well as associate supervisors, advisors, committee members, landowners and federal and state agencies

should be involved in the planning process. Most importantly, however, is that supervisors should make the decisions and direct the planning process.

### **Annual Reports**

Annual reports should report on the district's success and progress based on goals and objectives set forth in the annual plan of work utilizing hard measurable means (i.e. the number of school children educated, number of trees planted, water quality monitoring activities). It is very beneficial to develop a cost/benefit analysis of district activities.

### **Internal Policies**

*Setting board personnel policies define how the district will, for example, manage funds, work with the media, board meeting attendance, etc. It is an important program development. Basic mandatory guidelines for operating a conservation district are set by the state legislature*

*with assistance from Wyoming Department of Agriculture in coordination with the Wyoming Board of Agriculture. Details on these policies are in the Procedures Manual. Local district policy is established through the conservation districts in coordination with the Wyoming Association of Conservation Districts.*

*Other district policies have been set by supervisors who served before you, and are not necessarily mandatory. Study local conservation district policies to see if they are still appropriate to current conditions. Update them if necessary. Also consult materials provided by the Wyoming and National Associations of Conservation Districts for further input on district policy.*

*The following is a list of internal policies that districts need to develop and have in place:*

- ✓ Employee Policy - All districts should have an Employee Policy Manual that addresses terms of employment, sick



---

leave, vacation, compensation time for non-exempt employees, etc.

- ✓ Board policy addressing media relations
- ✓ Policy addressing requests for district information/data pursuant to the Wyoming Public Records Act.
- ✓ Board attendance policy, etc. ■

## Education

It is important that districts stay knowledgeable on natural resource issues that are affecting their districts and be willing to educate the public on these concerns. Conservation districts encourage volunteer cooperation of landowners and the general public through information and education. Landowners and operators must be educated so they will understand and adopt conservation values and practices. The general public must be reached so they will understand their stake in conservation and contribute their financial, political, and volunteer support to district programs. You must also inform local, state and federal legislators on your districts's priorities.

To have effective information and education programs, you should understand your audiences and implement the most effective method of communication. You should also understand how to integrate public relations into your program. Finally, you

should be aware of the many forms of media available to communicate your message.

## Adults

Conservation districts work with many adult audiences, including landowners and users, community leaders, civic clubs, agency personnel and others.

There are a variety of methods to reach adults including:

- Personal contact
- Inviting people to board meetings
- Annual meetings
- Community meetings
- Newsletters
- Field tours
- Demonstration plots
- Case studies
- Workshops
- Speeches or films
- Panel discussions
- Symposiums
- News articles
- TV and radio programs
- Other media, state magazines, etc.

## **Legislators and Elected and Appointed Officials**

District's constituents are often directly affected by local, state, or federal laws. WACD and NACD are the principal lobbying voice for conservation districts; inform them of your legislative concerns.

You can assist the WACD and NACD in their lobbying efforts. The first step is to learn how the legislative process works and get to know your representatives' backgrounds and views on conservation. The Wyoming Trucker's Association publishes a guide that lists information on each legislator including profession, background and affiliations. The guide is also a good resource for committee membership and contact information. Copies of the guide can be obtained by calling the Wyoming Trucking Association at (307) 234-1579.

Make personal contact throughout the year with representatives through concise, well thought out letters, telephone calls or

meetings. You may also have opportunities to give testimony in formal meetings or hearings on conservation issues.

## **Youth**

As our youth become increasingly further removed from direct involvement in agriculture and natural resources, it becomes increasingly important to provide them with related educational experiences.

You may work with the whole youth population or specific groups, such as area schools, 4-H clubs, Future Farmers of America, Boy Scouts, Girl Scouts and others. Try to be conscious of the special needs of different youth audiences, such as teens or kindergartners, etc., and use the most appropriate methods. Conservation districts have used a wide variety of methods to reach youth, including:

- ★ Youth conservation education camps and academic programs.
- ★ Training teachers and youth leaders in conservation.

- 
- 
- ★ Providing educational materials for conservation components of youth group programs.
  - ★ Inviting youth group leaders to board meetings.
  - ★ Setting up a “youth board” a small scale version of the conservation district board.
  - ★ Seeking sponsors for awards and other conservation programs for youth.
  - ★ Encouraging youth groups to implement conservation plans on their facilities and property.
  - ★ Developing conservation programs and projects which can involve youth.
  - ★ Demonstration tours.
  - ★ WYRED.
  - ★ Envirothon.

The NACD has a variety of ready-made educational materials for working with youth. There are also materials developed by other groups, such as Wyoming Ag in the Classroom, Project Learning Tree, Project Wild and others. ■

## Public Relations

Your conservation district's public image affects every aspect of your work. Public relations is a continuing program to help people understand what your conservation district is, what you are doing, and why it is important. Good public relations can:

- Inform the public of what the conservation district is and does.
- Promote favorable recognition of the district.
- Ensure that potential cooperators are aware of the availability of district assistance.
- Build rapport with other groups.
- Increase the amount of funds that districts receive.
- Increase the quality and amount of assistance the district obtains from agencies.
- Promote interest in district activities

Your board should appoint one person or a committee to be in charge of conservation district public relations. The district should set goals for basic understandings you would like the public to have about your district. These public relations goals should grow naturally out of what your conservation district is doing, then permeate all aspects of your conservation district's plans and programs.

Make sure you send consistent information. Sometimes written, graphic and non-verbal aspects of your programs can give different messages. It is also recommended that your board adopt a media policy.

WACD, WDA, NACD and many other sources have more specific information on conducting effective public relations programs. ■

## Working with the Media

Whether you are engaging in information, education, public relations, or all three, you will use a whole range of media, from personal contact to mass media. Examples include:

- Personal telephone or conference calls
- Personal letters
- Direct mail
- TV and radio talk shows
- Press conferences
- Columns or regular features in newspapers or magazines
- Multi-media presentations
- Events, such as Soil Stewardship week
- National Agriculture Week held annually in March
- Displays, shows, fairs, expo's
- Annual reports
- Newsletters
- Press coverage at meetings
- Public Service Announcements (PSAs) on radio, TV (including cable)
- Press releases to newspapers, magazines, etc.

