**DISTRICT PLANNING**

Know who we SERVE and WHY:

* Who we ***SERVICE*** is crucial in developing activities and funding opportunities
* ***WHY*** do we serve – set up a mission statement to meet your targeted goals; Look at both nationally and locally as a whole. This will help you focus on what issues are the most important we as soil conservation districts face.

Effective Organizations:

1. Set Goals
2. Will have tensions
3. Need to provide a positive working environment
4. Provide a set of procedures that is to be followed by the office
5. Follow through

## DISTRICT PROGRAM OF WORK – Long Range Plan

***These Policies are to be reviewed yearly in December or January***

When a Soil Conservation District is organized, a program of work is prepared for that district.  Each or­ganization has a stated purpose for its existence.  This program of work (long range plan) is the stated purpose of the soil conservation districts and is prepared on the basis of the best data available.  It contains the physical facts of the district; such as, climatic and soil conditions, land use, size and type of farming, and conservation problems as they existed when the work plan was prepared.  It also contains suggestions for a program that will help correct the con­servation problems that exist.  It is essential that district officials be thoroughly acquainted with resource problems, be able to evaluate their importance and be willing to take appropriate steps to solve these problems.

The process of doing the long-range and annual planning is an excellent opportunity for the board to bring in other agencies, groups, or individuals with interest and responsibilities in conservation to work together in plan­ning and activating a dynamic conservation program that will benefit all.  Many districts utilize trained facilitators to receive public input to assist in identifying and prioritizing conservation needs.

The Program of Work should be reviewed annually and revised whenever it becomes out of date because of changing methods of farming, new techniques for meeting conservation problems, or as new information; such as, more accurate soils surveys become available.

The Natural Resources Conservation Service technical assistance is provided the soil conservation districts on the basis of this work program.  The local soil conservation district enters into a Memorandum of Understanding with the United States Department of Agriculture, and a Supplemental Memorandum of Understanding with the Natural Resources Conservation Service and the State Soil Con­servation Committee.

## PLAN OF OPERATIONS AND CALENDAR OF WORK

After the program of work has been reviewed and revised if necessary, a plan of operation for the next year should be developed.  This plan should include the items which will receive the major emphasis in the education and operation program for the coming year.  Go back to the work program and lift from it the most pressing soil and water conservation problems in the district.  List these problems and decide what you will do about them the coming year.

List the objectives of the educa­tional program and decide what activities will be carried out or promoted.

Review the results of last year's operations and decide the goals for the next year.  Ask yourself if you are satisfied with the progress being made.

Once the objectives and goals have been listed, develop a calendar of work (Annual Plan of Operations/Work) for the coming year.  This calendar should organize the year's district activity by showing:

1. List Resource Concern(s) your district feels are important
* Establish priorities

Soil Erosion, Soil Condition, Water Quality/Quantity, Air Quality, Plant Suitability/Condition, and Animals

1. Who will be responsible for an activity and who will assist. (Develop your committee members)
* Develop a good education and publicity program
1. Set your districts goals
* Emphasis on the kind of amount of conservation work to be done during the period.
1. When the activity will take place. (Suggested Activities – examples are workshops, tour, meetings, any educational activity)
* Assignment of responsibilities for carrying out the plan
* A schedule of time and place work will be done

Your current year’s goals should be addressed monthly at your board meetings paying close attention to areas that are not being reached. This is a good chance to also review employee progress.

**DISTRICT POLICIES – a policy defines an outcome**

The development of district policies is be used as a working document with new policies added as the need arises. Policies should be in writing and reviewed annually with the staff and Board of Directors. Keeping all policies and procedures in written form improves the chances that they will be fairly and impartially applied to every employee of the district. Clear policy and procedures enable each employee to know what is expected and rules to follow.

