

TAB 7

BOARD MEMBERS AND MEETINGS

- Election of Soil Conservation District Supervisors
 - Responsibilities of the District Governing Body
 - District Officers
 - Expenses of District Supervisors
 - Guidelines for Notices of Public Meeting
- Suggested Order Of Business for District Meetings
 - Working With Supervisors



SUPERVISORS

BOARD MEMBERS AND MEETINGS

It is the board members duty to control and supervise the activities of the district, and to set policies for the operation of the district. They are responsible to make sound decisions for the landowners and to make sure that they are well informed of the state and federal regulations that pertain to them. The board must make sure that their district complies with all such laws. Communication between the board members, the employees and the landowners is critical in all areas.

The board also has a responsibility to their employees. To provide them with the means to perform their job, the equipment and the knowledge. They must insure that their employee can perform their jobs safely and efficiently. Dealing with employees is not an easy task and one where a lot of consideration must be given to the well-being of the employee which is part of the well-being of the district. Board members have to decide on the wages, benefits and requirements of their employees. This is another area where state and federal laws must be taken into consideration.

The board does rely on their managers and employees to keep them informed on the current events affecting the district, but this by no means releases them from their obligation of being involved and informed by other sources.

Election Of Soil Conservation District Supervisors

Any land occupier physically living in the soil conservation district and is a qualified elector is eligible to run for the office of a soil conservation district supervisor. A "land occupier" as defined in the Soil Conservation Districts Law, includes any person that holds title to or is in possession of any lands lying within a district whether living or located in a rural or urban area within the district. "Qualified elector" means an individual who is at least eighteen years old, is a citizen of the United States, and who has resided in the precinct thirty days next preceding any election, whether or not the individual is living in a rural or urban area. Any person can become a candidate upon filing a petition and statement of interests with the county auditor of the county or counties in which their district lies. The final filing date for petitions and statement of interests is no later than sixty days before the day of the election and not later than four p.m. of such day. The candidates petition must contain signatures of not less than twenty-five nor more than three hundred qualified electors of the district (SCDs Law, [4-22-17](#)). **(Tab 7 Templates)**

In the event a soil conservation district lies in two counties, an original petition and statement of interests with original signatures must be filed with both county auditors concerned.

Any land occupier living in the district who has failed to file a nominating petition and statement of interests may furnish stickers to be attached to the ballot. The ballot shall have blank spaces below the names of candidates nominated by petition for writing in other names.

The regular election of soil conservation district supervisors shall be held at the same time, and at the same place, as the general election is held. Supervisors are elected for a term of six years. Candidates shall be elected on a nonpartisan ballot. Nominating Petitions and Statement of Interests forms are available through the State Soil Conservation Committee office.

Officially Take Office

Newly elected soil conservation district supervisors officially take office on the first day of January and upon completing and filing an Oath of Office. *(Tab 7 Templates)*

Vacancies - Elected Supervisors

In case the office of any elected supervisor shall, for any reason, become vacant, the remaining members of the board of supervisors shall, with the advice and consent of the State Soil Conservation Committee, fill the vacancy by appointment. In the event that vacancies shall occur in the office of two elected supervisors, the remaining supervisor and the State Soil Conservation Committee shall fill the vacancy; and in case the offices of all elected supervisors of a district shall become vacant, the State Soil Conservation Committee shall fill the vacancies by appointment. A supervisor appointed to fill a vacancy shall hold office until the next general election. A supervisor elected to fill a vacancy shall serve the balance of the unexpired term in which the vacancy occurred.

Appointed Supervisors

Any soil conservation district, upon resolution of the **three elected supervisors**, may appoint two additional supervisors who shall serve for a term of one year from and after the date of their appointment.

Such supervisors shall be appointed by a majority of the three elected supervisors and shall have all the powers, voting privileges, duties, and responsibilities of elected supervisors. As far as possible, the appointed supervisors shall represent interests within the district which are not represented by the elected supervisors. Try to have equal representation from all parts of the district on the board of supervisors. Such appointments must be made at a district meeting and recorded in the district minutes.