- Community calendar listings
- Brochures, handouts, mailers
- Photos or other artwork
- Posters
- Banners

Try to establish friendly, mutually helpful relationships with media representatives. If you convince them of the importance of your program, they will convince the public. Your district might have a committee to coordinate media relations and decide:

- ◆ *Why you want media coverage?*
- ◆ *Who are your audiences?*
- ◆ *Which media would be most effective in reaching different audiences?*

## Board Members

As elected officials, board members have a certain level of responsibility. As an individual board member, you should be:

- Attending and actively participating in all board meetings
- Carrying out your responsibilities
- Keeping abreast of local natural resource issues
- Attending area and state association meetings

As a board, you should be:

- Identifying local landowner and constituent issues and representing those on the district board
- Keeping your conservation district's mission in focus
- Working effectively with district staff and partnering agencies
- Efficiently implementing district programs
- Following correct budget and audit procedures
- Developing, implementing, and evaluating annual

plans

- Reporting to the public on your district's programs
- Ensuring conservation districts are reaching full potential by being creative, responsive, and progressive programs.

You may evaluate yourselves, or have someone from the outside evaluate your board (ex: peer review by a group of supervisors from outside the state or region). There are a variety of board evaluation tools in the books listed in the "Reference" section of this handbook.

## Recruiting New Board Members

Conservation district supervisors are elected to four-year terms. While supervisors can be re-elected, potential new board members should be constantly cultivated. Associate supervisor positions are an excellent way to prepare individuals to become board members. Look at skills that are needed for your board (including interpersonal skills). For example, maybe your



---

district's educational programs aren't as strong as you would like, you might recruit someone with a strong educational background. It is recommended that your district advertise board vacancies in advance of filing deadlines.

### **Associate Supervisors**

Associate supervisors can be officially appointed by the board as advisors and representatives. Associates don't vote on board decisions, but augment your knowledge and experience, and assist with conservation district programs. They also offer a way to cultivate potential new supervisors, allow former supervisors to remain active in the district, and broaden community input to your district. Be sure to orientate associates just as you would supervisors, and involve them in meaningful activities and projects.

### **Filling Board Vacancies**

Once an individual has been recommended by the board to fill a vacancy, the appointment

needs to be approved by the Wyoming Board of Agriculture. While waiting for approval, the appointee can attend board meetings but cannot vote. Once the appointment has been approved, the individual can serve only until the next general election. At that time, they can be placed on the ballot to fill the remainder of the term or are eligible to run for a new term. For more information on the election statutes, see the Conservation District Law (Wyoming State Statutes 11-16-101) or the Special Districts Election Law 22-29-101). All statutes can be found on the internet at <http://legisweb.state.wy.us>.

### **New Supervisor Orientation**

After new supervisors take the oath of office, welcome them with a letter or phone call and issue news releases announcing their election. Formally orientate new supervisors, but don't burden them with too much information at once. Initial orientation is usually done by the board chair. When they are



---

appointed to a committee, that committee should orient them as well. WDA and WACD can also help orient new supervisors through training.

The area meetings and the annual WACD convention are also opportunities to develop supervisor skills. Supervisor training conducted by WDA and WACD

is available at any time. Periodically review Supervisor Training Modules located in your office. It is also good to periodically rotate board members to different positions and committee assignments to broaden their experience. Don't forget to recognize each other's service, effort, and development. ■

# ADMINISTRATIVE STRUCTURE

## Staff

Volunteer board members often have limited time. Conservation district employees can help you implement your programs and policy more effectively. They can also:

- o Help coordinate board activities.
- o Provide objective input and professional expertise.
- o Provide information, data or legwork, and other details.
- o Serve as an agent of the district, contacting landowners agencies and others regarding district business.
- o Provide technical assistance to land users.

There are a variety of staff positions you may fill such as District Clerk, District Manager, Information Specialist, Resource Coordinator/Technical and Consultant (formal contracting is highly recommended). Copies of job descriptions can be obtained from WACD. It is highly recommended that your board develop an employee policy

handbook.

## Employment Procedures

Before hiring, you should identify your needs for an employee. Analyze the tasks that need to be accomplished, then write a position description listing in concise statements what the employee would be responsible for. Then determine how much the district should pay this person and where those funds would be obtained.

Only the district board may authorize the hiring and supervision of employees. NRCS cannot be delegated supervisory duties. Before starting active recruiting, prepare a fact sheet showing:

- ✓ details of employment
- ✓ whether the position is full or part-time
- ✓ pay range
- ✓ term of the position (is the position permanent or temporary, if the latter, how long will the position last?)

- ✓ amount of sick and annual leave and benefits
- ✓ and other facts important to the position

You should also prepare a position announcement which includes:

- ✓ short description of the conservation district
- ✓ salary range
- ✓ necessary qualifications
- ✓ brief review of the position description

If the employee will be using office space or equipment of an assisting agency, a cooperative agreement must be developed and signed by all parties concerned.

Next, advertise the position and collect applications. Then review applications, check references and interview applicants. The entire board is then briefed on applications and interviewers' recommendations so they

can make a choice.

After a candidate has accepted, notify the other applicants, set up a starting date, and obtain personnel and fringe benefit forms. Make sure new employees understand their responsibilities and how to carry them out. Orient them to the district and train them in specific district procedures. The Procedures Manual has more information on position descriptions, fact sheets, position announcements, application forms, training plans, and other details of hiring district employees.

The board is legally responsible for social security, workman's compensation and unemployment insurance. The board needs to develop an employee policy handbook that will address salary and benefits and employee evaluation standards.

WDA and WACD are both available to provide new employee orientation. ■

## **Board and Staff Relationships**

Relationships between your board and the staff must be very clear. It can be exasperating for a district employee to have “five bosses at once,” especially if they offer conflicting input! It is recommended that the board appoint a supervisor as an employee liaison to work directly with the staff. This supervisor should maintain a keen awareness of employee concerns, and initiate evaluations, salary increases, and other personnel actions with board approval.

The Wyoming Conservation District Employees Association (WCDEA) can be a tremendous resource for employee mentoring and training. WCDEA was established to develop district employees’ abilities and act as their voice.

Conservation Districts work in partnership with NRCS. The NRCS staff is there to meet the goals, needs and priorities of the district.

**Chair:** The Chair sets the meeting agenda; presides at meetings; appoints committees, assigns their responsibilities and asks for their reports; and orients new supervisors. The Chair cannot vote unless it is to break a tie. Nor can the Chair make or second a motion. He may “entertain a motion,” but someone else must state it and second it.

**Vice Chair:** The Vice Chair acts in place of the Chair when needed and advises the Chair on program and policy. He or she also arranges special programs for regular board meetings.

**Secretary:** The Secretary, or staff if delegated, notifies members of each meeting; provides the Chair with a list of business items to place on the agenda; keeps board meeting minutes, records of committees, and correspondence on behalf of the board; and prepares district reports. The secretary also ensures that all forms of communication (memos, files, etc.) are properly documented in accordance with

the Procedures Manual.

**Treasurer:** The Treasurer, or staff if delegated, oversees the conservation district's finances and usually serves as Chair of the finance committee. He or she leads budget development; receives, deposits and disburses funds; keeps complete financial records and statements; and presents financial status at meetings. The Financial Handbook list further responsibilities of the board treasurer.