Some suggested guidelines on information contained in a district policy manual could include:

* Board of Supervisors
* History of District and Certificate Organization
* References used in developing district policies
* Memorandums of Understanding
* Area Research Farms
* Awards
* Auxiliary
* Banquets
* Chemicals
* Contributions
* Equipment
* Irrigation
* Meetings, Notices, and Public Law
* Minutes
* Operations & Management
* Customer Relations
* Outreach Education
* Program Contracts
* Memberships
* National Convention
* Work Plans
* Personnel
* Services
* Volunteer Program
* Licenses

**Locally Led Conservation**

Local leadership for conservation has been a responsibility of conservation district for several years and the idea of locally led conservation is to build on this experience. Locally led conservation means involving the entire community in assessing needs, determining priories and working together to solve natural resource problems. Local people understand local problems and, working together, can determine the best solutions.

Conservation districts, working with USDA, EPA, other conservation organizations, producer groups, environmental groups and other local interests can develop a shared vision for conservation and resource enhancement in the community. Anyone with an interest in natural resource management should be involved in the process.

**Who should be involved**

* FSA County Committee & Staff
* SCD Board Members & Staff
* NRCS District Conservationist
* County Extension Agent
* State or local elected/appointed officials
* Other Federal & State Government Representatives
* Representatives of American Indian Governments

**IDENTIFYING PRIORITIES**

Once specific resource concerns are identified, the committee should identify the local resource priorities and where they need to be addressed. It should also set conservation goals for the local program, which could include, for example: reducing erosion to sustainable levels; water quality; restoring wildlife habitat; or many others. Identifying local priorities and setting conservation goals will be key factors in determining state and national priorities, priority areas and program goals.

**RESPONSIBLITIES OF THE DISTRICT CLERK / MANAGER**

The District clerk/manager may be asked to prepare mailing lists for participants, coordinating meeting facilities, follow-up phone calls, record minutes, and gather meeting materials.

* The invitation should include a brief description of the local district, a brief description of the conservation needs assessment process and the agenda for the meeting.
* Follow-up phone calls should be made to key organizations and individuals three to five days prior to the meeting.
* Make sure you keep a separate folder or binder with your local work group material and maintain for permanent reference.

**PLANNING**

Long-range and annual plans provide direction for conservation district programs for the coming year(s). During the planning process, in addition to the plan, is useful to district supervisors and their staff as it provides a mechanism for supervisors to identify key resource concerns in the district, determine the necessary actions to address those concerns, and establish district goals. Involve the public in identifying local resource concerns and implementing solutions. The complete plan is an ideal way to inform the public and local government of the district's focus and activities for the coming the coming year(s).

# Planning Process: Sequential Steps

The actual planning process is just as important as the final product. A series of planning steps is suggested to get your district started. The steps may be modified, as necessary, to develop an effective planning process for your district. While district employees may facilitate or coordinate development of the plan, it is the supervisors' ideas that should make up the plan.

There are many benefits to planning. Activities aren't left up to chance. Often, supervisors are so busy with the day-to-day operations of the district, as well as their own businesses, that they don't take the time to look ahead. Grant programs require districts to anticipate their projects early in order to meet application deadlines. There is a limited season when landowners are available for educational tours and programs, so districts must plan accordingly.

## Planning Steps

Establish a planning committee to coordinate development of the plan. This committee can be comprised of one or more CD supervisors, an NRCS team member, and other individuals/or representatives of agencies/organizations that work closely with the district. There should be no more than five people; three is a good size. CD employees can serve as staff for the committee.

Write a mission statement. Refer to the policy section of the conservation district law (Section 76-15-102, MCA) for information on why CD’s were established.

Hold a public meeting (that can be part of the regular district meeting) to which various government agencies, local organizations, and the public are invited to brainstorm and prioritize resource issues and areas of concern that the district should address in the next few years. The public meeting can also include suggestions on how to address the various concerns. A survey form can be used by people unable to attend the public scoping meeting. -Prioritize resource issues the district should address.

