



MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

New Supervisor and Employee Orientation

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MASWCD Training Conference
Nov. 26, 2018

Background and Overview

Soil conservation movement in the U.S.

- Began in the 1930s
- An outcome of improper use of land and prolonged drought that brought about the Dust Bowl Era.

Background and Overview

Important Dates

- 1935 - Soil Conservation Service (SCS) now the Natural Resources Conservation Service (NRCS) under the United States Department of Agriculture (USDA) set up large-scale demonstration projects, but lacked local support and participation.
- 1943 - Missouri passed legislation authorizing formation of soil and water conservation districts (SWCD). Now 114 districts, one in each county.
- 1984 - Passage of one-tenth-of-one-percent Parks, Soils and Water Sales Tax.

Background and Overview

Parks, Soils and Water Sales Tax

- Retail sales tax.
- Administered by the MoDNR.
- Proceeds are equally divided between MO State Parks and the Soil and Water Conservation Program.
- MO is one of few states with a dedicated sales tax.
- Most recently passed in 2016 and shall be reauthorized in 2026, or special election called by the governor.

Missouri Soil and Water Conservation Districts are . . .

- Approved by a majority of the county landowners and Soil and Water Districts Commission pursuant to RSMo 278.100. All counties have an established SWCD.
- A unit of local government per statute.
- Composed of five members; four elected land representatives and a University of Missouri Extension representative.
- Required to follow Missouri's Sunshine Law.

District Boards

**The board is responsible for
management of the district**

This includes:

1. Planning (Goals and Priorities)
2. District Operations
3. District Employees
4. Cost Share Program
5. Local Funding

Board Member Roles

Chairman

- Presides at all meetings.
- Conducts the meeting following parliamentary procedures.
- Suggests motions, but does not make them.
- Prepares and distributes agenda.

Board Member Roles

Vice Chairman

- Acts in place of chair when needed.
- Make motions, seconds motions, and votes on motions.
- Consults with and advises chair on matters of programs and policy.

Board Member Roles

Treasurer

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

Board Member Roles

Secretary (ex officio)

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

Board Member Roles

Member

- Assists other board members as requested.
- Prepares to serve in leadership positions of the board.
- Participates in all votes.

Board Voting Authority

- All board members have the right to vote including the chair.
- A board meeting must have a quorum (at least three board members participating).
- Must have quorum to conduct district business (vote) at a meeting. If less than three are participating, information can be discussed but no actions taken.
- A concurrence of a majority of the whole board (three members) is required for the determination of any matters. RSMo 278.110 (3)

District Boards are Accountable and Responsible for District Finances!

- Reviews and approves treasurer's report at each board meeting.
- Includes all checking, CD's, money market and savings accounts.
- Bank reconciliations **must** be available at each board meeting for review.
- Treasurer's report, bank statements and check book(s) must all balance.
- Create a budget and follow it.

[DISTRICT]

Soil and Water Conservation District Budget

PERSONNEL

SUMMARY	Annual
Income (State)	\$ -
Income (Local)	\$ -
Total Income	\$ -
Total Expenses	\$ -
Balance	\$ -

EXPENSE DETAIL

Salary - [employee name]	\$ -
Salary - [employee name]	\$ -
Salary - [employee name]	\$ -
Salary - [employee name]	\$ -
Salary - [employee name]	\$ -
Balance	\$ -

INDIRECT

SUMMARY	Annual
Income (State)	\$ -
Income (Local)	\$ -
Total Income	\$ -
Total Expenses	\$ -
Balance	\$ -

EXPENSE DETAIL

Employer's Portion Social Security	\$ -
Employer's Portion Medicare	\$ -
Health Insurance	\$ -
Retirement	\$ -
Balance	\$ -

ADMINISTRATIVE

SUMMARY	Annual
Income (State)	\$ -
Income (Local)	\$ -
Total Income	\$ -
Total Expenses	\$ -
Balance	\$ -