**Committees:** Committees are an option for boards to use to accomplish district work. Committees study district business in a specific area, such as finance or forestry, and sift out important matters for the board to consider.

Committees also implement and monitor decisions made by the board and gather support from organizations and agencies represented on the committee.

There are many different types of committees. A standing committee is a permanent committee

charged with working on a basic aspect of district work.

Other functions of your district may require short term or *ad hoc* committees for a specific task and time period. Examples include: watershed planning, elections, annual meeting, and grant committees.

The Chair and board members appoint themselves, associate board members, district advisors, agency representatives and associations, or interested citizens as committee members. Look to people with an active personal or professional interest in the committee's purpose. Committees also serve as an "entry point" and training ground for people who may eventually become district supervisors.

Make each committee member's involvement as productive as possible. Encourage their full participation, letting all members vote on committee decisions, whether they are supervisors or not. Be sure to include opportunities at board meetings

for recognition of committee progress. Regardless of whether a committee is ad-hoc or standing, each should have a specific commission, similar to a “job description” for an individual. It is important, however, that the Board have final approval of any major actions or decisions by the committees as the board is ultimately responsible.

## Meetings

Meetings are fundamental to conducting conservation district business. Monthly board meetings have two basic purposes: to decide on conservation district policy and monitor their implementation. Subject to the Open Meetings Act (W.S. 16-4-401), board meetings must be open to the public, except for special circumstances as specified in the Procedures Manual.

Supervisors also participate in meetings of committees, district associations, and groups where they represent the district. Regardless of the nature of the

meeting, there are many techniques to make them smooth and effective, whether you are presiding or not.

Participants should be notified well ahead of the meeting (*preferably at least 1 week*). This notification should include an agenda, listing the reason for the meeting, location, time, items to be discussed, estimated meeting length and important reference materials. Most meeting agendas follow this basic order:

1. Call to Order
2. Reading of the minutes
3. Treasurers report
4. Old business
5. Committee reports
6. New business
7. Plans for next meeting
8. Adjournment

Try to start and end meetings on time. Following specific meeting procedures will help you achieve the ends of your meeting and use yours and others' valuable volunteer time wisely. Also, setting a yearly calendar for all board meetings will help



---

people know well in advance when meetings will take place. You might also stagger meeting times, in case there is a specific time of the day, week or month that certain participants aren't able to attend. ■

# PARLIAMENTARY PROCEDURE

Most meetings, especially formal meetings, are run on the basis of Parliamentary Procedure or Roberts Rules of Order. Following is a simplified version of Parliamentary Procedure.

## I. PRINCIPAL MOTIONS

**General Statement:** When a motion has been made, seconded, and stated by the chair, the assembly is not at liberty to consider any other business until this motion has been disposed of. If the motion is long and involved, the chairman asks the mover to hand it in writing to the secretary. The mover cannot withdraw his motion after it has been stated by the chair. In general all motions should be seconded, which may be done without rising or addressing the chair.

1. **To Amend:** This motion is “to change, add, or omit words” in the original main motion, and is debatable; majority vote

**To Amend the Amendment:** This is a motion to change, add or omit words in the first

amendment; debatable, majority vote.

**Method:** The first vote is on changing words of second amendment, the second vote (if first vote adopts change) on first amendment as changed; the third vote is on adopting main motion as changed.

2. **To Commit:** When a motion becomes involved through amendments or when it is wise to investigate a question more carefully, it may be moved to commit the motion to a committee for further consideration. Debatable and amendable, but a committee must make report on such question.

3. **To Lay on the Table:** The object of this motion is to postpone the subject under discussion in such a way that it can be taken up at some time in the near future when a motion “to take from the table” would be in order. These motions are not debatable or amendable; majority vote.

4. **To Postpone:** A motion to

postpone the question before the assembly to some future time is in order, except when a speaker has the floor. Debatable, majority vote.

5. To Adjourn: This motion is always in order except:

- a. When a speaker has the floor.
- b. When a vote is being taken.
- c. After it has just been voted down.
- d. When the assembly is in the midst of some business which cannot be abruptly stopped.

When meeting the above conditions, the motion is not debatable.

When the motion is made to adjourn to a definite place and time, it is debatable.

6. To Reconsider: The motion to reconsider a motion that was carried or lost in order if made on the same day or the next calendar day, but must be made by one who voted with the prevail-

ing side. No question can be twice reconsidered. Debatable, majority vote.

7. The Previous Question: This motion is to close debate on the pending question. This motion may be made when debate becomes long drawn out. It is not debatable. The form is "Mr. (Madam) Chairman, I move the previous question." The chairman then asks, "Shall debate be closed and the question not be put?" If this be adopted by a two-thirds vote, the questions before the assembly is immediately voted upon.

8. Point of Order: This motion is always in order, but can be used only to present an objection to a ruling of the chair or some method of parliamentary procedure. The form is 'Mr. (Madam) Chairman, I rise to a point of order.' The Chairman: "Please state your point of order." After the member has stated his objection, the chair answers:

- a. "Your point of order is sustained" or

b. "Your point of order is denied."

The chairman then addresses the assembly, "Shall the decision of the chair be sustained?" This is debatable and the presiding officer may discuss it without leaving the chair. Voted on like any other motion. Majority or tie vote sustains the decision of chair. Requires a majority of 'no' votes to reverse decision of the chair.

**KINDS OF VOTING**--Majority vote means one over half of the members voting and plurality vote is the largest of two or more numbers. A plurality vote never adopts a motion or elects a member to office except by virtue of a special rule previously adopted in the constitution or by-laws. In an election, a candidate has a plurality when he has a larger vote than any other candidate.

**THE CHAIR VOTES**--When the vote is by ballot the chairman writes his ballot, and casts it with the rest.

On a tie vote the motion is lost.

If a majority of one the chair, (if a member of the assembly), may vote with the minority and make it a tie, and declare the motion "lost" unless the vote is by ballot.

In the event of a tie vote by ballot, balloting must continue until a candidate receives a majority (unless by-laws provide for plurality).

To move "that an election be made unanimous," is a mistaken courtesy, as it forces those who did not vote for the candidate to submit unwillingly to the transferring of their vote, thus making it appear to be unanimous, when it is not. One negative response causes such a motion to be "lost."

An election takes effect immediately following the completion of the annual business unless the by-laws specify another date. ■

# DISTRICT FINANCES

To develop effective conservation programs, your board must obtain adequate district funding. Conservation districts receive and disburse public funds. Supervisors must also account for how district funds and other assets, such as conservation tree planting equipment, are used. The Financial Handbook lists specific procedures for issuing receipts, petty cash, etc. Conservation district funds should be handled only by supervisors or conservation district employees who have been delegated this responsibility and bonded with a surety bond.

