


CONSERVATION DISTRICT EMPLOYEE

VIRTUAL WELCOME WAGON

PAST, PRESENT & FUTURE VIDEO - NACD

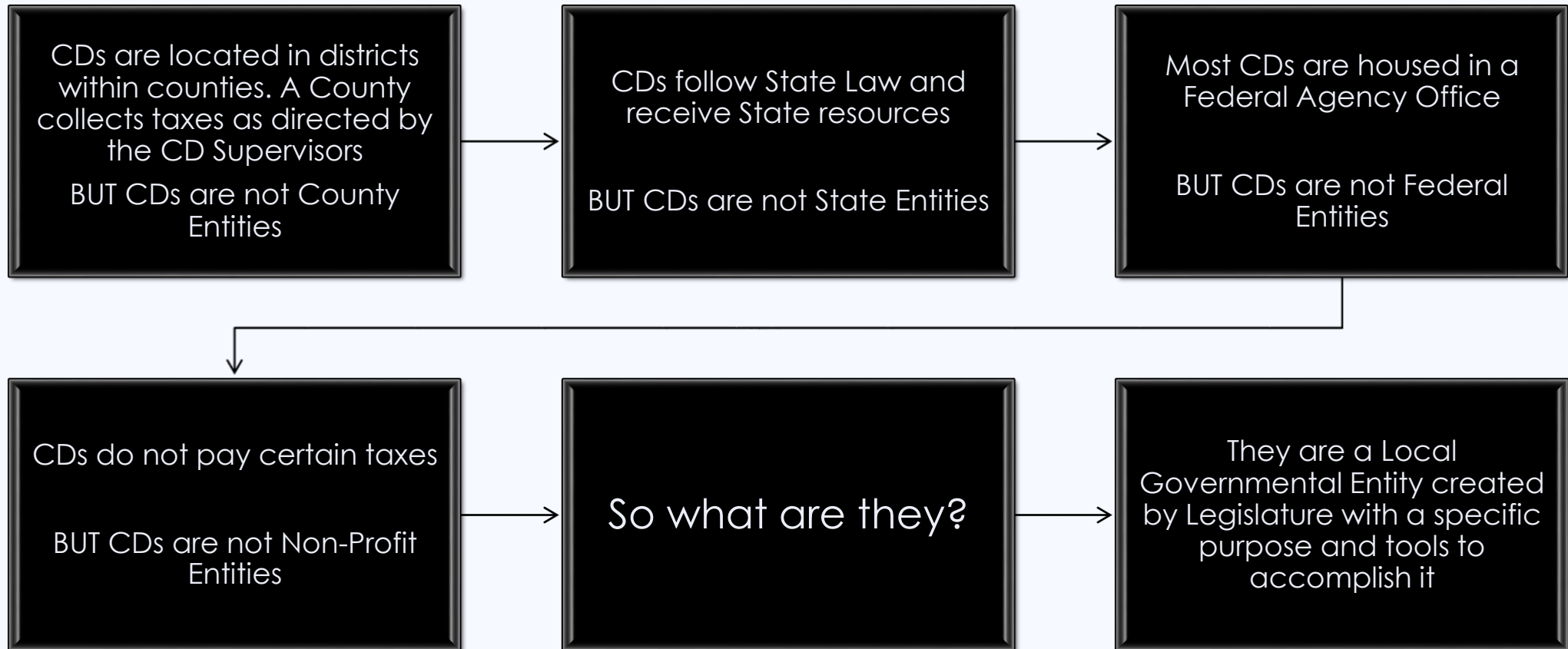




The first conservation districts were formed in Sheridan and Wibaux Counties in 1939 and today, most land in Montana is within a boundary of our 58 conservation districts.

MONTANA CONSERVATION DISTRICT OVERVIEW

WHAT ARE CONSERVATION DISTRICTS?