* Prepare a draft plan for each resource issue the district decides to address.
* Summarize the district's concern with each resource issue.
* Identify possible strategies for addressing resource concerns such as holding educational workshops, applying for a grant, establishing a demonstration area, publishing informational materials, encouraging media coverage, etc.
* Select a strategy taking into consideration district staffing, resources, etc.
* Identify tasks to be carried out to implement the chosen actions/strategy.
* Specify staff and board responsibilities and timeframes for completion of each task.
* Organize the plan into a calendar that identifies tasks, target dates, person(s) responsible, etc.
* Send your draft plan out for public review to interested agencies, organizations, local groups, and individuals and put a public notice in the newspaper requesting comments on the draft plan.
* Incorporate public comments into final plan.
* Disseminate final plan to relevant agencies, organizations, media, and the public. (see distribution section)
* Implement the plan.
* Periodically evaluate the plan and update as necessary, based on new information and concerns.
* Write the annual report at the end of each year to summarize the district's accomplishments.

District supervisors should be directly involved in brainstorming resource issues, prioritizing those issues, and selecting the strategies. The planning committee could be used to organize the public meeting; summarize the suggestions from the public meeting; work with the full board to prioritize resource issues; identify all of the necessary tasks; meet with the full board to assign task responsibilities and approve timeframes; assemble a distribution list for the draft plan and final plan; oversee the evaluation and revision of the plan, if necessary; and oversee the writing of the annual report.

## Key Definitions

*Mission statement*--broad statement of purpose; the district's ultimate reason for existence. This can be taken from the law creating conservation districts in Montana.

*Goals*--desired outcome for each resource concern.

*Strategy/Objective/Actions*--specific projects and programs that will help meet the district's stated goals.

*Tasks*--activities that are necessary to accomplish the strategies selected.

**Sample Plan**

Mission statement--To promote the proper management of soil and water resources by providing financial, technical, and educational assistance to land users in the district.

Goal Pertaining to Key Resource Issue--To promote the control of non-point sources of water pollution.

Situation--Sediment is the primary nonpoint source pollutant reaching surface waters in the district. The largest contributions of sediment come from new urban construction and poor grazing, cropping, and timber harvest practices. A vigorous information program on best management practices and the effects of heavy sediment loads on the local fishery is needed.

## Strategies/Objectives

* Hold streamside management workshop and field tour.
* Set up county fair display on sources and management of nonpoint sources of pollution: sediment, nutrients, chemicals, etc.
* Publish articles in district newsletter.
* Establish local demonstration area exhibiting proper streamside management.
* Inform landowners of the economic benefits of using best management practices.
* Tasks (to accomplish first strategy stated above) Select date for workshop and tour

Develop agenda Invite speakers Publicize

Make logistical arrangements

## Plan Distribution

As mentioned earlier, the plan should inform supervisors and their staff, government agencies, and the public about the district's priorities and programs for the coming year. The publication should be concise, readable, and useful for easy reference.

The plan should be distributed to all agencies, individuals, and organizations that the district works with or would like to inform.

Suggested Distribution List

Chamber of Commerce City Councils

County Commissioner

County Planning Boards County

Weed Boards County Extension Agent

County Attorney

County Superintendent

County 4-H Leaders

Grazing and Irrigation Districts

Legislators

Local Conservation and Environmental Groups

Montana Association of Conservation Districts

Public Libraries, School Libraries

Federal Agencies:

Consolidated CFSA Agency--Board and Staff Bureau of Land Management--District Offices

Natural Resources Conservation Services--Area and District Conservationists USFS District Ranger Offices

State Agencies:

DNRC Conservation and Resource Development Division DNRC Water Operations Bureau, Floodplain Section Department of Fish, Wildlife and Parks-

Regional Office

Department of State Lands--Regional Office

DHES Water Quality Bureau

# **Annual vs. Long-Range Planning**

The annual plan describes the activities and tasks that the district will accomplish in the coming year. The long-range plan may be less detailed, but identifies issues and actions that span several years. The annual planning session can be a time to review the past year's accomplishments and shortcomings, review progress on the long-range plan, and plan for the coming year. While some tasks may stay the same from year to year, many should change as new projects are taken on by the district.

It is more effective to start from scratch each year, in order to generate new ideas, rather than trying to make over last year's annual plan. The previous year's plan can be used as a check to make sure everything that needs to be included is included.

# **Annual Reports**

Annual reports should summarize the activities of the district for the past year, including whether and how the district implemented the actions selected to address the priority resource issues. The report can also evaluate the effectiveness of the actions and make recommendations for the next year.