In accordance with the opinion secured from the Attorney General's office regarding appointment of additional soil conservation district supervisors, a district wishing to appoint additional supervisors **must appoint two supervisors**.

Advisors

If the soil conservation district board needs broader coverage than can be obtained with the elected and appointed supervisors, advisors can be appointed.

Advisors:

1. Can offer advice and counsel.
2. Cannot vote or take official action at board meetings.
3. Cannot hold an office on the board of supervisors.
4. Cannot receive supervisor compensation.
5. Can be reimbursed for their expenses.

Filing Of An Oath Of Office

Oath of Office forms are official documents and must be executed prior to the time elected and appointed officers are designated to officially take office.

Only those elected and appointed soil conservation district supervisors who have completed and filed an Oath of Office shall qualify for their elective and appointive positions.

Elected Supervisors

All newly elected soil conservation district supervisors must complete and file an Oath of Office which will cover the duration of their term of office to which they have been elected. The Secretary of State will furnish the Oath of Office forms which must be completed and returned to the Secretary of State's office.

Appointed Supervisors

Appointed supervisors must complete and file an Oath of Office annually since their appointment is for a term of one year only. The State Soil Conservation Committee will furnish the Oath of Office forms which must be completed and returned to the State Soil Conservation Committee office.

RESPONSIBILITIES OF THE DISTRICT GOVERNING BODY

The District Governing Body Must: Be Enthusiastic - Instill Trust - Be Leaders

The Soil Conservation District Supervisors are responsible for the success of the district in promoting a program to conserve and develop natural resources. Conservation district supervisors are the key to the success of the district.

I. District Supervisors Shall:

- 1.** File an Oath of Office before being officially discharged with duties as a Soil Conservation District Supervisor.
- 2.** Furnish to the State Soil Conservation Committee (SSCC), upon request, copies of any ordinances, rules, regulations, orders, contracts, or other documents they shall adopt or employ, and such other information concerning their activities as the SSCC may require. (N.D.C.C. 4-22-23)
- 3.** Provide for the execution of surety bonds for all employees and officers. (N.D.C.C. 4-22-24)
- 4.** Provide for keeping of a full and accurate record of all proceedings, resolutions, regulations, and orders issued or adopted by them. (N.D.C.C. 4-22-24)
- 5.** Maintain complete and accurate records of receipts and disbursements of the district and provide for an annual audit. (N.D.C.C. 4-22-24)

6. Prepare an annual financial statement at the close of the business year and forward a copy to the SSCC. (See Annual Financial Statement, SFN 3820)

II. District Supervisors Shall Have The Power To:

1. Appoint two additional supervisors. (N.D.C.C. 4-22-22)
2. Employ temporary and permanent employees. (N.D.C.C. 4-22-23)
3. Seek legal services from the state's attorney or the attorney general. (N.D.C.C. 4-22-23)
4. Conduct surveys, investigations and research. (N.D.C.C. 4-22-26)
5. Conduct demonstration projects. (N.D.C.C. 4-22-26)
6. Carry out preventive and control measures within the district. (N.D.C.C. 4-22-26)
7. Cooperate or enter into agreements. (N.D.C.C. 4-22-26)
8. Obtain options upon or acquire real or personal property. (N.D.C.C. 4-22-26)
9. Make available machinery, equipment, seeds, and seedlings. (N.D.C.C. 4-22-26)
10. Construct, improve and maintain structures. (N.D.C.C. 4-22-26)
11. Develop comprehensive plans for the conservation of soil resources. (N.D.C.C. 4-22-26)
12. Administer and act as agent for the United States in any soil erosion, erosion control, or erosion prevention project; accept donations, gifts and contributions in money, services, and materials. (N.D.C.C. 4-22-26)
13. Sue and be sued in the name of the district. (N.D.C.C. 4-22-26)
14. Have a seal. (N.D.C.C. 4-22-26)
15. Have perpetual succession. (N.D.C.C. 4-22-26)
16. Make and execute contracts. (N.D.C.C. 4-22-26)
17. Make, amend and repeal, rules and regulations. (N.D.C.C. 4-22-26)
18. Require contributions from beneficial operations performed by a district on lands not controlled by this state. (N.D.C.C. 4-22-26)
19. Expend moneys for education, promotion, and recognition activities. (N.D.C.C. 4-22-26)
20. To levy taxes. (N.D.C.C. 4-22-26)
21. Formulate land use regulations. (N.D.C.C. 4-22-27 through N.D.C.C. 4-22-39)
22. District Supervisor Compensation. (N.D.C.C. 4-22-22)