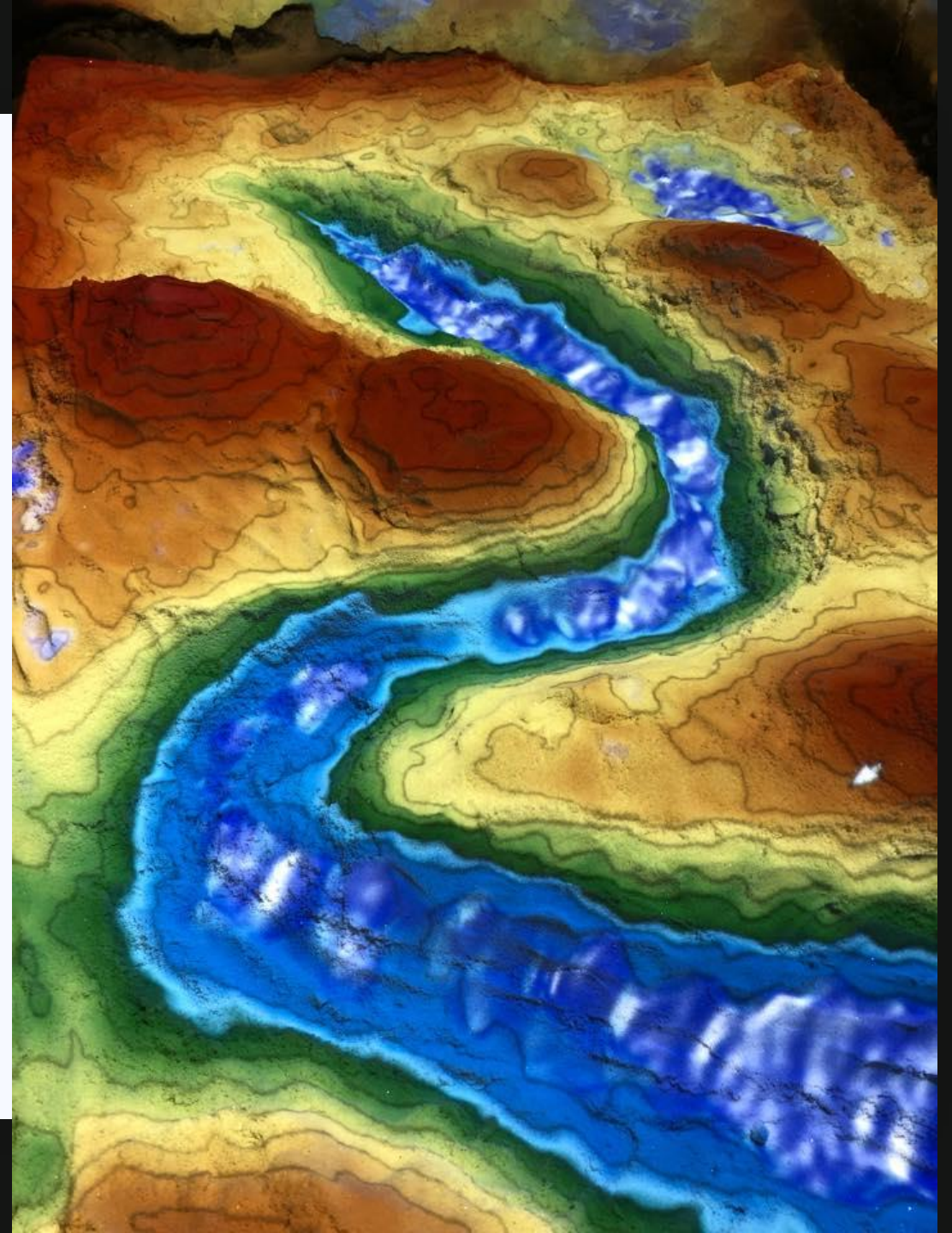


WHO ARE CONSERVATION DISTRICTS?

CONSERVATION DISTRICTS SERVE AS A
NON-REGULATORY, TRUSTED LOCAL PARTNER
HELPING PEOPLE CARE FOR NATURAL RESOURCES.

HOW DO CONSERVATION DISTRICTS DO THAT?

... by promoting voluntary approaches to conservation, education, and administering the 310 Law ...