The report should also include information on the regular operations of the district, budget, supervisors, committee assignments, staff, etc. Information in list form, with headings, is more readable than narrative text.

While reviewing or planning the next year’s District plan of action it may be helpful to complete this audit and see if there are areas that need improvement. You can then accurately plan training opportunities for your District.

**CONSERVATION DISTRICT OPERATIONS AUDIT:**

### A conservation district’s self-guide to better operations

Montana conservation district (CD) law (76-15-101 through –810, MCA) as well as laws pertaining to political subdivisions, set standards for conservation district operations in the areas, financial management, personnel management, and 310 administration.

Below is a checklist to be used to self-audit your CD programs to ensure compliance with standards outlined in the law. The checklist also includes many practices that are recommended. While those practices are not required by law, they are recommended to ensure that CDs operate in a fair manner or to safeguard public funds.

CD supervisors and employees are encouraged to sit down together and go over this list. Steps should be taken to implement any items where “No” was checked – especially if it is required by law. This list was developed to help CDs comply with the myriad of laws pertaining to them and is for your own use to improve your operations. It will be a lengthy review process, so you may want to break it up into management segments. But it is important that you go through the entire checklist.

This list may not be all-inclusive, as other laws may apply.

## District Operations

Several sections of the law direct how conservation districts are formed, how supervisors are elected, how they operate. The section below deals mostly with these general operations, however, CD law contains a more detail about CD’s authority to participate in a wide variety of natural resource issues. Those specific authorities are not included in this checklist.

| **DISTRICT OPERATIONS** | **YES** | **N0**  | **COMMENT** |
| --- | --- | --- | --- |
| Each supervisor has taken an oath of office for each term. *Required – 2-16-212, MCA.* |  |  |  |
| Supervisors are nominated and elected at large. *Required – 76-15-30 and 76-15-303, MCA.* |  |  | If incorporated towns are within the district, the municipalities appoint two additional supervisors after consultation with the supervisors (76-15-311). |
| Urban supervisors are reappointed and take an oath of office every three years. *Required – 76-15-31 and 2-16-212, MCA.* |  |  |  |
| If the CD requires a supervisor to live in the area he/she represents, a residency ordinance was adopted. *Required -- 76-15-301, MCA.* |  |  | A certified copy of a residency ordinance must be filed with the clerk and recorder’s office and with DNRC’s Conservation Districts Bureau. |
| A chairman is elected each year. *Required – 76-15-313, MCA.* |  |  | 76-15-313 only refers to electing a chairman, but CDs typically elect other officers, such as vice chairman and treasurer, at this time. |
| Officers are rotated on a regular basis. *Recommended.* |  |  |  |
| Orientation is provided for new supervisors. *Recommended.* |  |  | Orientation materials should be available in the CD office. |
| Meeting dates are publicly noticed and are open to the public. *Required – 2-3-201 through 221, MCA.* |  |  |  |
| Code of Ethics – Supervisors disclose possible conflicts of interest. *Required -- 2-2-101 through 144, MCA.* |  |  | Supervisors are required to file a report stating the possible conflict with the Secretary of State or to abstain from business where conflicts could occur. Additionally, a supervisor must state for the record the nature of the conflict at the time of performing the act. |
| Code of Ethics – CD employees or supervisors do not accept personal gifts exceeding $50 in value. *Required -- 2-2-101 through 144, MCA.* |  |  |  |
| Nepotism – CD supervisors do not hire their relatives. *Required -- 2-2-301 through 303, MCA*. |  |  | Nepotism is prohibited. |
| Meeting minutes contain the date, time, place, and list of attendees. *Required -- 2-3-212, MCA.* |  |  |  |
| Meeting minutes are officially approved. *Recommended.* |  |  | Minutes should be signed by the chairman and attested to by the secretary, if there is such a position, or by another supervisor. |
| Meeting minutes are kept permanently. *Required -- 2-6-401 et seq., MCA.* |  |  | See CD records retention schedule 9 on this website:sos.state.mt.us/css/rmb/local\_forms.asp |
| Minutes, rules, forms, contracts, and other documents are sent to DNRC and MACD. *Required -- 76-15-315, MCA.*  |  |  | The requirement is to send copies to DNRC; sending copies to MACD recommended. |
| No official business is conducted without a quorum. *Required -- 76-15-313, MCA.* |  |  | A quorum is a majority of the board, not a majority of those present. |
| Supervisors attend meetings regularly or are excused from attending if meetings must be missed. *Required -- 76-15-312, MCA.* |  |  | Supervisors are automatically removed from office for three consecutive unexcused absences.  |
| Planning – The CD board is actively involved and participates in developing annual and long-range plans. *Recommended.* |  |  | A CD is more effective if the supervisors know what they want to accomplish.  |
| Plans are reviewed and updated regularly. *Recommended.*  |  |  | Date last annual plan was revised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date last long-range plan was revised \_\_\_\_\_\_\_\_\_\_\_ |
| CD records and files are disposed of only according to CD records retention schedule. *Required -- 2-6-403, MCA.* |  |  | See CD records retention schedule 9 on this website:sos.state.mt.us/css/rmb/local\_forms.asp |
| CD has a current handbook where basic information about the CD is kept. *Recommended.* |  |  | Make it easy on your successors and put important district information in one place. |
| CD supervisors are aware of their liability, protections, and exposures. *Required -- 2-9-101 through 318, MCA.* |  |  |  |
| CD has a current inventory of equipment and other property owned by the CD. A policy is in place to ensure that property is protected from theft and personal use. *Recommended.* |  |  |  |