III. Administrative Responsibilities:

1. Attend and participate in regular monthly meetings and attend district functions.
2. Keep the long range program current to meet total resource development needs of your district. The long range program should be reviewed annually.
3. Develop an Annual Plan of Work which provides for carrying out action projects of highest priority that seek to accomplish the goals and objectives of the long range program. Refer regularly to the Annual Plan of Work to see that planned activities are carried out.
4. Be informed on the North Dakota Soil Conservation Districts Law and the administrative functions of the State Soil Conservation Committee (N.D.C.C. 4-22-06 or SSCC section of this Handbook). Keep abreast of changes in the law, operational policies and program concepts of importance to the district. Seek financial assistance under provisions of the Districts Law.
5. Set up committees to carry out the projects activities. Assign areas of responsibility to each board member and arrange for co-sponsors of district activities as appropriate.
6. Develop district conservation needs and set district priorities in providing technical assistance to landowners and operators for a complete coordinated soil conservation program on their farms. Invite agencies assisting in carrying out the district program to meet with the District Board to consider mutual problems. Keep these organizations and the general public informed of progress, objectives and district needs.
7. Develop a realistic annual budget and manage the funds of the district by anticipating project activities and board expenditures for the coming year.
8. Maintain complete and accurate records of receipts and disbursements. (See district accounting procedures)
9. Pay bills approved by the board and issue receipt for incoming funds.
10. Prepare an annual financial statement at the close of the business year and forward a copy to the SSCC. (See Annual Financial Statement, SFN 3820)
11. Be informed on activities and programs of your State Association, NACD, and the North Dakota Conservation District Employees Association. Enlist assistance of your area directors and support the Auxiliary. Promote attendance at national, state, and area meetings of your State Association and the National Association and keep informed on new programs, projects, and other information vital to districts.
12. Carry out an aggressive information program directed to the non-farm public, as well as farm groups on resource development needs and progress and activities of the district. This can be accomplished in part by printing and distributing annual reports, district newsletters, and by utilizing other news media.
13. Support and promote soil conservation programs such as Soil Conservation Achievement Program, Soil Stewardship Week, Goodyear Awards Program, Zeneca Ag Products/NACD Conservation Education Recognition Program, the Dakota Farmer/NDASCD Soil Moisture Manager Awards Program, Conservation Camps, Professional, Layman and Communications Awards, local Chamber of Commerce, 4-H, FFA, Boy Scouts and other youth programs.
14. Have an Annual District Awards Program to recognize superior accomplishments.
15. Conduct conservation tours, demonstrations, and sponsor educational meetings.

16. Cooperate with fellow board members in establishing district policies.
17. Keep informed on legislation and policy of local state and federal government pertaining to conservation problems. Keep local, state and national public officials informed of your conservation needs and accomplishments.
18. Know the functions of other agricultural agencies that operate in your district.

Remember the conservation district supervisor's obligations as a public official. Any supervisor who finds it is impossible to fulfill these obligations because of poor health, lack of time, or any other reason, should resign from office and make way for an individual who can perform effectively.

