

Colorado Conservation District Reference Manual

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(Date) – denotes when each chapter was last updated

1. [Agreements](#) (11/16/2009)

- Cooperative agreements with other public agencies
- Cooperative Working Agreements with NRCS
- Developing legally-binding agreements
- Equipment Rental Agreements
- Landowner Agreements
- Local Operating Agreement Sample
- Memorandum of Understandings

2. [Board Authority](#) (07/07/2009)

- State Statute - Soil Conservation Act
- Cooperative Agreements
- District bylaws
- Elected Public Officials
- Ex-Officio Members
- Powers & Duties of Districts - Summary
- Removing Board Members from Office
- Special Districts and Political Subdivisions of the State
- Term Limits

3. Board Meetings (07/07/09)

- Basics of Conservation District Board Meetings
- Effective Committees
- Minutes
- Officer Duties - President, Secretary, Treasurer
- Parliamentary Procedure Questions and Answers
- Parliamentary Procedure Definitions & Order of Precedence of Motions
- Posting Meeting Times, Dates, Locations
- Ten Quick Ways to Improve Board Meetings
- Use of Long Range Program/Plan & Annual Plans of Work

4. Board Member Skills/Characteristics (07/07/09)

- 10 Steps to Effective Leadership
- Board Member Expertise, Talents, and Backgrounds
- Board Member Job Description
- Board Member Toolkit
- Characteristics of Effective Board Members
- Recruiting Effective Board Members
- Orientation/Mentoring New Board Members

5. Colorado Department of Agriculture Responsibilities to Conservation (07/07/09)

- Overview & History
- Colorado Department of Agriculture Organizational Chart
- Colorado Agriculture Commission (Ag Commission)
- Colorado Revised Statutes
- Conservation Services Division
- Colorado State Conservation Board (CSCB)
- [Conservation 101 \(PowerPoint\)](#)
- CSCB Web Site
- District Directory
- District Map
- Watershed Map

6. Communications (01/07/10)

- Communication Channels
- Communication Protocol with CSCB and CACD
- CSCB - Synopsis of Representation, Election Process, Duties & Functions
- CACD - Synopsis of Mission, Election Process, Duties & Functions

7. District Visibility - Public Relations (8/16/10)

- Whose Responsibility?
- Building District Identity
- Building District Visibility
- Handling Complaints
- News Letters
- Media Relations
- Personal Communications Skills
- Relations with Decision Makers
- Press Releases
- White Papers
- Open Records Requests

8. Education (01/07/10)

- Adult Learners
- Media
- Public Relations
- Web Site and Design
- Youth Learners

9. Employee/Board Relations (08/10/10)

- Board Member & Employee Orientations
- Board Member & Staff Responsibility Chart
- Grievance and Disciplinary Action
- Hiring and Terminating Employees - Labor Laws
- Nepotism and Ethics
- Organizational Charts/Chain of Command - Samples
- Performance Plans
- Professional Management Training for District Managers
- Professionalism
- Sample Job Descriptions - [District Manager](#) , [District Clerk](#) , [District Secretary](#) ,
Education Specialist
- Working Effectively with Partners
- Working Effectively with Each Other
- [Employer handbook \(on line now\)](#)

10. Fiduciary Responsibilities (09/15/09)

- Associate Board Members
- Board Responsibilities
- Executive Sessions
- Meeting Quorum
- Open Meetings
- Sunshine Law

11. Financial (11/12/09)

- Asset Inventory
- Audits
- Bookkeeping/Quick Books
- Budgeting
- Cost-share tax forms for landowners
- General Fund Budget
- Grant Budgets (i.e. Matching Grant and DCT Budget)
- Grants
 - Application budgets
 - Tracking match
 - Tracking awarded funds
 - Reporting and outcomes accountability
- Monthly Reports

12. Financial Planning (09/14/09)

- Accountability
- Financial Management Manual
- Financial Strategy
 - [Fund raising guide](#)
 - [Funding your CD \(PowerPoint\)](#)
 - Getting Started
 - State Direct assistance
 - Steps to Financial Planning
 - Strategic Financial Planning
- Strategic Planning Coordinated with LRP/APW and Goals
- Tabor and Financial Planning

13. [Forms & Information](#) (01/07/10)

- Budget - link to narrative
 - [Budget tips \(PowerPoint\)](#)
 - [Directions for the General Fund Budget](#)
 - [General Fund Budget](#)
 - § [General Fund Attachments:](#)
 - § Department of Local Affairs (DOLA) Required forms
 - § Resolution to Adopt Budget
 - § Resolution/Ordinance to Appropriate Sums of Money
 - § Budget Message
 - § Letter of Budget Transmittal
 - § Resolution/Ordinance to Set Mill Levies
- [Direct assistance](#)
 - [Assistance with Direct Assistance \(PowerPoint\)](#)
 - [Direct Assistance Instructions](#)
 - [Direct Assistance Application](#)
 - [District Information Sheet](#)
- [Due date calendar](#)
- [Employee Time Sheet](#)
- Employment Affirmation Form
- Long Range Program
 - [Long range planning \(PowerPoint\)](#)
 - Long Range Program Form (word)
 - Long Range Program Form (adobe)
- [Mileage and Time Report](#)
 - [Nuts & Bolts for District Managers \(PowerPoint\)](#)
 - [Supervisor's List](#)

14. [General Election Information](#) (12/20/09)

- Election Code Specific to Title 35 Districts
- Consolidation Elections
- Link to DOLA for Up to Date Election Rules
- Term Limits

15. [Information Management](#) (10/01/09)

- Background checks
- Confidential information
- Cyber security
- File and E-mail Management (PowerPoint)
- NRCS Computer Security Requirements
- What to forward to the Board

16. Insurance/Liabilities (11/12/09)

- Assessing Liability
 - Coverage - mandatory/risk assessed
 - Governmental Immunity
 - State Contracts
- Mandatory Insurances
 - Board/Staff Injury - workers compensation
 - Unemployment Benefit
 - Vehicle Public Liability
- Risk-Assessed Insurances
 - Board Decisions
 - Other Liabilities
 - Volunteer Insurance
 - Sources of Liability Insurance
 - Supplementary Employee Benefits Insurance

17. Mission statement (8/10/10)

- Colorado Association of Conservation Districts (CACD)
- Colorado Department of Agriculture (CDA)
- Colorado State Conservation Board (CSCB)
- Conservation Districts (CD)

18. Policy Development and Implementation (11/02/09)

- Board Policies
- Issue Policies
- Benefits of Comprehensive Policy Development
- Policies Needed
- Evaluating Policies
- [Sample Board Policies](#)
- [Sample Personnel Policies](#)

19. Partnerships (07/07/09)

- Conservation Organization Flow Chart
- Conservation Partnership Hub
- Defining "Locally-Led"
- Defining/Understanding the Partners and Their Roles
- Duties & Functions of CACD, CSCB, NACD, NRCS
- Local Operating Agreements

20. Records Management (10/01/09)

- Employee File Management
- FOIA Request
- Open Records Requests
- What to Keep & How Long to Keep It

21. Strategic Planning – Building a District Identity (8/16/10)

- What is Strategic Planning
- Why Do Strategic Planning for My Conservation District
- Strategic Plan –vs– Long Range Program
- Defining & Developing the Conservation District Mission
- Tools to Build Identity

PROGRAMS

- [Direct Assistance](#)
- [Matching Grants Information](#)
- [Salinity Program](#)
- [District Conservation Technician \(DCT\)](#)