Financial Management

CD supervisors are responsible for the safekeeping and lawful expenditure of all funds collected – no matter the source. CD supervisors have the duty to protect CD funds and equipment from theft, loss, or misuse. Because CDs usually have only one employee, it is difficult to separate financial duties, which is the normal safeguard to protect funds from theft. This makes supervisor oversight and review of monthly reports, statements, and other financial information more important.

Listed below are standards that are either required by law or recommended to implement checks and balances to safeguard the public’s resources that are entrusted to the CD.

| **FINANCIAL MANAGEMENT** | **YES** | **NO** | **COMMENT** |
| --- | --- | --- | --- |
| Checks always have two supervisor signatures. *Required -- 76-15-525, MCA.* |  |  |  |
| Blank checks are not signed ahead of time in anticipation of expenses that arise between CD meetings. *Recommended.* |  |  | It is not good internal control procedure to sign blank checks. This is an area of risk.  |
| The treasurers’ report is reviewed at the board meeting and documented in minutes. *Recommended.* |  |  |  |
| An audit or outside review of the CD’s books is conducted annually. *Required -- 76-15-315 (4), MCA.* |  |  |  |
| CD complies with the Single Audit Act requirements of an audit if total revenues exceed $200,000. *Required -- 2-7-503, MCA.* |  |  | The auditor must be a CPA on the Department of Administration’s (DOA) roster (2-7-506, MCA). The audit must be contracted for through the DOA using a standard prescribed contract signed by the CD chairman and DOA.  |
| Audits are performed regularly.  |  |  | Date last audit was performed \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Support documentation, such as receipts, invoices, claims, and travel vouchers, are required for every expenditure and are kept on file to prove that expenses are legitimate. *Recommended – Good Internal Accounting Control Procedures.* |  |  |  |
| All individuals with access to CD funds are bonded. *Required -- 76-15-315 (4), MCA.* |  |  |  |
| The person who writes checks is a different person from the one who receives funds, reviews bank statements, and prepares monthly financial reports. *Recommended – Good Internal Accounting Control Procedures.* |  |  | Separation of duties. |
| Someone other than the person handling funds reconciles bank statements regularly. *Recommended – Good Internal Accounting Control Procedures.* |  |  | Separation of duties. Preferably the treasurer would be the one to receive the bank statements and reconcile them. |
| All financial transactions (including savings account deposits and investments) go through one checking account. *Recommended – Good Internal Accounting Control Procedures.* |  |  | Having only one source of records makes it easier to track all CD’s financial transactions. |
| Only state rates are used for travel reimbursement for supervisors. *Required -- 76-15-313 (3) and 2-18-501, MCA.* |  |  |  |
| Supervisors do not receive compensation (except mileage and other expenses such as meals, if any) for attending regular monthly meetings of the board. *Required -- 76-15-313 (3), MCA.* |  |  |  |
| Funds are used only for lawful purposes (related to CD law) in a manner appropriate for governmental spending. *Required 76-15-501, 76-15-503, MCA.* |  |  | For example, funds may not be used for gifts, campaign contributions, or for any expenses outside conservation district business. |