District Officers

During the board's January meeting, the board of supervisors should hold an election for the various district board's officers; chair; vice-chair; secretary; and treasurer; or secretary-treasurer. Each supervisor should welcome the opportunity to serve as one of the officers of the board and each supervisor should have an opportunity to rotate through the various offices at least once. This allows each supervisor the opportunity to become more familiar with each officer's responsibilities, to become more actively involved and to have a better understanding of the total programs of the district.

An active district chair is the key to a successful board of supervisors meeting, and it is the responsibility of the chair to accept the leadership role by motivating other board members, involving each member in the discussion of issues and programs of the district, starting meetings promptly and closing meetings after all business has been completed.

The State Soil Conservation Committee recommends that as a continuing policy, no one elected or appointed soil conservation district supervisor should serve as Chair of their district board for more than two consecutive years.

The Chair should meet with the District Staff and District Conservationist prior to the scheduled meeting and work out a tentative agenda which is sent to each board member and other individuals invited with their notification of the meeting and post notice of the meeting as required by law. (N.D.C.C. 44-04-20) (See Guidelines for Notices of Public Meetings)

EXPENSES OF DISTRICT SUPERVISORS

N.D.C.C. 44-08-04 & 54-06-09

Each elective or appointive officer, employee, representative, or agent of this State, **or of any of its subdivisions**, agencies, bureaus, boards, or commissions, shall be paid an allowance for meals, lodging and mileage while engaged in the discharge of a public duty away from his/her normal working and living residence. **The rates are determined by the state legislature and can only be changed by them.**

Allowable travel expense reimbursement rates **for IN-STATE TRAVEL** are:

1. An individual claiming travel must be away from his/her normal place of employment and residence a minimum of four (4) hours to receive any reimbursement. All lodging is reimbursed at **actual cost up to the maximum. Single room rate only** - when accompanied on a district-authorized trip by a spouse, the individual should have the hotel/motel certify the room rate for a single person so only the appropriate amount can be charged to the district. **Every year the allowable state rate changes so make sure you have a current copy. A chart may be obtained from NDSSCC.**
2. Claims may also be made for meals which are included as part of a registration fee for a conference, seminar, or other meeting; **however, if a meal is included in a registration fee, the applicable quarter allowance cannot be claimed for the meal.**
3. Personal vehicle mileage reimbursement **at the state allowable rate.** District supervisors and staff must follow state guidelines and not county and/or federal rates which may be higher or lower. Districts are political subdivisions of state government. District supervisors may establish personal vehicle mileage reimbursement rates for district operations below the maximum allowed by state government
4. Personal vehicle mileage reimbursement is **at the state allowable rate** if the travel is by truck, the use of which is required by the employing district.

Allowable travel expense reimbursement rates **for OUT-OF-STATE TRAVEL** are:

1. When, for reasons of personal preference or convenience, an individual uses a motor vehicle for out-of-state travel, reimbursement will be limited to either the applicable commercial air rate or the normal out-of-state mileage rate.
2. Due to allowable meal rate variances between cities, please call the SSCC office for allowable meal rates when traveling out-of-state.
3. If registration fees cover any meals, those meals provided must be deducted as stated in item 2 under In-State travel.
4. All lodging is reimbursed at **actual lodging expense. Single room rate only** - when accompanied on a district-authorized trip by a spouse, the individual should have the hotel/motel certify the room rate for a single person so only the appropriate amount can be charged to the district.

Recommended Policy for NACD Conventions:

- **The State Soil Conservation Committee recommends to North Dakota supervisors that districts should limit themselves to the reimbursement of allowable expenses of not more than two delegates, and if more wish to attend the national convention, costs should be prorated equally for all delegates.**

N.D.C.C. 44-08-03

No elective or appointive officer, employee, representative, or agent of this state, or of any of its subdivisions, agencies, bureaus, boards, or commissions, shall willfully make claim upon, or willfully receive, any public funds for travel expenses, while engaged upon public business, in an amount in excess of that allowed by law for such travel. Where more than one public officer, employee, representative, or agent travel in the same car while engaged upon official duty, whether or not belonging to different departments, subdivisions, boards, or commissions, no more than one mileage claim shall be made, such claim to be made by the owner or lessee of the car.