ADDRESS NATURAL RESOURCE CONCERNS



COAL SEAM FIRE
MITIGATION



WATERSHED
RESTORATION



TRANSBOUNDARY WATER
CRITICAL INFRASTRUCTURE
PARTNERSHIP



EMERGENCY FLOOD
PERMITTING

SPONSOR YOUTH & ADULT EDUCATION EVENTS



LADIES DAY ON THE RANGE



YOUTH RANGE CAMP



MT ENVIROTHON

CARE ABOUT THEIR LOCAL COMMUNITIES



RIVER CLEAN-UP



SEED GIVE-A-WAYS



LOCAL SUPPORT

ADMINISTER THE 310 LAW



CD EMPLOYEE DUTIES

Office & Staff Management

Financial Management

310 Permits

Monthly Board Meetings

Grants for Projects

Education and Outreach



OFFICE & STAFF MANAGEMENT

Office:

Maintain consistent office hours

File management

Staff:

Scheduling

Others

MONTHLY BOARD MEETINGS



Meeting
Notice



Agenda



Take minutes

All CD Board meetings are open to the public.

Prior to each meeting, prepare the agenda & notice.

The notice should be posted in 2 public locations.

Take minutes at meeting. Once previous minutes have been approved, send a copy to DNRC and your county clerk & recorder

Financial Management

District accounts: Checking, savings, petty cash & others. Some districts have certificates of deposit (CDs) with financial institutions.

Accounts Payable: Payroll, taxes and withholdings, vendors and grant re-imbusement expenses

Accounts Receivable: District sale items, grants and donations

Reports: Many reports have specific timelines. Please check for deadlines.