| Contracts and legal documents are signed only by the supervisor with authority to sign for board. *Recommended – Good Internal Accounting Control Procedures* |  |  | Separation of duties. Note: DNRC requires a supervisor’s signature on contracts and invoices for grant payments. |
| Rubber stamps with a signature are not used for signing contracts, invoices, or other financial documents. *Recommended – Good Internal Accounting Control Procedures.* |  |  | Rubber stamps should not be used. This is an area of risk.  |
| Petty cash has no more than $50. *Recommended – Good Internal Accounting Control Procedures.* |  |  |  |
| Petty cash – 1) ledgers are kept, and receipts are required for use. 2) Board oversight is required. 3) Funds are safeguarded from personal use. *Recommended – Good Internal Accounting Control Procedures.* |  |  | Petty cash accounts are an area of risk and require oversight. |
| Savings Accounts – Large savings accounts are not allowed to accumulate indefinitely without a specific plan to put the funds to use locally. *Recommended.*  |  |  | Public money should be put to use to benefit the public. |
| Savings Accounts – Funds or interest from accounts are used to fund CD operating budget or projects regularly. *Recommended.* |  |  |  |
| Savings Accounts and Certificates of Deposit – Records are kept with the location of accounts and account balances known to each supervisor. *Recommended.* |  |  |  |
| Checks and receipt books are kept locked. *Recommended.* |  |  |  |
| 1099s are completed for payments over $600 a year that are made to individuals (including supervisors) or contractors. *Required – Internal Revenue Service* |  |  |  |
| Receipts for incoming payments are recorded and can be traced to bank deposits. *Recommended.* |  |  |  |
| Financial reports are submitted annually to Department of Administration. *Required -- 2-7-503, MCA.* |  |  |  |
| CD requires 1) proof of independent contractor status, and 2) that a contractor is licensed and insured before work is conducted. *Recommended.* |  |  | This is important to protect the CD from liability if a contractor should be injured while working for a conservation district. |
| CD gives preference to Montana vendors. *Required -- 18-1-102, MCA.* |  |  |  |

Personnel Management

Because most CD employees are located in Natural Resources and Conservation Services (NRCS) offices, a tendency of some conservation districts is to leave personnel management issues to NRCS. However, CD employees are the sole responsibility of conservation districts – even day-to-day supervision must not be delegated to NRCS. CDs should strive for an amiable working relationship with whomever the CD employee shares space with, but must realize that supervision cannot be delegated. While, as a professional courtesy, each agency may share information regarding schedules, etc., one agency does not “answer” to the other.

It is highly recommended that CD supervisors adopt personnel procedures and policies, know what is in these policies, and strictly adhere to them. The checklist below outlines only some of the recommendations and laws pertaining to CDs. DNRC has a model personnel policy for conservation district use, which is more thorough than the items listed below. Going over these items together will be helpful in identifying some of the most significant personnel management issues.