EXPENSE DETAIL

Accounting Management	\$ -
Bank Service Charges	\$ -
Board Meeting Expenses	\$ -
District Cell Phone	\$ -
Employee Travel/Training	\$ -
Information/Education	\$ -
Legal Fees	\$ -
Unemployment	\$ -
Liability Insurance	\$ -
LincPass Certification	\$ -
Office Equipment/Furniture	\$ -
Office Supplies	\$ -
Organizational Dues	\$ -
Supervisor Travel/Training	\$ -
Technical Equipment	\$ -
Workers Compensation	\$ -
Stand-Alone Districts	
Rent	\$ -
Janitorial Services/Supplies	\$ -
Utilities	\$ -
Building Maintenance	\$ -
Balance	\$ -

PERSONNEL

SUMMARY

Annual

Income (State)

\$ -

Income (Local)

\$ -

Total Income

\$ -

Total Expenses

\$ -

Balance

\$ -

EXPENSE DETAIL

Salary - [employee name]

\$ -

Salary - [employee name]

\$ -

Salary - [employee name]

\$ -

Salary - [employee name]

\$ -

Salary - [employee name]

\$ -

\$ -

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Employer's Portion Social Security	\$ -
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ADMINISTRATIVE

SUMMARY

Annual

Income (State)

\$ -

Income (Local)

\$ -

Total Income

\$ -

Total Expenses

\$ -

Balance

\$ -

Liability Insurance

\$

LincPass Certification

\$

Office Equipment/Furniture

\$

Office Supplies

\$

Organizational Dues

\$

Supervisor Travel/Training

\$

Technical Equipment

\$

Workers Compensation

\$

Stand-Alone Districts

Rent

\$

Janitorial Services/Supplies

\$

Utilities

\$

Building Maintenance

\$

EXPENSE DETAIL

Accounting Management

\$ -

Bank Service Charges

\$ -

Board Meeting Expenses

\$ -

District Cell Phone

\$ -

Employee Travel/Training

\$ -

Information/Education

\$ -

Legal Fees

\$ -

Unemployment

\$ -

Check Procedure

- Do not pre-sign checks.
- Do not sign your own check.
- No signature stamps.
- Invoice or bill should be presented when check is signed.
 - A MOSWIMS timesheet is proper documentation for payroll. (example provided)

Income Procedure

- Always give a pre-numbered receipt.
- Take deposits to the bank in a timely manner.
- Avoid cash transactions.

Bank Reconciliations

- Require segregation of duties.
- Should be done by someone who does not:
 - Receive drill rental or handle cash
 - Take deposits to bank
 - Sign checks

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

Two signatures are required on each check with one being a board member.

This is a requirement for each district's surety bond coverage.

Personnel Management

The SWCD boards are solely responsible for all aspects of the district employees, as their supervisors. This includes hiring, firing, directing work, determining compensation and disciplinary actions.

Personnel Management

Some points you will want to consider regarding personnel might include:

1. Hiring
2. Promotions
3. Employee compensation and benefits
4. Staff responsibilities
5. Performance evaluations
6. Retention of employee files

Personnel Management

- Application for employment
- Accident report
- Retirement records
- Payroll records
- Employee W-2 forms
- Quarterly form 941
- Position description/ Performance evaluations
- Disciplinary action records
- Training records
- Leave records (Annual, sick, military)
- Employment eligibility verification (I-9 form)
- Employee withholding allowance certification (W-4 state and federal)

Personnel Management

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DISTRICT SPECIALIST PROGRESSION

DS I

\$13.39/\$14.42*

DS II

\$14.42/\$15.45*

DS III

\$15.45/\$16.48*

DS IV

\$17.51/\$18.54*

1 year of service &
Conservation Planning
Modules 1-8

1 additional year of
service & District
Specialist Testing

3 additional years of
service & Plan, Design,
and/or Report

* Higher amounts
reflected for each level
are for shared
employees

District Specialist Testing (Must pass 4 of 7)

Conservation Practices
Soils
Survey
Conservation Planning
District Operations
Financial
MoSWIMS

Fulfill 2 out of 3 categories

Plan

Certified Conservation Planner

Design

Engineering Job Approval (Level 2) **OR**
Grazing Certification **OR**
Nutrient Certification

Report

Document Management System **OR**
Nutrient Tracking Tool

State stipend only increased at the quarter (July 1, Oct 1, Jan 1 or Apr 1) only after testing and years of service criteria has been met and appropriate forms received.

