

South  
Dakota  
Association of  
Conservation  
Districts  
Employees

Handbook - 2018

## **TABLE OF CONTENTS**

**PREFACE**

<b>SECTION 1</b>	<b>INTRODUCTION ~WELCOME</b>
<b>SECTION 2</b>	<b>GETTING STARTED</b>
<b>SECTION 3</b>	<b>PERSONNEL</b>
<b>SECTION 4</b>	<b>DISTRICT FILING</b>
<b>SECTION 5</b>	<b>PUBLIC RELATIONS &amp; MEETINGS</b>
<b>SECTION 6</b>	<b>SDACD ENDOWMENT FUND</b>
<b>SECTION 7</b>	<b>SDACDE</b>
<b>SECTION 8</b>	<b>DISTRICT OPERATIONS</b>
<b>SECTION 9</b>	<b>RESOURCES</b>
<b>SECTION 10</b>	<b>PARTNERS &amp; PROGRAMS</b>

## **PREFACE**

This handbook is designed to be used as a guideline, as well as a resource for each district to add their own specific information.

A separate Conservation District Accounting Manual covers district accounting procedures as approved by the State Conservation Commission and should be used in conjunction with the SDACDE Handbook. (Records Retention Manual and Supervisor Handbook are also valuable resources to have readily available.)

While revising this handbook we sought to modernize the information to coincide with ever-changing technology and resources. This handbook will be useful in dealing with the day to day workload as well as a wide overview of the many activities of the conservation district. Each district is unique and will have events and activities that may not be covered in this handbook and if you should need guidance in a 'special situation' please feel free to contact any one of the districts for assistance.

The handbook will be ever changing as the job changes, technology advances and so on. If you feel there is something that has been omitted in error or if you find something that needs to be addressed, please contact anyone on the committee.

Our goal is to help and if you would like to be involved with this committee please contact any one of us, we would be glad to have the input.

Sincerely,

SDACDE Employee Handbook Committee

Tami Moore – SDACDE President  
Miner Conservation District

Peggy Loomis – SDACDE Secretary/Treas.  
Hamlin Conservation District

Wendy Mathers  
Aurora Conservation District

Zindie Meyers  
Lawrence Conservation District

Yvette Kirkman  
Butte Conservation District

## **SECTION 1**

## **INTRODUCTION**

**WELCOME**

**WHAT IS A CONSERVATION DISTRICT?**

**HISTORY OF CONSERVATION DISTRICTS**

**HISTORIC DATE OF CONSERVATION DISTRICTS**

**MAP OF DISTRICTS**

**HISTORY OF \_\_\_\_\_ DISTRICT**

## **WELCOME!**

On behalf of the South Dakota Association of Conservation District Employees, welcome to the world of conservation.

Your job is unique and rewarding. You will have the opportunity to work with government entities on all levels (county, state and federal), as well as with local landowners, producers and many newcomers to conservation.

Your position is multi-faceted, you may be teaching children about trees for Arbor Day one day and planting trees in the field the next. You are an office manager, newsletter editor, part-time mechanic, tree planter, fabric layer, public relations specialist, teacher, accountant, grant writer, researcher and project coordinator all in one.

Your goal is simple yet vitally important: promote conservation and protection of our natural resources – soil, water, forests and wildlife.

Your job is complex, but there are many knowledgeable people across the state willing to give you a helping hand. Your district board members, other district employees, the staff within the Division of Resource Conservation & Forestry, the SD Association of Conservation Districts and the USDA-Natural Resources Conservation Service will be glad to answer your questions or point you in the direction of someone who can. In addition, employee workshops are held nearly every year during SDACD Convention and during Leadership Conference. Your area may have an employee meeting each year as well, which may include additional training.

Again, Welcome and Hope you enjoy your new position.

## What is a Conservation District?

Conservation districts are legal subdivisions of state government, authorized by the state legislature in South Dakota Codified Law 38-8-7 and 38-8-8, and covering the entire state. Each conservation district is governed by five supervisors who are elected at the general election on a non-partisan basis for four-year terms. Supervisors must be registered voters in the conservation district. Supervisors help guide natural resources conservation programs in the conservation district and have the opportunity, to influence state and national conservation programs. They are responsible for carrying out state laws and programs within conservation district boundaries such as the Sediment & Erosion Control Law and Natural Resources Conservation Grants Program. Conservation districts work closely with, several local, state, and federal agencies; tribes; local groups; and organizations. Key to this partnership are the South Dakota Department of Agriculture-Division of Resource Conservation and Forestry (SDDA-RC&F) and the USDA Natural Resources Conservation Service (USDA-NRCS). SDDA-RC&F provides state technical assistance to conservation districts and helps administer state programs. USDA-NRCS works through conservation districts, providing technical conservationists and other natural resource specialists and financial assistance. Other partners include, but are not limited to, the SD Association of Conservation Districts; SD Conservation Commission; USDA Farm Services Agency and Rural Development Agency; SD Department of Environment & Natural Resources; SD Department of Game, Fish & Parks; county commissions; city councils, USDI Partners for Fish & Wildlife; water development districts; resource conservation & development districts; and local organizations.

South Dakota law grants authority to conservation districts to carry out activities that will help get conservation on the ground. Sixty-nine conservation districts cover the state, mostly one in each county. Conservation districts cannot levy taxes, nor do they have the right of eminent domain; however, a conservation district may request funds from the county(ies) to operate the conservation district. They may raise funds as profit from work performed as well as sue and be sued. Conservation districts have authority to:

- Conduct surveys, investigations and research about soil erosion, sediment damages, or flood water, and develop or implement preventative control measures.

- Conduct demonstration projects.

- Cooperate or enter into agreements with and furnish financial or other aid to government or other agencies, or to any individual within the conservation district to carry out erosion control and watershed protection.

- Obtain options and acquire property, rights or interest by purchase, exchange, gifts, lease, grant, or otherwise. May maintain, administer, and improve properties acquired. May receive income from such properties and expend income to carry out conservation activities.

- Accept donations, gifts, and contributions in money, services, materials, or otherwise from the United States or any of its agencies, and from the State or any of its agencies to carry on conservation district operations.

- Encourage local school districts to provide instruction about natural resources conservation as part of course work relating to natural resources conservation and environmental awareness.

- Develop comprehensive plans to conserve natural resources including controlling and preventing erosion or water pollution.

- Help administer cost-share for conservation practices in the conservation district.

Conservation districts offer services without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

## History of South Dakota's Conservation Districts

In the late 1920s and early 1930s, a severe drought hit most of North America. A prolonged period of no rainfall prevented the growth of sufficient cover to protect fields from wind and water erosion. Many years of cropping and overgrazing reduced the organic matter in the soil, making it even more susceptible to wind and water erosion. Then the winds came, again and again, blowing hard across the vulnerable soils. Clouds of dust rose from the west, rolling over the eastern cities and out to sea, where they sometimes engulfed ocean liners.

Disastrous erosion occurred over North America, including the entire state of South Dakota, and that brought economic disaster. Many farmers lost their farms and moved from the land in search of employment. Business in towns and cities suffered.

Hugh Hammond Bennett, a career soil scientist in the USDA, became convinced soil erosion was a national menace and that its solution lay in tailoring conservation practices to fit the capability of the land and the desires of landowners. Simple solutions for all situations would be fruitless. The crops, the land, and the climate were so diverse that specialists in agronomy, forestry, soil science, biology, engineering, and social sciences contributed to conservation methods. They worked with farmers to find solutions that benefitted the land and fulfilled the landowners' aspirations.

In 1933, the Soil Erosion Service, predecessor to the Soil Conservation Service and NRCS, began working with farmers in the Coon Creek watershed of southwestern Wisconsin to transform the square, eroding fields into what one sees today - a conservation showplace of contouring, strip cropping, terracing, and wise land use that benefits the soil, air, water, as well as the plant, animal, and human life of the whole watershed. Wolsey-Shue Creek and Winner-Dixon became the first erosion control demonstration projects established in South Dakota.

The carpeting of the land with soil conservation works nationwide was hastened with Congress' passage of the Soil Conservation District Model Law Act in 1936. The South Dakota legislature passed their Soil Conservation District Law in 1937. By September, two districts started to organize; Tri-County and Brown-Marshall completed their organization by the end of the 1937. By 1968, most of the state had organized into conservation districts. In 1982, the legislature officially included all towns within conservation district boundaries, thereby covering the entire state.

Conservation districts originally developed as "Soil Conservation Districts" and later expanded to "Soil & Water Conservation Districts," but the name changed in 1968 to "Conservation Districts" to represent the wide range of responsibilities of the conservation districts.

South Dakota's conservation districts took on a new role in the 1970s as they began implementing the Sediment & Erosion Control Act. With the passage of this Act, the conservation districts assumed regulatory authority. The Act was further amended in the 1980's to include the Blowing Dust Act.

About 1980, USDA-SCS state conservationist Robert Swenson and Auxiliary president Nora Anderson collaborated to develop the puppet Sammy Soil Saver and accompanying conservation lessons and puppet scripts. Loosely designed as an earthworm, Sammy Soil Saver became the official mascot of the South Dakota Association of Conservation Districts.

With the passage of the 1985 Farm Bill, conservation districts involvement in federal program activities changed to include planning and implementation. By creating the Conservation Reserve Program among other conservation programs, the Farm Bill emphasized the link between natural resources conservation and general farming/ranching.

In 1992, the South Dakota Association of Conservation Districts worked with the South Dakota legislature to create the Coordinated Soil & Water Conservation Grants Fund and appropriated up to \$1.5 million per year from the unclaimed portion of the eligible refunds for motor fuels tax on non-highway use. The annual amount available never reached the \$1.5 million level but declined to approximately \$300,000. The Fund was later changed to the Coordinated Natural Resources Conservation Fund and legislation amended to an annual appropriation of \$500,000. The South Dakota Coordinated Plan for Natural Resources Conservation identifies the goals and objectives of the Fund. Updated approximately every 5 years, the current plan targets reduction of soil erosion, improvement of rangelands, improvement of water quality and quantity, enhancement of wildlife habitat, increased public awareness of natural resources, funding and use of renewable energy.

Governor Janklow became deeply concerned when the state-owned Big Sioux Nursery was operating at a serious loss. In 1996, he considered closing the Nursery but worked with the Association of Conservation Districts and Conservation Commission to sell the Big Sioux Nursery to a non-profit formed by South Dakota's conservation districts. The Conservation Grants Fund was utilized to satisfy the Nursery's debt. Since coming under the conservation districts' control, the Nursery has increased their products and services to better meet the changing needs of the conservation districts' customers.

The Soil Conservation Award Program was created by the 2008 state legislature to recognize exceptional farming and ranching practices that conserve soil and other natural resources in South Dakota. Each year, conservation districts can recognize up to 5 producers in their district that meet the award qualifications.

**LIST OF SOUTH DAKOTA CONSERVATION DISTRICTS  
AND APPROXIMATE START DATES**

<b>American Creek</b>	<b>December 1938</b>
<b>Aurora</b>	<b>June 1947</b>
<b>Badlands</b>	<b>February 1954 (formerly Shannon)</b>
<b>Beadle</b>	<b>July 1942</b>
<b>Bennett</b>	<b>September 1952</b>
<b>Bon Homme</b>	<b>1973 (formerly Emanuel Chateau Creek 1939 &amp; Scotland 1941)</b>
<b>Brookings</b>	<b>December 1944</b>
<b>Brown/Marshall</b>	<b>December 1937</b>
<b>Brule/Buffalo</b>	<b>March 1938</b>
<b>Butte</b>	<b>1948 (formerly Lawrence-Butte)</b>
<b>Campbell</b>	<b>June 1947</b>
<b>Charles Mix</b>	<b>November 1943 (formerly Academy)</b>
<b>Clark</b>	<b>November 1947</b>
<b>Clay</b>	<b>February 1940</b>
<b>Clearfield/Keyapaha</b>	<b>January 1938</b>
<b>Codington</b>	<b>February 1942</b>
<b>Corson</b>	<b>October 1951</b>
<b>Custer</b>	<b>November 1940</b>
<b>Davison</b>	<b>June 1952</b>

<b>Day</b>	<b>February 1942</b>
<b>Deuel</b>	<b>June 1947</b>
<b>Dewey</b>	<b>October 1952</b>
<b>Douglas</b>	<b>March 1965</b>
<b>East Pennington</b>	<b>June 1946</b>
<b>Edmunds</b>	<b>March 1955</b>
<b>Elk Creek</b>	<b>December 1941</b>
<b>Fall River</b>	<b>May 1941</b>
<b>Faulk</b>	<b>March 1967</b>
<b>Grant</b>	<b>September 1947</b>
<b>Gregory</b>	<b>November 1941</b>
<b>Haakon</b>	<b>1943</b>
<b>Hamill</b>	<b>November 1942</b>
<b>Hamlin</b>	<b>May 1945</b>
<b>Hand</b>	<b>1942 (formerly Elm Creek – Midland)</b>
<b>Hanson</b>	<b>January 1946</b>
<b>Harding</b>	<b>May 1949</b>
<b>Hughes</b>	<b>September 1951</b>
<b>Hutchinson</b>	<b>June 1961</b>
<b>Hyde</b>	<b>September 1953</b>

<b>Jackson</b>	<b>August 1941</b>
<b>Jerauld</b>	<b>September 1943</b>
<b>Jones</b>	<b>July 1955</b>
<b>Kingsbury</b>	<b>June 1947</b>
<b>Lake</b>	<b>1951</b>
<b>Lawrence</b>	<b>July 1941 (formerly Lawrence-Butte, divided in 1948)</b>
<b>Lincoln</b>	<b>March 1941</b>
<b>Marshall</b>	<b>May 1944</b>
<b>McCook</b>	<b>June 1948</b>
<b>McPherson</b>	<b>April 1954</b>
<b>Mellette</b>	<b>June 1954</b>
<b>Miner</b>	<b>May 1952</b>
<b>Minnehaha</b>	<b>November 1941</b>
<b>Moody</b>	<b>August 1944</b>
<b>Pennington</b>	<b>July 1940</b>
<b>Perkins</b>	<b>January 1955</b>
<b>Potter</b>	<b>May 1954</b>
<b>Roberts</b>	<b>May 1941</b>
<b>Sanborn</b>	<b>September 1939 (formerly Silver Creek)</b>
<b>South Brown</b>	<b>April 1949</b>
<b>Spink</b>	<b>October 1941</b>

<b>Stanley</b>	<b>1954</b>
<b>Sully</b>	<b>November 1956</b>
<b>Todd</b>	<b>February 1941</b>
<b>Tri-County</b>	<b>October 1937</b>
<b>Turner</b>	<b>June 1942</b>
<b>Union</b>	<b>June 1940 (formerly Sioux Brule)</b>
<b>Walworth</b>	<b>November 1956</b>
<b>Yankton</b>	<b>March 1944</b>
<b>Ziebach</b>	<b>December 1953</b>



**HISTORY OF \_\_\_\_\_ CONSERVATION DISTRICT**

(Insert your history here)

## **SECTION 2**

## **GETTING STARTED**

**CALENDAR OF EVENTS & RESPONSIBILITIES**

**ORIENTATION CHECKLIST**

**IN CASE OF EMERGENCY – INFO PAGE**

**CALENDAR OF EVENTS & RESPONSIBILITIES**  
**South Dakota Conservation District Employees Handbook**

**WEEKLY:**

- Back up computer files, both district records and Quick Books

---

---

---

**MONTHLY:**

- Agenda and previous month meeting minutes sent to board supervisors and any partners. Post agenda, accessible to public, at least 24 hours in advance; also must be posted to your website if you have one.
- Prepare Treasurer's Report & any meeting materials
- Payroll Tax 941 deposit due, if required
- Make any monthly payments such as rent, utilities, loans, etc.
- Send approved minutes to SDACD Area Directors, Division of Resource Conservation & Forestry, NRCS State Office
- SD State Sales Tax (if applicable, be sure to check your districts reporting schedule)
- SD Retirement System (SDRS) (if your district offers this option)

---

---

---

**AS NEEDED:**

- On-line directory updates, <https://apps.sd.gov/ag60consdistdir/>
- Records destruction – follow guidelines in Records Retention and Destruction Schedule

---

---

---

## JANUARY

- South Dakota Legislature in session, will receive weekly reports from SDACD Executive Director, share with supervisors
  - Quarterly payroll tax return (form 941) due (for Oct-Dec)
  - Quarterly state unemployment insurance return due (for Oct-Dec)
  - W-2 Forms – typed and mailed to employees, supervisors (if necessary) & IRS by Jan. 31
  - 1099 Forms – typed and mailed to producers, contractors & IRS by Jan. 31
  - Reorganize board – elect officers
  - Review existing Memorandums of Understanding, Cooperative Working Agreements
  - Annual Finance Report for local board approval
  - Update annual work plan for local board approval
  - Update long range plan for local board approval if needed (recommend update every 5yrs)
  - Do tree inventory spreadsheet (after confirmations received & maintain thru season)
  - Pay: SDACD and Tree Research dues (to SDACD Office)
  - Pay: SDACDE dues to secretary/treasurer
  - First quarter district newsletter
  - Karst Memorial Scholarship letters to schools
  - Notice to schools about Resource Conservation Speech Contest
  - Review NRCS policies
  - Feb. 1 is cancellation deadline with Big Sioux Nursery
- 
- 
- 

## FEBRUARY

- NACD Convention (sometimes held in late January)
  - Tree order cancellation deadline (check with nurseries you order from)
  - Pay NACD dues
  - Soil & Water Stewardship Week – determine materials needed and order
  - Arbor Day Essay contest announcement letters to 5th & 6th grades in county schools
  - Poster Contest Information
  - Order Fabric and staples
  - Annual Progress Report due March 1 to RC&F
  - Annual Financial Report due March 1 to RC&F, County Commissioners
  - Annual Work Plans due March 1 to RC&F
  - Long Range Program updates due March 1 to RC&F (only necessary every 5yrs)
  - Advertise for seasonal employment
  - Last day of Feb. final day to cancel with Bessey Nursery
  - Set up tree spreadsheet and maintain throughout tree season
- 
- 
-

## MARCH

- Leadership Conference and Big Sioux Annual Meeting
- Arbor Day Essay Contest (local) collect essays and arrange for judging, select winners
- Arbor Day Essay – submit local winner to the state contest (refer to essay packet)
- Speech Contest (local) hold local competition and select winner
- Speech Contest (area) – submit area winner information to RC&F (refer to speech packet)
- Proposals for spring Conservation Commission grant round due April 1 to RC&F
- Copy tree plans for planting crew
- Order supplies for tree season
- Annual cooler service per insurance requirements
- Begin equipment maintenance and prep for season
- Screen seasonal employment applications
- Bookkeeping review (every 3 years recommended) follow accounting manual guide or your preference with an outside accounting firm or bank

---

---

---

## APRIL

- Arbor Day Essay Contest (state)
- Speech Contest (state)
- Soil & Water Stewardship Week
- Arbor Day (Last Friday)
- Quarterly payroll tax return due (for Jan-Mar)
- Quarterly state unemployment insurance return due (for Jan-Mar)
- NACD poster contest (state judging at convention)
- Second quarter district newsletter
- Prepare next fiscal year budget
- Prepare cooler for tree delivery (clean and start at least 3 days prior to delivery)
- New employees complete required paperwork
- New Hire Reporting

---

---

---

MAY

- Approve next fiscal year budget
- Prepare district report for area meeting
- May 22<sup>nd</sup> NRCS deadline for having bareroot conifers planted, possible 10 day extension for weather, June 1 all trees must be planted according to NRCS specs

---

---

---

JUNE

- NACD Northern Plains Meeting
- County Budget Hearings
- Youth Range Camp
- Youth Wildlife Camp
- Rangeland and Soils Days
- SDACD Area Meetings
- Petitions for election of supervisors – ad in paper – remind board members up for election (every other year, prior to General Election)
- Election petitions due to the county auditor on July 1<sup>st</sup>
- Invoice final billings for plantings
- Clean/Bleach cooler and shut off for the season

---

---

---

JULY

- County Budget Hearings
- Quarterly payroll tax return due (for Apr-June)
- Quarterly state unemployment insurance return due (for Apr-June)
- Third quarter district newsletter
- Tree Planting Report (per Tim Nordquist request)
- Area Employee Meetings (depending on area)

---

---

---

AUGUST

- Range Management Month
- SDACD Awards nominations due
- SDACDE Service Award nominations due
- Review and update district prices and rates
- South Dakota State Fair in Huron
- SDML renewal worksheet
- Endowment requests
- Prepare SDACD Convention registrations
- Contact next season tree planting producers, make sure sites have been prepared by end of Aug

---

---

---

SEPTEMBER

- South Dakota State Fair in Huron
- SDACD Convention
- Tree survival checks
- Proposals for fall Conservation Commission grant round due Oct. 1

---

---

---

OCTOBER

- Initial Tree Orders due (check with nurseries you order from, be sure to incl. Shingletow & Root Dip)
- Quarterly payroll tax return due (for July-Sept)
- Quarterly state unemployment insurance return due (for July-Sept)
- Fourth quarter district newsletter
- Include Tree Order Form in newsletter or mail/advertise making it available
- Oct-Mar applications of pre-emergent chemicals (if applicable to your district)
- Area Legislative Meeting

---

---

---

NOVEMBER

- Review district policies
- Tree orders due (check with nurseries you order from, be sure to incl. Shingletow & Root Dip)
- Dec. 1 – Initial tree orders due to Big Sioux Nursery

---

---

---

DECEMBER

- Reservations for Leadership Conference
- End of year accounting statements and reports
- End of year reports for: trees, fabric, cultivation, drills, etc.

---

---

---

## INFORMATION DIRECTORY

THE FOLLOWING INFORMATION SHOULD BE SUBMITTED TO THE ENTITIES AS INDICATED.