Only supervisors, officers, employees, or assisting agency member representing the district may be reimbursed those expenses which are provided by law. The expenses of a district supervisor's spouse cannot be paid from district funds.

SUPERVISOR COMPENSATION

This authority was provided through an amendment to the ND Soil Conservation Districts Law, Section 4-22-22, ND Century Code, which states, **“The supervisors of soil conservation districts are entitled to receive, upon a majority vote of the supervisors, up to sixty-two dollars and fifty cents for attending each regular or special meeting or for attending other meetings or events in the performance of their official duties as compensation for their services.”**

Legal Definitions

1. **The law provides for a district to elect to pay its supervisors an amount up to \$62.50.**
2. **The local districts determine the meetings and events they will receive supervisor compensation for. The meetings and events must be part of the supervisor's official duties.**
3. **All soil conservation district supervisors are entitled to receive up to \$62.50 compensation (salary) if their district chooses to utilize the option of providing this compensation. However, a supervisor need not accept the compensation if he/she so chooses. For example, it is legal to have only three members on a five member district board receiving this compensation and have the remaining two members elect not to receive the compensation. A supervisor does have this choice. This action should be documented in the district minutes.**
4. **Social Security (FICA) tax must be withheld from this compensation.**
5. **Advisors are not eligible for supervisor compensation.**

Supervisors are entitled to compensation at authorized meetings when a quorum is not present but minutes are kept. Supervisors are not entitled to compensation if there is no quorum and the meeting canceled.

GUIDELINES FOR NOTICES OF PUBLIC MEETINGS

These Guidelines were developed to assist Soil Conservation Districts in complying with Section 44-04-20 of the North Dakota Century Code (Notice of Meetings of All Public Bodies).

What The Law Requires Of Soil Conservation Districts

1. PUBLIC NOTICE MUST BE GIVEN IN ADVANCE OF ALL MEETINGS.

a. WHAT MUST BE CONTAINED IN THE NOTICE?

- i. Date;
- ii. Time;
- iii. Place;
- iv. Topics to be considered, where practicable, including the general subject matter of any executive session to be held during the meeting.
- v. ADA disclosure and request for notification of need of auxiliary services (refer to ADA section).

b. WHAT KIND OF NOTICE IS REQUIRED?

i. Regular Soil Conservation District Meetings--with an annual schedule.

1. A schedule for these meetings must be filed with the County Auditor by **January 31** of the year for which the schedule applies.
2. In addition, a written notice of each meeting must be posted in a conspicuous place at each soil conservation district's main office, and at the location of the meeting on the day of the meeting.
3. Each notice must be posted no later than the time the supervisors of the soil conservation district are notified of the meeting. This would probably be as soon as possible after the preceding soil conservation district meeting.
4. Soil conservation districts should provide an Actual Notice of every meeting to the public through local media representatives. This notice should be given to the media representatives even though they may not have specifically made such a request.

ii. Regular Soil Conservation District Meetings -- with no annual schedule.

1. For those soil conservation districts that hold a regular meeting, but for which no certain date is set in an annual meeting schedule it establishes, one written notice must be posted in a conspicuous place at each place the soil conservation district regularly holds meetings and its office. The notice must also be filed with the County Auditor.

2. Each posted notice must be posted no later than the time the supervisors of the soil conservation district who are to meet are notified of the meeting.
- iii. This would probably be as soon as possible after the preceding soil conservation district meeting. Emergency or Special Soil Conservation District Meeting
 1. Written notice must be posted in accordance with 1(b) and (c) or 2(a) and (b), above.
 2. Written or oral notice must be given to the public entity's official newspaper, if any, and any member of the news media who requests it. A soil conservation district may require news media representatives to file a written request with the soil conservation district at the beginning of every year if they want to be notified of meetings on a regular basis. However, no unwritten, or request given immediately preceding a meeting should be denied. To follow the spirit of this law, consideration should be given to giving news media representatives notice of your meetings even if they don't request it. The notice must contain the time, place, date and topics to be considered, and must be given at the same time as the members are notified.
 3. Topics that may be considered at an emergency or special meeting are limited to those included in the Notice to the media.