*UI – Unemployment Insurance

*PERS – Public Employee Retirement System

*DOA – MT Department of Administration

PAYROLL

- Pay period:
- Time sheets
 - Withholdings
 - PERS

Quarterly:
UI

VENDORS

Pay as received

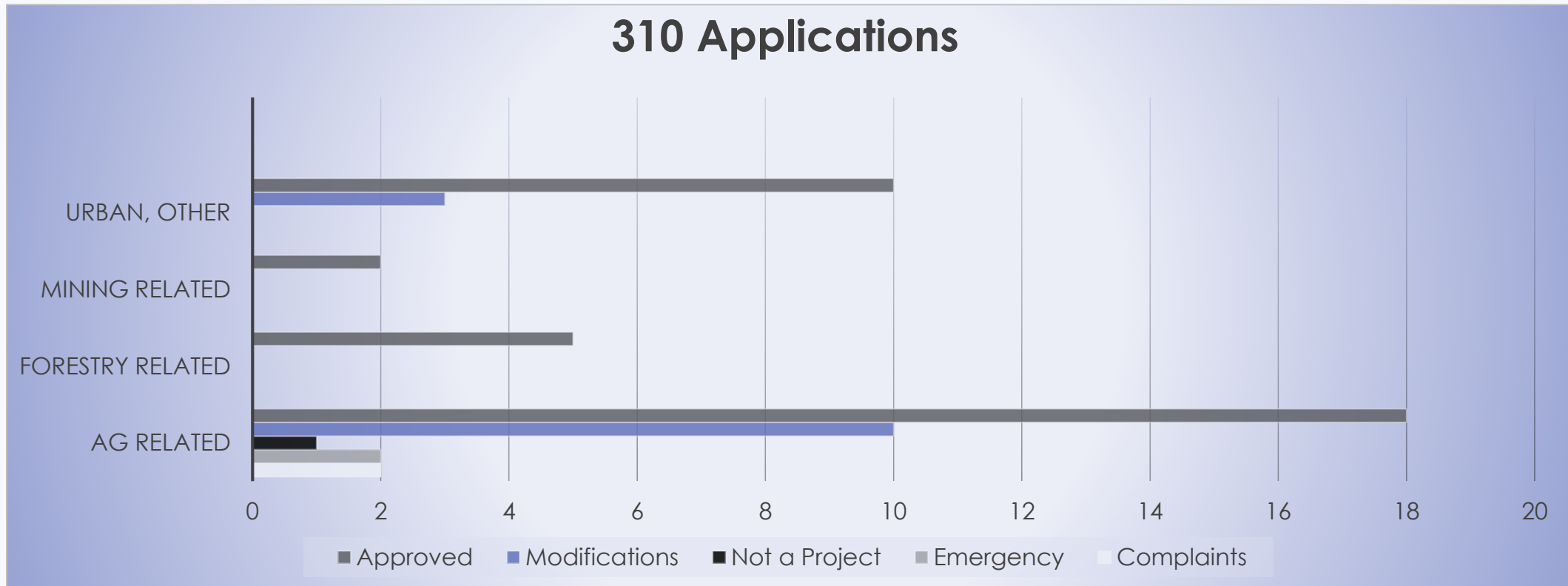
REPORTS

- Scheduled:
- Bank Reconciliation
 - MT State Tax
 - MT State Fund
 - IRS 941

- Annually:
- W-2
 - 1099
 - DOA

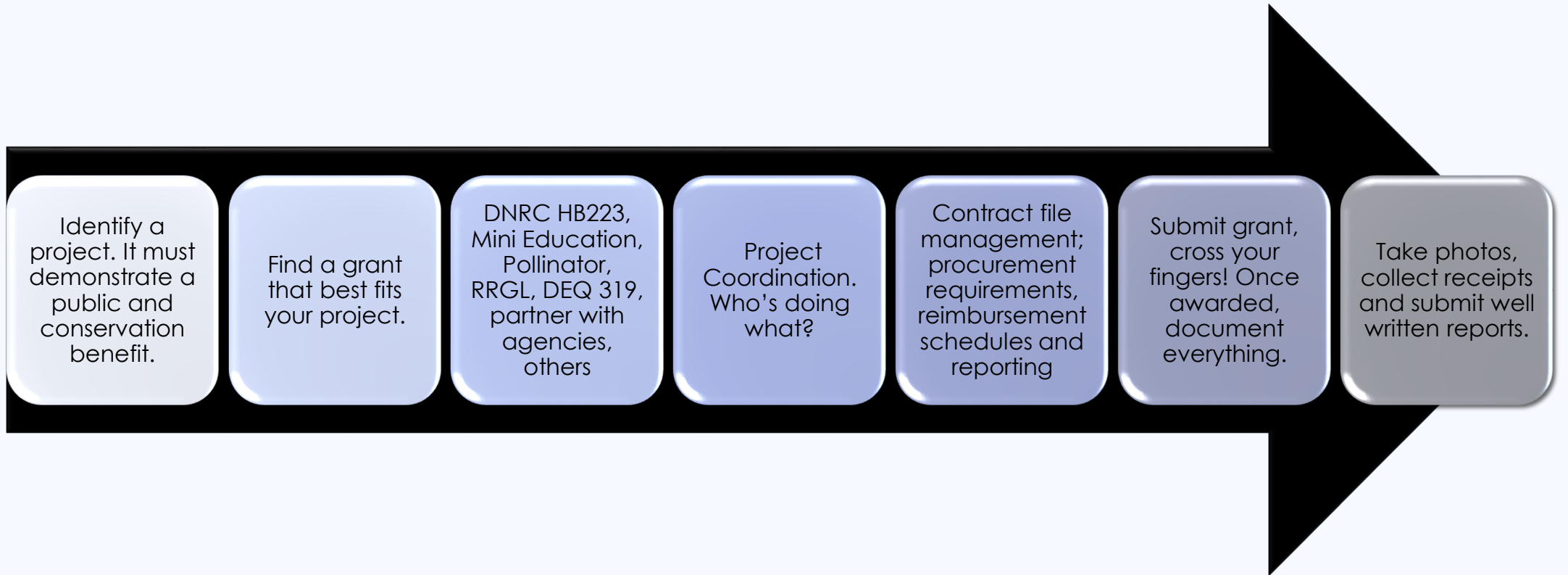
310 PERMITTING

Process joint application, schedule/attend inspections, submit information to supervisors at monthly board meetings