INFORMATION REQUESTED	DIVISION OF RC&F	COUNTY COMMISSION	NRCS STATE OFFICE	SDACD AREA DIRECTORS
Annual Work Plan	Yes			
Annual Progress Report	Yes			
Annual Financial Report	Yes	Yes		
Annual Budget		Yes		
Long Range Plans	Yes			
Board Meeting Minutes	Yes		Yes	Yes
District Newsletter	Yes			Yes
Speech Contest Finalist	Yes			
Supervisor Election	Yes			

Items to be sent to Division of RC&F	Due Date
Annual Work Plan	March 1
Annual Progress Report	March 1
Annual Financial Report	March 1
Directory Updates	As requested
General Election Results	As requested

## ORIENTATION CHECKLIST

\_\_\_\_\_ IDENTIFY DISTRICT OWNED OFFICE EQUIPMENT (INSTRUCTION MANUALS)

- DESKTOP
- LAPTOP
- PHONE/FAX/SCANNER
- CAMERA
- PORTABLE PA SYSTEMS
- PROJECTORS
- PRINTER/COPY MACHINE
- LABEL MAKER
- POSTAGE METER
- CALCULATORS
- TYPEWRITERS
- EASELS
- SAFE WITH COMBINATION
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_ OFFICE SUPPLIES (IDENTIFY STORAGE AREA/POINT OF PURCHASE)

- INVOICES
- VOUCHERS
- LETTERHEAD/ENVELOPES
- PAPER
- PENS/PENCILS/MARKERS/HIGHLIGHTERS ETC)
- STAMPS
- BANKING SUPPLIES (CHECKS/DEPOSIT SLIPS)
- NOTEPADS/STICKY NOTES
- THUMB/FLASH DRIVE
- SCISSORS/HOLE PUNCHES
- BINDERS/BINDER CLIPS
- RUBBER BANDS/STAPLER/STAPLES/PAPERCLIPS
- LABELS (FILING/ADDRESS)
- FOLDERS
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_ FIELD EQUIPMENT

- TRACTOR
- VEHICLE
- TRAILER
- TREE PLANTER
- FABRIC MACHINE
- GRASS DRILL/NO-TILL DRILL
- CULTIVATION EQUIPMENT
- WEED BADGER
- SPRAYING EQUIPMENT
- TRENCHING EQUIPMENT
- REMOVAL EQUIPMENT
- TREE SPADES
- MEASURING WHEEL
- MISC SMALL TOOLS
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_ FILING SYSTEM

- DISTRICT FILES – Take time to go through the district files to become familiar with the different duties and activities the district is involved in
- DISTRICT MANUALS – Employee Handbook, Accounting Manual and Supervisor Manual
- GRANT FILES
- TREE FILES
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_ REAL PROPERTY

- BUILDINGS
- LAND

\_\_\_\_\_ GENERAL OFFICE PROCEDURES

- MAIL/EMAIL
- SOCIAL MEDIA ACCOUNTS
- PHONE GREETING
- MESSAGES
- GREETING CUSTOMERS
- SCHEDULING
- DISTRICT FINANCE – familiarize with bank procedures, who has signature authority, information permissions, locate loan paperwork, safe combination, keys to safety deposit box (if applicable), vendor accounts for supplies etc., any tax-exempt certificates
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**IN CASE OF EMERGENCY OR GOVERNMENT SHUTDOWN**

Each district may want to set up an easy to find guide in case an employee is gone for an extended period or is no longer available to consult with. A binder/folder could hold the information from the templates below and any other documents the district would like to add. This guide could also be used in the event of an anticipated government shut down or an emergency. Following are some of the documents and forms to build such a resource for your office.

Frequently Used Phone Numbers

Supervisors:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

District Conservationist: \_\_\_\_\_

Other NRCS Staff or Offices:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Neighboring Districts:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

County Offices:

- Auditor \_\_\_\_\_
- Commission \_\_\_\_\_
- Weed & Pest \_\_\_\_\_
- Other \_\_\_\_\_

Nurseries:

Big Sioux \_\_\_\_\_

Others \_\_\_\_\_

\_\_\_\_\_

South Dakota Association of Conservation Districts:

\_\_\_\_\_

\_\_\_\_\_

South Dakota Dept. of Agriculture:

Division of Resource Conservation & Forestry \_\_\_\_\_

Staff 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Other state departments:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Other federal agencies:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Below is a template for a Location File (modify to fit your district):

Keys:

Office \_\_\_\_\_

Who has \_\_\_\_\_

Tree Cooler \_\_\_\_\_

Who has \_\_\_\_\_

Vehicles \_\_\_\_\_

Who has \_\_\_\_\_

Files and safes \_\_\_\_\_

Who has \_\_\_\_\_

Other \_\_\_\_\_

Who has \_\_\_\_\_

Start-up Procedures for computers:

USDA computer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

District computer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Passwords:

USDA computer \_\_\_\_\_ District Computer \_\_\_\_\_

Quickbooks \_\_\_\_\_

Sdconservation.net webmail \_\_\_\_\_

Back up devices \_\_\_\_\_

Other \_\_\_\_\_

Checkbook, Petty Cash, Credit Cards:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Handbook:

\_\_\_\_\_

Accounting Manual:

\_\_\_\_\_

Tree Records:

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

Back-up Devices:

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

ACCOUNT NUMBERS AND PASSWORDS FOR ONLINE ACCOUNTS

EFTPS                      ACCT # \_\_\_\_\_ PSWD \_\_\_\_\_

SDRS                        ACCT # \_\_\_\_\_ PSWD \_\_\_\_\_

SALES TAX                ACCT # \_\_\_\_\_ PSWD \_\_\_\_\_

WAGE REPORT            ACCT # \_\_\_\_\_ PSWD \_\_\_\_\_

\_\_\_\_\_                    ACCT # \_\_\_\_\_ PSWD \_\_\_\_\_

## **SECTION 3**

## **PERSONNEL**

### **1. MANAGER/SECRETARY**

\_\_\_\_\_ CD EMPLOYEE POLICY

\_\_\_\_\_ CD JOB DESCRIPTION

**EMPLOYEE POLICY (SAMPLE)**

**DISTRICT MGR/SEC JOB DESCRIPTION (SAMPLE)**

**CURRENT APPLICATION**

**TIME SHEET**

### **2. SEASONAL PERSONNEL**

**JOB DESCRIPTIONS**

**JOB APPLICATION**

**POLICIES (IF APPLICABLE, or see POLICY MANUAL)**

**TIME SHEET**

### **3. FORMS (W-4, I-9, SAFETY BROCHURE, DRIVERS LICENSE QUERY RELEASE, TRAINING RECORD, PROOF OF INSURANCE)**

**\*ALL FORMS PERTAIN TO ALL EMPLOYEES**

### **4. NEW HIRE REPORTING (SEE LINK IN SECTION 9)**

**\*MUST BE COMPLETED WITHIN 20 DAYS OF FIRST DAY OF  
WORK FOR WAGE**

(INSERT \_\_\_\_\_ CD EMPLOYEE POLICY HERE)

(INSERT \_\_\_\_\_ CD JOB DESCRIPTION HERE)

## EMPLOYEE WAGES & BENEFITS GUIDE

The following guide may be used for determining work schedules, wages, and benefits governing employment. Many districts have employee policy statements and job descriptions already in place. This section provides excellent information for developing or updating employee policies.

### BASICS:

SALARY: \_\_\_\_\_ per \_\_\_\_\_ on a \_\_\_\_\_ basis.

Payday is \_\_\_\_\_.

Your performance will be evaluated \_\_\_\_\_, at which time salary negotiations may be entered into.

NORMAL WORKING HOURS: \_\_\_\_\_ to \_\_\_\_\_.

Monday Tuesday Wednesday Thursday Friday (circle applicable)

Breaks:

Coffee: \_\_\_\_\_ to \_\_\_\_\_ a.m. \_\_\_\_\_ to \_\_\_\_\_ p.m.

Lunch: \_\_\_\_\_ to \_\_\_\_\_

OVERTIME:

Payable at \_\_\_\_\_ times base salary for all hours over \_\_\_\_\_ in \_\_\_\_\_ weeks.

\_\_\_\_\_ Compensatory time \_\_\_\_\_ may \_\_\_\_\_ will be taken in lieu of overtime pay.

### BENEFITS: (Check if applicable)

#### LEAVE:

\_\_\_\_\_ Annual Leave (Vacation)

\_\_\_\_\_ Paid or \_\_\_\_\_ Unpaid

Available to: \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Part-time

Earned at the rate of \_\_\_\_\_ per \_\_\_\_\_. Will this accrual rate increase after a specific number of years of employment? \_\_\_\_\_

If yes, indicate rate of increase here: \_\_\_\_\_

Is there a limit to how much annual leave may be accrued? \_\_\_\_\_

If yes, indicate limits here \_\_\_\_\_

Will annual leave be pro-rated for part-time employees? \_\_\_\_\_

If yes, indicate arrangements here \_\_\_\_\_

If this is a paid leave plan, will accrued annual leave be eligible for payment in lieu of taking time off? \_\_\_ yes \_\_\_ no

If this is a paid leave plan, will accrued annual leave be eligible for payment at time of:

\_\_\_\_\_ termination \_\_\_\_\_ retirement \_\_\_\_\_ death

\_\_\_\_\_ paid or \_\_\_\_\_ unpaid leave of absence? \_\_\_\_\_

Prior approval for over \_\_\_\_\_ day(s) leave must be obtained \_\_\_\_\_ days in advance from \_\_\_\_\_  
Must be employed \_\_\_\_\_ before annual leave is allowable

\_\_\_\_\_ **Sick Leave**

\_\_\_\_\_ Paid or \_\_\_\_\_ Unpaid

Available to: \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Part-time

Must be employed \_\_\_\_\_ before allowable.

Earned at the rate of \_\_\_\_\_ per \_\_\_\_\_.

\_\_\_\_\_ Sick Leave will be pro-rated for part-time employees based on \_\_\_\_\_

\_\_\_\_\_ Sick leave accrual limited to \_\_\_\_\_

\_\_\_\_\_ No sick leave accrual limit

Sick leave \_\_\_\_\_ may \_\_\_\_\_ may not be advanced.

If paid sick leave plan, payment \_\_\_\_\_ will \_\_\_\_\_ will not be made for all or part of accrued sick leave at time of: \_\_\_\_\_ termination \_\_\_\_\_ retirement \_\_\_\_\_ death \_\_\_\_\_ paid or \_\_\_\_\_ unpaid leave of absence.

The minimum amount of time that may be taken on sick leave is \_\_\_\_\_ hour(s).

Notification should be made to \_\_\_\_\_ within \_\_\_\_\_ if sick leave is being taken.

Sick leave over \_\_\_\_\_ will require a physician's statement.

Sick leave is allowed for the following reasons (Check applicable):

\_\_\_\_\_ Personal illness (including maternity leave)

\_\_\_\_\_ Personal medical appointments

\_\_\_\_\_ Care & attendance for members of immediate family

\_\_\_\_\_ Medical appointments of immediate family

\_\_\_\_\_ Exposure to contagious disease that would endanger the health of co-workers  
(requires explanatory medical certificate from physician)

\_\_\_\_\_ Death in family

\_\_\_\_\_ Accident not occurring on the job

Immediate family is defined as:

\_\_\_\_\_ step \_\_\_\_\_ parents \_\_\_\_\_ step \_\_\_\_\_ children

\_\_\_\_\_ step \_\_\_\_\_ grandparents \_\_\_\_\_ step \_\_\_\_\_ grandchildren

\_\_\_\_\_ spouse \_\_\_\_\_ step \_\_\_\_\_ siblings

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ **Maternity Leave**

If sick leave is allowed for personal illness, it must be allowed for maternity. It is not required that any more maternity leave be allowed than what the doctor says is medically necessary (up to the amount of sick leave earned).

Arrangements procedure \_\_\_\_\_.

\_\_\_\_\_ **Administrative Leave (Holidays)**

\_\_\_\_\_ Paid or \_\_\_\_\_ Unpaid

Available to: \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Part-time

Legal holidays (Check applicable):

\_\_\_\_\_ New Year's Day

\_\_\_\_\_ Martin Luther King Day

\_\_\_\_\_ President's Day

\_\_\_\_\_ Memorial Day

\_\_\_\_\_ Independence Day

\_\_\_\_\_ Labor Day

\_\_\_\_\_ Native American Day

\_\_\_\_\_ Veteran's Day

\_\_\_\_\_ Thanksgiving Day

\_\_\_\_\_ Christmas Day

\_\_\_\_\_ General Election Day

\_\_\_\_\_ Good Friday

\_\_\_\_\_ County Fair Day

\_\_\_\_\_ Partial or \_\_\_\_\_ Full day near

Thanksgiving

\_\_\_\_\_ Partial or \_\_\_\_\_ Full day near

Christmas

\_\_\_\_\_ Partial or \_\_\_\_\_ Full day near

New Year's Day

\_\_\_\_\_ Floating Holiday

\_\_\_\_\_ Other (specify):

\_\_\_\_\_

\_\_\_\_\_

If a legal holiday falls on Sunday, Monday is the holiday. If a legal holiday falls on Saturday, Friday is the holiday.

\_\_\_\_\_ Administrative leave (holiday) \_\_\_\_\_ will or \_\_\_\_\_ will not be pro-rated to part-time employees on the following basis: \_\_\_\_\_.

\_\_\_\_\_ **Blood Donation** \_\_\_\_\_ Paid or \_\_\_\_\_ Unpaid

\_\_\_\_\_ May be excused \_\_\_\_\_ hours for subsequent rest and recuperation if not compensated for donation.

\_\_\_\_\_ **On-The-Job Injury**

\_\_\_\_\_ Not charged leave for initial emergency treatment or exam. For subsequent absences, consult sick leave policy or worker's compensation policy.

\_\_\_\_\_ **Hazardous Weather**

A. If office is declared closed, or authorities publicly declare driving limited and employee is unable to report for duty, the employee is excused without charge to annual leave.

B. If weather conditions are unusually severe, tardiness not in excess of \_\_\_\_\_ hours may be excused.

C. If employee does not report to duty during hazardous weather (except under A. above), annual leave is to be charged unless it is determined that the employee made every reasonable effort to get to work but was unable to due to weather conditions. Then excused absence may be approved in amounts up to \_\_\_\_\_ hours.

\_\_\_\_\_ **Funeral Leave** Approval procedure \_\_\_\_\_

\_\_\_\_\_ **Court Leave**  
\_\_\_\_\_ Jury Duty Approval Procedure \_\_\_\_\_  
\_\_\_\_\_ Witness Duty Approval Procedure \_\_\_\_\_

\_\_\_\_\_ **Military Leave** (must be offered as a benefit as prescribed by statute)  
\_\_\_\_\_ Paid or \_\_\_\_\_ Unpaid  
Applicable to all employees, other than temporary  
Prior approval to be requested from the board. Maximum time allowed is \_\_\_\_\_  
unless emergency exists. Such cases shall be reviewed by the board.

\_\_\_\_\_ **Registration & Voting Leave**  
Approval procedure: \_\_\_\_\_

**INSURANCE:**

\_\_\_\_\_ **Life Insurance**  
Information filed \_\_\_\_\_  
Contact person: \_\_\_\_\_

\_\_\_\_\_ **Health Insurance**  
Information filed \_\_\_\_\_  
Contact person: \_\_\_\_\_

\_\_\_\_\_ **Disability Insurance**  
Information filed \_\_\_\_\_  
Contact person: \_\_\_\_\_

**RETIREMENT:**

\_\_\_\_\_ Coverage offered  
Information filed \_\_\_\_\_  
Contact person: \_\_\_\_\_

**TRANSPORTATION:**

\_\_\_\_\_ The district will provide a vehicle for official business.  
\_\_\_\_\_ The district \_\_\_\_\_ will \_\_\_\_\_ will not provide mileage compensation in the amount of  
\$ \_\_\_\_\_ per mile when a personal vehicle is used for official business.

**PROFESSIONAL MEMBERSHIPS:**

\_\_\_\_\_ Acceptable memberships and approved fees:  
\_\_\_\_\_  
\_\_\_\_\_

**TUITION REIMBURSEMENT:**

\_\_\_\_\_ Approval procedure for workshops, training seminars, etc.:  
\_\_\_\_\_  
\_\_\_\_\_

## DISTRICT EMPLOYEES JOB DESCRIPTION

### Introduction:

The District Employee's first obligation is to the Board of Supervisors of the Conservation District. As time permits, the employee will assist the Natural Resources Conservation Service (NRCS) in the manner outlined below. The Conservation District Board assigns duties and NRCS may provide additional training as needed. The District Employee will follow procedures as designated by the Board of Supervisors; and in assisting NRCS, will use the procedures and instructions set forth when handling the business of that agency.

#### A. Administrative

- Field telephone calls for District and NRCS (if applicable)
- Assist individuals as they enter the facility
- Receive incoming mail & packages, dispatching outgoing mail
- Maintain files, including the maintenance of handbooks and the disposition of file material (referencing the Records Retention Manual)
- Compile and assemble data for various reports
- Prepare and mail minutes and agendas in advance of district board meeting
- Assemble financial data, correspondence and other materials for board meetings
- Attend monthly board meetings, unless excused, to inform the board of district matters and receive direction on conducting district business
- Record minutes at all board meetings to include all actions taken, policies adopted and other pertinent information (keep them minimal)
- Notify the board of upcoming events, due dates and renewals
- Attend workshops, meetings and conventions as directed by the board
- Assemble data for reports such as budgets, awards, tree planting etc.
- Order supplies, materials and services as needed

#### B. Information and Education

- Contact schools, churches and other civic organizations and provide information on activities, camps and scholarship opportunities
- Prepare and submit applications for awards
- Prepare a quarterly newsletter
- Participate in events such as fairs, home shows, ag events etc. to share district information
- Participate in workshops as presenters or sponsors to inform the public of your districts activities

C. Financial

- Maintain the district financial records using the recommended bookkeeping system, prepare invoices for trees, drill usage and all other district services, prepare deposits, receive and make payments
- Maintain personnel records for employees and supervisors pertaining to payroll, taxes and retirement
- Maintain a current inventory of the districts holdings

D. Tree Program

- Assist landowners in the planning of practices (tree planting)
- Prepare tree plan
- Prepare tree season packet for landowner signature
- Order trees and fabric (if necessary)
- Prepare the tree cooler and trees for delivery/planting
- Assist tree crew by supplying them with tree plan, contact numbers, maps
- Follow up with the landowners following tree plantings and fabric install
- Mail survival check list to landowner in the fall
- Follow similar procedures with other programs, including tillage, spraying, weed removal or any other services provided by the district

E. Employee Supervision and Training

- Inform new employees of policies
- Educate new employees – Safety Policy & New Hire Documentation

F. Grant Program

- Prepare grant applications for submission
- Administer grant funds and track throughout the grant period
- Prepare final reports on accomplishments of the grant project

G. Other

- Assist NRCS staff as needed and if time allows
- Supervise and maintain the districts buildings and equipment, making any necessary repairs
- Supervise and maintain the drill rental program, scheduling, billing and maintenance of machine
- Oversee District projects
- Assist rural and urban individuals, organizations and agencies with conservation projects

DISTRICT MANAGER  
LAWRENCE CONSERVATION DISTRICT  
CONTRACT FOR EMPLOYMENT

JOB DESCRIPTION

Description is attached.

WORK SCHEDULE

The district manager will work 16 hours per week with regular office hours from 9:00 a.m. to 1:00 p.m., Monday through Thursday. Changes of office hours may occur due to meetings and other scheduled obligations.

LEAVE TIME

Time off may be scheduled with board approval.

HOLIDAYS

The following are considered paid holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving, and Christmas.

CONFERENCES, CONVENTIONS, AND MEETINGS:

The district will pay for expenses related to attendance at board approved functions.

SALARY

Employee salary will be an hourly wage set by the Board of Supervisors. The wage will be reviewed annually and recorded in the monthly board minutes.

PERFORMANCE REVIEW

The district manager will be evaluated by the board on an annual basis and be retained based on the adequacy of his/her performance.

\_\_\_\_\_  
District Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Date

**BUTTE CONSERVATION DISTRICT  
JOB APPLICATION**

---

**NAME** \_\_\_\_\_ **LAST** \_\_\_\_\_ **FIRST** \_\_\_\_\_ **MI** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**SOCIAL SECURITY NUMBER** \_\_\_\_\_ **DOB** \_\_\_\_\_

**PHONE NUMBER/AREA CODE**

**HOME:** ( \_\_\_\_\_ ) \_\_\_\_\_ **CELL:** ( \_\_\_\_\_ ) \_\_\_\_\_

HAVE YOU EVER DONE CONSERVATION WORK? YES \_\_\_\_\_ NO \_\_\_\_\_

WHERE? \_\_\_\_\_

WHAT TYPE? \_\_\_\_\_

**HIGHEST ACADEMIC LEVEL COMPLETED:**

GRADES 1 2 3 4 5 6 7 8 9 10 11 12 COLLEGE 1 2 3 4

**DEGREE** \_\_\_\_\_ **MAJOR** \_\_\_\_\_

**SPECIAL SKILLS:** \_\_\_\_\_

---

WHAT IS YOUR AREA OF AVAILABILITY? CITY COUNTY STATE  
(CIRCLE ALL THAT APPLY)

**DATE OF AVAILABILITY** \_\_\_\_\_

HOW MUCH TIME CAN YOU GIVE: WEEKLY \_\_\_\_\_ MONTHLY \_\_\_\_\_

**LIST 3 REFERENCES THAT CAN BE CONTACTED:**

\_\_\_\_\_ **PHONE:** \_\_\_\_\_

\_\_\_\_\_ **PHONE:** \_\_\_\_\_

\_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PRIVACY ACT STATEMENT:** THIS INFORMATION IS PROVIDED TO COMPLY WITH THE PRIVACY ACT (PL 93:679). USC 301 AND 7 CFR 260 AUTHORIZE ACCEPTANCE OF THE INFORMATION REQUESTED ON THIS FORM. THE DATA WILL BE USED TO CONTACT APPLICANTS AND TO INTERVIEW, SCREEN, AND SELECT THEM FOR WORK ASSIGNMENTS. FURNISHING THIS DATA IS VOLUNTARY.



**BUTTE CONSERVATION DISTRICT  
JOB DESCRIPTION & EMPLOYMENT POLICIES  
TREE PLANTER / FABRIC INSTALLATION**

**Supervision:** The tree planter is an employee of and is responsible to the Board of Supervisors of the Butte Conservation District and is under direct supervision of the District Manager and Board.

**Duties:** Helps load trees for planting daily, making sure each species is properly marked for easy identification - Make sure they have the supplies they will need for the day - Helps to unload trees after daily planting making sure that the extra trees are returned properly marked with the producer name, species of tree/shrub, number of that species left-over from planting, as well as properly stored in the box they were transported in, back in the cooler.

Plants trees according to tree plan making sure that the proper species is planted in the correct row with the proper in-row and between-row spacing. The tree crew is responsible for heeling-in or walking-in the trees that are planted at the time of planting. Training will be given in this prior to planting.

Fabric installation will require loading fabric & staples for each days sites and unloading the fabric cores, leftover fabric and staples at the end of each day.

Both positions require heavy lifting and walking and bending over, to walk in trees as well as stapling fabric.

Keeps the District Manager informed of any problems or difficulties encountered. Immediately report any problems or concerns with methods, equipment, stock, site preparations, producers, or disagreements between crew members to the Conservation District Manager.

Drive from one site to the next in a careful, safe manner. Tree crew members will work in a manner that will promote safety.  
(See Safety Manual)

Time sheets must be completed daily with accuracy.

The tree planting crew will receive training and assistance from the Conservation District Manager.

**Wages:** To be determined by the Board of Supervisors. Social Security and Medicare will be withheld and reported. Federal Income Tax will be withheld according to employees W-4.

**Schedule:** Employment begins upon arrival of trees, usually in April. Spring period of employment ends when all plantings are completed. Hours to be determined by the Board of Supervisors and will be flexible due to the weather. Long hours are expected when weather permits. Tree planting is short but intense.

