



MOTIVATING LANDOWNERS TO PURSUE, COMMIT, AND DELIVER ON-THE-GROUND CONSERVATION PRACTICES

MIDDLE PARK CONSERVATION DISTRICT

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Policy Book

Reviewed and Adopted by the Board on

June 12, 2018

(Date)

Board Signatures





Employee Signatures




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Mission, Vision, Services, & Values Statements

MISSION STATEMENT

The Middle Park Conservation District is dedicated to the protection of natural resources and the promotion of the wise use of land, soil, water, air, wildlife and related natural resources through education, program administration, and technical assistance for the benefit of all. We are committed to good land stewardship and sustainable use practices within Summit and Grand Counties.

VISION STATEMENT

The Middle Park Conservation District will be a recognized and respected leader in the community by fostering natural resources conservation and cooperation among government officials, non-governmental groups, developers, community organizations and associations; land owners and the general public through education, technical assistance, and planning.

SERVICES

The Middle Park Conservation District publishes quarterly newsletters that contain information about events, natural resource issues and ways landowners can maintain their private land. Our constituents are agricultural producers as well as smaller landowners throughout Grand and Summit counties. The District provides technical assistance through NRCS and provides information about funding opportunities for on-the-ground projects. The District also facilitates educational activities for local students and adults via workshops, event booths, and other informational activities. Finally, the District sells grass seed, tree seedlings, tire tanks, and polyacrylamide (PAM) to landowners to aid in their conservation efforts.

CORE VALUES

Our success depends on the relationships we have with our constituents. It is important that our constituents know they can rely on us to...

- Provide accurate and up-to-date technical, financial, and educational resources
- Stay current with the needs and desires of our constituents
- Continuously seek to improve our services
- Be prompt, courteous, and thorough in our services
- Be transparent in our daily business and financials
- Do the right thing when no one is looking

Originally Adopted: August 6, 2013

Last Reviewed: June 12, 2018

Involvement in Organizations

OBJECTIVE

To specify guidelines regarding involvement with other agencies, groups, and organizations in fulfilling the Middle Park Conservation District's mission.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

The District's function is to make technical, financial, and educational resources, whatever their source, available to landowners for the use of soil, water, and related resources conservation. Therefore, the District seeks partnership and involvement with other agencies, groups, and organizations for this purpose. Our primary partners in conservation include:

- Colorado State Conservation Board (CSCB)
- Colorado Association of Conservation Districts (CACD)
- Natural Resources Conservation Service (NRCS)
- CSU Extension
- Colorado State Forest Service (CSFS)
- Grand and Summit County Governments
- Grand and Summit Counties Weed Advisory Boards

The District will carefully evaluate the purpose and need for involvement with other agencies, groups, and organizations to accomplish their mission and purpose. Evaluations will be made by considering the benefit of the partnership to the District's Mission Statement and Long-Range Program goals. After careful evaluation of the above statement, the District seeks membership in and active involvement with the following agencies, groups, and organizations:

- Grand County Wildfire Council
- Colorado Parks & Wildlife
- USFS and BLM
- Middle Park Habitat Partnership Program
- Middle Park Sage Grouse Working Group
- Grand County Water Information Network
- High Country Conservation Center
- Other organizations deemed appropriate by the Board of Supervisors for specific projects in the future

Originally Adopted: August 21, 2012

Last Reviewed: June 12, 2018

Issues & Positions Statements

OBJECTIVE

To assure that the Middle Park Conservation District Board of Supervisors has policy or position statements in place before they take an official stand or make statements outside the Board Room.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

- Definition of Position Statement: A written description of the Middle Park Conservation District's belief or approach to address a specific issue.
- The Middle Park Conservation District may be asked to take a stand on natural resources issues. It is the policy of this Board to take a position or make policy statements ONLY with MPCD Board approved policy or position statements.
- The MPCD Board will utilize the current CACD Policy Book as their position unless the Board has already voted on and passed policy on the issue in question. Policy should be based on consensus or with a 2/3 majority vote.
- Middle Park Conservation District Board position policy shall be kept in the same notebook as the rest of the Board Policies but under a separate tab.

Originally Adopted: August 6, 2013

Last Reviewed: June 12, 2018

Non-Discrimination & Equal Opportunity Statements

SERVICES

Middle Park Conservation District (MPCD) does not discriminate based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by MPCD.

MPCD is an equal opportunity provider and lender.

EMPLOYMENT

The District provides equal opportunity to all applicants for employment and administers hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, disability, genetic information, age or national origin. The District also prohibits retaliation against employees who have reported discrimination. Any employee who believes that he has been discriminated against in violation of this policy should report the matter to the Colorado State Conservation Board.

The District continues its efforts and commitment to fully utilize and treat equally minority groups, women, veterans and disabled employees at all levels and in all segments of the workforce through an affirmative action policy and plan. The goals of this affirmative action policy and plan are to eliminate institutional barriers in employment that tend to perpetuate the status quo and to eliminate the effects of any past discrimination.

Originally Adopted: June 12, 2018

Open Records (CORA) Policy

The Middle Park Conservation District (herein referred to as "District") is committed to transparency and open government. The following policy specifies how the Colorado Open Records Act ("CORA") (§ 24-72-201 to 206, C.R.S.) will be applied in a uniform and reliable manner.

*This policy will help ensure the District complies in all respects with CORA and meets all constitutional and statutory duties to the people of Colorado in an orderly and expeditious manner. This policy is not intended to be duplicative of CORA or supersede state law.

This policy applies solely to records requests where the District is the custodian of records pursuant to CORA. Other state agencies may have different CORA policies.

District Procedure for Handling Records Requests

The District will only accept records requests from the requestor and that are made in writing or electronically via e-mail. Records requests or requestors that cite the federal Freedom of Information Act will be treated as though they were made pursuant to the Colorado Open Records Act.

When responding to a records request, the District shall make every effort to respond within three working days as required by § 24-72-203(3)(b), C.R.S. The District can issue up to a seven-working-day extension if it finds extenuating circumstances exist, as described in § 24-72-203(3)(b), C.R.S. A request is received by the District the day an e-mail, fax or letter containing a request from the requestor is opened. The three working-day response time begins the first working day following receipt of the request. A request received after 5 p.m. or any day the District is officially closed will be considered received as of the following working day.

No employee of the District may modify, redact or omit any records they are required to provide pursuant to this policy, or his or her designee handling the request. Decisions about the applicability of CORA to particular writings will be made by an attorney.

When feasible, the District will endeavor to provide electronic copies or files to requestors if such alternative is significantly less burdensome to provide than paper records (see "The format of records produced" below). When responsive records cannot be easily or cost-effectively provided electronically to a requestor, the District will work with the requestor to schedule a time to inspect the records in person. The District Manager can be reached by email (middleparkcd@gmail.com) or phone (970-724-3456) to schedule an appointment or make a request if the office is closed.

CORA Policy continued...