The Wyoming Department of Agriculture has developed the Financial Handbook to assist your district in financial responsibilities as well as complying with Wyoming statutes. The intent of the handbook is to provide information pertaining to daily Conservation District financial transactions. The handbook is a practical set of guidelines designed to provide financial information and includes information on donations and gifts, financial

records and statements, checks, receipts, vouchers, bonds, meeting minutes, petty cash, annual budget, sales tax, unemployment compensation, workers compensation, employment withholding tax, insurance pool, employment eligibility verification, purchases, and inventories.

There are also several laws that affect conservation district operations and funding. For further information, you can look at the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101), the Special Districts Election Law (W.S. 22-29-101), and the Conservation District Law (W.S. 11-16-101). All state statutes can be found on the internet at <http://legisweb.state.wy.us/titles/statutes.htm>.

Your board, or a finance committee, should review sources of funding, develop budgets and budget reports, arrange required audit procedures, and check the reliability of financial information. Ultimately, decisions on the budgets, etc. are made by the supervisors.

## Funding

The first step in conservation district funding is to define your district's need for funds. This is done in conjunction with the annual plan and your long range program. Then you assess funds from federal, state, mill levies or county appropriated funds and grants.

Other sources of income:

- Sub-division reviews
- Tree sales profits
- Foundation grants

WACD is available to assist districts with mill levy efforts, grant writing, etc.

### **Federal, State and County Funds**

Federal funds for conservation districts are sometimes available from the NRCS through cooperative agreements for specific work. Many cooperative agreements, grants, and other contract services require the district to provide matching funds or a "match". Occasionally services or materials can be substituted

for matching funds.

If state funds are appropriated for conservation districts they are typically provided through the Wyoming Department of Agriculture. Funding is also available through other agencies and organizations.

A district can also try to obtain county funding. Conservation districts may receive direct county appropriations with the approval of the County Commissioners. Currently, a majority of districts have obtained a mill levy. Comprehensive and effective Annual Work Plans and Long Range Plans are a necessity to obtain mill levies. Conservation districts are granted this authority by W.S. 11-16-134. There are many reasons for the county to support your district. In addition to benefits provided to individual landowners in the county, conservation districts:

- Prevent erosion which can save dollars spent on road drainage clean-up efforts.
- Preventing floods can save dollars spent on flood

control and water supply problems.

- Conservation improves local environmental quality and economic growth.
- Added value of well-managed properties maintains the local tax base.
- Conservation district programs are typically cost-effective
- Cooperative agreements with assisting agencies bring state and federal tax dollars and services back to the county.
- Local decision-making and program implementation prevent or eliminate need for costly regulations

In addition, W.S. 39-6-412 states that a capital facilities tax (optional 1 cent sales tax) may be imposed by conservation districts for special conservation projects. The sales tax is not to exceed 1% and must be approved by a majority vote of the qualified electors voting on the proposition. For additional information, contact the Wyoming Department of Agriculture or Wyoming Association of Con-

servation Districts.

## **Grants**

Grant funds are awarded to an agency or organization on a competitive basis for a fixed period of time, usually for very specific purposes. Federal and state government, state councils on humanities, and private and industrial foundations are all sources of grants.

Grants are usually obtained by writing a proposal. Individual grant proposals usually have to follow a unique, detailed format outlined by the grantor. Typical proposals include:

1. A project summary
2. A statement of the problem
3. Methods to be used to solve the problem
4. Evaluation criteria
5. Future funding sources
6. A budget

The Wyoming Department of Agriculture (WDA) and Wyoming Association of Conservation Districts (WACD) can help you write grant proposals.

There are also private institutions which offer assistance to groups seeking funds through grants.

## **Budgets**

An important part of district finances is developing budgets to allocate conservation district funds and other resources. Your district budget must be prepared annually. In May, the preliminary budget should be reviewed by the board and approved. In July, a budget hearing must be conducted within five days of the third Thursday or in conjunction with the county budget hearing. The hearing must be advertised in the local paper at least one week prior. Once the hearing has taken place and the budget has been approved, copies need to be sent to WACD, WDA, Dept. of Audit and the county commissioners by October 1st of each year.

Budgets should include the following:

- A narrative summary
- Projected expenses and

revenue

- An annual review of revenue and expenses
- The proposed budget, with the prior year's actual expenditures and income, and the recommended allocation for the coming year for each line item

It is also a good idea to budget staff time to accomplish your objectives. You may also include dollar value estimates of volunteer contributions. To keep track of your budget status, the board treasurer should report on income, expenses, and other budget status information at monthly board meetings. WACD highly recommends the use of software such as Quick Books for accounting or Excel for budget spreadsheets.

Funds obtained by conservation districts are classified as public funds, regardless of how obtained. As public officials, you are accountable for funds, property, and equipment belonging to your district. You should also

report to the public on how you are using their resources.

### **Audits**

District boards should be aware of financial must provide for an annual audit of accounts, receipts, and disbursements. Copies of the audit should be sent to Wyoming Department of Agriculture and the WACD offices. The district treasurer leads this effort, and there is computer software and a state accounting system to help. All supervisors must be aware of what is involved in maintaining accountability with public funds. The Financial Handbook has specific information on accounting and budgeting systems for conservation districts. You may request further assistance from the state of Wyoming Audit Department at 777-7798.

### **Reports**

Another important part of accountability is keeping a documented public record of how your conservation district uses money and volunteer support. Annual, quarterly and special

reports help you maintain contact with your community, and show them what you are doing with public funds.

Reports don't have to be boring, legalistic texts. Research your reports carefully to determine essential facts. Then use your reports as a tool for education and public relations: use nice graphics, simple concise language, photos, cartoons, etc., to make your conservation district's story as attractive and readable as possible. Your reports have to compete with many other pieces of communication — make them attractive and meaningful, with high quality printing. You might even consider asking your readers to fill out an evaluation form on your report.

### **Legal Liabilities**

Accountability is important because as stewards of public funds, and an entity working with individuals and other entities, legal complications may arise. As a district supervisor, you have some protection from liability while discharging your



---

official duties as a supervisor, and can request the assistance of the state attorney if necessary.

Hopefully, you will not need this protection. The best way to avoid legal liability is to conscientiously perform your job as a supervisor — understand your role and responsibilities and legal authorities as specified in the Conservation District Procedures Manual, keep accurate minutes, go to board meetings, keep well informed of what your district is doing, and stay free of any potential conflicts of interest.

Board members shouldn't have any business transactions with the district, unless it is under specific conditions as stated in the Procedures Manual.