**Benefits:** None offered. Covered by worker's compensation insurance and laws.

**Terms:** Valid driver's license (verified by checking with the Department of Motor Vehicles). Employment can be terminated at any time by the decision of the Board of Supervisors for cause.

**Foreman Duties:** Foreman will contact producer and verify location and condition of the site prior to planting – including ground preparation and flagging, this should be done preferably one week in advance of planting and contact 24 hours prior to planting. Foreman should also contact the producer if there are any changes in the plan due to weather, crew, equipment, etc. Foreman is also responsible for equipment maintenance prior to planting and coordinating with District Manager in regards to that maintenance, if problems arise, as well as, any other purchases, keeping of time sheets, crew members and any other items pertaining to the tree planting season.

I have reviewed the above information and agree to abide by these policies as a condition of employment with the Butte Conservation District. I have been provided with a copy of this information.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chairman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BUTTE CONSERVATION DISTRICT  
JOB APPLICATION**

---

**NAME** \_\_\_\_\_ **LAST** \_\_\_\_\_ **FIRST** \_\_\_\_\_ **MI** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**SOCIAL SECURITY NUMBER** \_\_\_\_\_ **DOB** \_\_\_\_\_

**PHONE NUMBER/AREA CODE**

**HOME:** ( \_\_\_\_\_ ) \_\_\_\_\_ **CELL:** ( \_\_\_\_\_ ) \_\_\_\_\_

HAVE YOU EVER DONE CONSERVATION WORK? YES \_\_\_\_\_ NO \_\_\_\_\_

WHERE? \_\_\_\_\_

WHAT TYPE? \_\_\_\_\_

**HIGHEST ACADEMIC LEVEL COMPLETED:**

GRADES 1 2 3 4 5 6 7 8 9 10 11 12 COLLEGE 1 2 3 4

DEGREE \_\_\_\_\_ MAJOR \_\_\_\_\_

SPECIAL SKILLS: \_\_\_\_\_

---

WHAT IS YOUR AREA OF AVAILABILITY? CITY COUNTY STATE  
(CIRCLE ALL THAT APPLY)

DATE OF AVAILABILITY \_\_\_\_\_

HOW MUCH TIME CAN YOU GIVE: WEEKLY \_\_\_\_\_ MONTHLY \_\_\_\_\_

**LIST 3 REFERENCES THAT CAN BE CONTACTED:**

\_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ PHONE: \_\_\_\_\_

\_\_\_\_\_ PHONE: \_\_\_\_\_

**PRIVACY ACT STATEMENT:** THIS INFORMATION IS PROVIDED TO COMPLY WITH THE PRIVACY ACT (PL 93:679). USC 301 AND 7 CFR 260 AUTHORIZE ACCEPTANCE OF THE INFORMATION REQUESTED ON THIS FORM. THE DATA WILL BE USED TO CONTACT APPLICANTS AND TO INTERVIEW, SCREEN, AND SELECT THEM FOR WORK ASSIGNMENTS. FURNISHING THIS DATA IS VOLUNTARY.



# Form W-4 (2017)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

**Note:** If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exceptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

**Basic instructions.** If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

## Personal Allowances Worksheet (Keep for your records.)

<b>A</b>	Enter "1" for yourself if no one else can claim you as a dependent . . . . .	<b>A</b> _____
<b>B</b>	Enter "1" if: { • You're single and have only one job; or • You're married, have only one job, and your spouse doesn't work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. } . . . . .	<b>B</b> _____
<b>C</b>	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . .	<b>C</b> _____
<b>D</b>	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return . . . . .	<b>D</b> _____
<b>E</b>	Enter "1" if you will file as head of household on your tax return (see conditions under <b>Head of household</b> above) . . . . .	<b>E</b> _____
<b>F</b>	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit . . . . .	<b>F</b> _____
<b>G</b>	<b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children. • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child.	<b>G</b> _____
<b>H</b>	Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) ▶	<b>H</b> _____
	For accuracy, complete all worksheets that apply. { • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the <b>Deductions and Adjustments Worksheet</b> on page 2. • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the <b>Two-Earners/Multiple Jobs Worksheet</b> on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.	

Separate here and give Form W-4 to your employer. Keep the top part for your records.

<b>Form W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Allowance Certificate</b>		OMB No. 1545-0074 <b>2017</b>	
1 Your first name and middle initial _____ Last name _____			2 Your social security number _____		
Home address (number and street or rural route) _____			3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code _____			4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 _____			
6 Additional amount, if any, you want withheld from each paycheck		6 \$ _____			
7 I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption.					
• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and					
• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.					
If you meet both conditions, write "Exempt" here . . . . . ▶ 7 _____					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶ _____				Date ▶ _____	
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)			9 Office code (optional)	10 Employer identification number (EIN)	

**Deductions and Adjustments Worksheet**

**Note:** Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

1 Enter an estimate of your 2017 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% of your income, and miscellaneous deductions. For 2017, you may have to reduce your itemized deductions if your income is over \$313,800 and you're married filing jointly or you're a qualifying widow(er); \$287,650 if you're head of household; \$261,500 if you're single, not head of household and not a qualifying widow(er); or \$156,900 if you're married filing separately. See Pub. 505 for details . . . . . 1 \$ \_\_\_\_\_

2 Enter: { \$12,700 if married filing jointly or qualifying widow(er)  
\$9,350 if head of household  
\$6,350 if single or married filing separately } . . . . . 2 \$ \_\_\_\_\_

3 Subtract line 2 from line 1. If zero or less, enter "-0-" . . . . . 3 \$ \_\_\_\_\_

4 Enter an estimate of your 2017 adjustments to income and any additional standard deduction (see Pub. 505) . . . . . 4 \$ \_\_\_\_\_

5 Add lines 3 and 4 and enter the total. (Include any amount for credits from the *Converting Credits to Withholding Allowances for 2017 Form W-4* worksheet in Pub. 505.) . . . . . 5 \$ \_\_\_\_\_

6 Enter an estimate of your 2017 nonwage income (such as dividends or interest) . . . . . 6 \$ \_\_\_\_\_

7 Subtract line 6 from line 5. If zero or less, enter "-0-" . . . . . 7 \$ \_\_\_\_\_

8 Divide the amount on line 7 by \$4,050 and enter the result here. Drop any fraction . . . . . 8 \_\_\_\_\_

9 Enter the number from the **Personal Allowances Worksheet**, line H, page 1 . . . . . 9 \_\_\_\_\_

10 Add lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 . . . . . 10 \_\_\_\_\_

**Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)**

**Note:** Use this worksheet *only* if the instructions under line H on page 1 direct you here.

1 Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) . . . . . 1 \_\_\_\_\_

2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3" . . . . . 2 \_\_\_\_\_

3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet . . . . . 3 \_\_\_\_\_

**Note:** If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

4 Enter the number from line 2 of this worksheet . . . . . 4 \_\_\_\_\_

5 Enter the number from line 1 of this worksheet . . . . . 5 \_\_\_\_\_

6 Subtract line 5 from line 4 . . . . . 6 \_\_\_\_\_

7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here . . . . . 7 \$ \_\_\_\_\_

8 Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed . . . . . 8 \$ \_\_\_\_\_

9 Divide line 8 by the number of pay periods remaining in 2017. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2017. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck . . . . . 9 \$ \_\_\_\_\_

Table 1				Table 2			
Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above
\$0 - \$7,000	0	\$0 - \$8,000	0	\$0 - \$75,000	\$610	\$0 - \$38,000	\$610
7,001 - 14,000	1	8,001 - 16,000	1	75,001 - 135,000	1,010	38,001 - 85,000	1,010
14,001 - 22,000	2	16,001 - 26,000	2	135,001 - 205,000	1,130	85,001 - 185,000	1,130
22,001 - 27,000	3	26,001 - 34,000	3	205,001 - 360,000	1,340	185,001 - 400,000	1,340
27,001 - 35,000	4	34,001 - 44,000	4	360,001 - 405,000	1,420	400,001 and over	1,600
35,001 - 44,000	5	44,001 - 70,000	5	405,001 and over	1,600		
44,001 - 55,000	6	70,001 - 85,000	6				
55,001 - 65,000	7	85,001 - 110,000	7				
65,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 95,000	10	140,001 and over	10				
95,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

► **START HERE:** Read Instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____  <b>OR</b>          2. Form I-94 Admission Number: _____  <b>OR</b>          3. Foreign Passport Number: _____          Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write in This Space	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

**Preparer and/or Translator Certification (check one):**

I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



*Employer Completes Next Page*





**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

**Section 2. Employer or Authorized Representative Review and Verification**

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

<b>Employee Info from Section 1</b>	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
-------------------------------------	-------------------------	-------------------------	------	--------------------------------

List A Identify and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative		First Name of Employer or Authorized Representative	Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

**Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)**

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
	<b>For persons under age 18 who are unable to present a document listed above:</b>			
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

## There Is No Substitute For Safety!

The Butte Conservation District produced this brochure in an effort to promote safety in the work place. All staff and employees are required to read the brochure and follow the advice within, whenever possible while working for the District.



HAVE  
A  
SAFE  
DAY!



BUTTE CONSERVATION DISTRICT

1837 5TH AVENUE

BELLE FOURCHE, SD 57717

605-892-3368 EXT. 3

CLEAN, CLEAR, CONSERVATION



## Tree Planting Safety Brochure

- Lifting
- Gear
- Product
- Driving
- Equipment
- Cell Phones

# Safety First!

## Lifting

Always use your legs when lifting and lift straight up. If at all possible lift as a team to reduce the stress to each individual, especially when lifting oversized objects or objects at an awkward level.

## Gear

Use common sense when you are working outdoors. Wear a durable outdoor shoe with good support, jeans, gloves and protective eyewear (ie safety glasses or sunglasses), hearing protection (if warranted), a long sleeve shirt will protect you from the elements and always use sunscreen. Remember to pack a supply of water for the day no matter the conditions and most days a lunch will be needed. All vehicles will have a first aid kit and fire extinguisher.

## Product

The Butte Conservation District uses root dip to protect the roots prior to planting and shingletow is used for packing and storage of the trees.

- When mixing and handling the root dip, you should be wearing gloves and a standard dust mask to prevent inhalation and protective eyewear is an option. Caution: when root dip comes in contact with water it becomes extremely slippery, so immediate clean up of spills is necessary to prevent falls. To clean up after handling, wash thoroughly. Skin contact should cause no irritation.

- When in contact with shingletow rubber gloves are recommended just to protect your hands after being in the water for long periods and there is also the possibility of an ocassional splinter. Shingletow poses no health risks and therefore

has no strict guideline, these are just helpful recommendations.

## Driving & Equipment

Familiarize yourself with the equipment you will be using. Always walk around your equipment prior to use to ensure that nothing has become entangled or altered in any way, making sure that the equipment is properly hooked up. The District will provide a training day prior to tree season. When driving from site to site use extra caution as you will be hauling all of your equipment. Be aware of your surroundings and know where your crew is. Always wear your seat belt, carry a valid drivers license and if driving your personal vehicle you must have insurance.

## Cell Phone Usage

Allowed ONLY during breaks, lunch & between job sites, NEVER allowed during the operation of equipment or while driving.

NEW EMPLOYEE  
AUTHORIZATION FORM

I, \_\_\_\_\_, understand that the Butte Conservation District will be conducting a DMV records check and I understand that if my records are found to be invalid or under suspension I will not be allowed to operate any vehicles or machinery used in the tree planting operations.

Signature \_\_\_\_\_

Date \_\_\_\_\_

EMPLOYEE TRAINING RECORD

EMPLOYEE: \_\_\_\_\_

TRAINING: \_\_\_\_\_

DATE: \_\_\_\_\_ HOURS: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

I, \_\_\_\_\_, employed by XYZ Conservation District, have provided proof of insurance in accordance with the standards set forth by Safety Benefits to allow for operating a personal vehicle on district business.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Representative

\_\_\_\_\_  
Date

## **SECTION 4**

### **DISTRICT FILING**

#### **RECORDS RETENTION/DESTRUCTION**

**\*REFER TO SEPARATE RECORDS RETENTION MANUAL PRIOR TO DESTRUCTION OF DOCUMENTS**

#### **FILING DIRECTIVE**

**\*FAMILIARIZE YOURSELF WITH THE FILING SYSTEM CURRENTLY IN PLACE, MOVING FORWARD YOU WILL INEVITABLY MAKE ADJUSTMENTS TO FIT YOUR NEEDS**

#### **ACCOUNTING MANUAL & SUPERVISOR HANDBOOK**

**\*THESE ITEMS SHOULD BE KEPT WITHIN ARMS REACH FOR REFERENCE**

#### **NRCS – ITEMS FOR ANNUAL REVIEW (Dec./Jan.)**

**\*BOARD DIVERSITY – IS YOUR BOARD AN ADEQUATE REPRESENTATION OF THE COUNTY DEMOGRAPHIC**

**\*CIVIL RIGHTS COMPLIANCE**

**1619 COMPLIANCE**

**COUNTY REPORTS**

**REVIEW MEMORANDUM OF UNDERSTANDING**

**REVIEW COOPERATIVE AGREEMENTS**

**OUTREACH (TITLE VI & VII)**

**CIVIL RIGHTS POSTER (LOCATION & CURRENT VERSION)**

**PROPER STEPS TO FILE A COMPLAINT**

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

**ACCOMODATIONS STATEMENT (TO BE INCLUDED IN EACH NEWSLETTER, AGENDA, MINUTES (EEO ONLY), FLYERS AND**

**ANY PUBLIC INFORMATION DISTRIBUTED BY THE**

**CONSERVATION DISTRICT)**

## NRCS – ITEMS FOR ANNUAL REVIEW

Locating the items for annual review provides an opportunity for conservation district personnel to work with NRCS staff toward a common goal, compliance for the benefit of staff and producers.

It is recommended that these items be reviewed annually and typically during December or January as boards are discussing year end or board re-organization and budgets, etc.

This may be a good time to create a specific location for these documents for quick reference.

## **SECTION 5**

## **PUBLIC RELATIONS AND MEETINGS**

### **1. PUBLIC RELATIONS**

OFFICE ETIQUETTE

MEDIATION PROCESS

SPECIAL OBSERVANCES

NEWSLETTERS & PUBLIC SERVICE ANNOUNCEMENTS

### **2. CONDUCTING MEETINGS**

PREPARING AGENDAS

RECORDING MINUTES

### **3. LEGISLATIVE**

MEETINGS

SAMPLE CORRESPONDENCE

### **4. HOSTING MEETINGS & WORKSHOPS**

## OFFICE ETIQUETTE

First and foremost, you are employed in a professional setting and you may also be located in a federal building, and should conduct yourself accordingly.

- Be on time for your job
- Wear appropriate attire, follow the dress code if one is in place
- Be respectful and courteous always, you are the face of the district
- Respect the confidentiality of your business and producer's information
- Listen to customers in person and on the phone and communicate clearly
- Follow up on messages, emails and voicemail as soon as possible
- When leaving messages identify yourself, your organization, brief message & call back number, speak clear and concise
- Familiarize yourself with the remaining staff schedule, via white board or outlook calendar
- Develop a good rapport with your board members and partner agencies
- Get to know producer names and address them as such
- Take responsibility for yourself and your actions
- Familiarize yourself with the information available in your office
- Cell phones should be on "silent", no obnoxious ring tones
- Keep your work area tidy and organized
- Breakrooms are for everyone, be courteous, clean up after yourself, don't leave science projects in the fridge and be conscious of what you bring (ie. smells that linger)
- Keep your personal life in check while at work (phone calls etc)
- Social media – be careful "friending" producers, co-workers and supervisors, once it is out there, it is out there!
- If you are sick, stay home, sharing is not caring
- Be tolerant, working with several individuals also means several different personalities
- Be aware of what you include in your email correspondence (ie gossip and harsh words)
- Newsletters should be void of political or personal opinions, information only
- Work as a team

## **MEDIATION PROCESS FOR NRCS, SDACD, AND CONSERVATION DISTRICT PERSONNEL**

Given the long and close association that NRCS, Conservation District personnel, and the SDACD have enjoyed, some disputes between agency and CD personnel may be unavoidable. This process has been established to provide an alternative, non-adversarial way to resolve workplace conflicts or disputes with NRCS and partners.

The mediation process utilizes a third party to assist in identifying and communicating problems as they pertain to the working relationship between NRCS and CD boards and personnel. Parties participate voluntarily in the process and both agree to a mutually satisfactory resolution. The resolution is not binding nor mandatory. It reflects instead, a willingness of the parties to see both sides of the issues and improve the working relationship as best they can. This program is not intended to supersede or compromise employee rights.

### **When Mediation is Appropriate**

*Mediation is an appropriate avenue when (1) the in-house mediation process has failed, ie. a meeting with a representative from the area SDACD, the ASTC-FO, representative from the SDACDE and the persons in dispute, (2) the problem is or has the potential to become long standing, and (3) the parties involved are willing to seek an agreement that both can live with, at least to a level that fosters a working relationship.*

Probably the most sensitive issue regarding mediation is how to determine when to seek mediation, who should be the initiating party and who should be involved. Mediation can be requested by NRCS personnel such as the District Conservationist, Assistant State Conservationist for Field Operations, the affected NRCS field office staff, Conservation District Board Members or Conservation District personnel. Concurrence should be sought from the CD Board and ASTC-FO as well as the personnel involved in the dispute. A determination must also be made that the personnel involved will respond to mediation, since it is a voluntary process.

### **Where Will Mediation Take Place**

Sessions will be scheduled in a mutually agreed to, neutral location. Motels, community centers, county or city libraries, places of worship, and some local businesses may have meeting rooms available for use. It's important that the sessions take place off site from the work place.

## **What Takes Place During the Mediation Process**

Mediation sessions involve analyzing the relationship, identifying specific problem areas, developing mutually agreeable objectives to address the problem and agreeing on action steps and time tables. The mediation process may involve several meetings before an agreement is reached.

## **Mediators**

Mediators are people trained to facilitate mediation sessions. They are not arbitrators and are completely neutral. A list of mediators will be available to personnel involved in the dispute from which to select. The selected mediator shall be agreeable to all parties involved. The mediators on this list are not associated with any Conservation District or Federal entity. Mediators will also be involved in follow-up sessions to track the progress made towards resolution of the dispute.

**Since mediation is a non-binding, voluntary process, participants may not be able to reach a mutually satisfactory resolution or may not follow through on the agreed to action items. In that case, it's up to the Conservation District Board, SDACD, SDACDE and NRCS to decide on the next step together.**

## SPECIAL OBSERVANCES

Conservation Districts are often involved in many events throughout the year. Familiarize yourself with what goes on in your district and your area. Use these opportunities to get your mission out to the public and be creative!

Some events that may be included but are not limited to:

- Arbor Day
  - Arbor Day Essay Contest
  - Arbor Day Poster Contest
- Karst Memorial Scholarship
  - District Scholarship
- Stewardship Week
- Earth Day
- Independence Day Parade
- County Fair
- Ag Shows
- Workshops and Tours
- Annual Banquets or Awards Banquets
- Camps
  - Range Camp for Youth & Professionals
  - SDWF Youth Conservation Camp
  
- Rangeland Days/Soils Days
- SD Envirothon
  
- District Anniversary Celebrations
  
- School & Civic Activities
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## **NEWSLETTERS, PUBLIC SERVICE ANNOUNCEMENT & BOOTHS**

### Newsletters

- Most districts produce a quarterly newsletter and content will cover the entire quarter (ie. upcoming events, deadlines and so on)
- Content may include current issues, order forms, trivia (conservation, earth day etc), puzzles, recipe box, fun or historical facts, you may find a partner agency that would like to include a guest article, other ideas may be annual celebrations, photos of projects the district has been involved in (ie Arbor Day, Fair Booth or Producer Awards), you want to engage the whole operation (spouse, children etc.)
- Solicit advertisers, it will offset the cost of your newsletter and a good opportunity to represent partner agencies, showcase on the back page or throughout your newsletter
- If soliciting for advertisers, provide them with a current copy of your newsletter so they know what you are about
- Many districts provide their newsletter via email, let folks know if you have this option, it will save on cost
- Please keep your newsletter free of politics and/or opinion, you are representing the district, this is not your soap box

### Public Service Announcements (PSA's)

- Announcements should be brief and to the point
- Identify yourself
- WHO, WHAT, WHEN, WHERE, WHY (HOW?)

### Booths

- Use a LOGO and be consistent (letterheads, envelopes, business cards) with a common identifier
- Banners are great eye catchers, but if that is not in your budget, candy or good promo swag will surely get them to stop by
- If you are able, a good giveaway item will get customers engaged (mugs, books, etc.)
- Sign-up sheets, have one available if they are interested in your newsletter or want more information on a specific topic, you never know when you have a potential customer

## **PREPARING AGENDAS**

\*AGENDAS MUST BE POSTED IN PUBLIC VIEW AND ON WEBSITES (IF APPLICABLE) 24 HOURS PRIOR TO THE MEETING TIME

\*All agendas must include the following statement:

This meeting is being held in a physically accessible place. Individuals needing assistance, pursuant to Americans with Disabilities Act, should contact the XYZ Conservation District (605-867-5309 x3) at least 48 hours in advance of the meeting to make any necessary arrangements.

Agendas should be basic in outlining the order of the meeting. It should include all items that will require a motion for approval or expenditure and should also include a line item for executive session whether it is utilized or not. The Calendar of Events & Responsibilities (Section 2) will be a good guide of upcoming topics to be discussed each month.

The following is a guide and a Sample is included.

Call meeting to order

Introductions (if necessary)

Approvals (Agenda & Minutes)

Treasurer's Report (Does not need approval as it is just a report, unless payment of bills are discussed then motions should be recorded)

Old Business (addresses items tabled from a previous meeting or ongoing projects)

New Business (any items currently being addressed)

Partner Agencies (allows for any additional attendees to share information)

Grant Review (keeps board updated on projects and budgets)

Other (items that are informational)

Upcoming Events (keeps the group informed of upcoming meetings & events)

Adjourn

Next Meeting

Executive Session

\*Be prepared for meetings by having supporting documentation & copies available for supervisors – many districts provide folders for each supervisor to hold these documents

HAMLIN COUNTY CONSERVATION DISTRICT  
BOARD OF SUPERVISORS' MEETING  
January 9, 2018 1:00 P.M.

AGENDA

1. Call meeting to order.
2. December Regular Meeting Minutes were open for Discussion
3. Treasurer's Report, Accounts Receivable Presented. Approve all bills to date
4. NRCS Report- Jim Dylla, District Conservationist
5. **Unfinished Business:**
  - A. Equipment
  - B. Appreciation Supper
6. **New Business:**
  - A. Farm Show
  - B. Board Advisor
  - C. Depreciation Schedule W-2's 1099's
  - D. Reorganization of the District Board.
  - E. Resolutions.
  - F. Payroll Review
  - G. Executive Session. (If necessary)
7. **Other District Business:**

Next scheduled district board meeting is Monday, February 12, 2018 at 1:00 p.m.