District staff should never assume a document is exempt from CORA and should always consult attorneys before making a final determination.

These provisions shall not apply to records requests received and handled by employees as part of their work for client agencies or officials when the custodian of records is not the District.

Fees for Document Retrieval, Review, Copies and Release of Records

When a substantial request is made — requiring the production of more than 25 pages of documents or the use of more than one hour of staff time to locate or produce records — the District will charge the requestor for all copying expenses and reasonable, actual costs associated with staff time in accordance with § 24-72-205(5)(a), C.R.S. and applicable law.

When the number of pages produced in response to a records request exceeds 25 pages, the District will charge \$0.25 per page for all documents photocopied. When researching, retrieving, reviewing or producing records consumes more than one hour of staff time, the District will charge \$20 an hour for all staff time after the first hour associated with researching, retrieving, reviewing and producing records for a requestor. The District also may charge an hourly rate not to exceed \$30 an hour (after the first hour) when specialized document production or specialized skills are required to research, retrieve, review, locate, compile or produce records pursuant to a records request, including the use of third-party contractors. Any costs charged to a requestor shall not exceed the actual cost of producing the records, in accordance with § 24-72-205(5)(a), C.R.S., and applicable law.

For requests where the District anticipates more than 25 pages will be produced and/or more than one hour of staff time will be consumed, the District will provide a requestor with advance notice and an estimate of compliance costs. Such costs must be paid in full before the production of records unless alternative arrangements have been made through the District of Legal Counsel.

The Format of Records Produced

The Colorado Open Records Act guarantees that all public records must be open for inspection by any person at reasonable times, except as provided in CORA or as otherwise specifically provided by law (§ 24-72-201, C.R.S.). CORA does not guarantee access to public records in a specific format. When the production or review of records in a specific format would interfere with the regular discharge of duties of District employees (§ 24-72-203(1)(a), C.R.S.) or levy an undue burden upon the District, the District will determine the appropriate format for the records to be produced. Records maintained electronically may be produced electronically at the District's discretion; this may or may not mean records are provided in their native format.

CORA Policy continued...

The District may require that members of the public or press only be allowed to review copies of documents when the custodian of records determines that allowing access to originals could interfere with the regular discharge of duties of the District or its staff or production of original records could jeopardize the condition of the records.

Board Approval

Moved by: Justin Fosha

Seconded by: Brien Rose

Result: Passed Unanimously

Date: June 12, 2018

Records Retention

OBJECTIVE

Management and retention of district records is an important part of district administrative functions. This policy provides guidance for the retention of District files and records.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

- “Public records” includes all writings made, maintained, or kept by members or staff agencies for use in the exercise of functions required or authorized by law or administrative rule or involving the receipt or expenditure of public funds.
- Middle Park Conservation District records will be managed according to CSCB’s Records Management guidelines (attached).
- No record will be destroyed so long as it pertains to any pending legal case, claim, action, or audit.

EMAIL COMMUNICATIONS

With respect to email communications, unless specifically mentioned within the CSCB records retention guidelines, the following procedure will be enacted.

(Taken from Colorado General Assembly policy titled “Legislative Policies Related to Public Records and Emails, dated November 2013)

Recommended Practices for Classifying E-Mail for Retention or Deletion

The easiest way to manage the retention and deletion of e-mail is to determine how long each e-mail will be useful to you so that you can store it accordingly. Some e-mail that you receive or send may be deleted immediately or a very short time after you read or send the message, while other e-mail may need to be kept for an extended period of time. It is likely however, that many of the e-mail messages that you send and receive in the course of your workday will be somewhere between these two extremes. **In any event, the best practice is to delete all e-mail within thirty days after you have received or sent it, unless there is an overriding reason to retain it for longer than thirty days. (See section 24-80-101 (1) (f), C.R.S.)** Any e-mail that you retain may become the subject of an open records request. For legislative staff, it is suggested that you think of typical e-mail in the following three broad categories:

- a. **Transient E-mail.** E-mail that is personal in nature, of fleeting or no value, or otherwise not created or received in the course of state business may be (and is encouraged to be) deleted

Records Retention continued...

immediately after reading, but in no event more than thirty days after receipt. This may include e-mails about lunch plans, arranging a ride home, spam, advertising, or other non-work-related publications or notices.

b. **Administrative E-Mail.** This is e-mail that serves some state-related purpose, but is also transitory or of time-limited value because it serves a time-defined administrative purpose. This may include e-mail about an upcoming meeting or a reminder of an approaching deadline. Retain this e-mail until it is no longer of administrative value (the meeting has occurred, for example) and delete it. Generally, it will not be necessary to retain e-mail in this category for longer than thirty days.

c. **Intermediate Retention.** This is e-mail that is neither transient nor permanent and has more significant administrative, legal, or fiscal value than an administrative e-mail as described in paragraph b of this subsection 1. This e-mail may include resource information for legislation, information pertaining to a specific subject area or topic or bill, information pertaining to a procedural aspect of the legislative process, or any other information to which you may want to refer in the future. If you find that it is necessary to retain an e-mail in this category for longer than thirty days, it is a good practice to create folders to help you categorize this e-mail and to remove it from your e-mail inbox. To enhance the efficiency of the network, you are encouraged to archive the folders. Although there is no statutory requirement that any e-mail be retained as a public record, you should retain this e-mail until you have responded to it or until it is no longer useful to you before you delete it.

Originally Adopted: June 12, 2018

Financial Management

OBJECTIVE

As a public body, the Middle Park Conservation District Board is accountable to taxpayers, district cooperators, and the public at large. The policies and procedures adopted in this document are intended to insure accountability, transparency, efficiency, and lawfulness of the fiscal operations of the Middle Park Conservation District.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

ACCOUNTING SYSTEM

1. The Middle Park Conservation District will utilize a financial software system to track the District's assets including checking, savings and investments, and any special project funds.
2. The accounting system will include a chart of accounts for each of the district's financial operations.
3. The system's register will remain up-to-date and balanced and accounts will be reconciled with monthly bank statements.

EXPENDITURES AND TRANSFERS

1. The signatures of the Treasurer, Vice President, or President of Middle Park Conservation District Board are required for each check.
2. All signatories must be bonded at the District's expense.
3. No Middle Park Conservation District employee will be authorized to sign checks. However, the District Manager is authorized to make quarterly electronic funds transfers for state and federal payroll tax payments, state sales tax payments, and state unemployment insurance payments.
4. Blank checks will not be pre-signed.
5. Transfer of funds between Middle Park Conservation District accounts will be approved by a quorum of District supervisors at a regular or special meeting and will be Colorado State Department of Local Affairs documented in the meeting minutes.
6. The Middle Park Conservation District will maintain a minimum balance of 3% of our annual expenditures in reserve (per the CSCB regulation).
7. Supporting documentation is required and will be maintained in the district's records for all expenditures. Supporting documentation will include all information necessary to explain transactions including invoices, receipts, and other statements as needed. Validated timesheets are required for payroll expenditures. The check number and the date paid shall be documented on each paid invoice or statement.