Legal opinions can be requested through the Wyoming Department of Agriculture from the Attorney General's office in Cheyenne. An historical record of AG opinions are available from WACD and WDA. ■

# ASSISTANCE

Conservation districts establish priorities and direct action on local natural resource concerns. Districts also often work together on multi-district conservation activities, such as watershed projects. In most cases, districts can utilize assistance and funding from private, federal, state, and local governments; district associations; and private organizations and businesses. Many agencies and organizations have a strong interest in the same natural resources you are working with. It is important to involve them in your activities. Coordinated Resource Management (CRM) is one tool that can be used to build teams and improve relations with other agencies and organizations. Each district should have training manuals on the CRM process and facilitation.

Assistance can be set up formally through a Cooperative Agreement, or a Memorandum of Understanding (WACD has sample MOU's for multi-district agreements). You can also involve groups more informally by appointing their representatives

as associate supervisors, advisors, or committee members.

## **Federal agencies**

**Agricultural Research Service (ARS):** The ARS researches the production, marketing, use and improvement of soil, water, air and agricultural products. ARS research is conducted at numerous field locations throughout the U.S. and its territories and in several foreign countries. (*www.ars.usda.gov*)

**Army Corps of Engineers (The Corps):** The U.S. Army Corps of Engineers plans and constructs reservoirs and local measures to control floods and improve navigation. The Corps is active in flood control and regulates hydroelectric power, municipal and industrial water supplies, and recreation as well as planning for all functions of water resource development. (*www.usace.army.mil*)

**Bureau of Indian Affairs (BIA):** The BIA trustees Native American Indian lands and helps them make the most effective use of

their natural resources.  
([www.doi.gov/bureau-indian-affairs.html](http://www.doi.gov/bureau-indian-affairs.html))

**Bureau of Land Management (BLM):** The BLM manages and leases the national resource lands and their resources to state and local government agencies, individuals and nonprofit organizations.  
([www.blm.gov](http://www.blm.gov))

**Bureau of Reclamation (BuRec):** The BuRec locates, constructs and maintains works to store, divert, and develop water in the western U.S. BuRec projects provide for municipal and industrial water supply, hydroelectric power, irrigation, water quality improvement, fish and wildlife, outdoor recreation, flood control and navigation.  
([www.gp.usbr.gov](http://www.gp.usbr.gov))

**Economic Statistics and Cooperative Service (ESCS):** The ESCS provides economic information for agencies, farmers, farm industries and the public. Its research centers on the use, conservation, development, and

control of natural resources in both U.S. and international economies. The findings of ESCS research are available through research and economic outlook and situation reports.  
([www.esa.doc.gov](http://www.esa.doc.gov))

**Environmental Protection Agency (EPA):** The EPA carries out federal pollution control laws. It also provides technical assistance to reduce and control air, water, and land pollution. The EPA provides funding to develop and install pollution treatment facilities and implements water quality projects.  
([www.epa.gov](http://www.epa.gov))

**Farm Services Agency (FSA):** The FSA administers cost-sharing programs to farmers implementing conservation. It also provides aerial photos for conservation work; assistance for land treatment and development, and natural disaster relief.  
([www.fsa.usda.gov](http://www.fsa.usda.gov))

**Fish and Wildlife Service (USFWS):** The USFWS is

responsible for wild birds, mammals (except certain marine mammals), inland sport fisheries. The FWS conducts research activities, conducts environmental impact assessments, and manages wildlife refuges. The FWS also is responsible for implementing the Endangered Species Act (ESA). ([www.fws.gov](http://www.fws.gov))

**Forest Service (USFS):** The USFS manages national forests. The USFS sponsors cooperative programs through state forestry agencies, the Natural Resource Conservation Service and conservation districts to control fires, stabilize gullies, improve forest growth, plant trees, and control forest pests. ([www.fs.fed.us](http://www.fs.fed.us))

**National Park Service (NPS):** The NPS administers national parks, monuments, historic sites, and recreational areas for the enjoyment and education of citizens. It also helps states, local governments, and citizen groups develop park areas, protect nature, and the preserve historic

properties. ([www.nps.gov](http://www.nps.gov))

**Natural Resources Conservation Service (NRCS):** The NRCS has a long extensive tradition of work with conservation districts. The NRCS often provides equipment, office space, and technical assistance to district constituents. ([www.nrcs.usda.gov](http://www.nrcs.usda.gov))

**Rural Development (RD):** RD makes loans for farm ownership, operating expenses, livestock emergencies, soil and water conservation, grazing, Indian tribe land acquisition, recreation, and subsidized and unsubsidized housing. ([www.rurdev.usda.gov](http://www.rurdev.usda.gov))

**U.S. Geological Survey (USGS):** The USGS conducts studies on public lands as well as research in geology, geophysics, hydrology, cartography, and related sciences. It also studies natural hazards, such as earthquakes and volcanos, and

identifies flood hazard areas.  
([www.usgs.gov](http://www.usgs.gov))

## **Administrative Agencies**

**Wyoming Board of Agriculture:** The Wyoming Board of Agriculture consists of nine members: the Governor and the Dean of the University of Wyoming College of Agriculture (both Ex-Officio members) and seven members appointed by the Governor with the advice and consent of the Senate. The seven regular members are appointed by district and serve a four-year term. ([wyagric.state.wy.us/wyboarda.htm](http://wyagric.state.wy.us/wyboarda.htm))

In 1987, the Wyoming Legislature abolished the State Conservation Commission and transferred the responsibilities to the Wyoming Board of Agriculture their responsibilities. Their responsibilities include: assist and guide districts in the preparation and carrying out of programs for resource conservation, review and coordinate district programs, distribute state funds to the districts and disseminate information concerning the

activities and programs of the conservation districts.

**Wyoming Department of Agriculture (WDA):** The Wyoming Department of Agriculture administers state laws protecting agriculture producers from diseases, insects, predators, weeds, and soil erosion. The Wyoming Board of Agriculture has designated the Natural Resources section to administer Wyoming Conservation District law W.S. 11-16-101 et seq. The Natural Resources section will be your contact in the WDA concerning conservation district operations and programs.

The WDA also regulates the grading of grain, seed, and other agricultural products. The WDA issues and approves licenses for nursery dealers, pesticide operators, and applicators; and issues labeling permits for products used by agricultural producers such as seed, fertilizer, pesticide, etc. The WDA is also involved in food safety, marketing, water resources, transportation, farm labor, and other matters related to the production, distribution and sale of agricultural com-

modities.

*(wyagric.state.wy.us)*

## **State Agencies**

### **Administration and Information (A&I):**

A & I assists and supports state and local governments and serves the informational needs of the citizens of Wyoming by providing budget information, personnel management, telecommunications, computer technology, procurement information, economic analysis, and facility management. The State Library is also under the authority and guidance of A & I.