Persons needing special accommodations should contact Peggy Loomis at (605)783-3642 or [hamlincd@sdconservation.net](mailto:hamlincd@sdconservation.net) at least 24 hours in advance of the meeting date.

XYZ CONSERVATION DISTRICT  
JANUARY 3, 2018 @ 6PM  
AGENDA

Call meeting to order  
Present  
Absent

Approval of Agenda	Motion	Second
Approval of Minutes	Motion	Second
Treasurer's Report	Motion	Second

Old Business

Building Repair

New Business

Partner Reports

Tree/Drill Report

Grant Review

Field Report

Other

Leadership Report  
Survey Results

Upcoming Events

NACD Convention

Adjourned                      Next Meeting                      Executive Session

This meeting is being held in a physically accessible place. Individuals needing assistance, pursuant to Americans with Disabilities Act, should contact the Butte Conservation District (605-892-3368 x3) at least 48 hours in advance of the meeting to make any necessary arrangements.

## **RECORDING MINUTES OF A MEETING**

\*A SIMPLE GUIDE WOULD BE TO FOLLOW THE AGENDA WHEN TAKING NOTES AND RECORDING MOTIONS

The following is a guide and a Sample is included.

Call meeting to order (who and at what time)

Introductions (record those present and their affiliation)

Approvals (record motions to approve)

Treasurer's Report (record topic & any resulting motions)

Old Business (record the topic and any motion)

New Business (record the topic and any motion)

Partner Agencies (record brief summary of information presented)

-If no report is available, avoid commentary, simply record 'no report'

Grant Review (record brief summary of information presented)

Field Report

Other (brief summary)

Upcoming Events (may or may not re-list from Agenda)

Adjourn (record the time)

Next Meeting (record next meeting date)

Executive Session (if board retires to executive session, it should be recorded properly). Do Not take notes of discussions held in Executive Session. Motions cannot be made in executive session, motions stemming from discussion held in executive session must be recorded after coming out of executive session and should be recorded just like any other motion.

\*Robert's Rules of Order and Dunbar's (Parliamentary Procedure Instructional Materials Center) are resources available as guides to conducting meetings and public business.

Lawrence Conservation District  
Board of Supervisors Meeting  
Aug. 2, 2017  
District Office Building  
Spearfish SD 57783

*APPROVED MINUTES*

Those present were: Supervisors Karl Jensen, Charles Edwards, Charles Nicholas and Eric Hanson, District Conservationist Justin Boerboom, Division Forester Allyssa Gregory and District Manager Zindie Meyers.

Chairman Jensen called the meeting to order at 6:00 p.m.

Charles Edwards moved to approve the minutes of the July 5, 2017 board meeting. Eric Hanson seconded. Motion carried; unanimous vote.

Bills and deposits were presented for review. It was noted that the county commission did not include an increase of funding for the district in their preliminary budget for 2018. Charles Edwards moved to contribute \$75.00 to the SDACD Endowment Fund in honor of Rod Baumberger. Eric Hanson seconded. Motion carried; unanimous vote.

Justin Boerboom gave the NRCS report with updates on programs, events and office staffing.

Allyssa Gregory updated the board on promotion efforts for the Aspen grant. She has 13 site visits scheduled in response to landowner contacts. She also recommended that the conservation district note planting restrictions for Russian Olive on the tree order form.

Committee reports were given.

Charles Nicholas moved that the Lawrence Conservation District enter into joint powers agreements with Custer, Elk Creek, Fall River and Pennington Conservation Districts for the purpose of grant administration within the boundaries of those district on projects approved under the Aspen Regeneration and Restoration Grant. Charles Edwards seconded. Motion carried; unanimous vote. Chairman Jensen signed the agreement.

Agenda for the SDACD convention was discussed and those planning to attend were made aware of registration deadlines.

District pricing was reviewed and no changes recommended for 2018.

Meeting adjourned at 7:03 p.m.

*Zindie Meyers, recorder*

BUTTE CONSERVATION DISTRICT  
JANUARY 13, 2015  
MINUTES

Call meeting to order: Tim Reich @ 6pm

Present: Tom Berdan-GF&P, Sarah Eggebo, Cliff Conry, Melanie Williamson, David Winkler, Tim Reich and Yvette Kirkman

Absent: Jeff Smeenk

Approval of Minutes

Williamson moved to approve the minutes of the last meeting, Conry seconded, all in favor, motion carried.

Approval of Treasurer's Report

Winkler moved to approve the treasurer's report and pay bills as presented, Williamson seconded, all in favor, motion carried.

Old Business

New Business

Board Re-Organization – At 6:07p Tim Reich turned the meeting over to Sarah Eggebo, Eggebo called for nominations for Chairman, Conry nominated Reich, Williamson seconded and Winkler moved that nominations cease, all in favor, motion carried. At 6:10p Eggebo turned meeting over to Reich, who called for nominations for Vice Chair, Conry nominated Winkler, Williamson seconded the motion and moved that nominations cease, all in favor, motion carried. Reich called for nominations for Secretary/Treasurer, Williamson nominated Conry, Winkler seconded and moved that nominations cease, all in favor, motion carried.

Tree/Drill Report – Currently 6 MP, 27 HP orders and 2 individuals scheduled for the drill in April. Surplus cancellations are due Feb. 1 and all planting deposits are due Jan. 30<sup>th</sup> or they will be cancelled. Discussion regarding a potential planting, it is late coming in and essentially a renovation, the planting will be moved to 2016.

Grant Review – update on current grants, all signed contracts have been returned on new grants and should start seeing more finished projects coming in.

BFRWP – next meeting March 5 @ 1pm, First Interstate Bank, BF

Tim reported that the last 319 funding round was successful and several more projects will get funded in the spring, the last meeting that was held was focused on Spearfish Creek and how/where to start on improvement of issues (irrigation delivery, bank stabilization and flooding)

Vale Ag Show – Jan. 14<sup>th</sup> @ Dave's Neighborhood Pub (Vale) 10a-2p

Field Report – see attached

Tom Berdan, SD GF&P, was in attendance to report on potential funding sources for projects, not all details have been ironed out but Butte CD was on board if partner projects should become available

Other Business

Yvette reported dates for the Newell Science Fair, David mentioned that he would be judging again this year and also dates for the Hospice Ball, which we participate as an auction donor

Tim also reported on his meeting with Jeff Zimprich, State Conservationist and the potential for having an informal summer gathering to showcase what the BFRWP has accomplished and brainstorm how to move forward

Upcoming Dates

Jan. 14 – Vale Ag Show

Jan. 19 – Martin Luther King Holiday – Office Closed

TBA – Leadership Conference (postponed due to weather)

Jan. 30 – Feb. 8 – Black Hills Stock Show

Executive Session – At 6:52 the board went into executive session for the purpose of discussing personnel items. At 7 the board returned to regular session, Dave moved to approve a pay increase for the district manager, Melanie seconded, all in favor, motion carried.

Adjourned: 7pm

Next Mtg: Feb. 10 @ 6pm

## LEGISLATIVE MEETINGS

\*Determine whether your district or area hosts a legislative meeting, some districts meet each year, some districts meet only in election years and some do not conduct legislative meetings.

- Determine the preferred mode of communication for your legislators, mail, personal contact, phone calls or via personal email (\*note-phone calls and emails CANNOT originate from government owned phones or computers)
- Determine your guest list, typically including partner agencies, local and state govt. offices and commissioners as well as your area legislators
- Prepare your letter of invitation, they should be simple and to the point, noting areas of concern or specific topics (see sample)
- Request RSVP's and conduct follow-ups for attendance
- It is nice to have a moderator to keep the meeting flowing smoothly, allowing for equal time for speakers and keeping order with questions from the floor
- Provide a district activity report for guests (like those prepared for area meetings, your opportunity to brag!)
- Keep the venue relaxed yet professional
- Allow for feedback either via short survey or provide contact information

**{District Letter Head}**

Date

Joe Smith  
123 Main St.  
Deadwood SD 57732

Dear Commissioner Smith:

The Hills Area Conservation Districts will host their annual Legislative Meeting on {date} at {time} at {place and city}. We cordially invite you to join us at this informative meeting. Coffee and rolls {or meal options} will be available at {time}.

State and national legislators, county commissioners, candidates for office, conservation district supervisors and employees, and representatives of local and state governments have been invited. Representatives from the South Dakota Division of Resource Conservation and Forestry and the USDA- Natural Resources Conservation Service may also be in attendance. Many issues dealing with conservation as well as other issues affecting local, county and state governments will be discussed.

This is an excellent opportunity to visit with each other in an informal setting. We hope that you will plan to join us. Please RSVP by to {email and/or phone number} by {date}. If you have questions, call the {your district name} office at {phone number}, {office hours}.

Sincerely,

Your name  
Title

**HILLS AREA CONSERVATION DISTRICTS**

**Butte, Custer, East Pennington, Elk Creek, Fall River, Lawrence, and Pennington**



**MINER CONSERVATION DISTRICT**

601 West Farmer Avenue, Suite A

Howard, South Dakota 57349

Phone:(605)772-5642 (ext 3) Cell Phone:(605)480-2401

<b>Tami Moore, District Manager</b>		<b>tami.moore@sd.nacdnet.net</b>
<b>Dale Shumaker, Chairman</b> <b>Tim Clarke, Treasurer</b>	<b>Marvin Kizer, Supervisor</b>	<b>Donald Threadgold, Vice Chairman</b> <b>Julie Calmus, Supervisor</b>

Senator John Thune  
5015 South Bur Oak  
Sioux Falls, South Dakota 57108

RE: FY 18 Budget – Proposed Plans to Reorganize USDA

Senator Thune,

We have been made aware of the release of President Trump’s FY 18 budget request and proposed plans to reorganize USDA. In addition to cutting many of the USDA’s voluntary conservation programs and eliminating others, the President’s budget takes aim at the Conservation Technical Assistance (CTA) program, by proposing a cut to CTA by \$91 million. We believe the CTA program is the lifeblood of conservation in the United States.

We, as a Conservation District, are very concerned with the cutting of CTA funding – as we feel this would severely limit our collective ability to address resource concerns and put conservation practices on the ground. Combined with a reorganization of USDA agencies, this would be very detrimental for locally-led conservation.

We feel it is important that you not only are aware of the need to advocate for conservation, but that you are also aware of how important funding for CTA is. At a time when demands on our natural resources are increasing, we need more funding for sound conservation planning and technical assistance, not less.

Thank you for the opportunity to express our thoughts on the budget cut to  
**CONSERVATION!**

Sincerely,

Tami Moore, District Manager of the Miner Conservation District



## **HOSTING MEETINGS & WORKSHOPS**

- Be sure to select a location that is well suited for meetings or workshops, allowing space for displays if necessary and flexibility when configuring tables.
- Create a relaxed yet professional atmosphere
- Provide beverages/snacks for breaks, if facility allows
- Have a sign-up sheet available at the door, this is an opportunity to add new contacts and potentially generate new customers (see sample)
- Also provide materials for the meeting or workshop as you greet guests and they sign in
- Name tags are also an option for larger gatherings
- Make proper introductions at the beginning of the event, as well as the goal of the event
- Ask for feedback, share your email or offer a quick survey, to assess your success

**SECTION 6**

**SDACD ENDOWMENT FUND**

**HISTORY**

**SOLICITATION SAMPLES**

## THE ENDOWMENT FUND

The Endowment Fund provides a foundation of support for natural resource conservation in South Dakota. Contributions to the fund are held in trust and invested in government-backed securities. The interest from the investments is utilized by the Association of Conservation Districts to further the goals and mission of South Dakota's conservation districts-sensible, voluntary, self-governed conservation management and development of South Dakota's natural resources for ourselves and our posterity. As an IRS recognized 501(c)(3) nonprofit, all contributions to the Endowment Fund are tax deductible.

Who may contribute to the SDACD Endowment Fund?

Contributions to the Endowment Fund can be made in honor or recognition of an individual or organization. Some contribute as a memorial or for a special remembrance such as an anniversary or birth. Conservation districts and others use the Fund to recognize individuals who have made significant contributions to the conservation district movement. Recognitions for contributions to the Endowment Fund occur on three levels: The Governor's Award, the President's Club and the Century Club. The Governor's Award is presented when \$2,000 is contributed by or in a person's or non-district organization's honor. The President's Club is presented for contributions of \$1,000. Conservation districts achieving additional levels of \$1,000 receive special recognition. The Century Club certificate is awarded for contributions of \$100.

If someone wants to contribute, ask them to write a check to the SDACD Endowment Fund and mail it to the SDACD office with a note indicating who is to be honored. Offer to send the check for them or provide them with the address. The SDACD will send the contributor a letter/receipt thanking them for their contribution and noting it is a tax-deductible contribution.

At their annual area meeting, each SDACD area selects an honoree to focus their fundraising on. Their goal is to raise at least \$1,000 so that the honoree receives the President's Club or Governor's award at the SDACD annual conference.

What do you do if your area's honoree is from your conservation district? Begin by preparing a short write up about the honoree outlining his/her conservation and community activities that earned the honoree the area's recognition. Develop a letter for potential contributors. Include a brief explanation of the Endowment Fund, your short write-up about the honoree and specific instructions on how to contribute. The instructions should include whom they make the check payable to (SDACD Endowment Fund), where they mail contributions and any deadlines for making contributions. You may want to include a return envelope stamped with the address of your district along with a return form.

Compile a list of potential contributors complete with addresses. Include local businesses and friends and family members of the honoree. Conservation districts within your area should be included as an email contact. Anyone that you think might like to honor the honoree with a contribution should be contacted. For example, if the honoree is/was an active member of the school, board, Chamber of Commerce, City Council, etc., include them.

As contributions start to come in, write them down and keep the contributions in a secure place. The contribution list should include the name of the contributor, amount of the check and check number. Once the deadline for contributions has expired, send the checks and a copy of the contributions list to the SDACD office.

For more information about the Endowment Fund, call, email, or write to the SDACD executive director. SDACD can also provide you with a list of past contributions from your district.

July 17, 2012

Dear Friends of Conservation,

The Hills Area Conservation Districts have chosen Tim Reich as their 2012 South Dakota Association of Conservation Districts Endowment Fund honoree.

Tim Reich has spent a lifetime in conservation, whether putting it on the ground or the voice behind the promotion of good stewardship. He has been on the Butte Conservation District board since 1979 and in those 33 years has a list of accomplishments a mile long! He has served as the Hills Area Director, Vice-President and President of SDACD and Secretary/Treasurer and First VP and Second VP with NACD. Tim is also the Chairman of the Belle Fourche River Watershed Partnership, which has been instrumental in the implementation of best management practices for area producers.

Tim runs a Purebred Charolais Cattle Operation and a hunting/guide service. He and his wife Ree are involved in church and community activities and local organizations. They have 4 children, Mark, Heather, Angela and Holly.

If contributions reach \$1000 or more, the honoree becomes a member of the President's Club of the South Dakota Association of Conservation District's Endowment Program. If contributions reach \$2000 or more, the honoree becomes a member of the Governor's Club.

Contributions can be made to SDACD Endowment Fund, designating Tim Reich as the honoree in the memo and mailed to Butte Conservation District, 1837 5<sup>th</sup> Ave., Belle Fourche, SD 57717, Attention: Yvette Kirkman. Recognition will be made at the SDACD Convention in September if one of the above levels is attained.

We encourage you to contribute to the endowment in Tim's name so that he can be recognized as an outstanding leader and advocate for Clean. Clear. Conservation.

**Hills Area Conservation Districts: Butte, Custer, East Pennington, Elk Creek,  
Fall River, Lawrence and Pennington**



**MINER CONSERVATION DISTRICT**

**601 West Farmer Avenue, Suite A**

**Howard, South Dakota 57349**

**Phone: (605) 772-5642 (ext 3) Fax: (605) 772-4542**

[tami.moore@sd.nacdnet.net](mailto:tami.moore@sd.nacdnet.net)

Board of Supervisors

*Dale Shumaker*

*Donald Threadgold*

*Marvin Kizer*

*Tim Clarke*

*Julie Calmus*

June 26, 2017

Dear Vermillion / Big Sioux Area Friends of Conservation:

Nancy Barrick was nominated as the Vermillion/Big Sioux Area 2017 SDACD Endowment Fund Honoree at the area meeting this June.

Nancy Barrick was the District Manager for the Douglas County Conservation District for 27 years. She served as the President of the South Dakota Association of Conservation District Employees from 2007 through 2011. She served as a director for the South James / Missouri Area. Nancy has always shared her experiences with other districts across the state. There probably isn't a district in the state that hasn't had Nancy assist them with an issue in their district. New employees, as well as old employees, have contacted Nancy for help and knowledge. She has worked closely with NRCS, FSA, and other local and state agencies for issues addressing the Conservation Districts. Nancy passed away on May 26, 2017 at the age of 58 after a bravely fought battle against lung cancer.

Our goal is to reach the \$1,000 level President's Club Award.

Please send your donations, made out to SDACD Endowment Fund, to the Miner Conservation District by August 1, 2017. We would like to recommend a \$100 donation to achieve the President's Club Award – but any donation would be appreciated.

Thank you. Your support is greatly appreciated.

Sincerely,

Tami Moore, District Manager

**NANCY BARRICK**

**SDACD VERMILLION / BIG SIOUX ENDOWMENT FUND HONOREE**

Contributor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Enclosed Gift of:

\_\_\_\_\_ \$100      \_\_\_\_\_ \$75      \_\_\_\_\_ \$50      \_\_\_\_\_ \$25

Please make checks payable to : **SDACD Endowment Fund**

Send contributions to:

Miner Conservation District  
601 West Farmer Avenue, Suite A  
Howard, SD 57349

***Please send contributions to our office by August 1, 2017. Your support is greatly appreciated.***

**SECTION 7**

**SDACDE**

**South Dakota Association of Conservation District Employees**

**BY-LAWS**

**BOARD POSITIONS & DESCRIPTIONS**

**LONG RANGE PLAN**

**BY-LAWS OF THE  
SOUTH DAKOTA ASSOCIATION OF CONSERVATION DISTRICT EMPLOYEES**

SECTION I

Name and Affiliation

The name of this organization is:  
South Dakota Association of Conservation District Employees  
and, it shall be affiliated with the  
South Dakota Association of Conservation Districts and the  
National Association of Conservation Districts

SECTION II

Purpose

1. This organization is non-partisan, non-political and non-profit.
2. The purposes for which this organization is formed are:
  - a) To promote resource conservation in South Dakota and in local conservation districts;
  - b) To assist in the implementation of district programs and activities by serving as a communication link to SDACD and its committees.
  - c) To establish and maintain a standard of professionalism for conservation district employees;
  - d) To carry on an education and improvement program for conservation district employees;  
and,
  - e) To instill in conservation district employees ethical practices and pride; and encourage dedicated service to employers.

## SECTION III

### Basic Policies

1. To uphold the National Association of Conservation Districts and South Dakota Association of Conservation Districts' By-Laws.
2. To encourage excellence in fulfillment of duties of district employees in their job capacities.
3. To provide to district employees the opportunity and tools necessary for education and maintaining adequate education programs.
4. To maintain a better understanding and working relationship between district employees, districts, and cooperating agencies, such as the Natural Resources Conservation Service, the State Conservation Commission and the State Association of Conservation Districts.
5. To uphold the ideals of the items listed in Section II Purpose, of these By- Laws and to discourage the use of this organization as a means of forming a Conservation District employees union.
6. Any changes or recommendation to the SDACDE by-laws shall be made and sent to all voting members 30 days prior to the SDACD convention. Voting shall take place at the SDACD convention. Absentee ballots will be sent by email to the membership. Ballots shall be mailed to the secretary/treasurer 10 days prior to the meeting.

## SECTION IV

### Activities

1. To conduct an employees' session at the SDACD Annual Meeting.
2. To conduct at least one area meeting per year. The areas shall coincide with the SDACD area delineations. Minutes shall be forwarded to the SDACDE President and the SDACD Executive Director.
3. To survey the district employees to determine their educational needs and desires as deemed necessary by the Education Committee.
4. To conduct educational seminars periodically and maintain an educational program in relation to district employees' responsibilities, district policies and law, and other areas as is determined from the survey.

5. To conduct fund raising projects, as needed, to supplement the organization's overall operating budget.
6. To make information available to District Boards of Supervisors, employment enhancement opportunities such as insurance and retirement plans, other benefits, and training.

## SECTION V

### Membership

1. Any conservation district employee in South Dakota shall be eligible for membership in the South Dakota Association of Conservation District Employees.
2. Membership dues in SDACDE shall be established by a majority vote of the members attending the annual meeting. Dues are payable by January 31<sup>st</sup> of the year following the annual meeting.
3. Only members with paid dues shall be allowed to vote. One vote per employee paid membership.
4. Non-voting advisors will be sought such as the SDACD, the Natural Resources Conservation Service, and the SD Department of Agriculture.

## SECTION VI

### Board of Directors

1. The Board of Directors shall consist of one representative from each SDACD area, a President, Vice-President and Secretary/Treasurer. The Board Members shall be elected in their respective areas by the members thereof at the designated annual SDACDE Area Meetings. Each area shall elect one board member who shall serve for a term of two years. One individual may represent only one area.
2. A majority of the Board of Directors shall constitute a quorum.
3. Director vacancies occurring on the Board will be filled by appointment by the Area President, and shall serve until the next area meeting at which time a Board Member shall be elected to serve out the vacancy.

4. A President, Vice-President and Secretary/Treasurer will be elected, on a staggered basis, for a term of three years, by majority of the members present at the Annual SDACDE meeting. Officers shall take office at the close of the regular Annual Meeting and are limited to two consecutive terms of office. The President, Vice-President, and Secretary/Treasurer shall constitute the Association Executive Committee which shall have the power to act in the name of the Association between regular and special board meetings. Upon resignation of any officer, the SDACDE President shall have the authority to appoint another person to that office. If the President resigns, the Vice-President takes over and appoints a new Vice-President. They will serve out the terms left by the vacancies.

## SECTION VII

### Area Officers

Each area shall elect officers at its annual meeting. Officers may include a President, Vice president, and Secretary/Treasurer. In order to provide for overlapping terms of offices, the first election following adoption of this amendment, each area shall elect a President and Secretary/Treasurer for a one-year term, to be followed by two-year terms. The Vice-President shall be elected for a two-year term. Any vacancies can be filled by the highest ranking officer remaining in office until the next meeting, when elections will be held for remaining term or new term whichever is applicable.

## SECTION VIII

### Committees

1. Standing committees shall be: Education, Publicity and General Business.
2. Reports from Standing Committees shall be made at each Annual and Board of Directors meeting.
3. Committee members shall be selected from throughout the association membership as needed.
4. Ad-hoc committees or Task Forces may be appointed as needed.