Financial Management continued...

8. All receipts shall be deposited in the District checking account. Funds may then be transferred to savings or investment accounts as needed.
9. Voided checks shall be retained and listed on the monthly financial report.

RECEIPTS

1. Receipts will be prepared for all incoming cash.
2. Deposit slips will indicate each cash receipt and check number.
3. Cash receipts will be deposited into the District checking account within one week of receipt.

FINANCIAL REPORTS

1. The Middle Park Conservation District Treasurer will present a regular financial report at each regular board meeting. Financial statements will include a balance sheet, income statement (profit and loss), and transaction detail for any accounts with transactions.
2. The report will include the time period covered, beginning balance, date, check numbers, payees, the amount of each transaction, and the ending balance. The beginning balance shall equal the previous month's ending balance.
3. Bank statements, cancelled checks, and the account reconciliation will be available for review at all regular meetings if requested.

Originally Adopted: January 4, 2011

Last Reviewed: June 12, 2018

Audits

OBJECTIVE

Audits provide accountability and transparency to the constituents of Middle Park Conservation District and other funding agencies and organizations (See C.R.S. 29-1 for details). An Audit or Exemption from Audit is required by State law. All funds received by conservation districts are classified as public funds, regardless of how obtained. As public officials we are accountable for funds, property, and equipment belonging to the district.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

- The deadline for requesting an Exemption from Audit to the Office of the State Auditor is March 31st (income or expenses less than \$500,000).
 - If annual revenues or expenditures of the District exceed \$100,000:
 - An outside (3rd party) contractor will complete the exemption from audit application
 - If annual revenues or expenditures do not exceed \$100,000, the District Manager will complete the exemption from audit application
 - If the District is to complete its own exemption from audit form, it shall complete an internal review by a board member without signatory authority who will review expenditures authorized by the financial officer on an annual basis. The board member shall review:
 - detailed receipts
 - detailed expenditures
 - reconciliation reports
 - liabilities
 - year-end book balance comparison to bank statements
 - invoices that support payments
 - grant administration
- If income or expenditures exceed \$500,000, the District is required to have an audit by a CPA familiar with special district accounting.
 - Deadline for auditor to submit audit report to local district is June 30th.
 - Deadline for district to submit audit report to the Office of the State Auditor and the Colorado State Conservation Board is July 31st.

Originally Adopted: January 10, 2011

Last Reviewed: June 12, 2018

Grant Application & Administration

OBJECTIVE

Grants are often necessary to fund on the-ground conservation, research, education, cost-share programs, etc., in the Middle Park Conservation District. Proper application methods and administration of grants is important for the successful implementation of these funding opportunities.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

The District will apply for grants that address specific issues and concerns identified within the Long-Range Plan. All grant applications must be reviewed by the Board for purpose and financial commitment before being approved for submittal.

Grant administration is the responsibility of the District Manager or designee per job description. The Board will provide oversight and review of grant administration monthly. All required grant reporting will be reviewed by the Board.

The District Manager will provide documentation of each grant's required deliverables and financial accounting to the Board at each monthly meeting. The annual report will also include documentation of each grant's progress, deliverables, and financial accounting.

GRANTS

1. Separate files containing financial and programmatic records, supporting documentation and sub-grantee or landowner agreements will be created for each grant program.
1. A separate account will be created within the Middle Park Conservation District accounting system for each grant program that involves funding.
2. All expenditures of grant funds will be in accordance with the approved grant agreements.
3. Accurate and timely reports will be submitted to granting agencies and organizations.

Originally Adopted: September 6, 2011

Last Reviewed: June 12, 2018

Cost-Share Programs Policy

OBJECTIVE

When funds are available, the Middle Park Conservation District Board of Supervisors provides cost-share programs for landowners to encourage the implementation of on-the-ground conservation practices. This policy provides guidance and consistency in the program while assuring all landowners equal opportunity to participate.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

When Cost-share funds are allocated to the Middle Park Conservation District, an advertisement detailing the availability of the dollars, participant eligibility, and eligible projects shall be placed on the Middle Park Conservation District website, in the next MPCD Quarterly Newsletter, emailed to the Middle Park Stockgrowers, and advertised in the Grand Gazette and Sky-Hi News, if applicable. Applications will be available for at least 21 days prior to application closing, if feasible.

MPCD Cost-share Policy dictates that the succeeding guidelines and procedures be followed...

1. Applications will be reviewed for eligibility as they are received.
2. Either the entire board or a group of individuals designated as a rating committee shall rate the applications using criteria voted on and approved by the Board of Supervisors.
3. Once applications are reviewed and approved based on their rankings, cooperators will be notified of approved rankings.
4. A cooperator's agreement detailing cost estimates and Best Management Practices (BMP's) to be used shall be developed and signed by the District President and the Landowner.
5. Before-photos will be taken onsite.
6. BMP's will be installed, and the all invoices will be submitted to the Middle Park Conservation District for review. Detailed timesheets for landowner labor must accompany the documentation.
7. BMP's will be inspected to make sure they meet design specifications.
8. After-photos will be taken onsite.
9. Invoices will be reviewed by the Board at their next regular meeting, and checks will be cut thereafter. Checks may be delayed by more than a month due to timing of board meetings or if issues arise.
10. Final signatures will be received
11. Follow-up photos may be take periodically for years to come to document the performance of the cost-share project.

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12. If additional cost-share funds come available later in the same fiscal year, the Board will meet to re-review applications and allocate funds according to the predetermined criteria and ranking guidelines.

District Supervisors, NRCS, and District Manager participation in cost-share programs:

- District Manager will
 - Manage cost-share projects as directed by the Board of Supervisors, including applying for cost-share funds based on Board interests and objectives;
 - Act as the primary contact and relay between granting agency, CSCB, the Board, NRCS, and cooperators;
 - Follow up with cooperators to make sure projects are completed and photos are taken as needed;
 - Prepare reimbursements for Board approval at meetings.
- District Supervisors will
 - Assure that ranking criteria is current and accurate,
 - Verify that ranking criteria is advertised with notice of application,
 - Uphold the conflict of interest policy if needed to make the selection process fair to all parties and prevent board members from receiving unconditional 'benefits' or 'perks'.
- NRCS will
 - Work with the Middle Park Conservation District under our Memorandum of Understanding to provide technical and engineering assistance with cost-share projects.
 - Assist in developing design specifications and verify that practices meet through specifications.