*(ai.state.wy.us)*

### **Department of Environmental Quality (DEQ):**

The DEQ protects and enhances Wyoming's environment. DEQ programs address air pollution, water quality, solid waste, hazardous waste, mine land reclamation and resource recovery. DEQ is both an administrative and a regulatory agency with authority to enforce the state's environmental laws. DEQ monitors waterways, administers grants for wastewater treatment

facilities, and issues permits for all waste dischargers. DEQ also issues grants to reduce non-point water pollution.

*(deq.state.wy.us)*

### **State Parks & Historic Sites:**

The P & HS is responsible for state park properties operation and maintenance, land acquisition, park development, and archaeological preservation programs. *(wyospcr.state.wy.us)*

### **State Engineer's Office**

**(SEO):** The State Engineer is charged by the constitution with the "general supervision of the waters of the state and of the offices connected with it's distribution." In carrying out this function, the State Engineer grants or denies application for use of water, and is responsible for the distribution of the available water supply. The State Engineer is also the lead individual responsible for all water matters on interstate and national levels to protect Wyoming's interests in the development and use of the state's water resources.

([seo.state.wy.us](http://seo.state.wy.us))

**State Forestry:** The Forestry Division's general responsibilities and objectives are to promote and assist the multiple use management and protection of Wyoming's 270,000 acres of state and 1.9 million acres of private forest lands; to provide forestry assistance and information to landowners, industry, communities and public agencies; and to help provide rural, range, and forest land fire protection, equipment, and training.

([lands.state.wy.us/forestry/htm](http://lands.state.wy.us/forestry/htm))

**State Land and Investment Board:** The Board manages and protects state trust lands for the maximum and exclusive benefit of the common schools and other institutional beneficiaries consistent with the sound husbandry and conservation of trust land resources. The \$275 million farm loan program, the \$40 million irrigation loan program, the coal tax and mineral royalty grant programs, and the Joint Powers Act loan program are also under the auspices of the Farm Loan Board and administered by the State Land and Farm Loan Office. The Board

is comprised of Wyoming's top five elected officials.

([lands.state.wy.us](http://lands.state.wy.us))

**University of Wyoming (UW):** University of Wyoming is a four year, public university in Laramie. In addition to other areas the UW conducts research in forestry, agriculture, and other natural resource areas.

([www.uwyo.edu](http://www.uwyo.edu))

**University of Wyoming Cooperative Extension Service (UWCES):** Assistance from UW Cooperative Extension Service is commonly available

from extension agents ("county agents") and specialists. They are available to counsel, educate and train conservation districts in economics, engineering, agronomy and soils, animal sciences, entomology, food science and technology, forestry and range management, home economics, horticulture, plant pathology, sociology, veterinary science, and many other areas. Most counties have an extension office which serves as the local contact for conservation districts to request extension assistance.

([www.uwyo.edu/ces/ceshome/](http://www.uwyo.edu/ces/ceshome/))

html)

**Wyoming Game and Fish Department (G&F):** Game and Fish provides all publics with diverse, quality wildlife-associated recreation, contributes scientific, educational, aesthetic and economic benefits to society and insure that all people have equal opportunity to enjoy the wildlife resource.

The G&F enforces the state game and fish harvest and management laws. G&F also participates in long-range planning with Federal agencies and private organizations for all wildlife resources. This includes water management, fish and wildlife habitat improvement programs, technical assistance in design of habitat improvement, the conservation and preservation of all wildlife (game and non-game), and cooperating in habitat improvement projects with conservation districts, sport groups, tribal organizations, educational facilities, and civic groups.  
([gf.state.wy.us](http://gf.state.wy.us))

**Wyoming Department of**

**Transportation (WYDOT):**  
The WYDOT constructs and maintains the states transportation system. This system includes roadways, bridges, general aviation and capital facilities. Districts work cooperatively with WYDOT on the establishment of living snow fences on public roadways.  
([dot.state.wy.us](http://dot.state.wy.us))

**Wyoming Water Development Commission (WWDC):**  
The WWDC fosters, promotes and encourages the optimal development of the state's human, industrial, mineral, agricultural, water and recreational resources. The program provides, through the commission, procedures and policies for the planning, selection, financing, construction, acquisition and operation of projects and facilities for the conservation, storage, distribution and use of water, necessary in the public interest to develop and preserve Wyoming's water and related resources.  
([wwdc.state.wy.us](http://wwdc.state.wy.us))

**Local Government**

**County Government:** Nearly all conservation districts in Wyoming are along precinct lines within counties, and while there is no legal relationship between the two, counties can be helpful in several ways. Counties can provide office space; funding; co-sponsorship for watershed projects and responsibility for operation and maintenance; bridge and culvert replacement; use of county earth moving equipment; cooperation on county parks and other county owned land; and funds for soil survey. County contacts include commissioners, clerk, treasurer, recorder, engineer, assessor, highway superintendent, health officer, planning commission, parks and recreation department, weed and pest district and others.

**Municipal Government:** Municipalities can provide funding, co-sponsorship of projects, technical and planning assistance. Urban conservation programs can include tree planting, flood prevention, fertilizer and pesticide management, recreation, cooperative educational activities, and improved water

quantity and quality. Municipal contacts include mayor, councilmen, planners, architects, recreation boards, engineers, and others.

## **Conservation District Associations**

**Wyoming Association of Conservation Districts (WACD):** Formed in 1945, the WACD is a non-profit, non-governmental organization of the 34 conservation districts in the State of Wyoming. The WACD is made up of five areas and serves as a state voice for conservation districts on state and national policy, legislation, communication, and funding for conservation activities. Each area elects two supervisors to serve as area director on the WACD board. The WACD also provides forums to inform, train and educate supervisors and recognize outstanding district individuals and programs. WACD has the following committees:

- district operations
- water resources
- wildlife

- conservation forestry
- private, state and federal lands
- environment
- education

([www.conservewy.com](http://www.conservewy.com))

**Wyoming Natural Resource Foundation (W NRF):**

Formed in 1991, the W NRF is a 501(c) (3) non-profit educational organization working to provide Wyoming’s citizens the knowledge to; protect Wyoming’s natural resources and agricultural base, control soil erosion, protect the quality and quantity of Wyoming’s safety and general welfare of Wyoming’s citizens. The Wyoming Natural Resource Foundation is a sister organization of the Wyoming Association of Conservation Districts. The Foundations voting membership consists of the thirty-four local conservation districts. Most work done through the W NRF is done in conjunction with the Wyoming Association of Conservation Districts.