## SECTION IX

### Amendments to By-laws

1. Amendments to these By-Laws may be made at the SDACD convention by 2/3 affirmative vote of the association paid members.
2. Amendments adopted by the association shall take effect at the time of the vote.

Approved by the South Dakota Association of Conservation Districts on October 8, 1973.

Approved and officially recognized as the by-laws of the SDACD Employees on October 8, 1973.

Amended by Executive Committee 8/7/74.

Amended by Executive Committee 2/28/75.

Amended by Board of Directors 2/18/76.

Amended by Board of Directors 1/26/79.

Amended by employees at annual SDACD Convention 10/8/79.

Amended by employees at annual SDACD Convention 10/4/87.

Amended by employees at annual SDACD Convention 10/2/88.

Amended by Board of Directors 2/11/92.

Amended by employees at annual SDACD Convention 10/1/95.

Amended by employees at annual SDACD Convention 10/3/99.

Amended by employees at annual SDACD Convention 9/18/05

Amended by employees at annual SDACD Convention 9/17/06.

Amended by employees at annual SDACD Convention 9/16/12.

Amended by employees at annual SDACD Convention 9/15/13.

Amended by employees at annual SDACD Convention 9/25/16.

**SOUTH DAKOTA ASSOCIATION OF  
CONSERVATION DISTRICT EMPLOYEES**

**POSITION DESCRIPTION**

**PRESIDENT**

**Length of term:** 3 years

**Limits:** 2 consecutive terms

**Elections:** SDACDE Annual Meeting

**Qualifications:** President shall be a paid member of SDACDE. A working knowledge of parliamentary procedure is necessary to effectively conduct meetings. Must be willing to learn and able to work with a wide diversity of people.

**Duties:**

1. Conduct meetings of SDACDE and the SDACDE Board of Directors.
2. Attend SDACD meetings as representative for SDACDE.
3. Prepare agendas and coordinate speakers/topics as determined by SDACDE.
4. Keep current on all projects and activities of SDACDE.
5. Provide leadership and encourage active participation from all members of SDACDE.
6. Keep informed of various SDACDE committees.
7. Maintain good working relationship between SDACDE, SDACD, NRCS, Division of Resource Conservation & Forestry and other agencies.
8. Keep informed of national and regional employee association activities and concerns. Keep SDACDE updated on key issues.
9. Give SDACDE report at annual SDACD fall meeting.
10. Present length of service awards and other recognition awards at SDACD annual meeting.

**SOUTH DAKOTA ASSOCIATION OF  
CONSERVATION DISTRICT EMPLOYEES**

**POSITION DESCRIPTION**

**VICE-PRESIDENT**

**Length of term:** 3 years

**Limits:** 2 consecutive terms

**Elections:** SDACDE Annual Meeting

**Qualifications:** Vice-president shall be a paid member of SDACDE. A working knowledge of parliamentary procedure is helpful. Willingness to learn and work with others is important to this position.

**Duties:**

1. Attend meetings of SDACDE and the SDACDE Board of Directors.
2. Provide information and assistance in organizing meeting agendas.
3. Keep current on all activities and projects of SDACDE.
4. Provide additional leadership to the association.
5. Serve on various committees as appointed or desired.
6. Chair meetings in the absence of the SDACDE President.
7. Serve as SDACDE President in the event of a vacancy until the next election.

**SOUTH DAKOTA ASSOCIATION OF  
CONSERVATION DISTRICT EMPLOYEES**

**POSITION DESCRIPTION**

**SECRETARY/TREASURER**

**Length of term:** 3 years

**Limits:** 2 consecutive terms

**Elections:** SDACDE Annual Meeting

**Qualifications:** Secretary/Treasurer shall be a paid member of SDACDE. A working knowledge of parliamentary procedure is helpful. Willingness to learn and work with others is important to this position.

**Duties:**

1. Maintain accurate records of all financial activities of the Association. These shall include savings and checking accounts, budget, fundraising project records, endowment fund records, and scholarship fund records.
2. Collect membership dues and keep a record of current paid members to determine eligibility for voting at meetings.
3. Take accurate minutes of all Association general and board meetings.
4. Maintain records of all committee assignments, membership lists, by-laws, and memorandum of understanding agreements.
5. Maintain up-to-date records of all Association accomplishments, history and employee length of service lists.
6. Pay Association bills as approved.

**SOUTH DAKOTA ASSOCIATION OF  
CONSERVATION DISTRICT EMPLOYEES**

**POSITION DESCRIPTION**

**AREA DIRECTOR**

**Length of term:** 2 years

**Limits:** none

**Elections:** Area employee annual meeting

**Qualifications:** Area Director shall be a paid member of SDACDE. Acts as a representative of their area employees. A willingness to learn and work with others is important to this position.

**Duties:**

1. Attend meetings of SDACDE and the SDACDE Board of Directors.
2. Keep current on activities and projects of SDACDE.
3. Bring comments and ideas that represent your area to the SDACDE board.
4. Provide additional leadership to the association.
5. Serve on various committees as appointed or desired.
6. Distribute information from the SDACDE association back to your area employees.
7. Lead your area employees in support of the SDACDE.

# South Dakota Association of Conservation District Employees

## Long Range Plan Adopted March 1, 2018

Function: The SDACDE was formed in 1973 for the purpose of promoting resource conservation in the state, to assist in the implementation of district programs and activities, to establish and maintain professionalism among district employees by offering education and training, and to instill ethical practices and encourage dedicated service of employees to their districts.

Vision Statement: SDACDE seeks to support its membership in performing their jobs well and, as an organization, promote the conservation message to the public.

### Goals and Strategies:

#### A.) Training/Education

1. Maintain and update the employees' handbook as needed.
2. Area directors contact and provide new employee bag within 2 months of new hire.
3. Have an employee-focused workshop at the SDACD annual convention.
4. Plan and organize a Leadership conference for employees on an annual basis.
5. Provide financial assistance when possible for training from other entities and attendance at regional and national conferences.

#### B.) Public Relations

1. Encourage the use of the SDACD webpages and other social media.
2. Offer college scholarships to graduating high school students.
3. Acknowledge contributions to SDACDE and conservation through the Outstanding Service Award given annually.
4. Increase public awareness through participation at local, regional and state events.
5. Assist districts in their outreach efforts.

#### C.) Networking

1. Keep the "Districts Only" website current.
2. Provide to all districts an updated list of email addresses on an annual basis.
3. All areas complete annual surveys to share district information.
4. Share district accomplishments through the Contour Lines publication.

#### D.) Fundraising

1. Annual convention raffle and 50/50 drawings.
2. Develop other income generating ideas.
3. Apply for grants to assist the association in promoting the conservation message.

**SECTION 8**

**DISTRICT OPERATIONS**

**VENDORS**

**DISTRICT RATES**

**ORDER FORM**

**AREA SURVEY**

**AGREEMENTS (TREE, DRILL, ETC.)**

**JOINT POWERS AGREEMENT (SAMPLE)**

**MASS FATALITY FACILITY (SAMPLE)**

**NATURAL DISASTER/GOVERNMENT SHUTDOWN**

**BILL OF SALE**

**VOUCHER**

**COLLECTION LETTER**

**RETIREMENT RESOLUTION**

VENDORS

NURSERIES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

SUPPLIERS (Fabric, Tree Tubes, Seed, etc.)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

LOCAL VENDORS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

UTILITY & MAINTENANCE PROVIDERS

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

SCHOOLS IN YOUR DISTRICT

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(INSERT \_\_\_\_\_ CD – DISTRICT RATES)

(INSERT \_\_\_\_\_ CD – CURRENT ORDER FORM)

(INSERT \_\_\_\_\_ CD – AREA SURVEY)

# Tree Planting Agreement

## Butte Conservation District Planting

### THE CONSERVATION DISTRICT IN COOPERATION WITH THE NRCS WILL:

- Assist with designing a tree plan, selecting the best species for the location, and laying out the tree site (prior to planting).
- \$450 minimum applies to tree planting (this does not include fabric installation)
- Mail ESTIMATE to the landowner when design is complete & a non-refundable 50% deposit is due by January 30, 2018
- A 15% re-stocking fee will be assessed on fabric orders that are cancelled after agreements have been signed.
- Check site to make sure it is properly prepared prior to planting
- Call 24 hours in advance of planting
- Practice the best handling procedures of the tree stock to ensure healthy trees for a successful tree planting.
- Send final billing upon the completion of planting (and/or weed barrier installation) and a final survey.
- Provide tree crew whose duties include tree planting, heeling-in of trees and fabric installation.

### THE LANDOWNER WILL:

- Assist in the designing of the tree plan (including whether or not to use weed barrier - weed barrier can ONLY be installed on straight rows or slight curve within a row) \*Fabric will not be installed the day of planting.
- Prepare the tree plot - ground **must be** broken to a depth of 12-18" by **August** of the previous year and worked again prior to planting in the spring. It is essential that the ground be prepared (like a garden, free of sod, weeds, rocks and clods) to increase the survival rate of your trees and also ensuring proper installation and effectiveness of the weed barrier.
- \*If the planting bed is not properly prepared or conditions are unfavorable for proper planting, the tree planting crew will exercise the right to not plant trees/lay fabric and return when the conditions are more favorable.**
- Butte Conservation District does not assume any liability or responsibility for survival of trees if the ground is not properly prepared.
- If possible have at least one person present at the time of tree planting, especially with a larger planting; help with heeling trees is appreciated.
- We recommend watering trees the day of the planting, as soon as possible after they have been heeled in.
- Order the trees/fabric from the District – **WE ONLY PLANT TREES PURCHASED FROM THE DISTRICT.**
- Pay a non-refundable **50%** deposit **no later than January 30, 2018**; if not received order **will be cancelled.**
- Make the final payment **upon receipt** of final bill.
  - \*Final bill will be mailed after planting/fabric installation has been completed and final survey has been performed.
  - \*A 5% finance charge will be assessed to remaining amount due if payment is not received by the date designated on the final bill (the finance charge will be assessed according to the terms stated on invoice).

\*By signing this agreement, you agree to the terms stated above by the Butte Conservation District.

X .....

*Conservation District*

X .....

*Landowner*

## **Mellette County Conservation District Tree Planting Agreement**

It is mutually agreed that the following terms apply to Mellette County Conservation District's tree planting.

The Mellette County Conservation District will provide trees, tree planter, and crew to plant trees according to the standards set by NRCS and the District.

The producer must have site properly prepared in a timely manner.  
The producer will provide a tractor and driver for planting the trees.  
The producer will be responsible for 'walking in' the trees immediately after planting and all other care necessary there after to maintain a healthy tree stand.  
The producer will be responsible for 100% of the cost of replants.

Walking in the trees is to walk behind the tree planter, sitting up each tree and stomping around it to pack the dirt on all four sides. Occasionally a tree may get completely buried when the tree planter shifts. You will want to pay close attention to the space in between the trees. The planters rarely skip twice the distance the trees are supposed to be planted. The tree is probably buried. Sometime the roots get tangled during planting and a tree may not be completely in the ground. We recommend taking a spade along when walking in the trees to properly plant those trees and help dig out any buried trees. Properly prepared ground will help reduce these problems.

If the producer is unsatisfied with the tree planting, it should be noted immediately. The Mellette County Conservation District has no guarantee on survival of the new tree planting and is further understood that the District has no implied warranties of any sort on the merchantability or fitness of the stock. If more than 80% of a species dies in the first season, please contact the Conservation District immediately.

I have read the Mellette County Conservation District policy and the above agreement and agree to have the Mellette County Conservation District plant my trees.

\_\_\_\_\_  
Producer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mellette County Conservation District

## **Mellette County Conservation District Fabric Laying Agreement**

The Mellette County Conservation District will provide fabric, staples, a tractor, driver, fabric layer, crew, and any other tools necessary to lay the fabric (knives, shovels, etc.)

The producer must have the site properly prepared before the fabric crew arrives.

- knocking down the ridge created by the tree planter
- re-working ground (if needed)
- controlling any new weeds between tree planting and fabric laying

It is recommended the producer checks the fabric a couple days after installation. The fabric can move and shift in the heat and wind causing fabric to rub on trees and staples to come up. Holes may need widened and staples may need stepped back in. The fabric should be checked after strong winds and hard rains. All District responsibility ends upon certification by the NRCS. The District should be contacted immediately if the fabric comes up before being certified. After certification, the producer is responsible for maintaining the fabric for the duration of the practice.

The District requests that the producer is present during at least part of the fabric laying.

I have read the Mellette County Conservation District policy and the above agreement and agree to have the Mellette County Conservation District lay my fabric.

\_\_\_\_\_  
Producer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mellette County Conservation District



# MELLETTE COUNTY CONSERVATION DISTRICT

PO Box I  
White River, SD 57579  
605-259-3252 ext.3

## EQUIPMENT RENTAL CONTRACT

**EQUIPMENT:** Please mark the equipment you are renting.

- John Deere 1590 No-Till Drill:** 15' wide, 7.5" spacing. Cooperator will pick up and return equipment. Price of \$8.50/ac. (\$8.00 if paid within 10 days. \$25 per day if not in use, with exception of weather delays. Use of granular fertilizer will increase price to \$16.00/acre)
- John Deere 1590 No-Till Drill with Drill fill auger:** 15' wide, 7.5" spacing. Cooperator will pick up and return equipment. Price of \$9.00/ac. (\$8.50 if paid within 10 days. \$25 per day if not in use, with exception of weather delays. Use of granular fertilizer will increase price to \$16.00/acre)
- John Deere 450 Drill:** 15' wide, 7.5" spacing. Cooperator will pick up and return equipment. Price \$6.00/ac (\$5.50 if paid within 10 days. \$10 per day if not in use, with exception of weather delays.)

Approximate acres: \_\_\_\_\_ Seed to be planted: \_\_\_\_\_

Date Picked-up: \_\_\_\_\_ Expected Return Date: \_\_\_\_\_

**LIABILITY:** Cooperator agrees not to hold the Mellette County Conservation District or any personnel responsible for damages from equipment, chemicals, weather, disease, seed, insects, or any other factor that may have an adverse affect on production or property in conjunction of rental equipment.

**\*\*Cooperator will provide verification of liability insurance for vehicle towing district owned equipment.  
\*\*If invoices are not paid within 30 days, a 1.75%/mo interest charge will added.**

All returned equipment will be examined for damage and maintenance needs.

- ✓ If any damage is found a fee will charged on your final bill. All damage fees will coincide with repair cost of damaged equipment.
- ✓ Cooperator is responsible for general maintenance of drills. Grease the drill after use. A **\$50 greasing fee** will be assessed if drill returns ungreased. Clean out seed box and tubes. A minimum **\$50 cleaning fee** will be assessed if drill returns unclean. **See Lubrication and Maintenance sheets in drill can. You cannot see them all!!!**
- ✓ Report any damage or major maintenance needs.

**I FULLY UNDERSTAND THE ABOVE POLICIES OF THE MELLETTE  
COUNTY CONSERVATION DISTRICT**

\_\_\_\_\_  
Cooperator Signature

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

## Drill Return Checklist

### Drill renter questions

What was planted \_\_\_\_\_

At what rate (in #'s per acre) \_\_\_\_\_

Did drill seed accurately (If not, explain) \_\_\_\_\_  
\_\_\_\_\_

### Things to check:

\_\_\_ Drill has been greased.

\_\_\_ All seed boxes have been cleaned.

\_\_\_ Hoses and ends are in good condition.

\_\_\_ Pin returned

\_\_\_ Drill can and instructions returned

\_\_\_ Is drive wheel disengaged (no-till)

Acres on drill counter \_\_\_\_\_

Drill is set at \_\_\_\_\_

Who used \_\_\_\_\_

Any charges that need assessed:

\_\_\_ Not greased

\_\_\_ Not cleaned

\_\_\_ Repairs needed

Comments:

Checked by \_\_\_\_\_ Date \_\_\_\_\_

**BUTTE CONSERVATION DISTRICT**  
**1590 JOHN DEERE NO-TILL DRILL RENTAL AGREEMENT**

It is mutually agreed that the following terms apply to Butte Conservation District's No-Till Drill Rental Program.

Effective October 2016- The producer is responsible for setting the drill. Instructions for setting the drill are provided via the operator's manual located with the drill.

**The producer will be responsible for all repairs other than normal wear and to record the acres upon completion of drilling by reading the acre-counter!**

A bill will be prepared after the drill has been used. This bill will reflect the amount due. All sums are immediately due and payable upon receipt of the bill. A finance charge will be applied after 30 days at a rate of 5% of the balance.

-----  
The cost for renting the drill will be as follows:

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Drill Only</b> | <input type="checkbox"/> <b>\$250 Damage Deposit</b> |
| \$ 200 Minimum                             | Parts & labor are at cost                            |
| \$ 30 Per Day                              | \$100-grease fee                                     |
| \$ 13 Per Acre                             | \$25-clean-up charge seed boxes                      |

\* A drop charge may be assessed for out-of-county, out-of-state or extreme distances.

-----  
The drill will be transported to the site by you, and returned by you after work has been completed and producer has notified the district. Any damages to the drill beyond normal wear and tear will be assessed on the final billing. **The drill must be checked out with the damage deposit**, which can be applied to the bill if no damage is assessed upon inspection of the drill once it is returned. **Please stop in to the office or call with your acres upon returning the drill. (605-892-3368 x3)**

It is the producer's responsibility to vacuum out any remaining seed left in the boxes. If the district has to clean the drill, there will be an additional \$25.00 clean-up charge. It is the producer's responsibility to grease the drill after use, if not, \$100 grease fee will be assessed.

***THE RENTER AGREES TO INDEMNIFY AND NOT HOLD BUTTE CONSERVATION DISTRICT LIABLE FOR LOSS DUE TO RENTER'S USE OF THE NO-TILL DRILL.***

***\*By signing below I confirm that I am insured and that I agree to the above terms.***

\_\_\_\_\_  
Producer

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Representative

\_\_\_\_\_  
Date

JOINT POWERS AGREEMENT  
BETWEEN  
BUTTE CONSERVATION DISTRICT  
AND  
XYZ CONSERVATION DISTRICT

Butte Conservation District hereby enters into this agreement for the purpose of the administration of funds in accordance with the ABC Grant (Insert Grant # Here).

The service provided under this agreement shall commence upon the signing of this document and end on December 31, 20\_\_.

The above districts agree to report any event that occurs during the course of the agreement that interferes with the performance of the above stated duties. This agreement may be terminated by the parties upon thirty (30) days written notice, but in the event that either conservation district breaches any part of the terms above, the agreement may be terminated at any time with or without notice.

This agreement depends upon the continued availability of funds set forth in the grant award. If funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by Butte Conservation District. Termination for any of these reasons is not a default by Butte Conservation District nor does it give rise to a claim against Butte Conservation District.

Butte Conservation District, in accordance with the grant instruction, will submit reimbursement forms upon receipt of bills and final documentation on said project. No other special permits, insurance or contractors shall be necessary to carry out this service.

The Board of Supervisors approves this agreement:

---

Tim Reich, Butte CD Chairman

---

Joe Business, XYZ CD Chairman

TODD COUNTY CONSERVATION DISTRICT  
STATE OF SOUTH DAKOTA  
JOINT POWER CONTRACT

AGREEMENT made and entered into by and between TODD COUNTY CONSERVATION DISTRICT, 315 Lincoln Street PO Box 268, Mission, SD 57555, (hereinafter "DISTRICT A") and BADLANDS CONSERVATION DISTRICT, 706 US Hwy 18 Ste 2 Martin, SD 57551, (hereinafter "DISTRICT B").

I

GENERAL PROVISIONS

DISTRICT A hereby enters into this Agreement for services with DISTRICT B in consideration of and pursuant to the terms and conditions set forth herein.

1. DISTRICT A and DISTRICT B perform those services described in the Work Plan, attached hereto as Exhibit A and by this reference incorporated herein.

2. DISTRICT A and B's services under this Agreement shall commence upon signing and end on December 31, 2020, unless sooner terminated pursuant to the terms hereof.

3. Both districts agree to report any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject the conservation districts to liability. Both conservation districts shall report any such event to the other conservation district immediately upon discovery. The conservation districts' obligation under this section shall only be to report the occurrence of any event to the other conservation district and to make any other report provided for by their duties or applicable law. The conservation districts' obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the other conservation district under this section shall not excuse or satisfy any obligation of the conservation district to report any event to law enforcement or other entities under the requirements of any applicable law.

4. This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event that either conservation district breaches any of the terms or conditions hereof, this Agreement may be terminated by the other conservation district at any time with or without notice. If termination for such a default is effected by one conservation district, any payments due to the other conservation districts at the time of termination may be adjusted to cover any additional costs to the conservation district because of the other conservation district's default. Upon termination, CONSERVATION DISTRICT A may take over the work and may award another party an agreement to complete the work under this Agreement. If after CONSERVATION DISTRICT A terminates for a default by CONSERVATION DISTRICT B it is determined that CONSERVATION

DISTRICT B was not at fault, then CONSERVATION DISTRICT B shall be paid for eligible services rendered and expenses incurred up to the date of termination.

5. This Agreement depends upon the continued availability of funds. If funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the CONSERVATION DISTRICT A. Termination for any of these reasons is not a default by CONSERVATION DISTRICT A nor does it give rise to a claim against CONSERVATION DISTRICT A.

6. This Agreement may not be assigned without the express prior written consent of the CONSERVATION DISTRICT A and CONSERVATION DISTRICT B. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.

7. This Agreement shall be governed by and construed in accordance with the laws of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall venue in Circuit Court, Second Judicial Circuit, Fall River County, South Dakota.

8. Both conservation districts will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.

9. Both conservation districts may not use subcontractors to perform the services described herein without the express prior written consent of the other conservation district. Both conservation districts will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the other conservation district, and to provide insurance coverage for the benefit of the other conservation district in a manner consistent with this Agreement. Both conservation districts will cause its subcontractors, agents, and employees to comply, with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.

10. Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to William Cumbow or his designee on behalf of CONSERVATION DISTRICT A, and by Larry Kehn or his designee, on behalf of CONSERVATION DISTRICT B, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.

11. In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.

12. All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

II.  
JOINT POWERS

A. CONSERVATION DISTRICT A and CONSERVATION DISTRICT B agree to the following provisions pursuant to the Joint Powers Act (SDCL 1-24):

1. This Agreement does not establish a separate legal entity as contemplated by SDCL 1-24-5. The cooperative undertaking described herein will be financed and conducted under the provisions of this agreement by CONSERVATION DISTRICT A and CONSERVATION DISTRICT B respectively. Each party has responsibilities under the terms of this Agreement and no joint board or joint administrator will be used. Purchase and maintenance of equipment used to fulfill the agreement will be undertaken by the respective agencies as described herein. No real property will be purchased to use for this Agreement.

2. A copy of this Agreement will be filed by CONSERVATION DISTRICT A, with the Attorney General and the Legislative Research Council not more than 14 days after execution as required by SDCL 1-24-6.1.