Staff Responsibilities

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

Staff Responsibilities

- Meeting Preparation: Prepare announcements and follow Sunshine Law for meetings; arrange for meeting space; secure materials or resources to facilitate meetings.
- Professional: Represent the district in a professional way at all events and working with the public.
- Informative: Keep the district board informed of events that affect the district.

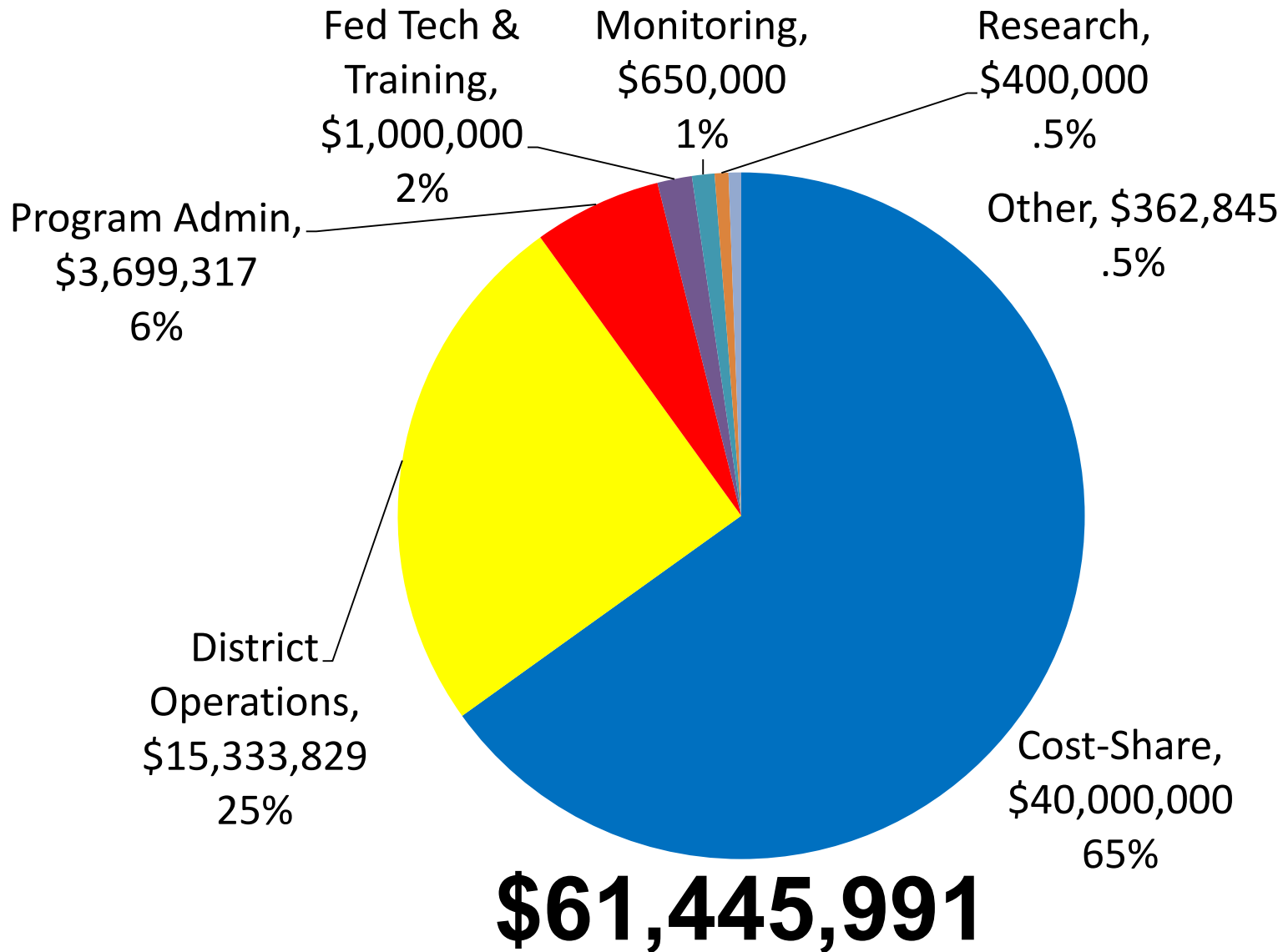
Evaluation of Staff

- Board members are responsible for evaluating the performance of the district's staff.
- Evaluation is an on-going assessment of the way in which the staff carries out his or her responsibilities.
- The formal appraisal may be conducted by the full board or a special subgroup formed for this purpose.

Evaluation of Staff

- Criteria for performance evaluations are generated in advance by both board members and staff.
- While evaluation of performance may focus on responsibilities defined in the employee's job description, it also may take into consideration personal qualities such as the employee's attitude or flexibility.

FY19 TAFP Budget





District Finances

- State Funds
- Local Funds



State Funds

Revenue

Quarterly allocation

- Allotment is broken down into “funds”.
- Districts must submit quarterly information to the SWCP to ensure cash flow and accountability.

State Funds

Revenue

Quarterly Requirements

- Quarterly Report submitted with proper documentation.