Criteria for Irrigation Cost-Share Projects

- Projects must be related to irrigation and soil erosion control, such as installation or replacement of irrigation or erosion control structures. Such structures may include drip-irrigation systems, gated pipe, pipelines, ditches, checks and turnouts, and dividing structures.
- Target audience is production agriculture and small acreage landowners with ag water rights
- MPCD will pay 50% of materials only, up to a specific dollar amount determined by the Board.
- MPCD funds will not cover labor or the cost of equipment rental. Equipment rental may be and labor may be counted as in-kind match.
- CSCB Matching Grant Funds do not accept the use of Landowner Equipment to count towards matching funds.
- All specifications must meet NRCS specifications and approval
- Projects must be able to be completed by the deadline set forth in the Application Guidelines by the MPCD Board
- Landowners must agree to maintain and use the installed structures for a minimum number of years set forth in the Application Guidelines by the MPCD Board.

Originally Adopted: August 6, 2013

Last Reviewed: June 12, 2018

Credit Card Acceptance Policy

To ensure that the District is taking the proper steps and necessary safety precautions when accepting credit cards for payments

ACCOUNTABILITY

The Board of Supervisors

SCOPE

- Accept credit and debit cards as a method of payment for the products we sell and the workshop registration fees we charge.
- Use a mobile credit card processing app to accept credit cards using the cellular network
- The District will get and maintain PCI compliance for as long as we accept credit cards.

CREDIT CARD TRANSACTION FEES

- The District will incorporate the cost of credit card processing into the cost of the seed and PAM sales, except for seed purchased through the tree seedling program.
- The District will charge a 3.5%* convenience fee to tree seedling, tire tank sales that are paid with a credit card. Seed purchased through the tree seedling program will also be charged the 3.5% convenience fee if paid with a credit card.

*Percentage rate may be adjusted to match the percentage rate charged by the credit card processor if their rate changes. See info below...

“29-11.5-103. Limitations on convenience fees for the use of alternative forms of payment

A local governmental entity may impose a convenience fee on persons who use alternative forms of payment, but the amount of any convenience fee imposed on or after April 29, 2003, shall not exceed the actual additional cost incurred by the local governmental agency to process the transaction by alternative form of payment. Any convenience fee on a transaction involving an alternative form of payment shall be imposed in accordance with the rules of the alternative payment provider.”

LISTING OF POTENTIAL CREDIT CARD COMPANIES

1. Bank of the West
2. QuickBooks
3. Other Companies as approved of by the board

Originally Adopted: June 12, 2018

Seed Sales

OBJECTIVE

To establish guidelines for sales of seed by the Middle Park Conservation District.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

All seed mixes will retail at the following percentage above the wholesale price:

- Wildflower seed- 64%
- Grass & Other Seed-34%
 - Individuals who buy
 - 500 - 1000 lbs of seed—will get a 5% discount on total bill
 - Over 1000 lbs—will get a 10% discount on total bill

SALES TAX

- Seed sales, other than to government entities, nonprofit organizations, and agriculture producers, will be charged sales tax at a rate of **8.2%** to cover State, County, and City sales tax fees. The caveat to this tax rate is seed sold through the tree seedling program as it is delivered outside the city limits, and thus, it is only taxed at the State and County tax rate of **4.2%**.
- The City sales tax will be allocated to Kremmling or Granby depending on the location where the seed is sold
 - Seed sold at the MPCD Office will go to Kremmling
 - Seed sold by Grand County Department of Natural Resources at their office will go to Granby

***Tax rate percentages are subject to change if the city, county, or state change their tax rates.

The Middle Park Conservation District will apply for annual renewal of our Retail Seed Dealer license from the Colorado Department of Agriculture.

Originally Adopted: March 2, 2010

Last Reviewed: June 12, 2018

Tree Seedling & Survival Supplies Sales

OBJECTIVE

To establish guidelines for sales of tree seedlings/perennials and survival supplies by the Middle Park Conservation District.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

SEEDLINGS & PERENNIALS

- The Middle Park Conservation District will serve as a cooperator for Colorado State Forest Service nursery to sell tree seedlings and perennials to residents in Grand and Summit Counties.
- We will sell seedlings at the retail rate suggested by the nursery with a 4% mark up to cover the cost of credit card processing.

SURVIVAL SUPPLIES

- The Middle Park Conservation District will cooperate with the Granby District of the Colorado State Forest Service to provide tree seedling buyers with the opportunity to purchase seedling survival supplies.
- Supplies to be offered for sale include: polymer, tree shades, and tree guards.
- Prices will be determined by the Granby District personnel.

SALES TAX

- Tree seedling, perennial, and supply sales, other than to government entities and nonprofit organizations, will be charged sales tax at a rate of **4.2%** to cover State and County sales tax fees. Tree seedlings and perennials are not assessed City sales tax because they are delivered to locations outside the city limits.

The Middle Park Conservation District will apply for annual renewal of our Nursery Registration license from the Colorado Department of Agriculture.

Originally Adopted: June 12, 2018

Tire Tank Sales

To direct staff and board in the sales of tire stock tanks by the Middle Park Conservation District.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

- The District will sell 8', 10', and 12' tire tanks
- The price will be \$500 for the 8', \$750 for the 10', and \$895 for the 12' tanks.*
 - Price includes the 4.2% State and County Sales Tax charge.
- Tire tanks are stored behind the Kremmling Mercantile and will be loaded by Dave Hammer with advanced notice.
- A contract between the District and Dave Hammer (dated April 29, 2018) states that Dave Hammer is entitled to one free tire tank per new shipment in exchange for tire storage and loading.
- More tanks will be ordered when we run out of one or more of the sizes AND we foresee a need to reorder more tanks
- A 3.5% credit card "convenience" fee will be added to any tire tank sales that are paid by credit card. This rate is subject to change if the credit card changes their transaction fee rate.

"29-11.5-103. Limitations on convenience fees for the use of alternative forms of payment

A local governmental entity may impose a convenience fee on persons who use alternative forms of payment, but the amount of any convenience fee imposed on or after April 29, 2003, shall not exceed the actual additional cost incurred by the local governmental agency to process the transaction by alternative form of payment. Any convenience fee on a transaction involving an alternative form of payment shall be imposed in accordance with the rules of the alternative payment provider."

*Tire tank prices are valid for 2018 and are subject to change if the cost of the tanks increases with future orders or the tax rates change.

Originally Adopted: July 2, 2013

Last Reviewed: June 12, 2018

Polyacrylamide (PAM) Sales

OBJECTIVE

To direct staff and board in the sales of Polyacrylamides (PAM) by the Middle Park Conservation District.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

- The District will buy Polyacrylamide (PAM) from Max Schmidt of Palisade
- The retail price will be marked up 34% over wholesale
- More PAM will be purchased when the inventory is down to 2 jugs AND/OR we foresee a need to reorder more PAM.

SALES TAX

PAM sales, other than to government entities and nonprofit organizations, will be charged sales tax at a rate of **8.2%** to cover State, County, and City sales tax fees. This rate is subject to change if the taxing entities change their tax rates.