3. Financing required by this agreement will come from regular annual budgets.

4. This agreement may be terminated by either party upon thirty (30) days written notice without cause.

5. All parties must comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 U.S.C. 2000d) and, in accordance with Title VI of that act, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement.

6. Nothing in this Agreement shall be construed as an indemnification by one party of the other for liabilities of a party or third person for property loss, or damage, or death, or personal injury arising out of the performance of this Agreement. Any liabilities or claims for property loss, or death, or personal injury by a party or its agents, employees, contractors or assigns or by third persons, arising out of and during this agreement shall be determined according to applicable law.

In Witness Whereof, the parties signify their agreement effective the date above first written by the signatures affixed below.

Conservation Districts

BY: \_\_\_\_\_

(Name)

BY: \_\_\_\_\_

(Signature)

Chair or Authorized Signature for the Todd County Conservation District

BY: \_\_\_\_\_

(Name)

BY: \_\_\_\_\_

(Signature)

Chair or Authorized Signature for the Badlands County Conservation District

MASS FATALITY FACILITY  
MOTION

Motion: Joe Farmer moved, Jack Farmer seconded, the Butte Conservation District allow the SD Department of Health, with local management provided by a designated local or state mass fatality manager, to use the Butte/Lawrence Conservation Districts' storage facility for the containment of mass fatalities when the number of dead exceeds the community storage resources. The refrigerated space will be utilized during and following a mass fatality event until such time all dead bodies are moved for disposition.

The Butte/Lawrence Conservation Districts agree to make the storage building available 24 hours a day, seven days a week in case of a mass fatality incident. The designated mass fatality manager will notify the Butte and Lawrence Conservation Districts' managers of any pending need for the storage space. Following and during a mass fatality incident, the local, regional or state Emergency Operation Center (EOC) will maintain communication with the Conservation District managers with situational reports until the request for space is made. The storage facility will be locked and may be secured with perimeter fencing. The Butte or Lawrence Conservation District manager will open the building and any gates for the identified mass fatality manager. The mass fatality manager will have access, if needed, to all areas of the facility, which includes: refrigerated space, bathroom and office space. The SD Department of Health will assure a state or local mass fatality manager is assigned to be responsible for the management of the site in accordance with the Mass Fatality Response and Management Plan.

## Preparing for a Natural Disaster or Federal Government Shutout (or any other reason you cannot access your office)

All businesses and governments should prepare for a natural disaster; preparing for a federal government shutout should be an additional consideration for conservation districts. Who knows when a fire, tornado, flood, snow/ice storm, or earthquake will occur and damage your operation? A federal government shutout could wreak as much damage to your operation as a natural disaster. Your conservation district could be without access to your office for several days to several months. If your conservation district plans to continuing serving your constituents/customers, your conservation district board of supervisors should prepare for a disaster by adopting and implementing policy. Consider the following items as you develop your policy (some may be more applicable to a natural disaster than to a federal government shutout).

1. Find out what is available for insurance coverage when it comes to natural disasters. Confirm with your agent what is covered under your current policy and make sure you are satisfied with it. Only you know what you need, so by determining that, you are prepared for what could occur.
2. Assign an employee the position of safety controller in your plan for natural disaster preparedness. This person is responsible for posting emergency materials in your office and other buildings you own, coordinating fire exercises and evacuation strategies, arranging the installation and maintenance of safety, first aid and emergency equipment in your space, and arranging first aid and CPR trainings for your employee(s). Since many conservation districts share office space with USDA, these responsibilities could be shared with the federal agencies.
3. Set up emergency protocol for your employees to follow in case of a natural disaster. You could set up an emergency message service that directs your employees regarding work and emergency services. You could also request that your employees call *<insert appropriate officer - board president or other supervisor>* to ensure they are safe.
4. Establish a backup plan that will allow you to continue operating even in the event of a natural disaster or federal government shutout. The list of questions below will help you develop your own backup plan.
5. Back up files to an off-site server. You can set up your own server or pay a back-up service, just as long as the method you choose is secure and reliable. With the technology available these days, there is no reason why an operation would become incapacitated during a natural disaster because of a failure to back-up files.

## Questions to answer in establishing a backup plan:

### HOW WILL THE PUBLIC, YOUR PARTNERS, OTHER CONSERVATION DISTRICTS, AND KEY PEOPLE CONTACT YOU?

If you have no access to your conservation district office, the first point of contact should be the board chair with second contact to other supervisors.

Board chair name & phone number:

Key statewide contacts that should be informed of your new contact information:

SD Dept of Agriculture/Div of Resource Conservation & Forestry (RCF) Bill Smith Phone: 605-773-3623 <a href="mailto:Bill.Smith@state.sd.us">Bill.Smith@state.sd.us</a> 523 E Capitol Avenue Pierre SD 57501	SD Assn of Conservation Districts (SDACD) executive director Angela Ehlers Phone: 1-800-729-4099 <a href="mailto:sdoffice@sdconservation.net">sdoffice@sdconservation.net</a> PO Box 275 Pierre SD 57501	SD Assn of Conservation District Employees (SDACDE) president Tami Moore Phone: 605-772-5642 <a href="mailto:tami.moore@sd.nacdnet.net">tami.moore@sd.nacdnet.net</a> 601 W. Farmer Ave., Ste. A Howard SD 57349-9643
--	---	--

Since you cannot access your current office, how will you advertise your new location, phone number, e-mail? Consider newspaper, radio, social media, and posters.

### WHERE WILL YOU BE LOCATED?

The location should be accessible to your constituents/customers and appropriate for your employees (electricity, heat, water, sewer, etc.). Keeping in mind some of your information is by law protected as private and confidential, consider some of these options:

- Private residence
- Courthouse, city hall, or other local or state government building
- Tree shed or building owned by the conservation district
- Local bank or other local business
- Any secure location that would give you the ability to keep functioning without having to rent

### HOW WILL YOU GET YOUR MAIL?

- In the event of a government shutout: if USDA-NRCS leases the Post Office box or if mail is delivered to the federally-leased building, notify the US Postal Service of a change in delivery for conservation district mail or arrange to pick up conservation district mail at the Post Office. If it is an USDA postal box, you may be required to turn any keys in to the federal employees.

- If a natural disaster occurs and your building is inaccessible to mail delivery, notify the US Postal Service of a change in delivery.

## WHAT MATERIALS DO YOU NEED TO CONTINUE OPERATING?

Remember, in case of a government shutout, you cannot remove USDA equipment, supplies, or files from their office. You can only take conservation district-owned equipment, supplies, or files.

- Conservation district-owned computer with bookkeeping program
- Printer and/or copier
- Financial records (checkbook, deposit book, deposit stamp)
- Customer files (tree plans, seed plans, etc.) NOT NRCS PRODUCER FILES
- Contact information for customers, partners, board members, etc.
- Board meeting materials (agenda, minutes, etc.)
- Conservation district personnel files, including time sheets
- Grant or loan folders
- Tax Information (monthly, quarterly, bi-annually, yearly)
- Insurance files and asset inventories
- Joint powers information
- Backups of only conservation district files (see item 5 above)
- Conservation district project files
- GPS, wheel, etc.
- Maps
- Office supplies owned by conservation district

## WHERE DO YOU PLAN TO STORE EQUIPMENT OR PARK VEHICLES?

- In case of a government shutout, equipment stored in USDA buildings would be inaccessible. Vehicles parked on USDA property could be towed because they are trespassing on federal property.

## Bill of Sale

That I (we) do hereby swear that on \_\_\_\_\_, 20\_\_\_\_\_, I (we) sold,  
transferred, conveyed all rights, title and interest in the following described motor  
vehicle/boat:

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Title# \_\_\_\_\_ Mileage \_\_\_\_\_

Motor Vehicle Serial# \_\_\_\_\_

Sold to \_\_\_\_\_

Address \_\_\_\_\_

For \$ \_\_\_\_\_ dollars. I (we) further swear as seller that I (we) am (are) the  
owner(s) of the above described motor vehicle/boat and have full right and power to convey  
the same.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Seller (s) Signature \_\_\_\_\_

Seller (s) Address \_\_\_\_\_

\_\_\_\_\_



# BUTTE CONSERVATION DISTRICT

1837 5<sup>th</sup> Avenue South  
Belle Fourche, SD 57717  
(605) 892-3368 Ext. #3

## VOUCHER

Number \_\_\_\_\_ Date \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Code	Itemized Description of Materials and Supplies or Personal Services and Travel Information	Amount
	<b>Total Amount</b>	

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I further agree to comply with the provisions of the Civil Rights Act of 1964 and regulations issued thereunder relating to non-discrimination in Federally assisted programs.

Date: \_\_\_\_\_ Signature of Claimant: \_\_\_\_\_

I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I further certify that the above services were rendered, or that the above listed materials were received in an acceptable condition, and that the above claim is hereby approved by me for payments this \_\_\_\_ day of \_\_\_\_.

Signed: \_\_\_\_\_

Approved for payment by conservation district board action on \_\_\_\_\_ with check number \_\_\_\_\_.

Signature or initial of conservation district officer: \_\_\_\_\_

Signature or initial of authorized district employee: \_\_\_\_\_

## VOUCHER PROCEDURE

\*For every check written, there must be a voucher filled out with a receipt or a copy of the check attached to the voucher.

1. The number pertains to the specific check number
2. The date at the top is the date of the specific check
3. The "To" is the payee on the specific check
4. The code is the account number from the chart of accounts
5. The description is the account name and any additional information you choose to include
6. The amount is the dollar amount of adjustment to each account
7. Add or adjust the amount column for the net amount of the check written
8. Enter the next board meeting date
9. Secretary signs
10. Enter the next board meeting date (when the voucher will be signed & approved) and re-enter the check number.
11. At the next board meeting, have a board member approve & sign
12. Initial at the bottom before filing away by check number

\*Each district may complete these slightly different, however it is important to have the receipts, dates, check numbers and signatures.

January 11, 2010

Dear Mr. XXXXX,

Regarding your outstanding bill dated 8/14/2009, you owe \$600.00 (including interest) for the rental of our No-Till drill. The Butte Conservation District has not received payment, partial or otherwise.

If we do not receive payment in full, by January 22, 2010 we will be forced to begin alternative collection procedures.

Sincerely,

Tim Reich, Chairman  
Butte Conservation District



**Elk Creek Conservation District**

2202 West Main Street  
Sturgis, SD 57785

---

September 15, 2017

Landowner Brown  
12345 White Road  
Union Center, SD 57787

Re: Past Due Account

Dear Landowner,

Your account is more than 60 days past due. The current balance due is \$1171.77.

Failure to make this payment in full by October 1, 2017 will result in a filing through small claims court. In the event that action occurs, you will be responsible for the past due invoice amount *plus* all fees incurred pursuant to collection.

Please feel free to contact me directly at 347-4952 ext. 3 with any questions you may have regarding this past due account. Your prompt attention to this matter is greatly appreciated.

Sincerely,

Shannon Lensegrav  
District Manager  
Elk Creek Conservation District

RESOLUTION

The following RESOLUTION was introduced, and Jerry Krogman moved its approval.

RESOLUTION # 1-2012

BE IT RESOLVED by the Mellette County Conservation District as follows;

Mellette County Conservation District will enter the South Dakota Retirement System on January 1, 2013.

At which time all eligible Class A employees will participate.

\_\_\_\_\_  
Robert Koskan, Chairman

ATTEST: \_\_\_\_\_

Jerry Krogman, Treasurer

Motion for adoption of the Foregoing resolution was seconded by Dan Rasmussen.

Upon a roll call vote being taken, the following voted YES: Jerry Krogman Bret Strain  
Dan Rasmussen Rob Koskan

NO: \_\_\_\_\_

Whereupon said resolution was declared duly passed and adopted.

## **SECTION 9**

## **RESOURCES**

**LINKS COMMONLY USED BY DISTRICTS**

**INSTRUCTIONS (ALT. EMAIL, WEB ACCESS, ON-LINE  
DIRECTORY, SUPERVISOR ACCREDITATION)**

**SDACDE EXECUTIVE BOARD, AREA DIRECTORS &  
COMMITTEES**

**AREA BANNER USE – CONTACT AREA DIRECTORS**

**\*ADDITIONAL RESOURCES IF APPLICABLE:**

**SUPERVISOR MANUAL**

**ACCOUNTING MANUAL**

**SAFETY MANUAL**

**(LOSS CONTROL POLICY, LOCK OUT/TAG OUT, ETC.)**

**EMPLOYEE POLICY MANUAL**

**(WHICH WOULD INCLUDE SEXUAL HARASSMENT,  
FILING COMPLAINTS, EEO, ETC.)**

## **LINKS – (RECOMMEND SAVING TO FAVORITES)**

Districts Only Website <http://sdda.sd.gov/conservation-forestry/restricted/districts-only.html>

Area Surveys (located at Districts Only Website)

District Directory - <http://www.sdconservation.org/>

All Districts Email – [sdcd@sdconservation.net](mailto:sdcd@sdconservation.net)

Angela Ehlers – [sdoffice@sdconservation.net](mailto:sdoffice@sdconservation.net)

SDDA – SD Dept. of Ag – <https://sdda.sd.gov>  
(SD Codified Law, Grant Forms, District Information)

Internal Revenue Service – <https://www.irs.gov/>  
(W-4, W-2, W-3, 1099-Misc, 1099-G, 1096, 941, Publication 15 Circular E, W-9)

SD Substitute W-9 - [https://bfm.sd.gov/vendor/Substitute\\_W-9\\_SD.pdf](https://bfm.sd.gov/vendor/Substitute_W-9_SD.pdf)

Dept. of Homeland Security - <https://www.dhs.gov/> (Form I-9)

SD Wage Report <http://dlr.sd.gov/>

New Hire Reporting & Labor Laws <http://dlr.sd.gov/>

SD State Treasurer – SD Sales Tax & Certificate of Exemption <http://dor.sd.gov/>

SD Retirement System <http://www.sdrs.sd.gov/>

EFTPS – Monthly federal tax deposit <https://www.eftps.gov/eftps/>

United States Post Office – Bulk Mailing Form 3602-NZ <https://www.usps.com/>

NRCS - <https://www.nrcs.usda.gov/wps/portal/nrcs/main/sd/contact/>

State of SD Legislators - <http://sd.gov/>

SD County Commissioners - <http://www.sdcounties.org/>

Social Security Administration - <https://www.ssa.gov/>

NRCS Ag Learn – <https://aglearn.usda.gov/>

Web Soil Survey - <https://websoilsurvey.sc.egov.usda.gov/>

SD NRCS Forms -  
[https://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/sd/home/?cid=nrcs141p2\\_036610](https://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/sd/home/?cid=nrcs141p2_036610)

South Dakota Public Assurance Alliance (SDPAA) - <https://sdpaaonline.org/>

South Dakota Work Comp Fund (SDML) - <http://www.sdmlwcfund.com/>

Safety Benefits - <http://www.safety-benefits.com/>

Public Relations – Major SD Newspapers - <http://www.usnpl.com/sdnews.php>

## **ALTERNATE EMAIL INSTRUCTION**

Alternate emails were developed as a backup communication tool in the event of a government shut down or weather event which prevents access to the USDA network and sd.nacdnet.net emails.

Initially, one company was set up to create these emails and many of you may still be using those addresses, others of you were unable to use this service either due to equipment capabilities or other issues and may have opted for gmail, yahoo, msn, etc. as your alternate email address.

Additionally, there may be several scenarios at this point:

- 1) Alt emails may have become your primary email to avoid bouncing between the two
- 2) Emails sent to your alt. email are being bounced to your primary to avoid checking both
- 3) sd.nacdnet.net is your only email and no alt email is available
- 4) Alt email and primary email are both active

Whatever your situation, if you are new to the position familiarize yourself with the system.

\*An update may be coming to convert all districts to one alt email system once again, in the event that happens, instructions will be emailed for you to "insert here".

## WEB PAGE ACCESS

Some of you have seen the below email before so for you, it's a re-run. For those who haven't seen it, I hope it is of help. ~Angela

Each conservation district has a "page" on our web site [[sdconservation.org](http://sdconservation.org)] and it will need to be constructed by the local conservation district. Don't let that scare you - we use a web format that works on the WYSIWYG principle (what you see is what you get). If you can use Word, then you can use our web format. There is no cost to the conservation district but there is a limited amount of space for each district because we only have so much total space to use.

This is the website address you use to

edit: <https://sdconservation.govoffice3.com/admin> Your user name is: [insert your name] Conservation District and your password is [cityzipcode] (no capitals, no spaces). For example, the fictitious Rushmore Conservation District in Paradise, SD 57999 would have a user name of Rushmore Conservation District and password of paradise57999. Now, your page is "unpublished" which means the public cannot see it. That's a nice option so that you can play around putting things on it before anyone else sees it. When you log in, your screen will show that you can watch some tutorials that govoffice provides to teach you how to work on the web site. I recommend you do that. They are very informative and common sense. I can also help you somewhat (I am not an expert by any means) and then govoffice also offers some technical support. Log on and play around with stuff. I guarantee you cannot hurt anything because the only thing you have permission to do is edit your own CD's page.

## On-line Directory Instruction

To begin, contact the SD Dept. of Ag, Resource Conservation & Forestry Division (see RC&F link), you will be sent a user name (you will not be able to change that) and a temporary password to use the first time you log in to the site.

The first thing you need to do when logging in is to change your password. The new password

1. Must be 8 to 20 characters long,
2. Must contain at least one upper case letter,
3. Must contain at least one lower case letter,
4. Must contain at least one number.

This password should not be a word found in the dictionary, should not be your child's/spouse's name, birthdate, and should NOT be the same password you use for any financial institutions. You may be required to change your password periodically. Make the password something you can easily remember.

Example: hBtyhb2y. Can't remember that? Think of it this way – happy Birthday to you happy birthday 2 you. Please do not use this as your password. ☺

If you forget your password, we cannot recover it for you, but we can reset your password and send you the new one. That password will have to be changed when you log on.

You will only be able to make changes to your own district(s) information. However, you will be able to see, and print, the information for all districts. This directory will also be available to the public to view.

Things to note:

- Supervisor information should be his/her home address and phone number. Supervisors are elected officials and their information is public.
- Employee, advisor, and DC information will automatically fill in to be the district address and phone number.
- There is a place to enter a cell phone number. If you do not want your personal cell number available for the public to see, DON'T ENTER IT.

The following pages will give you step-by-step instructions to make changes.

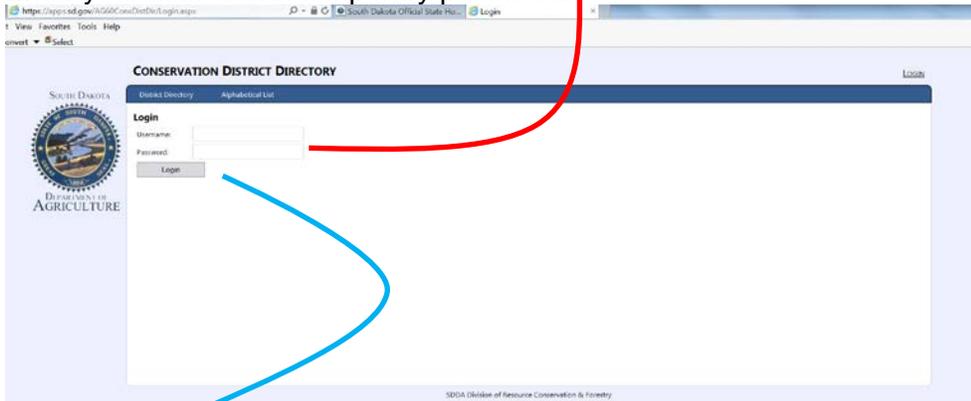
The link to the update page:

<https://apps.sd.gov/ag60consdistdir/>

Click on "Login"



Enter your user id and temporary password:



Click "Login"

Click on "Change Password"



Enter your temporary password

CONSERVATION DISTRICT DIRECTORY

LOGGED IN AS CIOHNSON  
CHANGE PASSWORD | LOGOUT

District Directory | Alphabetical List | Admin Menu

### Change Password

Current Password:

Passwords must match the following criteria:

- 8 to 20 characters in length
- Have at least one lowercase letter (a-z)
- Have at least one uppercase letter (A-Z)
- Have at least one number (0-9)

New Password:

Repeat:

SDDA Division of Resource Conservation & Forestry

Enter your new password. Confirm the new password. Click "Change"

CONSERVATION DISTRICT DIRECTORY

LOGGED IN AS TRUAD  
CHANGE PASSWORD | LOGOUT

District Directory | Update District | Alphabetical List

### Directory of South Dakota Conservation District Supervisors & Employees

SDDA Division of Resource Conservation & Forestry

To update your district information, click on "Update District." Only YOUR district(s) will appear in the dropdown menu. Click on "Edit"



## Conservation District Supervisor Accreditation Web Directions

The website location is <https://d2l.sdbor.edu>

*Note: There may be firewall restrictions for getting onto this site from federal computers. If you encounter problems, try a computer at home or the library.*

Within the login box each supervisor enters their username which is their first and last name as listed in the supervisor directory with a dot between names (ex. John.Smith).

The initial password is exactly the same (ex. John.Smith). You will be prompted to change your password the first time you log in. In the "change password" box **click on "change password"**. After changing it, a notice will say "password successfully changed".

**Click on home button** to proceed.

Once the "Distance to Learn" home page comes up **click on the blue link** at the bottom of the middle "News" column for the accreditation course home page.

The yellow task bar is what we are to use. **Click on the word "content"**.

**Click on PowerPoint presentation** in the module you want to study. Use the blue function keys at lower left to navigate in the presentation.

When finished with the presentation, **click on "quizzes"** (in the yellow task bar) and **click on the module quiz** you wish to take.

Note: Once you start a quiz you have 20 minutes to finish it. If you can't complete it in that time you will need to save the questions you have completed (to the right of each question) and you can get back into the quiz later to finish.

After completing the last question, **click on "Save all responses"**, **click on "Go to Submit Quiz"**, **click on "Submit Quiz"**, **click "yes"** and the score will be displayed. Each question will show (1/1) to the right if answered correctly or (0/1) if incorrectly.

A second chance is allowed.

There are currently eleven complete modules on the site.

Please let me know if there are issues with the programs or if these directions need clarification.