- MOSWIMS timesheets....*board approved.*

State Funds

Expenditures

- Each year the SWCP provides guidance which details eligible expenses from each fund.
- Incorrect expenditures or those exceeding a fund allocation must be transferred to correct fund or to local funds.

State Funds

Personnel 02

Gross salary expenses for district employees (including interns) - based on number of employees per district and their position classification (District Specialist I-IV).

State Funds

Indirect 03

Expenditures for District Portion Social Security, Medicare, Retirement, Health Insurance.

State Funds

Indirect 03

Employees who work 1,560 hours are eligible for:

- Eligible plans selected through Missouri Consolidated Health Care Program (MCHCP).
- Retirement based on 7 percent of gross salary.
 - Unless the district has chosen LAGERS

State Funds

Administration 04

- Every District receives \$12,000
- \$13,000 if payroll is outsourced
- Office operations
- Board member expenses, mileage, meals etc.
- Information Education Expenses

State Funds

Administration 04, cont.

- Employee Travel and Training
- Unemployment insurance
- Workers Compensation insurance
- Payroll Outsourcing

State Funds

Administration 04, cont.

- Stand alone district offices
 - Additional \$10,000
 - Used to pay the rent and utilities
 - 12 districts

Local Funds

Revenue

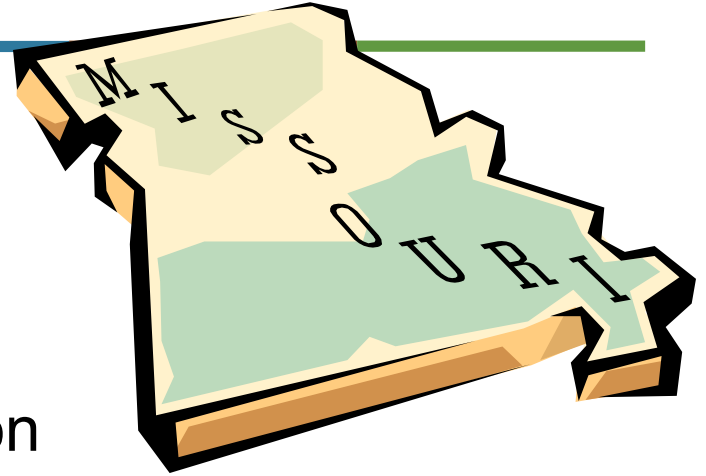
- Donations
- Equipment Rental
 - Pre-numbered receipts should be required for all local income.
 - Rental agreements should be completed.