Originally Adopted: July 2, 2013

Last Reviewed: June 12, 2018

Standards of Conduct of the Board & Employees

OBJECTIVE

To clarify the standard of conduct for which the supervisors and employees will be held accountable when serving on the Middle Park Conservation Board.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

1. LEGAL DUTIES- Supervisors and employees have a fiduciary responsibility to the District of loyalty, obedience, and due care & diligence.

Under the Duty of Loyalty, directors and employees shall:

- Act only in the best interests of the District
- Place the interests of the District over any personal interests
- Avoid any conflict of interest or the appearance of any conflict of interest.
- Represent and support the interest of the District to elected and public officials.
- Publicly support decisions of the Board except in extraordinary circumstances where the supervisor believes that there is a clear and present threat to the survival of the District.

Under the Duty of Obedience, directors and employees shall:

- Study and adhere to all obligations imposed by Colorado Revised Statutes, District Articles of Incorporation, District Bylaws, Board Policies, and contractual agreements.

Under the Duty of Due Care and Diligence, directors and employees shall:

- Exercise the degree of care that an ordinarily prudent person would under similar circumstances.
- Have or acquire the knowledge and skills necessary to direct the affairs of the district including reading the Colorado Soil Conservation Act, District Articles of Incorporation, Bylaws, policies, contractual agreements, and attending trainings.
- Make every effort to attend all meetings of the board and to study materials sent prior to each board meeting.

Standard of Conduct continued...

2. CONDUCT WITH RESPECT TO FELLOW DIRECTORS AND EMPLOYEES

- Demonstrate mutual respect.
- Allow opportunity for every other director and employee to be heard on any matter being considered by the board.
- Abstain from revealing to persons other than directors and employees any difference of positions among directors on matters considered and acted upon by the board. (This standard does not preclude fair and accurate publication of such differences to the system's members in relation to contests for director elections or other matters to be voted upon by the members.)

3. GOOD FAITH AND FAIRDEALING-

- Every supervisor and employee shall engage in good faith and fair dealing with every other director and employee in expressing any views, questions and concerns relating to District policies and programs. Good faith and fair play require:
 - Supervisors and employees to reveal all information or interests that they may have and that may bear upon action being considered by the District.
 - Supervisors and employees not to pursue a position, inquiry, or motion as to unduly harass or annoy other directors, employees or independent contractors.
 - Supervisors and employee communications with other directors and employees to be casual and conducted on a courteous basis, but not for the purpose of obtaining information without the knowledge of the employee or influencing an employee's position or attitude concerning the District's related activities.

4. ACCEPTING GIFTS

- No director, officer, employee or volunteer shall accept any gift, hospitality or favor offered or tendered by virtue of the official's position with the Middle Park Conservation District, where the gift, hospitality or favor possesses any one of the following characteristics:
 - Is in the substance or form such that an impartial observer would construe it to be an improper incentive;
 - Places the official under an actual or implied obligation;
 - Has a value equivalent to or greater than \$100.00;
 - Is in the form of cash or cash equivalent.
- When dealing with public officials whose responsibilities include the business of the District's, acts of hospitality should be of such a scale and nature so as to avoid compromising the integrity or reputation of either the public official or the District. Such acts of hospitality should be undertaken in the expectation that they could well become a matter of general knowledge and public record.

Standard of Conduct continued...

5. REPORTING OF QUESTIONABLE OR FRAUDULENT ACTIONS

- It is the responsibility of directors, officers, employees and volunteers to report their awareness of any situation which might adversely affect the reputation of the District. This would include any questionable, fraudulent or illegal events or material actions in violation of District policy which comes to their attention. If such events involve volunteers or employees, the matter should be reported to the appropriate senior employee/officer; if the matter involves the general manager, directors or committee members, the matter should be reported to an audit committee.
- Every director, officer, employee or volunteer is expected to comply promptly with any request from internal and/or external auditors for assistance and to provide full disclosure of any situation under investigation.
- No director, officer, or employee who in good faith reports a suspected violation shall suffer harassment, retaliation, or adverse employment consequence based on the reporting of such a violation. A board member or employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of term/employment.

Originally Adopted: January 10, 2011

Last Reviewed: June 12, 2018

Confidentiality of Supervisors & Employees

To ensure board members and employees realize and understand their legal and moral responsibility to maintain confidential information of the Middle Park Conservation District and partners.

ACCOUNTABILITY

The Board of Supervisors

BOARD MEMBER & EMPLOYEE CONFIDENTIALITY AGREEMENT

As a member of the Middle Park Conservation District Board or employee of the District , I acknowledge the importance of confidentiality with respect to the District's affairs and confidential personal information to which I may have access.

In light of this acknowledgement, I agree to keep confidential, during and after service on the Board, all confidential information acquired pertaining to the District and related activities in the course of my term.

I particularly recognize the sensitivity of landowners' and employees' personal information.

I agree that this confidentiality agreement includes, but is not limited to,

- *Information pertaining to performance of District employees including evaluation data, compensation, and grievances*
- *Issues related to the board's legal and moral responsibility*
- *Landowner agreements, contracts, and personal information*

I understand it is the board president's responsibility to address infractions of confidentiality by individual board members and to act to remedy the problem.

I also understand that if infractions of confidentiality by individual board members or employees continue, it is the expectation that the board president will ask for the resignation of the individual board member or employee who has violated this confidentiality agreement. I agree to resign my board membership or employment if requested by a majority vote of the board members for any confidentiality infraction.

Originally Adopted: January 10, 2011

Last Reviewed: June 12, 2018

Conflict of Interest of Supervisors & Employees

OBJECTIVE

To ensure that in making decisions, each Board Supervisor and employee must exercise free, independent judgment as to what is in the best interest of the Middle Park Conservation District and its constituents. The Board Member must not be influenced or extend influence to the detriment of the District by personal or outside interests or relationships.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

Each Board member and employee shall sign a Conflict of Interest Policy upon initiation of a new term of office or employment.

- A conflict of interest exists if a Supervisor, employee, or an Associate of a Supervisor or employee takes part in or exerts any influence for themselves or on behalf of any other party, directly or indirectly, whereby remuneration or business advantage is received. An "Associate" of any such person is defined as:
 - Any corporation or organization (other than the District) of which such person is an officer, director or partner, or is directly or indirectly, the beneficial owner of any class of equity securities;
 - Any trust or other estate in which such person has a substantial beneficial interest or in which such person serves as trustee or in a similar fiduciary capacity; or
 - Any spouse or immediate relative (i.e.: children, parents, siblings)
- It shall be the policy of the District that if any Board Supervisor, employee, or Associate at any time is involved in a business transaction that involves the District, the following steps shall be taken to ensure full disclosure has been given:
 - The proposed business transaction shall be disclosed at a regularly scheduled board meeting. A quorum of the Board will have opportunity to review the proposed business transaction and determine if a conflict of interest exists. If so, the Board will disqualify such supervisor from taking any part in, or exerting any influence with respect to, the decision or transaction.
- This policy pertains to all business transactions including contracts, cost share, matching grants, etc.