GRANTS FOR PROJECTS

Apply for grants, project management





EDUCATION & OUTREACH

PARTNERS

Department of Natural Resources & Conservation

Natural Resource Conservation Service

Montana Association of Conservation Districts

Soil & Water Conservation Districts of Montana

MACD Employee Organization

CONSERVATION & RESOURCE DEVELOPMENT DIVISION (CARDD)

CONSERVATION DISTRICTS BUREAU

The Montana Department of Natural Resources & Conservation

Home Divisions Grants and Loans Licenses and Permits Public Information Land Board Flood and Fire Contact DN

Need help? Contact us.
Email us with questions

Conservation Forestry Oil & Gas Trust Lands Water

This is a screenshot of the Montana Department of Natural Resources & Conservation website. The header features the department's logo and name. A navigation menu includes links for Home, Divisions, Grants and Loans, Licenses and Permits, Public Information, Land Board, Flood and Fire, and Contact DN. The main content area displays a large landscape image of a mountain range with a forest and a lake. A call-to-action box is overlaid on the image, reading "Need help? Contact us. Email us with questions". Below the image is a row of five small images with corresponding labels: Conservation (a person digging), Forestry (a tree), Oil & Gas (an oil pumpjack), Trust Lands (a wooden post), and Water (a river).

NATURAL RESOURCES CONSERVATION SERVICE (NRCS)

USDA Natural Resources Conservation Service
Montana
United States Department of Agriculture

About Us | National Centers | State Websites

Topics | Programs | Newsroom | Contact Us

Browse By Audience | A-Z Index | Help

Conservation Client Gateway

Track your NRCS payments, report completed practices, request conservation assistance, and electronically sign documents through Conservation Client Gateway.

CONSERVATION CLIENT GATEWAY
CONSERVATION ASSISTANCE JUST A CLICK AWAY

- 1 REQUEST TECHNICAL ASSISTANCE
- 2 APPLY FOR FINANCIAL ASSISTANCE
- 3 REVIEW, SIGN & SUBMIT APPLICATIONS, CONTRACTS & MORE
- 4 TRACK YOUR PAYMENTS

5/5

Popular Topics

- > Technical Resources
- > Soils
- > Publications & Fact Sheets
- > Snow Survey
- > People

Sign up for email updates:

In the News

- Cool April Weather Prolongs Snowpack Across Montana
- USDA Service Centers in Montana Remain Open for Business by Phone Appointment Only
- USDA Announces \$15 Million for Conservation Innovation Grants
- USDA Invests More Than \$5 Million in Partner-Driven Projects that Protect Natural Resources in Montana
- Healthy April 1 Snowpack Results in Near to Slightly Above Average Streamflow Forecasts

>>> More...

Events & Deadlines

Highlights

- Field Office Technical Guide
- Employment
- Photos & Videos
- Civil Rights
- Forms
- Information for NRCS Employees

Montana Focused Conservation

Interactive Map of Current Funding Opportunities

What's Available in My County

Local Working Groups

Soil Health

STATE ASSOCIATIONS & EMPLOYEE ORGANIZATION



www.macdnet.org



www.swcdm.org



www.employees.macdnet.org

RESOURCES

Acronym list

Administrators manual (being updated)

Documents & Webinars

MACD Area Representatives

Videos

310 LAW – MONTANA NATURAL STREAMBED & LAND PRESERVATION ACT
CORPS – US ARMY CORPS OF ENGINEERS
CWMA – COOPERATIVE WEED MANAGEMENT AREA
DEQ – DEPARTMENT OF ENVIRONMENTAL QUALITY
EQIP – ENVIRONMENTAL QUALITY INCENTIVES PROGRAM
FWP – FISH WILDLIFE & PARKS
MWCC – MONTANA WATERSHED COORDINATION COUNCIL
MBMG – MONTANA BUREAU OF MINES & GEOLOGY
SNOTEL – SNOWPACK TELEMETRY (NRCS)
TMDL – TOTAL MAXIMUM DAILY LOAD (DEQ)

OTHER COMMONLY USED ACRONYMS

RESOURCES

New Administrator Handbooks

DATE	POSTED BY
July 29, 2015	Kate Arpin

The Employees organization has recently produced an update to our Administrator's Handbook. Hard copies were handed out at the statewide training in June, and you can request that one be mailed to you if you didn't pick one up at the training. Or download here!