Local Funds

Expenditures

- Equipment maintenance/purchase
- Office operations
- Salary above state allocation
- “Other” employee expenses
- Board member expenses
- Information/Education

Partners



Soil and Water Districts Commission
Gary Vandiver, Chairman

MoDNR Soil and Water Conservation Program
Colleen Meredith, Program Director

Natural Resources Conservation Service
J.R. Flores, State Conservationist

MASWCD and other conservation partners
Ryan Britt, MASWCD President

Soil and Water Districts Commission

- Six farmer members.
- Three from north of Missouri River and three from south of Missouri River.
- One per state senatorial district.
- No more than four from the same political party.
- Appointed by the governor.
- Hold title to a farm and earning a principal part of their livelihood from the farm.

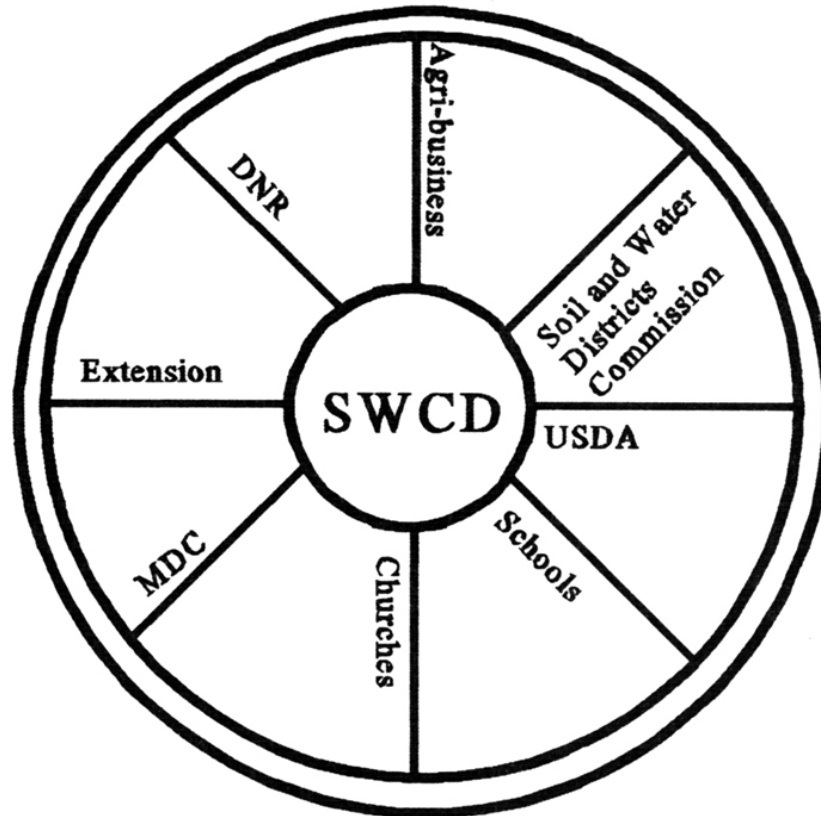
Soil and Water Districts Commission

Four ex officio members - nonvoting members

- Director of the Dept. of Natural Resources
 - Carol Comer
- Director of the Dept. of Agriculture
 - Chris Chinn
- Director of the Dept. of Conservation
 - Sara Parker Pauley
- Dean of the MU College of Agriculture
 - Christopher Daubert

Other Partners

Partnerships are critical to carrying out soil and water conservation efforts in local districts



Cost-Share Program

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

Cost-Share Allocation

- Based on a submitted Needs Assessment from all soil and water conservation districts.
- Needs Assessment is broken down into seven resource concerns.

Resource Concerns and Cost-Share Practices

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

Cost-Share Policies

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

Cost-Share Policies

- The Board of Supervisors can make policy that is more stringent than commission policy:
- Cost-share rate – e.g., 75% vs 60%
- Eligible practices
- Landowner limits
- Practice limits
- Eligible land requirements

Cost-Share Policies

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

Cost-Share Policies

Examples of work or purchases that are not considered as starting a practice:

- Buying T-posts or fencing materials;
- Buying pipe (not fabricated for the project);
- Clearing - when clearing **is not** an eligible component for state cost-share assistance;
- Stockpiled lime.

