

## Interesting Facts & Anecdotes

from your District Operations and Member Services Committee

May, 2013

### Did you know?....

1. Districts must operate by their respective state conservation district law and other statutes governing such things as oaths of office, public records, ADA requirements, civil rights, public meetings, contracting, audits, equal opportunity employment, sexual harassment/ discrimination, and more.
2. Some appropriate and useful components of an annual report include:
  - List of district officials, associate district officials, and employees (maybe also short bios, pictures, years of services, etc.)
  - Business contact information: address, phone and fax numbers, email addresses, web page URL, primary contact person, and office hours
  - Regular meeting location, date, and time
  - ADA and non-discrimination / equal employment opportunity statements
  - Financial summary (at a minimum beginning balances, revenues, expenses, and ending balances for all accounts and funds)
  - Graphs and illustrations describing budget
  - Accomplishments on strategic, long-range business, and annual work plans: work completed, milestones reached, detailed statistics, planned vs. actual performance
  - Major natural resource concerns addressed by the district
  - Significant changes in programs, staffing, board membership, finances, or other important circumstances (*Note: Such information should be reported in your district MD&A. Do you know what your MD&A says?*). Significant changes may result from new laws and rules, adopting additional resource concerns, sizeable increase or decrease in funds, farm bill programs, new programs and services, demographic changes, significant weather events, significant district expansion or reduction, and unplanned and unexpected events and circumstances.
  - Partners and cooperators
  - Awards given and received
  - Letter from the Chair
  - Photos, charts, and other informative graphics
  - Services and customers
  - Data generated by monitoring and surveys
3. Districts provide for supervision of their employees; district employees are administratively responsible to the district. Only the district is responsible for hiring, separation, fixing the range of duties, hours of work, pay rates and payment of district employees.
4. District employees may be placed under the technical guidance of NRCS staff by the district board, but only within guidelines established by the board and NRCS.
5. Districts should establish personnel management policies.
6. District Officials are fully accountable as fiduciaries for all activities and operations of the conservation district.
7. In the United States, the average daily consumption of water is 151 gallons per person. In the United Kingdom it's 31 gallons. In Ethiopia it's 3 gallons.