

## Interesting Facts & Anecdotes

from your District Operations and Member Services Committee

January, 2014

### Did you know?....

- Districts should maintain at least the following accounting records:
  - Pre-numbered receipt book
  - Checkbooks (or computer-printed checks)
  - Canceled/voided checks
  - General ledger or transaction records
  - Paid bills and invoices
  - Bank statements
  
- All business requiring board action (decisions) should be brought before the board by a board member motion, resolution, or committee report or other communication leading to a motion for action.
  
- Districts should make serving others their number one priority. Our work is a noble mission – be proud of what you do. Customers return to places where they like what happened last time.
  
- In 1932, 14 dust storms were recorded on the Plains. In 1933, 38 storms were recorded. By 1934, estimates claimed 100 million acres of farmland had lost all or most of the topsoil. In 1935, dust storms lasted for weeks, but the cloud that appeared on the horizon on Sunday, April 14 was the worst – hence its name “Black Sunday.”
  
- As an employer, the district has certain responsibilities board members must fulfill, not delegate to others. Some of these responsibilities are:
  - Approve and administer written personnel policies that are comprehensive, legal, and reflect current personnel practice and case law.
  - Conduct job performance evaluations of the designated CEE, the chief executive employee (district manager or whatever title is used).
  - Ensure all other employees are regularly evaluated by their respective supervisor.
  - Train board members and employees on personnel policies and practices.
  
- Conservation district boards are in the “policy-making business”. Policies are:
  - Answers to questions before they are asked,
  - Solutions to situations before they arise.
  - Defined sets of procedures to follow before they are needed – like a budget.
  - “Rules of the game” – who must do what, when, where, and how.
  
- Policy language needs to be clear, succinct, and understandable: putting important and legal issues into language all officials and employees can understand and interpret in the same way.