Thanks,

Brian  
605-362-2764  
Brian.Scott@state.sd.us

---

## South Dakota Association of Conservation District Employees (SDACDE)

---

### President

Tami Moore  
Miner CD  
601 W. Farmer Ave, Ste A  
Howard, SD 57349  
(605) 772-5642 #3  
(605) 480-2401 – cell

### Vice-President

Lesa Stephens  
East Pennington CD  
PO Box 308  
Wall, SD 57790  
(605) 279-2451

### Secretary/Treasurer

Peggy Loomis  
Hamlin CD  
PO Box 165  
Hayti, SD 57241  
(605) 783-3642 #4

---

## SDACDE Board of Directors (Area Directors)

---

### Coteau

Jodi Hook  
Roberts CD  
2018 SD Hwy 10, Ste A  
Sisseton, SD 57262  
(605) 698-3923

### Hills

Zindie Meyers  
Lawrence CD  
1230 North Ave Ste 8  
Spearfish, SD 57783  
(605) 642-3590

### Northwest

Bonnie Schmidt  
Harding CD  
PO Box 265  
Buffalo, SD 57720  
(605) 375-3216 #101

### North Missouri

Tonja Jessen  
Hyde CD  
PO Box 484  
Highmore, SD 57345  
(605) 852-2221 #111

### Prairie

Val Fedderson  
Jones CD  
PO Box 298  
Murdo, SD 57559  
(605) 669-2404 #3

### South James/Missouri

Wendy Mathers  
Aurora CD  
PO Box 277  
Plankinton, SD 57368  
(605) 942-7719 #3

### Vermillion/Big Sioux

John Parker  
Minnehaha CD  
2408 E Benson Road  
Sioux Falls, SD 57104  
(605) 336-1527

## SDACDE Committees

<p><b>General Business</b></p> <p>Fedderson, Val Meyers, Zindie Schmidt, Bonnie</p>	<p><b>Publicity</b></p> <p>Mathers, Wendy Stephens, Lesa Pauli, Stephanie</p>	<p><b>Education</b></p> <p>Loomis, Peggy Parker, John Shotkoski, Kylee</p>
<p><b>Room Lottery</b></p> <p>Crooks, Joan Broksiek, Maria</p>	<p><b>State Fair</b></p> <p>Fagerland, Jean Pauli, Stephanie Broksiek, Maria Zubke, Nicolle</p>	<p><b>Scholarship</b></p> <p>Broksiek, Maria Crooks, Joan Zubke, Nicolle</p>
<p><b>By-Laws</b></p> <p>Meyers, Zindie Schmidt, Bonnie</p>	<p><b>Awards</b></p> <p>Meyers, Zindie Shafer, Harvey</p>	<p><b>New Employ Pkt</b></p> <p>Area Directors</p>
<p><b>State Tech Comm.</b></p> <p>Loomis, Peggy Fedderson, Val</p>	<p><b>Contour Lines</b></p> <p>Keierleber, Angie Loomis, Peggy</p>	<p><b>Employee Surveys</b></p> <p>Area Directors</p>
<p><b>Nominations</b></p> <p>Area Directors</p>		

## SDACD Committees

<p><b>District Capacity</b></p> <p>Kirkman, Yvette</p>	<p><b>Natural Res Stewardship</b></p> <p>Viestenz, Robin</p>	<p><b>Public Relations</b></p> <p>Jessen, Tonja</p>
--	--	---

## **SECTION 10**

## **PARTNERS & PROGRAMS**

**PARTNER AGENCIES – OVERVIEWS & LINKS**

**PROGRAM ACRONYMS**

## Conservation Commission

[www.state.sd.us/doa/forestry](http://www.state.sd.us/doa/forestry)

The State Conservation Commission is composed of nine members appointed by the Governor. Four are farmer members, one represents urban interests, one represents water development districts, two represent the forest industry, and one is appointed at-large. The farmer members must be or have been conservation district supervisors. The Commission is attached to the Division of Resource Conservation and Forestry for administrative purposes. It meets on a regular basis to conduct its business.

### Duties:

- review and make recommendations on all, natural resource development programs proposed or planned by local, state, and federal agencies and subdivisions.
- act regarding the organization, dissolution, boundary, or name changes for conservation districts or watershed districts.
- appoint the board of supervisors for a new conservation district. These supervisors remain in office until the next general election.
- act to remove conservation district supervisors from office for neglect of duty or malfeasance in office.
- allocate grants from the Coordinated Soil & Water Conservation Grant Fund to conservation districts and has rule-making authority for the grant fund.
- approve loans to conservation districts from the Conservation District Revolving Loan Fund.
- recommend approval of conservation district loans made from the Rural Development Loan Fund in the SD Department of Agriculture.
- require, jointly with the Division of Resource Conservation and Forestry, the conservation districts to prepare proper financial records and reports. The Commission has approved a standard fiscal year for all conservation districts, from January 1 through December 31.
- review and recommend any changes the Commission deems necessary to the success of the conservation district program.
- keep a record of supervisors elected in each conservation district, appointments to fill vacancies, and the expiration date of each supervisor's term of office.
- allocate and distribute to participating conservation districts any funds, grants, supplies, or staff assistance which are available for that purpose, consistent with any restrictions.
- provide newly elected supervisors with an oath of office form.

**South Dakota Department of Agriculture  
Division of Resource Conservation & Forestry**

[www.state.sd.us/doa/forestry](http://www.state.sd.us/doa/forestry)

**Service Forestry**

The Division's service forestry programs are designed to provide direct technical assistance and advice to private landowners concerning their forests and trees. They work with farmers, ranchers, rural homeowners and urban dwellers to resolve problems with trees and to provide a better and safe habitat for all citizens.

Service foresters are located in several cities around the state. They are available to visit producer's property if they need forestry advice, a forest stewardship plan, tree planting assistance, or assistance in determining forest pest problems. Staff is also available to help with the diagnosis and treatment of forest insect or disease problems.

**State Conservation Mission**

The mission of the state conservation program is to:

- Provide for the conservation of the soil and soil resources
- Control and prevent soil erosion
- Prevent flood water and sediment damages
- Further the conservation development, utilization and disposal of water
- Preserve natural resources, control floods, prevent impairment of dams and reservoirs, assist in maintaining the navigability of rivers and harbors, preserve wildlife, protect the tax base, protect public lands, and protect and promote the health, safety, and general welfare of the people of this state.

The Division is the direct link between conservation districts and state government. By law, the principal duties of the Division are:

- represent the state's conservation districts
- develop and implement state policy for land conservation and development
- coordinate the programs of the various conservation districts by advice and consultation
- secure the cooperation and assistance of state and federal agencies for the districts
- provide assistance to district supervisors in carrying out their responsibilities and developing their programs
- keep district supervisors informed of the activities and experiences of all other districts and to facilitate an interchange of information between them
- keep districts informed of changes in the law, operational policies and procedures and other matters of importance to the districts
- provide funds, grants, supplies and staff assistance to conservation districts as appropriations allow
- require proper accounting and financial procedures by conservation districts.

## **South Dakota Department of Environment and Natural Resources**

[www.state.sd.us/denr](http://www.state.sd.us/denr)

The mission of the SD Department of Environment and Natural Resources (DENR) is to protect public health and the environment by providing natural resources assessment, financial assistance, and regulation in a manner that promotes a good business climate and exceeds the expectations of our customers. The Department has two divisions.

The mission of the Division of Financial and Technical Assistance is to evaluate the natural resources of the state and to provide technical and financial assistance in a customer service oriented manner for the protection, restoration, and development of those resources.

The following programs are under the Division of Financial and Technical Assistance:

Fiscal Management	Information Services
SD Geological Survey	Water Resources Assistance Program
Water and Waste Funding	Watershed Protection

The mission of the Division of Environmental Services is to provide environmental services in a customer-oriented manner that promotes economic development, conserves natural resources, helps municipalities, industry, and citizens comply with regulations, and protects public health and the environment.

The following regulatory programs fall under the Division of Environmental Services:

Air Quality	Drinking Water
Ground Water Quality	Minerals and Mining
Plans and Specifications	Surface Water Quality
Waste Management	Water Rights

## **South Dakota Department of Game, Fish & Parks**

[www.state.sd.us/gfp](http://www.state.sd.us/gfp)

The mission of the Department of Game, Fish and Parks is to perpetuate, conserve, manage, protect, and enhance South Dakota's wildlife resources, parks, and outdoor recreational opportunities for the use, benefit, and enjoyment of the people of this state and its visitors, and to give the highest priority to the welfare of this state's wildlife and parks, and their environment, in planning and decisions.

The Division of Wildlife manages South Dakota's wildlife and fisheries resources and their associated habitats for their sustained and equitable use, and for the benefit, welfare and enjoyment of the citizens of this state and its visitors.

The Division of Parks and Recreation is committed to providing diverse outdoor recreational opportunities, acting as a catalyst for a growing tourism economy and preserving the resources with which they are entrusted. They accomplish this through efficient, responsive and environmentally sensitive management, and constructive communication with those they serve.

The Custer State Park manages and protects the park's natural, cultural, and geological resources; provides for public use of the park in a manner that is consistent with current standards and compatible with the perpetuation of the park's resources; develops and promotes the park to its potential as a tourism destination for South Dakota; and provides an adequate funding base to enable continued park operations.

### **South Dakota Department of Revenue**

[www.state.sd.us/drr2/revenue.html](http://www.state.sd.us/drr2/revenue.html)

The Department of Revenue and Regulation is comprised of nine divisions: Administrative Services, Audits, Business Tax, Financial Services, Insurance, Legal, Lottery and Gaming, Motor Vehicles, Professional and Occupational Boards, and Property and Special Taxes. The Department administers the sales tax collections. Conservation districts must collect sales tax when appropriate, such as the sales of trees for hand planting.

### **South Dakota Department of Transportation**

[www.state.sd.us/dot](http://www.state.sd.us/dot)

The Department of Transportation administers state highways. It cooperates with the US Department of Transportation and local road building agencies. The conservation districts work with these agencies when resource issues involve roadways.

### **South Dakota Association of Conservation Districts**

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

When was this Association founded? What conditions or factors influenced its creation? Conservation districts began forming in South Dakota in 1937 following the passage of the conservation district enabling law. By 1941, twelve conservation districts had been formed - Tri-County, Brown-Marshall, Brule-Buffalo, Clearfield-Keyapaha, American Creek, Silver Creek (now Sanborn), Emanuel Chateau Creek (now Bon Homme), Clay, Sioux Brule (now Union), Pennington, Custer, and Haakon. The original twelve conservation districts met February 1941 in Mitchell to form an organization which would identify ways and means to obtain better cooperation between agencies and to assist the local conservation districts in carrying out their programs. A meeting February 1942 in Pierre with all conservation district supervisors present

resulted in the permanent formation of the Association.

The Association became a member of the National Association of Conservation Districts in 1946 and sent its first delegate in 1948. The Association has been, since 1948, represented at national meetings by one or more delegates.

Who founded this Association? The original twelve conservation districts (see list above). The Association's first governing officers were E. B. Dwight of Springfield and Horace Wagner of Reliance. The first board of directors were chair E. B. Dwight, vice-chair Horace Wagner, secretary Ralph Hansen, treasurer Joe Heimer, Frank Feser, Henry Abild, Clyde Sargent, and J. J. Cowan.

Why was it founded? To facilitate discussion among the conservation districts and to provide one voice for the conservation districts.

When did major growth take place (new programs, expansions, building projects)? Major growth occurred in 1990 as the Association moved into an extensive grant sponsorship mode. Since 1990, the Association has sponsored on behalf of one, some or all conservation district(s) multiple grants to facilitate natural resource conservation.

How does this Association function now? The Association's mission is to lead, represent, and assist conservation districts in promoting a healthy environment.

Our vision is that the Association needs to remain in the forefront of conservation and to be regarded as a "leader" in the field. Areas of concern include wind and water erosion, water quality and quantity including the preservation of the Missouri mainstem dams, air quality, forestry, rangeland, wildlife and recreation.

The Association employs the executive director and several staff members. Only the executive director is funded through the general fund; all other employees are hired as part of grant funding. Programs providing services include tree research, education, natural resource management technical assistance, building district capacity, and wetlands conservation.

## **South Dakota Association of Conservation District Employees**

The South Dakota Association of Conservation District Employees (SDACDE) was organized October 8, 1973, with the approval of the district supervisors attending the business session of the SDACD annual meeting. By-laws were approved, and directors elected that same day. The by-laws are included in the Handbook for Conservation District Employees and list the purpose, policies, activities and membership requirements for the organization. A copy of the handbook is available in each conservation district office in the state.

The SDACDE was formed to encourage more efficient, better informed and motivated district employees. To do so, it sponsors annual training workshops, leadership conferences, informational materials, and improved communications between districts. It coordinates its activities with training provided by partner agencies. The organization selects members to serve in advisory positions on SDACD's standing committees. It assists other state associations, when requested, in establishing similar employee organizations.

SDACDE strives to be an effective building force for the employees in promotion and education of conservation. The Association sponsors three (3) Dave Karst Memorial Scholarships named in honor of one of the founders of the Association who passed away preparing to attend an SDACDE meeting. SDACDE also publishes a regular newsletter, "Contour Lines," for its members. The SDACDE has officers and a board of directors who meet regularly to conduct the business of the Association.

### **South Dakota Association of Conservation Districts Auxiliary**

The SDACD Auxiliary was organized in 1952. Its members are spouses of conservation district supervisors and staff. The Auxiliary promotes the principles and democratic methods of the conservation districts.

Their top priority is conservation education for youth. They recognize that a child who understands our natural resources will want to use them carefully as an adult.

The Auxiliary works with schools by providing materials such as books, pamphlets, and Arbor Day packets. They also developed the Sammy Soil Saver mascot and puppet kits, then gained national prominence with the promotion of these through the NACD. The Auxiliary works with the US Fish & Wildlife Service to promote the state's conservation speech contest. The Auxiliary sponsors a scholarship offered through the South Dakota State University Foundation.

### **National Association of Conservation Districts**

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

The National Association of Conservation Districts (NACD) is the non-profit organization that represents America's 3,000 conservation districts and the 17,000 men and women who serve on their governing boards throughout every state in the U.S. and its seven territories.

**NACD's mission is to serve conservation districts by providing national leadership and a unified voice for natural resource conservation.**

NACD is a grassroots organization with all conservation districts eligible to utilize and receive its services and to propose policies through their state/territory association to address natural resource conservation issues and concerns. It is governed by a Board of Directors with representation from each of the 50 states and 7 territories. These states and territories are

grouped into 7 regions to provide the leadership and cooperative efforts needed to address the resource concerns in environmentally similar areas of the US. Each region has one member to represent them on the Executive Board. In addition to these governing boards, the Association has a 5-person officer team consisting of a President, 1<sup>st</sup> Vice-president, 2<sup>nd</sup> Vice-president, Treasurer, and immediate Past President to provide the oversight and direction to the full-time staff and represent NACD in meetings, public forums, testifying on Capitol Hill, etc.

There are 5 standing committees and 3 resource policy groups comprised of members of the Board of Directors that are responsible for recommending actions to the full Board of Directors in implementing adopted policies for the Association as well as providing services to districts. Membership of each committee consists of approximately ten NACD board members, with each state and territory serving on one committee. Committee chairs and members serve two-year terms in conjunction with the NACD President. Each committee may establish subcommittees and task forces to assist with special projects or issues. The Natural Resources Policy Committee may also set up Resource Policy Groups (RPGs) to tackle special interest issues. Membership of subcommittees, task forces and RPGs are at the discretion and appointment of the NACD President.

The 15 NACD staff provide the services and labor to assist the Association in representing and supporting its member districts. They provide the administrative support for the governing bodies (boards and committees); they plan and organize NACD events (annual and summer board meetings, legislative fly-ins, region meetings); provide outreach through publications, website and representation at national meetings; and most importantly, they represent the Association and districts on Capitol Hill and with the Administration.

## **National Conservation District Employees Association**

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

District employees are responsible for much of the implementation of local district programs, at the direction of their boards. District employees represent their boards as the first line of contact with: the public they serve, agencies they work with and the programs they offer. District employees are often the contact person for the local, state and federal legislators and many times serve as the spokesperson for the District. As such, district employees offer a unique interactive perspective on programs, policies and relationships affecting districts.

**Vision:** A professionally accepted and integrated work force dedicated to the cause and implementation of conservation.

**Mission:** To strengthen and promote the conservation district programs by providing assistance, information, and representation and by supporting the professionalism of conservation district employees.

**Objectives:**

- to strengthen the conservation district programs of the United States and its territories

- to provide assistance, information and support to conservation districts, employees, and their governing boards
- to promote the professional development of conservation districts and their employees
- to assist any agency, association, organization, municipality, group, or individual who supports the conservation organization. Its function will be to develop, strengthen, and promote conservation district programs within the United States.

## **National Association of State Conservation Agencies**

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

The National Association of State Conservation Agencies (NASCA) is an organization of state agencies responsible for the administration of soil, water and natural resource programs.

There are 55 NASCA agencies nationwide. Responsibilities vary from state to state; however, member agencies may be responsible for one or more of the following activities:

- Land management
- Parks and natural areas
- Urban erosion and sediment control programs
- Agricultural nonpoint source control
- Technical, administrative, and financial assistance to conservation districts
- State-funded agriculture conservation cost-share programs
- State regulatory programs for water quality.

## **National Association of Resource Conservation and Development Councils**

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

The National Association of Resource Conservation and Development Councils (NARC&DC) coordinates the efforts of member RC&D Councils at the national level. It acts as a liaison between Councils, foundations and the government in legislative and inter-governmental activities. Members of the National board, volunteers and staff provide training and help solve challenges that RC&D Councils face in their efforts to sustain and improve the quality of life in their communities. Local RC&D Councils are grass-roots community leaders working collectively on behalf of conservation and sustainable development.

MISSION and VISION: The mission of the South Dakota Association of RC&D Councils ([www.sdrccd.org](http://www.sdrccd.org)) is: serving the people of South Dakota by the transfer of information and communicating the identity of Resource Conservation and Development Councils. Their vision is to be a self-governing organization that promotes RC&Ds, shares information by networking, increases community involvement, and to provide assistance to councils.

## **South Dakota State University**

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

The following information about SDSU, Extension, and SDAES is current as of 2016.

As South Dakota's Morrill Act land-grant university, SDSU was founded in 1881, authorized by the Dakota Territorial Legislature, and is governed by the South Dakota Board of Regents. South Dakota State University is the state's largest, most comprehensive higher-education institution. As of 2016, students can choose from 73 majors, 36 specializations, 75 minors, 33 master's degree programs, 15 Ph.D. programs and two professional doctorates. The university also offers courses at various off-campus sites as well as undergraduate and graduate programs online through the Office of Continuing and Extended Education. Experiential learning reaches beyond the classroom and prepares students for future careers – as teachers, engineers, journalists, pharmacists, bankers, nurses and more. They will graduate globally aware, ready to become citizens of the world and the leaders of tomorrow.

## **South Dakota Cooperative Extension Service**

[www.sdstate.edu/sdsuextension](http://www.sdstate.edu/sdsuextension)

South Dakota State University is home to SDSU Extension, the outreach arm for South Dakota's land-grant university. In 1914 the SDSU Extension was added by the Smith-Lever Act to "provide information to the people of the State." Both the Agricultural Experiment Station and SDSU Extension are administered by the College of Agriculture and Biological Sciences.

SDSU Extension strives to serve as the indispensable outreach link to the citizens of South Dakota by providing solutions, creating entrepreneurial opportunities and providing educational processes that use scientific knowledge. Core educational programs are offered in the areas of:

- Competitive Crop Systems
- Competitive Livestock Systems
- 4-H Youth Development
- Community Development
- Food and Families
- Rural and Urban Initiatives
- Native American Programs

Extension faculty, field specialists and 4-H advisors are based on the campus of SDSU, at the West River Ag Center in Rapid City, at one of eight Regional Extension Centers (Aberdeen, Lemmon, Mitchell, Pierre, Rapid City, Sioux Falls, Watertown or Winner), at one of the tribal Extension offices on the Rosebud, Pine Ridge or Cheyenne River Indian Reservations or at county Extension offices throughout the state. The virtual office of SDSU Extension can be accessed at [www.igrow.org](http://www.igrow.org).

## **Agricultural Experiment Station**

[www.sdaes.sdstate.edu](http://www.sdaes.sdstate.edu)

Created in 1887 through the Hatch Act as part of South Dakota's land-grant institution, SD Agricultural Experiment Station (SDAES) has a mission to conduct research to enhance quality of life in South Dakota through the beneficial use and development of human, economic, and natural resources.

SDAES has seven field stations and more than 17,000 acres of land across the state devoted to scientific exploration and it is the largest public and privately funded research organization in the state. With an enduring mission of fundamental and applied research that is responsive to changing needs, SDAES's current research priorities are based on continuous engagement with stakeholders. Research often starts on the SDSU campus. But for the science to ultimately reach out to real-life needs, researchers also work on SDSU research stations strategically located across the state.

- Antelope Range and Livestock Research Station, Buffalo, SD
- Cottonwood Range and Livestock Field Station, Philip, SD
- Oak Lake Field Station, Hendricks, MN
- SDSU Dakota Lakes Research Station, Pierre, SD
- SDSU Northeast Research Station, South Shore, SD
- SDSU Southeast Experiment Station, Beresford, SD
- SDSU West River Ag Center, Rapid City, SD

Research programs in SDAES directly support the teaching programs offered in the Colleges of Agriculture & Biological Sciences and Education & Human Sciences and the educational programs delivered by the South Dakota State University Extension.

## **United States Department of Agriculture**

[www.usda.gov](http://www.usda.gov)

The following information about the USDA agencies is current as of 2016.

### **South Dakota Natural Resources Conservation Service (NRCS)**

[www.sd.nrcs.usda.gov](http://www.sd.nrcs.usda.gov)

The NRCS has been a pioneer in voluntary conservation, working with landowners and operators, local and State governments, and other Federal agencies to maintain healthy and productive working landscapes for over 80 years. The agency's professionals are guided by a conservation philosophy instilled from experience: assess the resources on the land, evaluate the conservation problems and opportunities, look to different sciences and disciplines for solutions, and integrate all into a conservation plan for the property suited to the landowner or operator.

The NRCS' vision is "Productive Lands – Healthy Environment." The vision statement describes the balance of sustaining economic viability of working lands with ensuring a healthy environment that results from the Agency's work. Productive use of privately owned cropland, rangeland, pastureland, and forestland is essential to the Nation's security and the health and well-being of its citizens. Those lands form the foundation of a substantial and vibrant agricultural economy that provides food, fiber, forest products, and energy. Those lands can also produce environmental benefits that people need – clean and abundant water, clean air, and healthy ecosystems.

The agency's mission is "Helping People Help the Land." This statement recognizes that NRCS' mission is to develop and deliver high quality products and services that enable people to be good stewards of soil, water, and related natural resources on non-Federal lands. "Helping people" connotes that NRCS is customer focused and develops and delivers products and services that meet customer needs, are technically sound, and provide solutions to identified natural resource problems. "Helping the Land" connotes that technical and financial assistance begins with an understanding of the land, the landscape as a whole. This technical and financial assistance helps customers care for the land. This technical and financial assistance is delivered through conservation planning and technical consultation; conservation implementation; inventory and assessment; technology transfer; and financial assistance. The result is a landscape where working farms and ranches are in balance with a healthy environment.