Conflict of Interest continued...

- In the case of District Cost Share Programs, a District Supervisor or staff member may participate if the Board approves and the following is in place:
 - Clear ranking criteria is set forth prior to the release of application
 - All applicants receive a copy of the ranking criteria with application
 - The Supervisor or staff member shall NOT be a part of the ranking team
- This policy does not pertain to NRCS contracts because the District does not have approving authority.
- If a conflict of interest should arise, it shall be the primary responsibility of each director or employee to disclose any business related transaction, which they or their Associates are involved in by reporting the transaction voluntarily to the Board of Supervisors of the District.

Originally Adopted: September 6, 2011

Last Reviewed: June 12, 2018

Supervisor Representation

OBJECTIVE

To ensure a fair, accurate election process for the election of Supervisors to the Middle Park Conservation District Board and equitable representation within the District.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

1. The powers and duties of the District and the management of its affairs shall be vested in the Board of Supervisors. The number of Supervisors shall be prescribed by the District's Bylaws. Currently, the District maintains 5 Supervisors.
2. As per the Colorado Soil Conservation Act and the MPCD Bylaws, 66% (3 of the 5) board members shall be agricultural producers who are also landowners in the district's boundaries.
3. Directors must remain a bona fide resident of his/her specified area while serving as a supervisor. If a supervisor moves his/her residence outside of the specified area during their term of office, s/he will no longer be allowed to serve on the Board. Temporary absences due to changes in residency, such as selling a home and renting while a new home is built or purchased may be allowed on a case-by-case basis, upon approval of the Board of Supervisors.

Originally Adopted: July 2, 2013

Last Reviewed: June 12, 2018

Duties of the Board Supervisors

OBJECTIVE

To explain the duties of the directors when serving on the Middle Park Conservation Board.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

PRIMARY BOARD RESPONSIBILITIES

- Assist with the development and distribution of annual plans of work, reports, and long-range plans.
- Collect information and feedback from citizens and recipients of District services and programs.
- Represent the interests of underrepresented sectors of the community to the Board;
- Serve on special committees organized by the Board;
- Represent the Board on committees, commissions, councils, work groups, and associations fanned by other organizations, as directed by the Board;
- Assist with outreach and education programs;
- Assist with the implementation of District projects

Powers and Duties of Districts Summary as defined by the Soil Conservation Act of 1937 - CRS Article 35-70-108.

- A conservation district, through enabling statutes (CRS 35-70-108), has the following powers and duties in addition to others granted in the article:
- To conduct surveys, investigations, and research
- To conduct demonstrational projects within the district
- To erect structures and maintain any facilities to arrest or prevent the erosion of soils or lands
- To cooperate or enter into agreements with and, within the limit of its available funds, to furnish financial or other aid to any agency, owner or occupant of lands within the district
- To obtain options upon and to acquire or acquire control of, any property, real or personal
- To make available to landowners and occupants within the district, agricultural and engineering machinery, equipment and supplies
- To accept grants, services, and materials and to borrow money

Duties of the Board continued...

- To take over, by purchase, lease, or otherwise, and to administer any soil conservation or erosion control project
- To sue and be sued in the name of the district; to have a seal which shall be judicially noticed
- To prepare a plan for the care, treatment, and operation of the lands within the district.
- To cause annual audits to be made in accordance with the "Colorado Local Government Audit Law";
- To make contributions of information, data, statistics, funds, or other contributions valuable in the furtherance of land conservation
- To sponsor, plan, construct, maintain, and operate flood prevention and watershed improvement projects
- To participate in the formulation and implementation of nonpoint source water pollution control programs

These powers and duties may be exercised by the supervisors subject to rules, regulations, and the district's bylaws.

Originally Adopted: Unknown

Last Reviewed: June 12, 2018

Ethical Credibility of Supervisors

OBJECTIVE

Because the conduct of the board has a direct impact on public and constituent perceptions about the Middle Park Conservation District, board members will maintain high credibility in adhering to legal and policy requirements.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

- Board members will be active and encourage all other board members to be active by attending meetings, studying, questioning, voting on all issues, monitoring progress and maintaining active committees.
- Board members will not condone conflicts of interest on the board. A generally accepted rule of thumb is that a board member or his/her family may not receive any benefit (tangible or intangible) through the connection with the District and/or board. (Refer to Conflict of Interest Policy for details)
- Board members will vote against proposed actions if they feel there is insufficient information on which to base an opinion. Minutes of each meeting should be carefully maintained, and all votes properly recorded.
- Board members will adopt formally, by motion, any rules, regulations, policies, and budgets.
- Board members will keep policy and procedure manuals up-to-date for ready reference.
- Board members will review fiscal records and controls at regular intervals.
- Board members will ensure that standard budget forms and annual report forms are prepared and filed as required by law.
- Board members will listen carefully to board colleagues, respect each other's opinions, respect and support majority decisions of the board both in and out of the board room.
- Board members will refer complaints to the proper level in the chain of command.
- Board members will represent all those whom this Board serves, not just a particular geographic area or interest group.
- Board members will consider themselves as "trustees" of the District and do their best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of those they serve.
- Board members will keep the confidential proceedings of the board confidential outside the board room. (Refer to Confidentiality Agreement)
- Board members will respect the duties of the district manager and his/her authority to supervise staff members by not interfering.

Decision Making Process of Supervisors

OBJECTIVE

To ensure that in making decisions, each Board Supervisor must exercise free, independent judgment as to what is in the best interest of the Middle Park Conservation District and its constituents.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

To ensure effective board level decision-making we will:

1. Encourage diversity in board membership.
2. Validate sources of information, corroborate information from multiple sources, and pursue depth in fact-finding.
3. Use a decision-making process:
 - Identify and define the problem/issue
 - Gather information, assessment of internal/external conditions, expert opinion
 - Consult all stakeholders
 - Formulate alternatives
 - Gather feedback from stakeholders/constituents
 - Identify a solution

(Above information taken from *The Psychology of Effective Board Decision-Making* by Dr. Mike Rugg-Gunn, Norman Broadbent blue paper)

The Board Member must not be influenced or extend influence to the detriment of the District by personal or outside interests or relationships.

Originally Adopted: August 6, 2013

Last Reviewed: June 12, 2018

Officer Authority

OBJECTIVE

To clarify Middle Park Conservation District Board officer authority.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

Officers of the board are elected to be servant-leaders of the board. All authority of the officers is delegated to them by the Board of Supervisors.

No officers will have authority to speak or act on behalf of the board other than that authority specifically granted in the District bylaws, board policy, or by majority vote of the board of directors recorded in the minutes.

Originally Adopted: February 14, 2012

Last Reviewed: June 12, 2018

Officer Elections & Terms

OBJECTIVE

To set date of elections and terms of officers serving on the Middle Park Conservation Board.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

During the June Board Meeting of the Middle Park Conservation District, the board of supervisors will hold elections of officers for the positions of President, Vice-President, Secretary/Treasurer. Nominations will be accepted prior to and during the June Board Meeting. Board members must consent to the nomination prior to voting.