**National Association of Conservation Districts (NACD):**

The NACD is a non-profit, non-

governmental organization representing over three thousand districts and their state associations in the fifty states, Puerto Rico, and the Virgin Islands. The NACD lobbies for federal conservation legislation and funding in Congress. It also provides brochures, reports, conservation films, training, and education.

([www.nacdnet.org](http://www.nacdnet.org))

**Wyoming Conservation Districts Employees Association (WCDEA):**

The WCDEA was formed in 1990 to develop conservation district employees’ abilities through continuing education, recognition and a network of professional support.

**Organizations and Businesses**

Assistance may also be obtained from other sources. Examples of helpful organizations include:

- Business associations
- Agricultural organizations
- Garden clubs
- 4-H Clubs
- Boy and Girl Scouts

- 
- 
- Chambers of Commerce
  - Wildlife and recreation associations
  - Future Farmers of America (FFA)
  - Professional natural resource organizations
  - Environmental organizations
  - Mineral/Energy companies and organizations

Private industries are often interested in conservation as a matter of improving their business climate. Don't be afraid to be creative in your search for resources for a quality program. ■

# GLOSSARY

**2002 Farm Bill:** The major provisions to this update of the 1996 Farm Bill include higher loan rates for most crops; additional payments to farmers when commodity prices fall below their target prices, reauthorization of the Conservation Reserve Program; authorizing the Grassland Reserve Program at 2 million acres for restored, improved or natural grassland, rangeland and pastureland; authorizing the Conservation Security Program to assist producers in maintaining or adopting practices on private agricultural land and to incidental forested land; and reauthorizing the Wetlands Reserve Program, the Environmental Quality Incentives Program and the Wildlife Habitat Incentive Program. More information on the Farm Bill can be found online at: <http://www.fsa.usda.gov/pas/farbill/default.asp>.

**Best Management Practices (BMPs):** Recommended practices or combinations of practices to reduce non-point source pollution to acceptable levels.

**Bioassessment:** The biological sampling of a waterbody to reveal its general health.

**Clean Water Act (1972) (CWA):** Also known as the Federal Water Pollution Control Act (33 U.S.C. 1251 et. seq.).

**Conservation Reserve Program (CRP):** A provision of the 1985 Food Security Act which encourages farmers to plant grass and/or trees on highly erodible cropland, through ten-year contracts with the USDA.

**Cooperator:** A landowner or operator who has signed an agreement or sought assistance from a conservation district.

**Coordinated Resource Management (CRM):** A process to help landowners, agencies, and resource users to voluntarily coordinate solutions to local natural resource problems occurring



---

over mixed land ownerships.

**County Executive Director (FSA) (CED):** An employee of the FSA, who is responsible for all FSA personnel and programs in a county.

**Credible Data:** Scientifically valid chemical, physical and biological monitoring data collected under an accepted sampling and analysis plan, including quality control, quality assurance procedures and available historical data. (W.S. 35-11-302)

**District Conservationist (DC):** Natural Resources Conservation Service (NRCS) employee responsible for technical quality and local NRCS personnel within a conservation district.

**Environmental Impact Statement (EIS):** A document that discusses the likely significant impacts of a development project or a planning proposal, ways to lessen the impacts, and alternatives to the project or proposal. EIS's are required by the National Environmental Policy Act.

**EPA 205j Funds:** EPA Clean Water Act Funds for planning and assessment.

**EPA 319 Funds:** EPA Clean Water Act Funds for project implementation.

**Facilitator:** A neutral person that encourages participation, and identifies and resolves conflicts or problem situations in the best interest of the group.

**Farm Services Agency (FSA):** An agency of USDA which is generally responsible for administering commodity production adjustment and certain conservation programs of USDA.



---

**Federal Water Quality Act - Section 319:** Clean Water Act amendments of 1987. Section 319 of these amendments specifically requires states to develop an assessment of non-point source pollution and a management plan for controlling such pollution.

**Field Office Technical Guide (FOTG):** A guide developed specifically for each NRCS field office and used by the NRCS to assure quality of technical advice on conservation systems planning and application.

**Financial Manual:** A reference for conservation districts. This manual has a practical set of guidelines designed to provide financial information on donations and gifts, financial records and statements, checks, receipts, vouchers, bonds, meeting minutes, petty cash, annual budget, sales tax, unemployment compensation, workers compensation, employment withholding tax, insurance pool, employment eligibility verification, purchases, and inventories.

**Interagency Personnel Agreement (IPA):** An agreement between agencies to share personnel.

**Mediation:** A confidential conflict-resolution process in which a trained, neutral third party helps parties in conflict find a mutually agreed upon solution.

**Memorandum of Agreement (MOA):** See Memorandum of Understanding.

**Memorandum of understanding (MOU):** An agreement between two or more conservation districts or other public or private entities for services, funding, or other program assistance. Sometimes referred to as Memorandum of Agreement (MOA).



---

**National Environmental Policy Act (NEPA):** Law requiring the federal government to consider environmental impacts of their activities. 40 CFR Part 1500. (Available online at: <http://www.access.gpo.gov/ecfr/>)

**National Pollution Discharge Elimination System (NPDES):** A part of the Federal Clean Water Act, which requires point source dischargers to obtain discharge permits. These permits are referred to as NPDES permits and are administered by the Wyoming Department of Environmental Quality.

**Non-point Source Pollution:** Pollution that is diffuse in nature from sources which accumulates in surface or ground water.

**Point of Order:** A parliamentary procedure term for an objection raised by a member because of improper procedure. It must be ruled on immediately by the chair.

**Procedures Manual:** A reference manual for conservation districts which contains information on rules, regulations, policy, organizational structure, financial and administrative procedures.

**Project Aquatic:** An environmental and conservation education youth program emphasizing water resources. Instructors are trained and provided with a variety of educational resources appropriate to various age levels.

**Project Learning Tree (PLT):** An environmental and conservation youth education program emphasizing forestry. It is an unbiased approach to presenting basic forest practices and developing an appreciation for forest resources. Instructors are trained and provided with a variety of educational resources appropriate to various age levels.



---

**Project Wild:** An environmental and conservation education youth program emphasizing wildlife. It is an unbiased approach to presenting basic wildlife management practices and developing an appreciation for wildlife. Instructors are trained and provided with a variety of educational resources appropriate to various age levels.

**Public Law 83-566 (PL566) - Watershed Protection and Flood Prevention Act:** Federal Law detailing cost share for planning and implementation of practices on small watersheds.

**Public Law 92-500 - Federal Water Pollution Control Act - Section 208:** Federal legislation setting national goals to eliminate water pollution. Section 208 addresses non-point pollution.

**Quorum:** The minimum number of members required to be present at a meeting to transact business. Three of five conservation district supervisors constitutes a quorum.