This is a great resource for new administrators that discusses the history of Conservation Districts and advice on planning, finances, outreach and more for districts.

[Tab 1 Dividers | History of Montana Conservation Districts](#)

[Tab 2 Dividers | Agencies and Organizations Assisting the Districts](#)

[Tab 3 Dividers | Personnel](#)

[Tab 4 Dividers | DISTRICT PLANNING](#)

[Tab 5 Dividers | Daily Operations](#)

[Tab 6 Dividers | DISTRICT FINANCES](#)

[Tab 7 Dividers | Grants](#)

[Tab 8 Dividers | Supervisors](#)

[Tab 9 Dividers | 310](#)

[Tab 10 Dividers | Water Reservations](#)

[Tab 11 Dividers | Public Relations and Outreach](#)

DOCUMENTS & WEBINARS

▶ 310 FORMS [\[Show/Hide\]](#)

Forms: Joint Application, Emergency, Complaint, Supervisor Decision and Team Member Report forms

▶ ADMINISTRATION [\[Show/Hide\]](#)

Forms: Audit and Records Retention

▶ CONTRACTS / GRANT PLANNING & MANAGEMENT [\[Show/Hide\]](#)

Forms: Contract and Grants Management, Project Development, Standard Rental Agreement, Vendor Invoice
Webinars: Administration Grant, CD Grant, Developing a Budget and Scope of Work, Webgrants, Grant Writing

▶ ELECTIONS [\[Show/Hide\]](#)

Forms: Supervisor Election, Term Calendar Example, Vacancies & Common Issues, News Release Templates, Declaration for Nomination Oath of Candidacy, Oath of Office and Instructions

▶ EDUCATION [\[Show/Hide\]](#)

Form: Rolling River Trailers
Educational Links: EPA, NACD Conservation Education Hub, National Environmental Education Foundation, and others

▶ FINANCIAL [\[Show/Hide\]](#)

Form: Auditing Tips
Webinar: Filing the Annual Financial Report

▶ LAW BOOK & OTHERS [\[Show/Hide\]](#)

Forms: 2016 CD Law Book, CD Formation Dates, Funding Opportunity for CDs

▶ MEETINGS [\[Show/Hide\]](#)

Forms: Open Meeting Act, CD Meeting Minutes, Sturgis Parliamentary Procedures and Motions Chart



Employee Organization Officers and Area Representatives

President

- Tenlee Atchison, Cascade Conservation District

Vice President

- Heidi Fleury, Lake County Conservation District

Treasurer & Secretary

- Dusty Olson, Garfield County Conservation District (Treasurer)
- Gail Cicon, Liberty County Conservation District (Secretary)

Area 1

- Mike Bjarko, Daniels County Conservation District
- Dusty Olsen, Garfield County Conservation District

Area 2

- Julie Goss, Richland County Conservation District
- Vacant

Area 3

- Tenlee Atchison, Cascade Conservation District
- Gail Cicon, Liberty County Conservation District

Area 4

- Wendy Jones, Lower Musselshell Conservation District
- Sharon Fletmetis, Stillwater Conservation District

Area 5

- Heidi Fleury, Lake County Conservation District
- Julie Ralston, Bitterroot Conservation District

Area 6

- Katie Mumford, Broadwater Conservation District
- Becky Clements, Gallatin Conservation District

Conservation Videos

Mud Creek Restoration – Lincoln Conservation District

<https://youtu.be/HbhuSUFxQjo?t=13>

Ranching for Rivers – Flathead Conservation District

<https://youtu.be/slcobNmWHfs?t=9>

Madison Valley, Montana: A model for land & water conservation <https://youtu.be/NMmQsAU3tws?t=3>

Lake County Conservation District Resource Management Videos: Swan Study

<https://lakecountyconservationdistrict.org/swan-resource-management-study/videos/>





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