Each supervisor is welcome to serve as an officer of the board and/or rotate through the positions of the board during their term as a Board Supervisor. Rotating through the positions allows each supervisor to become more familiar with the officer responsibilities, become more actively involved, and better understand the total district function and programs.

Terms of officers shall be for one year. Each officer may be re-elected for consecutive terms in the same officer position as approved by the by the majority vote of the Board. However, others are always encouraged to run for the office, especially if two consecutive terms have been held by the same individual.

Originally Adopted: August 6, 2013

Last Reviewed: June 12, 2018

Officer Position Vacancies

OBJECTIVE

To clarify process for filling officer position vacancies on the Middle Park Conservation District Board.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

If a vacancy occurs in any elected office because of resignation, death, ineligibility to hold office, or formal removal of an officer by the board, the board will proceed to fill the vacancy at the earliest possible time.

If the vacancy occurs in the President's office, the Vice-President will assume the office as soon as the board of directors declares the position vacant. The Vice-President will hold the office of President until the board elects a new President.

A vacancy is filled in the prescribed manner of election of officers in Officer Election Policy.

Originally Adopted: July 2, 2013

Last Reviewed: June 12, 2018

Officer Removal

OBJECTIVE

To clarify reasons for and process of removing officers of the Middle Park Conservation District Board.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

The Board has the right to remove any officer from the elected position by the same authority that elected the officers. Officers may be removed from office for:

- Gross or willful neglect of the office's duties.
- Misuse of District funds.
- Misuse of position/office.
- Failure to inform the Board regarding a conflict of interest.
- Misrepresentation of board policy or action.
- Acting without Board consent.
- Conviction of a felony.
- Intentional lack of public support for the District mission, staff, or programs.
- Failure to inform the board about issues that impact board decisions.

Procedure for removal of any officer from office will be a simple majority vote of the board.

Originally Adopted: July 2, 2013

Last Reviewed: June 12, 2018

Employee Policies

OBJECTIVE

To establish policies that set guidelines for the workplace and detail procedures for employee hiring, supervision, compensation, etc... These policies are meant to protect both the employee and the employer.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

As of 2018, the Middle Park Conservation District will employ two individuals. One will be the District Manager who acts as the Executive Director of the District, caring out all of the District's business operations and educational programs as set forth by the Board of Supervisors in their Annual Plan of Work. The second employee will be the District Conservation Technician, or DCT. The DCT will be responsible for caring out Farm Bill technical programs and other conservation technical assistance required by the District. The DCT position will be funded through a grant from the Colorado State Conservation Board and NRCS. The position is valid for a term of 1 year, with the possibility of annual extensions in one-year increments as long as grant funds are secured). See separate job descriptions for details on job-related responsibilities.

The following policies direct the management and expectations of employment by the Middle Park Conservation District.

Hiring:

- **AT-WILL EMPLOYMENT**

All employees of the District are employed at-will and may quit or be terminated at any time and for any or no reason. Nothing in any of the District's rules, policies, handbooks, procedures or other documents relating to employment creates any express or implied contract of employment. This clause replaces any previously issued policies, practices and understandings, written or oral, governing employment. Nothing contrary to or inconsistent with the limitations in this paragraph create any contract of employment unless: 1) the terms are in writing; 2) the document is labeled "contract"; 3) the document states the term of employment; and 4) the document is signed by District President.

- **NEPOTISM/EMPLOYMENT OF RELATIVES:**

People in the same immediate family may not be employed or continue to be employed if one directly or indirectly supervises another or interacts with another in the handling of money or compensation. For purposes of this policy, immediate family is defined as spouse, parent, child, grandparent, grandchild, brother or sister, parent-in-law, grandparent-in-law,

Employee policies continued...

brother-in-law and sister-in-law. The immediate family is also considered to include stepparents, stepchildren, stepbrothers and stepsisters when the employee and the step-relative have lived together regularly in the same household. Unrelated employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, co-habitant or significant other) are treated as being within the immediate family of each other for the purposes of this nepotism policy. Members of the immediate family of elected officials of the District are not eligible for District employment.

- **EQUAL OPPORTUNITY EMPLOYMENT**

The District provides equal opportunity to all applicants for employment and administers hiring, conditions and privileges of employment, compensation, training, promotions, transfer and discipline without discrimination because of race, color, religion, gender, disability, genetic information, age or national origin. (See Non-Discrimination & Equal Opportunity policy for more details)

Probation:

New employees shall serve a probationary period that does not exceed 12 months.

Schedule:

As of 2018, District Manager should work an average of 20 hours per week, for a total of approximately 1040 hours per year. The District Manager may work from home as desired but should work at the office at least one to two days a week. As of 2018, the DCT should work an average of 16 hours per week, for a total of 832 hours per year. Work shall be performed at the office or in the field.

Supervision:

The District Manager will be accountable to the District Board. The NRCS DC will provide day to day supervision, oversight and technical guidance regarding office and field duties. The DCT will be supervised by the District Manager and the NRCS DC, but the Board will have the ultimate authority over the DCT.

Performance Evaluation and Compensation:

The Board President, or his/her designated appointee, will conduct an initial 90-day position evaluation for a new employee. The board will also conduct a 6-month review of the position and performance. Annual evaluations on or before the employment anniversary will be conducted to establish salary and compensation packages for the position. Paychecks will be issued on the last day of each month.

Employee policies continued...

Benefits and Health Insurance:

As of 2018, the District Manager and DCT positions are salaried positions with no paid leave or sick pay. However, the District Manager and DCT may take vacation as desired, within reason, if s(he) has completed his/her work and is able to complete any time-sensitive work while on vacation. Employees should try to maintain workloads that will sum to the year-end total of 1040 hours for the District Manager and 832 hours for the DCT. No health insurance will be provided by the District.

Work-related Illness or Injury:

If an employee suffers an on-the-job injury or illness is responsible to report the injury or illness to his or her supervisor immediately, or at least within 24-hours of the incident (so a workman's comp claim can be issued).

Resignation:

Employees are expected to submit a written resignation to your appointing authority at least 10 working days before the effective date unless appointing authority

Anti-Harassment:

Various laws and regulations generally prohibit employment decisions from being made on the basis of race, sex, religion, national origin, color, age, genetic information, disability or similar distinctions (see Non-Discrimination and Equal Opportunity Policy). In addition, it is our desire to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

The District does not tolerate harassment of any kind and forbids retaliation against anyone who has reported harassment in good faith.

Discipline:

Employees are subject to disciplinary action up to and including discharge when the Board of Supervisors determines that such action is necessary for the good of the District. Employees must sign disciplinary notices, counseling memoranda, performance appraisals and similar documents.