2. WHO IS RESPONSIBLE FOR GIVING THESE NOTICES?

- a. The Chair of the soil conservation district has the responsibility of assuring that the public notice is given. In most cases the soil conservation district will have the district clerk send out or give meeting notices.

3. AGENDAS AND SCHEDULES

- a. WHAT IF THE AGENDA ISN'T KNOWN AHEAD OF TIME? The law requires the agenda, or topics to be considered, to be included where practicable. It would seem that at least some general topics would be known at the time most meeting notices are given, even if a specific agenda isn't determined until shortly before the meeting. However, if no topics or agendas are available at the time notice is given, then it would not be "practicable" to include them in the notice.
- b. The law also provides that a departure from the agenda given out in the notice, or the lack of an agenda included with the notice, will not affect the validity of the meeting.
- c. It is advisable that you include an ADA disclosure and request of notification of need for auxiliary services.

SUGGESTED ORDER OF BUSINESS FOR DISTRICT MEETINGS

- I. Call to order
- II. Roll call
 - A. Those present
 - B. Those absent
- III. Minutes of previous meeting
- IV. Treasurer's Report
- V. Old business
- VI. Committee reports
 - A. Standing committees of supervisors
 - B. Other
- VII. Correspondence
 - A. State Soil Conservation Committee
 - B. North Dakota Association of Soil Conservation Districts
 - C. Natural Resources Conservation Service
 - D. Other
- VIII. Report of district employees
- IX. Report of cooperating agencies
 - A. District Conservationist
 - B. Extension Agent
 - C. Other
- X. New business
- XI. Approve applications and agreements
- XII. Establish priorities and goals and review Annual Plan of Work
- XIII. Plans for next meeting (activity, date, time, place)
- XIV. Adjournment

Any material your district feels in time to come may have historical value should be preserved and made a part of your permanent records.

COMMON RULES FOR CONDUCTING BUSINESS MEETING FOR DISTRICT BOARDS

1. After the minutes have been read, the chair may ask, "Are there any corrections or additions to the minutes as read?" He may wait a moment and if there are no corrections, say, "If not, they stand approved as read." However, it is not out of order and it is often advisable to have such minutes accepted or approved by a formal vote. Such action would require a motion and a second.
2. Amendments to a motion must be seconded the same as the main motion to which it applies. The amendments should be voted on before action is taken on the main motion.
3. A **motion** should not be discussed until it has been seconded and restated by the chair.

4. Motions which introduce business when no other motions are pending are referred to as “Main Motions” and must be seconded. When it is moved that the report of a nomination committee be accepted or that nominations cease or that the secretary be instructed to cast a unanimous ballot for those nominated, this is a main motion and as such requires a second. “Main Motions” should be opened for discussion before putting to a vote. A “call of question” is a demand that the motion be put to a vote.
5. Nominations made from the floor do not need to be seconded.
6. The chair cannot ignore a motion. The chair must “put” a motion to vote if it has been properly made and seconded.
7. The chair does not vote when the vote is by acclamation (except in case of ties). The chair may always vote when the vote is taken by ballot or by roll call.
8. In a business meeting, it is only after a member has addressed the presiding officer and has been “recognized” that he is privileged to speak and to present his proposal or motion.
9. When a motion to adjourn is made and seconded, it must be put to a vote without discussion except when a supplementary motion is made to fix a time to adjourn.

It is the responsibility of the person serving as secretary for the board to see that a complete and accurate set of minutes are kept of the official board meetings. The district supervisors may wish that the district clerk actually record the minutes. It is suggested that official minutes of meetings be kept in a minute book. A careful record of all official business of the district should be maintained.