**Resources Conservation Act (RCA) (PL92-192):** This act directs the Secretary of Agriculture to continually appraise non-federal soil, water, and related resources.

**Resources Conservation and Development (RC&D):** RC&D areas are locally organized, sponsored, and directed organizations of people that receive technical and financial help from the USDA and other organizations to conserve and use natural resources.

**Resource Management System (RMS):** A combination of conservation practices that if installed and maintained, protect the resource base by meeting tolerable soil losses, and maintain acceptable water quality, ecological and management levels for a specific resource use.



---

**Riparian Area:** Area with high water table and lush vegetation bordering a water body.

**Watershed Management:** The process of guiding and organizing land and other resource use on a watershed to provide desired goods and services without adversely affecting natural resources.

**Watershed Plan:** A plan designed to improve water quality by encouraging implementation of Best Management Practices through information-education activities, technical assistance, and incentive for BMP adoption.

**Watershed:** The geographic area from which a particular river, stream, or water body receives its water supply.

**Wyoming Ag in the Classroom (WAIC):** A grassroots educational program now housed within the Wyoming Department of Agriculture. They provide resource materials, workshops and other agriculturally based activities to educators.

*([www.wyoagcenter.com/waic/classroom.html](http://www.wyoagcenter.com/waic/classroom.html))*

# APPENDIX A

## Wyoming Conservation District Supervisor Job Description

### Description

Conservation district supervisors serve on a five-member board that develops and implements programs to protect and conserve natural resources, stabilize farming and ranching, protect the tax base and the health, safety and general welfare of the people. District supervisors, as locally elected officials, have certain authorities under federal laws to coordinate/cooperative with federal land management agencies on land management efforts.

### Duties

Identify local conservation needs and develop, implement, and evaluate programs to meet them.

Educate and inform landowners and operators, general public, and local, state and federal legislators on conservation issues and programs.

Supervise other volunteers and paid staff working with the district; coordinate with cooperating agency personnel.

Administer the district by delegating tasks through a structure of board officers and members, and committees, and others. Raise and budget district funds, and report on activities to the public.

Coordinate assistance and funding from federal, state, and local government; district associations; and private groups.

Represent local people on state and national issues.



---

## **Qualifications**

- Interest and background in conserving renewable natural resources.
- Communication skills.
- Ability to participate, at a minimum, in monthly district board meetings.

## **Relationships**

- Other district supervisors.
- Wyoming Department of Agriculture/Wyoming Board of Agriculture.
- Wyoming Association of Conservation Districts.
- Community leaders/local legislators.

## **Benefits**

- Satisfaction in seeing conservation practices applied.
- Interaction with others interested in natural resource conservation.
- Input into local, state, and federal conservation programs.
- Training through WACD/WDA/NRCS/WCDEA.

## **Time Required**

Four year term. Attend 12 regularly scheduled board meetings, as well as committee and other special meetings-for an average of 20 days/year.

# INDEX

## A

Administration and Information (A&I) .....	40
Administrative Agencies .....	39
Administrative Structure.....	21
Agricultural Research Service (ARS) .....	36
Annual Plan of Work.....	10
Annual Reports .....	11
Application for Election .....	6
Army Corps of Engineers.....	36
Assistance .....	36
Associate Supervisors .....	19
Audits .....	34

## B

Board Members Responsibilities .....	19
Board Vacancies .....	19
Board/Staff Relationships .....	23
Budgets. ....	33
Bureau of Indian Affairs .....	36
Bureau of Land Management (BLM) .....	37
Bureau of Reclamation (BuRec).....	37

## C

Chair, duties of the .....	23
Chronological History.....	1
Committees.....	24
Conservation District Associations .....	43
Coordinated Resource Management .....	46
County Funds .....	31
County Governmen .....	42
Credible Data:.....	47

## D

Department of Environmental Quality (DEQ) .....	40
District Finances .....	30
District Funding .....	31
District Programs .....	8
District Supervisor Job Description .....	52
District's History .....	1

<b>E</b>	
Economic Statistics and Cooperative Service (ESCS) .....	37
Education .....	13
Employee Policy Manual .....	12
Employment Procedures .....	21
Environmental Protection Agency (EPA) .....	37

<b>F</b>	
Farm Bill, 2002.....	46
Farm Services Agency (FSA) .....	37, 47
Federal Agencies .....	36
Federal Funds .....	31
Finances.....	30
Fish and Wildlife Service (USFWS) .....	37
Forest Service (USFS) .....	38
Funding.....	31

<b>G</b>	
Glossary .....	46
Grants.....	32

<b>I</b>	
Internal Policies.....	11

<b>L</b>	
Legal Liabilities .....	34
Legislators and Elected and Appointed Officials .....	14
Local Government .....	42
Long Range Planning .....	9

<b>M</b>	
Media Relations .....	17
Meetings .....	25
Mission .....	4
Municipal Government.....	43



---

## **N**

National Association of Conservation Districts (NACD).....	44
National Environmental Policy Act (NEPA).....	49
National Park Service (NPS).....	38
Natural Resources Conservation Service(NRCS) .....	38
New Board Members - Recruiting.....	18
New Supervisor Orientation .....	19

## **O**

Oath of Office .....	7
Organizations and Businesses.....	44

## **P**

Parliamentary Procedure.....	27
Programs.....	8
Public Relations.....	16

## **R**

Recruiting New Board Members.....	18
Reports .....	34
Rural Development(USDA-RD) .....	38

## **S**

Secretary, duties of the .....	23
Staff .....	20
State Engineer's Office .....	40
State Forestry.....	40
State Funds .....	31
State Land and Investment Board .....	41
State Parks & Historic Sites.....	40
Supervisor Roles & Responsibilities .....	8
Supervisor's Job Description .....	52

## **T**

Timeline .....	1
Treasurer, duties of the .....	24

**U**

U.S. Geological Survey (USGS) .....38

University of Wyoming (UW).....41

University of Wyoming Cooperative Extension Service .....41

**V**

Vacancies, Filling Board ..... 19

Vice Chair, duties of the .....23

Voting .....29

**W**

Watershed ..... 51

Working with the Media ..... 17

Wyoming Department of Transportation (WYDOT) .....42

Wyoming Ag in the Classroom (WAIC)..... 51

Wyoming Association of Conservation Districts (WACD) .....43

Wyoming Board of Agriculture ..... 39

Wyoming Conservation Districts Employees Association (WCDEA) .....44

Wyoming Department of Agriculture (WDA)..... 39

Wyoming Game and Fish Department (WG&F).....41

Wyoming Natural Resource Foundation (WNRF) .....44

Wyoming State Statutes ..... 19

Wyoming Water Development Commission (WWDC) .....42

**Y**

Youth Education ..... 14