Three fundamental principles guide how NRCS conducts business:

1. Service – Giving customers the best products and service NRCS employees can provide; customer needs are as important to conservation as our understanding of natural resources.
2. Partnerships – Building effective relationships with other agencies and organization that share NRCS objectives.
3. Technical Excellence – Delivering up-to-date and easily accessible science-based information and technology.

## **South Dakota Farm Services Agency (FSA)**

[www.fsa.usda.gov/sd](http://www.fsa.usda.gov/sd)

### **The Mission of Farm Service Agency**

Farm Service Agency is equitably serving all farmers, ranchers, and agricultural partners through the delivery of effective, efficient agricultural programs for all Americans. FSA is a customer-driven agency with a diverse and multi-talented work force, dedicated to achieving an economically and environmentally sound future for American Agriculture.

## **Values**

The foundation of FSA's mission and vision rests upon the USDA's long-standing core values of:

- Strong Ethics;
- Customer Service,
- Team Work;
- Inclusive Decision-Making; and
- Fiscal Responsibility.

## **Organizational Structure**

The organizational structure of FSA is laid out by Congress and overseen by the Secretary of Agriculture. The FSA administrator reports to an undersecretary of agriculture for Farm and Foreign Agricultural Services (FFAS).

As of 2016, more than 2,346 state and county offices are the primary distributors of FSA programs in the 48 continental states. FSA is also represented in Hawaii and Puerto Rico. Farmer county committees replaced the New Deal AAA committees in the 1950s. By 2005, more than 8,000 farmers were elected by their peers to be county committee members.

Committee members are the local authorities responsible for fairly and equitably resolving local issues while remaining dually and directly accountable to the Secretary of Agriculture and local producers through the elective process. They operate within official regulations designed to carry out Federal laws and provide a necessary and important voice in Federal decisions affecting their counties and communities.

Committee members make decisions affecting which FSA programs are implemented county-wide, the establishment of allotment and yields, commodity price support loans and payments, conservation programs, incentive, indemnity, and disaster payments for commodities, and other farm disaster assistance.

## **South Dakota Rural Development Agency**

[www.rd.usda.gov/sd](http://www.rd.usda.gov/sd)

USDA Rural Development is committed to helping improve the economy and quality of life in rural America. To accomplish this, staff coordinates and administers more than 40 federal guaranteed loan, direct loan, technical assistance and grant programs in rural areas of the state to support essential services such as housing, economic development, health care, first responder services and equipment, and water, electric and communications infrastructure.

## **Mission & History**

Welcome to USDA Rural Development. We are committed to helping improve the economy and quality of life in rural America. Through our programs, we help rural Americans in many ways. **Learn More** > <http://www.rd.usda.gov/about-rd/mission-history>

### **Farm Bill**

The Agricultural Act of 2014 is important legislation that provides authorization for services and programs that impact every American and millions of people around the world. **Learn More >** <http://www.rd.usda.gov/about-rd/farm-bill>

### **Leadership**

USDA Rural Development is headed by an Under Secretary who is directly appointed by the President of the United States and confirmed by the U. S. Senate. **Learn More >** <http://www.rd.usda.gov/about-rd/leadership>

### **Offices**

As of 2016, USDA Rural Development has a current loan portfolio of more than \$212 billion to help carry out its mission to bring enhanced economic opportunity to the Nation's rural communities. **Learn More >**<http://www.rd.usda.gov/about-rd/offices>

### **Agencies**

USDA Rural Development is divided into 3 agencies with unique missions to bring prosperity and opportunity to rural areas. **Learn More >** <http://www.rd.usda.gov/about-rd/agencies>

### **Initiatives**

USDA Rural Development prioritizes funding toward projects under the following initiatives: **Learn More >**<http://www.rd.usda.gov/about-rd/initiatives>

It is USDA Rural Development's intention to ensure that rural citizens can participate fully in the global economy. By providing technical assistance and financial programs to rural Americans, a stronger economy will emerge and there will be a higher quality of life for rural citizens.

USDA Rural Development is an equal opportunity provider, employer, and lender. USDA Rural Development in South Dakota has eight offices in the state that assist rural communities. Office locations and telephone numbers include a state office in Huron (605) 352-1100, along with area offices in Aberdeen (605) 226-3360, Ext. 4; Mitchell (605) 996-1564, Ext. 4; Pierre (605) 224-8870, Ext. 4; Rapid City (605) 342-0301, Ext. 4; Sioux Falls (605) 330-4515, Ext. 4; Watertown (605) 886-8202, Ext. 4; and Yankton (605) 665-2662, Ext. 4.

## **Forest Service**

[www.fs.fed.us](http://www.fs.fed.us)

Established in 1905, the Forest Service manages public lands in national forests and grasslands. The Forest Service is also the largest forestry research organization in the world, and provides technical and financial assistance to state and private forestry agencies. Gifford Pinchot, the first Chief of the Forest Service, summed up the purpose of the Forest Service -- "to provide the greatest amount of good for the greatest amount of people in the long run."

National forests and grasslands encompass 193 million acres of land, which is an area equivalent to the size of Texas. In South Dakota, the Forest Service manages the Black Hills National Forest, Custer Gallatin National Forest, Buffalo Gap National Grasslands, Fort Pierre National Grasslands, and Dakota Prairie Grasslands.

Motto: Caring for the Land and Serving People

Mission: sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations.

As set forth in law, the mission is to achieve quality land management under the sustainable multiple-use management concept to meet the diverse needs of people. It includes:

- advocating a conservation ethic in promoting the health, productivity, diversity, and beauty of forests and associated lands.
- listening to people and responding to their diverse needs in making decisions.
- protecting and managing the National Forests and Grasslands so they best demonstrate the sustainable multiple-use management concept.
- providing technical and financial assistance to state and private forest landowners, encouraging them to practice good stewardship and quality land management in meeting their specific objectives.
- providing technical and financial assistance to cities and communities to improve their natural environment by planting trees and caring for their forests.
- providing international technical assistance and scientific exchanges to sustain and enhance global resources and to encourage quality land management.
- helping states and communities to wisely use the forests to promote rural economic development and a quality rural environment.
- developing and providing scientific and technical knowledge aimed at improving their capability to protect, manage, and use forests and rangelands.
- providing work, training, and education to the unemployed, underemployed, elderly, youth, and disadvantaged in pursuit of their mission.

### **USDI-Fish & Wildlife Service**

[www.mountain-prairie.fws.gov/sd.html](http://www.mountain-prairie.fws.gov/sd.html)

The mission of the U.S. Fish and Wildlife Service (USFWS) is working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. Specifically, the USFWS is responsible for carrying out federal laws and programs that conserve fish and wildlife and their habitats. The USFWS's major responsibilities are for migratory birds, endangered species, some marine mammals, and freshwater and anadromous fish. The USFWS manages the National Wildlife Refuge System and operates National Fish Hatcheries. The Service also administers the Federal Aid in Sport Fish and Wildlife Programs, which distribute excise tax revenues from sales of hunting and fishing equipment and motorboat fuels to states for fish and wildlife restoration.

The Partners for Fish and Wildlife (PFW) program is a USFWS program tailored for delivering habitat restoration on private land. Within South Dakota, the PFW program uses a straight forward philosophy to develop partnerships and programs that simultaneously promote wildlife conservation and sustainable agriculture. Learn more on our website <http://www.fws.gov/mountain-prairie/refuges/southdakotapfw.php>.

The South Dakota PFW program has utilized this philosophy to voluntarily restore, enhance, and develop tens of thousands of acres of grassland and wetland habitats throughout the state, all with full landowner support and encouragement. A common thread through every South Dakota PFW project is the ability to be flexible and responsive enough to accommodate the site-specific needs and concerns of landowners. Since 1991, this approach has resulted in over 6,000 South Dakota landowners becoming valued PFW participants and the number of new landowner requests for assistance continues to accelerate.

The five, primary restoration and enhancement activities in the South Dakota PFW program include wetland establishment, wetland restoration, managed grazing systems, grassland seeding, and riparian enhancement.

- Wetland establishments typically consist of constructing small impoundments (6 to 8 feet deep and averaging 2 to 3 surface acres) on small drainages (less than 1,000 acres). Wetland establishments generally are constructed in grassland dominated landscapes utilized for livestock grazing.
- Wetland restorations primarily consist of plugging surface ditches with earthen plugs.
- Managed grazing systems are predominately conducted in areas of high wetland densities and native grassland. "Four cells twice over" grazing systems are the most popular systems used. In these systems, grazing units are split into four pastures and each pasture is grazed twice through the course of the grazing season.
- Grassland seedings primarily involve seeding of cropland back to a mixture of native grasses and forbs. Typically, 10-15 species of native grasses and forbs are used.
- Riparian enhancement projects involve the fencing of streams or riparian areas to exclude livestock during sensitive portions of the growing season. These riparian areas usually are utilized for livestock watering, and therefore alternate livestock watering facilities are often created in conjunction with the riparian exclusions. Off-channel livestock watering facilities typically consist of pipeline and tanks.

## **USDI-Bureau of Indian Affairs**

[www.bia.gov](http://www.bia.gov)

The Bureau of Indian Affairs (BIA) responsibility is the administration and management of 55.7 million acres of land held in trust by the United States for American Indians, Indian tribes, and Alaska Natives. There are 562 federally recognized tribal governments in the United States. Developing forestlands, leasing assets on these lands, directing agricultural programs, protecting water and land rights, developing and maintaining infrastructure and economic development are all part of the agency's responsibility. In addition, the Bureau of Indian Affairs provides education services to approximately 48,000 Native American students.

There are twelve BIA Regions in the United States. South Dakota is in the Great Plains Region along with Nebraska and North Dakota. The Great Plains Regional office is in Aberdeen, SD. There are eight tribes in South Dakota – Cheyenne River, Crow Creek, Lower Brule, Pine Ridge, Rosebud, Sisseton, Yankton, and Flandreau.

## **USDI-Bureau of Reclamation**

[www.usbr.gov](http://www.usbr.gov)

Established in 1902, the Bureau of Reclamation is best known for the dams, power plants, and canals it constructed in 17 western states. These water projects led to homesteading and promoted the economic development of the West. Reclamation has constructed more than 600 dams and reservoirs including Hoover Dam on the Colorado River and Grand Coulee on the Columbia River.

Today, they are the largest wholesaler of water in the country. They bring water to more than 31 million people and provide one out of five Western farmers (140,000) with irrigation water for 10 million acres of farmland that produce 60 percent of the nation's vegetables and 25 percent of its fruits and nuts.

Reclamation is also the second largest producer of hydroelectric power in the western United States. Their 58 power plants annually provide more than 40 billion kilowatt hours generating nearly a billion dollars in power revenues and produce enough electricity to serve 6 million homes.

Today, Reclamation is a contemporary water management agency with a Strategic Plan outlining numerous programs, initiatives and activities that will help the Western States, Native American Tribes and others meet new water needs and balance the multitude of competing uses of water in the West. Their mission is to assist in meeting the increasing water demands of the West while protecting the environment and the public's investment in these structures. They place great emphasis on fulfilling water delivery obligations, water conservation, water recycling and reuse, and developing partnerships with their customers, states, and Indian Tribes, and in finding ways to bring together the variety of interests to address the competing needs for limited water resources.

## **USDI-Bureau of Land Management**

[www.mt.blm.gov/sdfo/](http://www.mt.blm.gov/sdfo/)

The Bureau of Land Management (BLM), an agency within the U.S. Department of the Interior, administers 261 million surface acres of America's public lands, located primarily in 12 western states. The BLM sustains the health, diversity, and productivity of the public lands for the use and enjoyment of present and future generations.

The South Dakota Field Office manages over 274,000 surface acres and around 1.7 million acres of subsurface mineral estate in South Dakota. The majority of the surface acres are located west of the Missouri River in 13 counties; mineral estate is found in 32 of the 66 counties. Butte County in western South Dakota has the majority of the surface acres with around 145,000 acres. BLM-administered lands throughout the state are used for livestock grazing, mineral extraction, forest management and recreation (especially hunting) where legal public access exists.

## **Environmental Protection Agency**

[www.epa.gov](http://www.epa.gov)

**Mission:** The mission of the Environmental Protection Agency is to protect human health and the environment. Since 1970, EPA has been working for a cleaner, healthier environment for the American people. EPA leads the nation's environmental science, research, education and assessment efforts.

### **Duties:**

- Develop and enforce regulations that implement environmental laws enacted by Congress. EPA is responsible for researching and setting national standards for a variety of environmental programs, and delegates to states and tribes the responsibility for issuing permits and for monitoring and enforcing compliance. Where national standards are not met, EPA can issue sanctions and take other steps to assist the states and tribes in reaching the desired levels of environmental quality.
- Offer financial assistance: Between 40 and 50 percent of EPA's enacted budgets provide direct support through grants to state environmental programs. EPA grants to states, non-profits and educational institutions support high-quality research that will improve the scientific basis for decisions on national environmental issues and help EPA achieve its goals. EPA also provides other financial assistance through programs such as the Drinking Water State Revolving Fund, the Clean Water State Revolving Fund, and the Brownfields program. The Agency also offers information for state and local governments and small businesses on financing environmental services and projects.
- Provide research grants and graduate fellowships
- Perform environmental research to assess environmental conditions and to identify, understand, and solve current and future environmental problems; integrate the work of scientific partners; and provide leadership in addressing emerging environmental issues

- and in advancing the science and technology of risk assessment and risk management.
- Sponsor over 40 voluntary partnerships and programs on voluntary pollution prevention programs and energy conservation efforts.
  - Support environmental education projects that enhance the public's awareness, knowledge, and skills to make informed decisions that affect environmental quality.
  - Further environmental education efforts to develop an environmentally conscious and responsible public and to inspire personal responsibility in caring for the environment.

## **USDoD-Corps of Engineers**

[www.usace.army.mil](http://www.usace.army.mil)

The US Army Corps of Engineers maintains navigation channels, much like road crews maintain highways, and builds breakwaters or jetties to protect homes and businesses from streambank erosion. Improvements include deepening and widening water bodies so commercial ships and other watercraft can move safely and easily. Dredged material often becomes habitat areas, including wetlands and protected offshore islands.

The Corps builds and maintains dams and reservoirs that hold excess water upstream, releasing the water gradually to prevent or reduce downstream flooding. These structures provide recreation as well as safety. Boating, swimming, fishing and camping come courtesy of Corps reservoirs. Many people get electricity for their homes and businesses from hydroelectric power dams managed by the Corps. Reservoirs provide irrigation for farms, water supply storage for communities and protected ecosystems for fish and wildlife. In cities near waterways, floodwalls, levees and diversion channels all work to keep storm water out of homes, schools and businesses. The Corps also helps reduce flood damage by preventing additional construction in areas most prone to floods. Along coastlines, the Corps erects barriers, builds breakwaters and reinforces dunes and beaches.

Section 404 of the Clean Water Act requires approval from the Corps of Engineers before placing dredged or fill material into waters of the United States, including wetlands.

Section 10 of the Rivers and Harbors Act of 1899 requires authorization from the Secretary of the Army, acting through the Corps of Engineers, for the construction of any structure in or over any navigable water of the United States. In granting or denying permits to developers, the Corps strives to prevent environmental damage. Evaluating public interest, regulatory experts balance the need of economic development with environmental considerations. The Corps forms numerous partnerships with other agencies, state and federal governments, environmental groups and private citizens to help solve ecological problems.

When requested, the Corps provides engineering expertise to other agencies, state and local governments, academia, and foreign nations. The work ranges from constructing wastewater treatment plants and space launch facilities, to other complex engineering tasks. Engineering professionals help remove toxic wastes, and help other nations with the damages caused by disasters and war.

## **Big Sioux Nursery**

bsninc@dailypost.com

Big Sioux Nursery, located northwest of Watertown, was originally established in 1957 as a state conifer seedling nursery. In 1978, deciduous stock was added to the inventory that was being produced and sold to South Dakota conservation districts. The state of South Dakota sold the nursery to the non-profit corporation of Big Sioux Nursery, Inc. in 1996. The South Dakota Conservation Districts were able to purchase the nursery with grant money provided through the Conservation Commission. Sixty-six out of sixty-nine conservation districts have become members.

Each conservation district that has become a member of Big Sioux Nursery, Inc. elects a voting member to represent their interest in the corporation. A seven-member board of directors, elected from the membership manages the corporation. Each Big Sioux Nursery, Inc. director must be a voting member of the corporation and serves a two-year term from his or her respective area. The areas are divided into the same geographical regions that the SDACD uses throughout the state.

Their mission is to promote conservation using tree and shrub seedlings grown from adaptable seed sources. They also provide educational opportunities for members to increase their knowledge in the areas of marketing, planting, and care of the seedlings being provided.

Big Sioux Nursery, Inc. grows over 80 different varieties of trees and shrubs. The nursery produces conifers and deciduous stock both in bareroot and potted forms, is engaged in tree improvement activities, and has several seed orchards that have genetically improved trees.

## **U.S. Geological Survey**

<http://sd.water.usgs.gov>

The U.S. Geological Survey (USGS) is the Nation's largest earth-science agency and has the principal responsibility within the Federal government for providing hydrologic information and for appraising the Nation's water resources.

The water resources of South Dakota consist of numerous streams, springs, lakes, and aquifer systems. Continuous stream flow is measured at about 150 locations. Continuous water-level data are published for 7 observation wells and measured at 60 additional wells. Water quality is sampled at over 34 locations, and water-use data are collected throughout South Dakota.

These hydrologic and other data are used in research and hydrologic studies to describe the quantity, quality, and location of South Dakota's water resources. The collection, analysis, and interpretation of these data are done in cooperation with other federal, state and local agencies, universities, and research centers.

Water activities in South Dakota are based at USGS offices in Rapid City, Huron, and Pierre.

## Acronyms

<b>ACEP</b>	<u>A</u> griculture <u>C</u> onservation <u>E</u> asement <u>P</u> rogram - includes sub-categories: WRE-Wetlands Reserve Easements and ALE-Agriculture Land Easements
<b>AFO</b>	Animal Feeding Operation: definition of livestock, usually less than 1000 animals, contained for more than 45 days in a 12-month period with area deprived of vegetation
<b>AITC</b>	Ag in the Classroom: nonprofit promoting agricultural awareness, including natural resources conservation education
<b>ANMT</b>	Agricultural Nutrient Management Team: technical assistance team with staff from districts & NRCS who help promote and establish ag waste systems
<b>ASTC</b>	Assistant State Conservationist: NRCS employee supervising field offices
<b>AWEP</b>	Agricultural Water Enhancement Program
<b>CAFO</b>	Concentrated (or Confined) Animal Feeding Operation: Same as AFO with 1000 or more animals
<b>CC</b>	Conservation Commission: see description on page 02-21
<b>CCRP</b>	Continuous Conservation Reserve Program: USDA cost share and land retirement program promoting conservation practices on sensitive lands
<b>CD</b>	Conservation District: governmental sub-division of state government
<b>CIG</b>	Conservation Innovation Grant Program
<b>CREP</b>	Conservation Reserve Enhancement Program: program focusing on a state's specific needs to enhance USDA's CRP program
<b>CRP</b>	Conservation Reserve Program: USDA cost share and land retirement conservation program
<b>CSP</b>	Conservation Stewardship Program: cost share program to enhance management
<b>CTA</b>	Conservation Technical Assistance
<b>DC</b>	District Conservationist: NRCS employee assigned to assist one or more conservation districts

<b>DENR</b>	Department of Environment and Natural Resources: see description on page 02-23
<b>DU</b>	Ducks Unlimited: national organization promoting waterfowl and grassland enhancement and restoration
<b>ECP</b>	Emergency Conservation Program: USDA cost share program for implementing conservation practices on emergency basis
<b>EI</b>	Erosion Index: calculation used to estimate potential soil erosion
<b>EPA</b>	Environmental Protection Agency: see description on page 02-35
<b>EQIP</b>	Environmental Quality Incentives Program: USDA cost share program promoting conservation
<b>FSA</b>	Farm Service Agency: see description on page 02-29
<b>FSO</b>	Field Support Office: NRCS offices located in Brookings, Pierre & Rapid City to support field offices
<b>FWS</b>	Fish & Wildlife Service: see description on page 02-33
<b>GFP</b>	Game Fish & Parks: see description on page 02-23
<b>HEL</b>	Highly Erodible Land: land defined by USDA as erodible and requires a conservation plan to be eligible for USDA programs
<b>HU</b>	Hydrologic Unit: geospatial description of watersheds
<b>KSDG</b>	Keep South Dakota Green: nonprofit association whose emphasis is tree planting
<b>LWG</b>	Local Working Group
<b>MOU</b>	Memorandum of Understanding: agreement of cooperation entered into with various agencies
<b>NACD</b>	National Association of Conservation Districts: see description on page 02-27
<b>NRCS</b>	Natural Resources Conservation Service: see description on page 02-29
<b>NWQI</b>	National Water Quality Initiative
<b>PF</b>	Pheasants Forever: nonprofit organization promoting pheasant habitat through technical assistance and cost share incentives

<b>PIP</b>	Practice Incentive Payment: payment received by producer for completion of certain USDA program conservation practices
<b>PLT</b>	Project Learning Tree: nonprofit organization promoting conservation education and forestry awareness
<b>RC&amp;D</b>	Resource Conservation & Development: see description on page 02-28
<b>RC&amp;F</b>	Resource Conservation & Forestry: see description on page 02-22
<b>RCPP</b>	Regional Conservation Partnership Program
<b>RRBI</b>	Red River Basin Initiative
<b>SDACD</b>	South Dakota Association of Conservation Districts: see description on page 02-25
<b>SDACDE</b>	South Dakota Association of Conservation Districts Employees: see description on page 02-26
<b>SDCL</b>	South Dakota Codified Law
<b>SGI</b>	Sage Grouse Initiative
<b>SIP</b>	Signing Incentive Payment: producer payment received for enrolling in certain USDA conservation programs
<b>SO</b>	State Office: NRCS state headquarters located in Huron
<b>SRM</b>	Society for Range Management: nonprofit organization promoting grassland conservation
<b>SWCS</b>	Soil & Water Conservation Society: nonprofit organization promoting soil & water conservation, scholarships are available
<b>TMDL's</b>	Total Maximum Daily Loads: measurement of amount of pollution a water source can support and still maintain its beneficial uses
<b>USDA</b>	United States Department of Agriculture
<b>WLFW</b>	Working Lands for Wildlife
<b>WRP</b>	Wetlands Reserve Program: USDA voluntary wetland protection program available to producers
<b>WSS</b>	Web Soil Survey

**THANK YOU GOES OUT TO THE SDACD DISTRICT CAPACITY COMMITTEE FOR ALLOWING THE USE OF YOUR INFORMATION ON PARTNER AGENCIES AND UPDATING INFORMATION, THANK YOU TO THOSE WHO SHARED SAMPLE DOCUMENTS AND THOSE WHO GAVE INPUT AND PROOF READ AS THIS PROJECT MOVED FORWARD.**