Minutes of official meetings of the board of supervisors should include the following minimum information:

1. Date, time, and place of meeting.
2. Whether the meeting is regular or special and, if special, the purpose of the meeting.
3. The names of the supervisors present, the name of the presiding officer, and a statement as to whether or not a quorum was present as declared by the presiding officer.
4. The names of advisory personnel and visitors present.
5. That minutes of the previous meeting were read and approved. If corrections were necessary, the corrections should be so stated.
6. A brief review of each item of correspondence and a record of action taken on correspondence.
7. Each item of old and new business brought before the board, a record of each motion made showing the exact wording of the motion, and the voting result. {Chapter 44-04-21, N.D.C.C. requires that all votes of whatever kind taken at any public meeting must be open, public votes, and all nonprocedural (e.g., all issues, major decisions, recommendations) votes must be recorded roll call votes, with the votes of each member being made public at the open meeting. The minutes must show the results of every vote taken at the meeting, and must show the recorded vote of each member on every recorded roll call vote.}
8. Authorization for expenditure of funds. Such expenditures should be itemized.

9. A brief account of reports by committees or by personnel assisting districts.
10. Comments by visitors.
11. The time of adjournment.

WORKING WITH SUPERVISORS

It is very important to keep the board informed. We as staff are in the office daily where the board members meet monthly. We are the eyes and ears for the office and communication with your board is a must. Don't be afraid to approach your board with any issue. They are here to support and guide you with your daily operations.

Supervisor Binders

It is recommended to create individual supervisor binders. These are useful when preparing for your meetings and also when keeping a running record of your yearly activities. It is nice to have these binders together especially if your board meetings are located outside of your office; then all your material to conduct that meeting is at hand. Some suggested information that you may want to incorporate in these binders are:

- Contact Information – home & cell numbers, address
- Keep photos and articles with what they have participated in
- A list of current committees that they or other board members serve on
- Community involvement
- Expense report (Supervisors Voucher/Meeting log)

Board Meeting Information could be categorized by these examples in the Supervisor binders:

- By monthly reporting tabs (Jan – Dec)
- Board meeting minutes
- Annual Plan of Work & District Policies
- Calendar of Events
- Monthly Financial Statements & Budgets
- NRCS, NDASCD, & NDSSCC Correspondence tabs
- Payroll and employee time sheets

Supervisor meeting and mileage reimbursement can be done monthly, quarterly, or bi-annually. You can set your supervisors up in QuickBooks like you do your employees; under the add a new employee tab you can choose officer as employment info. You will need to get a w-4 from each of your Supervisors on a yearly basis and update this information in QuickBooks. When you are reimbursing your Supervisors you should issue a separate check for mileage and for meeting compensation. The office needs to keep the original voucher sheet and give a copy to your supervisors when issuing payment.

Correspondence to Supervisors

The office should always keep the original copy and use for reference at your monthly board meetings. One recommendation is to send a packet of correspondence along with your weekly activity report to your supervisors on a weekly basis. Your weekly activity report could consist of office activities for the week, any outreach material, program changes, and employee schedules. You should share with your supervisors any workshops or tours sponsored by other Districts. It is very important that board of supervisors receive information from NDSSCC and NDASCD and these correspondences such as minutes and policies should be kept in a file in your office for future reference. If you choose not to send out this information on a weekly or bimonthly basis, make sure you send it out a week before your next SCD meeting along with your agenda.

Preparing for Monthly SCD Board Meeting

It is suggested that you send out your meeting agenda no later than a week's notice. In this agenda notice make sure you specify the date, time, place of meeting, and topics to be considered. If the board meeting is held outside of the office make sure you have confirmed the meeting room. If your date and time should change from your original schedule, you will need to post the change in your office for public notice. It is essential to have all of your agenda items in order along with other necessary paperwork and your supervisor binders updated before your meeting begins.