| **PERSONNEL MANAGEMENT** | **YES** | **NO** | **COMMENT** |
| --- | --- | --- | --- |
| At least one supervisor is appointed to handle personnel matters. *Recommended.* |  |  |  |
| Supervisors have training in personnel management. *Recommended.* |  |  |  |
| CD has a written, current personnel policy. *Recommended.* |  |  |  |
| Current, accurate job descriptions are in place for each CD employee. *Recommended.* |  |  |  |
| Signed time sheets (not calendars) are required and are reviewed and signed by a board member at the end of each pay period. *Recommended.*  |  |  | Calendars are Okay to keep track of time, but hours should be transferred to a regular time sheet signed by both the employee and the supervisor. |
| All employees who work over 40 hours in a week are compensated at the rate of time and one-half for the number of hours over 40. *Required – Fair Labor Standards Act.* |  |  |  |
| If an employee opts to be compensated in time and one-half compensatory time in lieu of time and one-half overtime pay, the supervisor and the employee sign an agreement each time extra hours are worked. *Required – Fair Labor Standards Act.* |  |  | According to federal regulations, a form must be signed each time that overtime comp time credits are given instead of overtime pay. Overtime comp time accrues at 1.5 times the hours worked over 40, and overtime pay is paid at 1.5 times the salary per hour worked over 40. |
| Employees are provided sick and annual leave at state rates. *Required -- 2-18-601, MCA.* |  |  | Annual leave is described in 2-18-611, MCA and sick leave is described in 2-18-618, MCA. |
| Sick and annual leave records are kept, documenting leave credited and leave used. Employee’s supervisor reviews records. *Recommended.* |  |  |  |
| CD employee takes holidays in accordance with state holidays. *Required -- 2-18-603, MCA.*  |  |  | A list of holidays appears at 1-1-216, MCA. |
| Holiday pay is prorated for part-time employees and does not exceed 8 hours for any employee. *Required -- 2-18-603, MCA.* |  |  | Example: Even if an employee regularly works four 10 hour days a week, the maximum pay for a holiday is 8 hours. If an employee works half time, the maximum time holiday pay would be 4 hours. |
| Employee history cards (date of hire, rate of pay, payroll register, W-4s, I9s, and other documents) kept on record permanently. *Required- 2-6-401 through 2-6-405, MCA.* |  |  | See CD records retention schedule 9 on this website:sos.state.mt.us/css/rmb/local\_forms.asp |
| All CD employees, no matter the funding source, are treated equally and under the same policies. *Required – Governmental Code of Fair Practices.* |  |  |  |
| Payroll checks are signed by supervisors only. *Recommended – Good Internal Accounting Control Procedures.*  |  |  | Separation of duties. |
| Annual performance appraisals are conducted. *Recommended.*  |  |  | Follow your policy. |
| CD employee and board have good, open lines of communication. Problems are dealt with quickly and fairly. *Recommended.* |  |  |  |
| Board has an orientation program in place for a new employee. *Recommended.* |  |  |  |

310 Administration

CDs have been administering the Natural Streambed and Land Preservation Act (commonly referred to as the “310” law) since 1975 and have developed a wealth of knowledge of streams within their boundaries. Title 75-7-101 through 75-7-124, MCA; Chapter 36.2.401 through 410 of the Administrative Rules of Montana; and the conservation district’s local rules govern the administration of this law.

| **310 ADMINISTRATION** | **YES** | **NO** | **COMMENT** |
| --- | --- | --- | --- |
| All supervisors are knowledgeable about the 310 law and have ready access to the law and rules. *Recommended.* |  |  |  |
| All local rules are current. The CD has filed a copy of their rules with DNRC. *Required -- 76-15-315, MCA.* |  |  | The last required rules update occurred April 1997, so CD rules should have been updated then at least. |
| If the CD has revised forms, copies are filed with DNRC’s Conservation Districts Bureau. *Required -- 76-15-315, MCA.* |  |  |  |
| CD uses team inspection reports to document and assess the potential impacts of projects. *Required -- 75-7-112, MCA.* |  |  |  |
| Decisions are not made by individuals, but rather by motions at meetings attended by a quorum of the supervisors. *Required 76-15-313 and 75-7-112, MCA.* |  |  |  |
| CD notifies Department of Fish, Wildlife and Parks of each 310 application received within 10 working days. *Required -- 75-7-112, MCA.* |  |  |  |
| CD notifies the applicant of the board decision within 60 days of receipt of the application, or it formally extends the time period. *Required – 75-7-112, MCA.* |  |  |  |
| If necessary, in the case of difficult 310 analysis, the CD requests assistance from contractors hired to provide technical assistance or from other sources. *Recommended.* |  |  |  |

The board of supervisors and district employees reviewed this self-audit form on this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_