The employee's signature indicates only that the employee is aware of the action taken and does not indicate that the employee agrees with such action. An employee who refuses to sign such a document will be relieved of all duty until the document is signed. If the document has not been signed and returned by the end of the employee's next scheduled work day, the District will consider the employee to have resigned.

Employee policies continued...

Conflict Resolution:

Problems, misunderstandings and frustrations may arise in the workplace. It is [Company Name]'s intent to be responsive to its employees and their concerns. Therefore, an employee who is confronted with a problem may use the procedure described below to resolve or clarify his or her concerns. No District employee will be subject to retaliation for filing a complaint under this policy.

- **Step 1: Discussion with supervisor**
 - Initially, employees should bring their concerns or complaints to their immediate supervisor. If the complaint involves the employee's supervisor, the employee should schedule an appointment with that supervisor to discuss the problem that gave rise to the complaint within five working days of the date the incident occurred.
 - The immediate supervisor should respond in writing to the complaint within five days of the meeting held with the complainant employee.

- **Step 2: Written complaint and decision**
 - If the discussion with the immediate supervisor does not resolve the problem to the mutual satisfaction of the employee and the supervisor, or if the supervisor does not respond to the complaint, the employee may submit a written complaint to the the Board of Supervisors.
 - The submission of the written complaint is due within five working days of the response from the supervisor. The complaint should include:
 - The problem and the date when the incident occurred.
 - Suggestions on ways to resolve the problem.
 - A copy of the immediate supervisor's written response or a summary of his or her verbal response and the date when the employee met with the immediate supervisor. If the supervisor provided no response, the complaint should state this.
 - Upon receipt of the formal complaint, the director/department head must schedule a meeting with the employee within five working days to discuss the complaint. Within approximately five working days after the discussion, the director/department head should issue a decision both in writing and orally to the employee filing the complaint.

- **Step 3: Appeal of decision**
 - If the employee is dissatisfied with the decision of the director/department head, the employee may, within five working days, appeal this decision in writing to Colorado State Conservation Board (CSCB).

Employee policies continued...

- CSCB may call a meeting with the parties directly involved to facilitate a resolution. Or the CSCB may refer complaints to a review committee if it believes that the complaint raises serious questions of fact or interpretation of policy. CSCB may gather further information from involved parties. All involved individuals, other than representatives of CSCCB, may not discuss the situation with any other employee or with the complaining employee.
- If an employee fails to appeal from one level to the next level of this procedure within the time limits set forth above, the problem should be considered settled on the basis of the last decision, and the problem should not be subject to further consideration.

Originally Adopted: June 6, 2013

Last Reviewed: June 12, 2018

Associate Supervisor

OBJECTIVE

If the need arises, the Board of Supervisors may appoint Associate Supervisors for input to help inform the Board's decisions and/or direct assistance to disseminate information to the citizens of the District.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

Associate Supervisors serve the District in a similar capacity to a member of the Board of Supervisors, with the primary exception of not having authority to vote on official actions of the Board.

COMPENSATION

Associate Supervisors serve without compensation; however, they may be reimbursed for expenses incurred while conducting District business such as conference registrations, travel, and lodging, with the approval of the Board of Supervisors.

DUTIES

- Advise the Board on various subjects in which an Associate Supervisor has experience or special expertise;
- Represent the interests of underrepresented sectors of the community to the Board;
- Serve on special committees organized by the Board;
- Represent the Board on committees, commissions, councils, work groups, and associations fanned by other organizations, as directed by the Board;
- Assist with outreach and education programs;
- Assist with the implementation of District projects;
- Assist with District administrative functions, such as the conducting of annual elections and audits;
- Assist with the development and distribution of annual plans of work, reports, and long-range plans.
- Collect information and feedback from citizens and recipients of District services and programs.

APPOINTMENT

Associate Supervisors are appointed by majority vote of the Board of Supervisors and serve the District under the general direction and discretion of the Board. The criteria for appointment are determined by the Board on a case by case basis.

Associate Supervisors continued...

TERM

There is no set term of office for Associate Supervisors: however, the Board annually evaluates the activities of the Associate Supervisors to determine whether the interests of the District are being adequately and properly served by the appointments. There are no minimum qualifying standards that must be maintained.

DISMISSAL

If the Board or staff has not had contact with an Associate Supervisor for a period of one year, he or she will be contacted to determine if continuing the appointment is appropriate or warranted. The Board may terminate the appointment of Associate Supervisors at any time. In most cases the Board will attempt to interview Associate Supervisors before terminating appointments.

Originally Adopted: June 1, 2010

Last Reviewed: June 12, 2018

Travel Compensation for Supervisor & Employees

OBJECTIVE

To establish a protocol for defining travel compensation rates for members of the Board of Supervisors of Middle Park Conservation District.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

Compensation for travel of any member of the Board of Supervisors should be approved by a majority vote of the Board at a regularly scheduled board meeting prior to the date of travel, whenever possible. If approval at a board meeting is not possible, approval should be sought from at least 3 other board members, at least 7 days prior to the date charges are to be incurred. The three approving Board members must submit written approval, a record of which will be filed with the district manager, by or at the next regular board meeting.

Per-diem rates, including hotel and meals should match United States Department of Agriculture (USDA) regional per diem rates, as annually reviewed and established by USDA

Mileage rates will match United States Department of Agriculture (USDA) mileage rates, as annually reviewed and established by USDA.

Total annual compensation for mileage and/or per diem compensation, per board member, may be capped on approval of majority vote of Board at the first regularly scheduled board meeting of the year, or by the current year's budget as approved by the board.

Originally Adopted: April 13, 2010

Last Reviewed: June 12, 2018

Education & Training for Supervisor & Employees

OBJECTIVE

To promote and support the qualified and informed performance of Middle Park Conservation District Supervisors through education and training.

ACCOUNTABILITY

The Board of Supervisors

SCOPE

- Funds will be budgeted and approved annually by the Board of Supervisors.
- In addition to materials received by each Supervisor, the District staff will advise Supervisors of future available seminars, workshops, and institutes from the resources shown below.
- Each Supervisor are encouraged to attend, with prior approval of the Board, at least one CSCB or CACD sponsored educational activity per year, at the expense of the District.
- Each Supervisor who attends a non-District sponsored educational activity will report to the Board.
- Each new District Board Member shall attend a formal orientation at the District's expense. The orientation shall present legal and general information concerning District policies, procedures, and practices.

LISTING OF POTENTIAL SUPERVISOR EDUCATIONAL RESOURCES

1. Colorado State Conservation Board (CSCB)
2. Colorado Association of Conservation Districts (CACD)
3. Special Districts Association (SDA)
4. National Association of Conservation Districts (NACD)
5. Colorado Department of Local Affairs (DOLA)
6. Natural Resources Conservation Service (NRCS)
7. Other (as approved by the Board)

Originally Adopted: July 2, 2013

Last Reviewed: June 12, 2018