Cost-Share Policies

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

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

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

Cost-Share Policies

- Board members must abstain from voting on any cost-share contract, change order or payment that they may have a personal or financial interest in.
 - You also should never sign as the board approval on any of those documents.
- Date range on MOSWIMS reports for approval should be correct.

Cost-Share Policies

- Must have evidence of practice checkout.
- The district board must have a maintenance follow-up policy to ensure cost-share practices are maintained for the life of the practice.

Items to remember!!!

- As a good business practice, develop a budget of income and expenditures for the year...and follow it!
- The board is responsible for making sure your district is not operating in the red.
- Bank reconciliations for all accounts must be performed and provided at every meeting.
- Your district board is solely responsible for personnel management.

Items to remember!!!

- Board members need to ensure they are approving and signing timesheets.
- As a board member you should abstain and not vote or sign anything you have an interest in.
- Make sure your date ranges are correct on MOSWIMS reports.
- If something does not seem right, please ask!

District Support Section

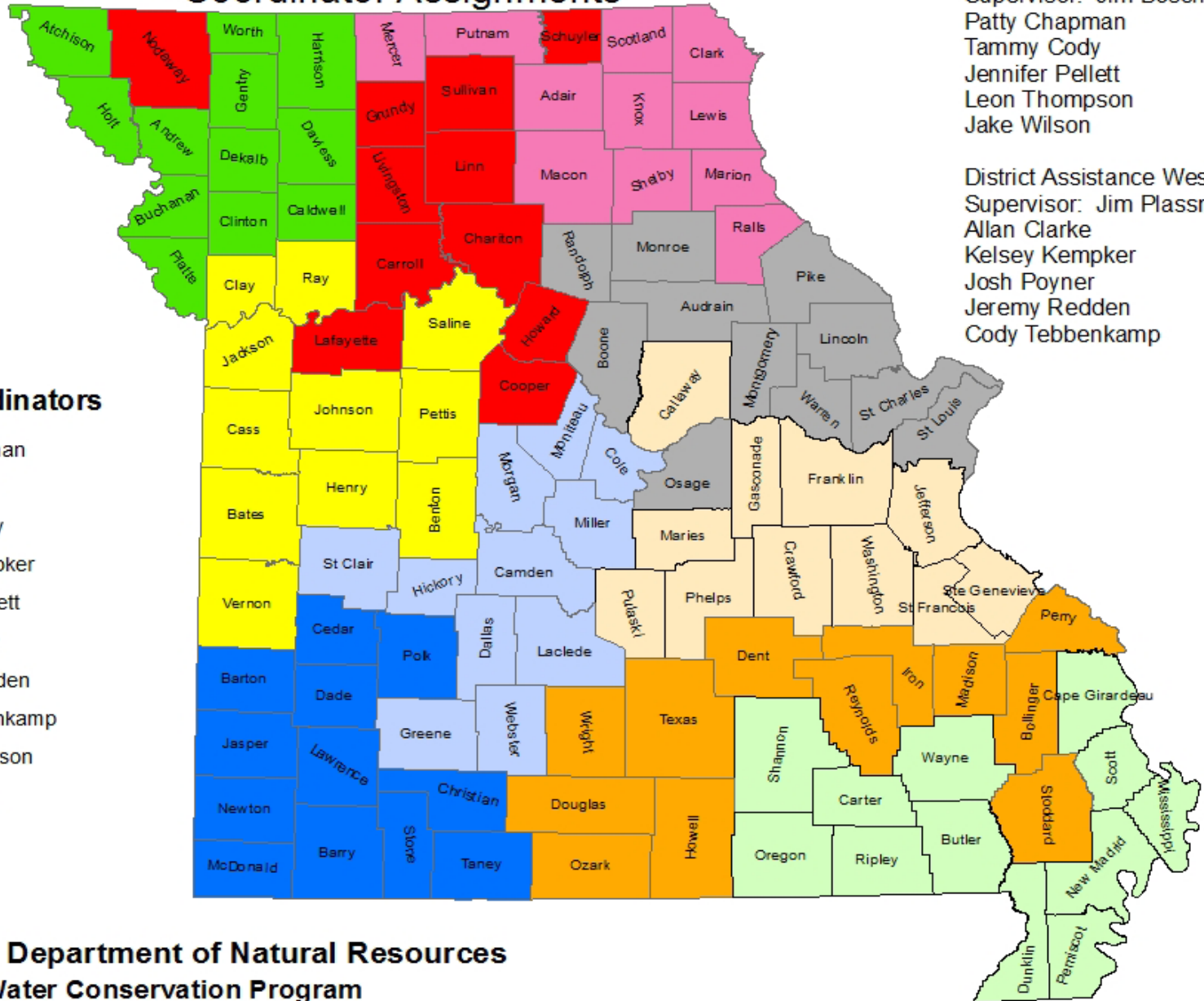
Coordinator Assignments

District Assistance East
 Supervisor: Jim Boschert
 Patty Chapman
 Tammy Cody
 Jennifer Pellett
 Leon Thompson
 Jake Wilson

District Assistance West
 Supervisor: Jim Plassmeyer
 Allan Clarke
 Kelsey Kempker
 Josh Poyner
 Jeremy Redden
 Cody Tebbenkamp

District Coordinators

-  Patty Chapman
-  Allan Clarke
-  Tammy Cody
-  Kelsey Kempker
-  Jennifer Pellett
-  Josh Poyner
-  Jeremy Redden
-  Cody Tebbenkamp
-  Leon Thompson
-  Jake Wilson



Additional Training

Board member training modules are available from the SWCD intranet site.

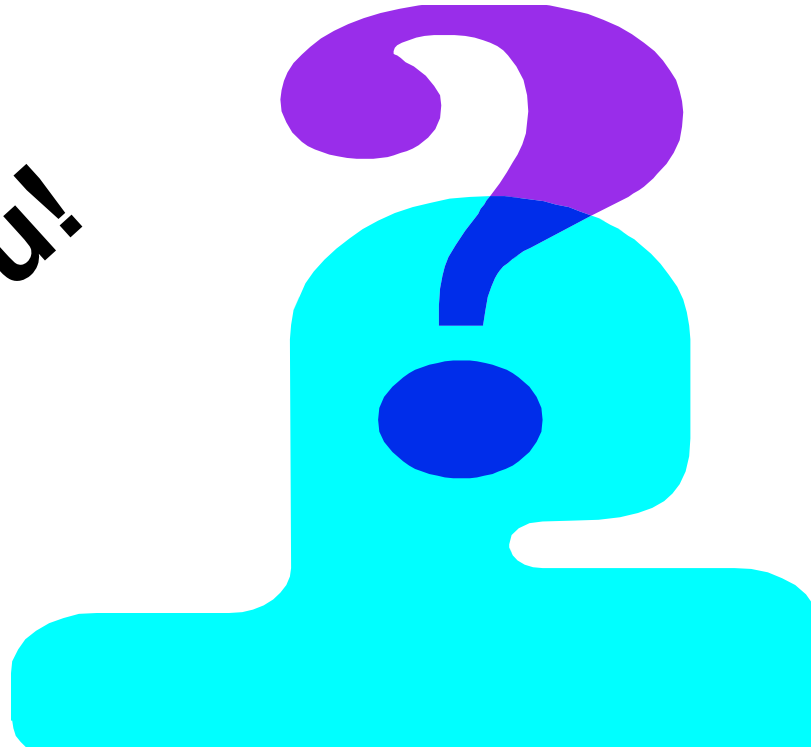
- Soil and Water Background and Overview
- Board Meeting Agenda and Minutes
- Soil and Water Conservation District Boards
- The Sunshine Law



MISSOURI
DEPARTMENT OF
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Questions???

Thank You!



Check out the Soil and Water Program website at
dnr.mo.gov/env/swcp/index.html