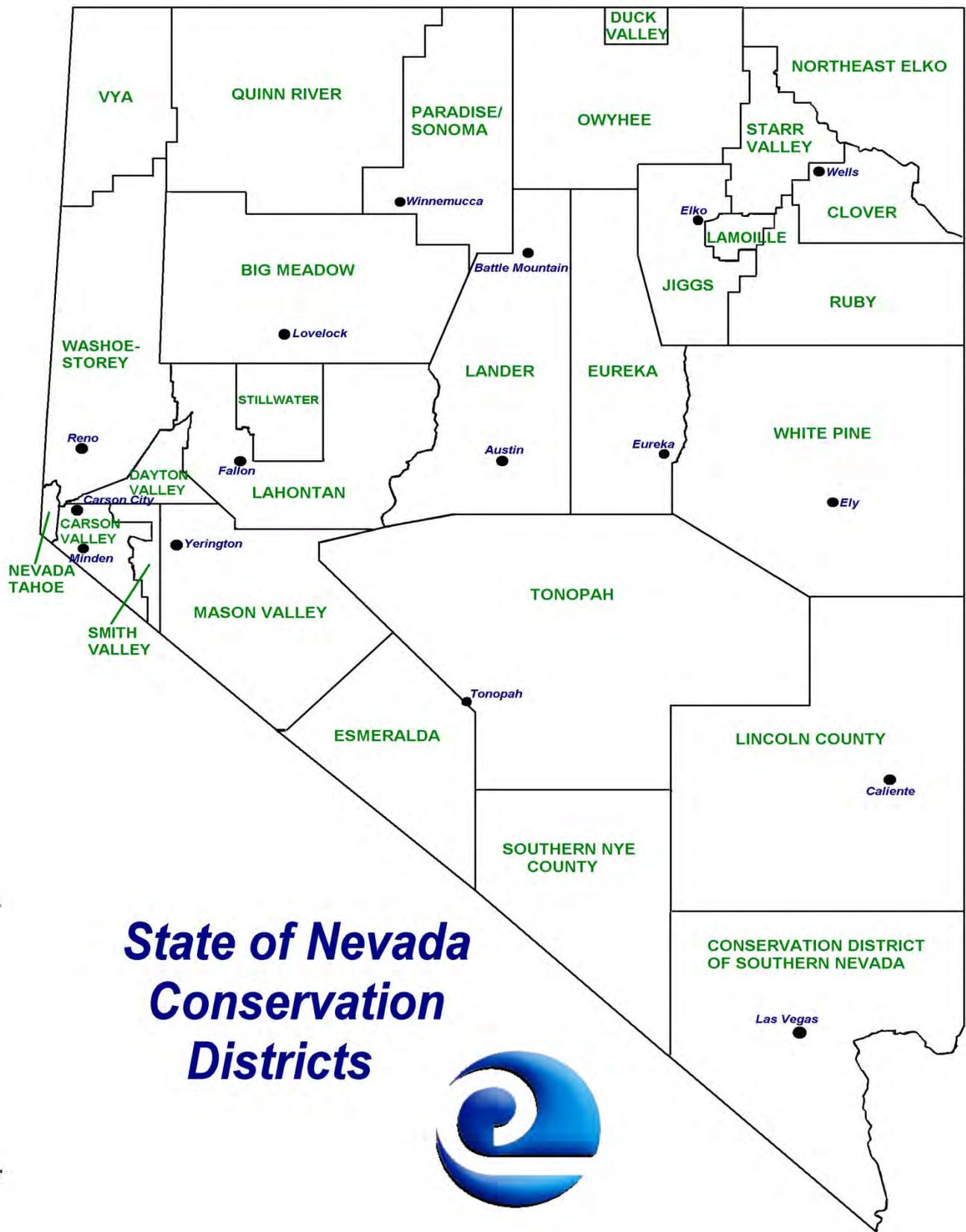


# Nevada Conservation District Program Supervisor's Handbook



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**State of Nevada  
Conservation  
Districts**



## PREFACE

Conservation District supervisors have important roles as local conservation leaders. To effectively nurture conservation in your community, you should understand your roles and responsibilities as a supervisor. This "Conservation Districts Program Supervisor's Handbook" was developed as a reference to help you do that.

Every effort has been made to make this handbook as useful as possible. If you have any recommendations for improvements, we ask your help in making future editions better. Please contact The Conservation Districts Program to share your comments.

Also, please note that this handbook is a very basic resource for information on being a Conservation District Supervisor. Specific details on how to carry out your responsibilities are available in the Nevada Revised Statutes (NRS) 548, and in Nevada Administrative Code (NAC) 548. It is also important to participate in educational programs and use other resources cited in this handbook to further your skills as a conservation leader.

***"There cannot be a more rational principle in the code of agriculture, than that every farm which is in good heart should be kept so; that everyone not in good heart should be made so..."*** **James Madison** - American statesman and political theorist, the fourth President of the United States. He is hailed as the "Father of the Constitution" for being instrumental in its drafting.



Courtesy: Great Basin Water Network

## A HISTORY OF CONSERVATION DISTRICTS

During the 1930's and the Great Depression, the Dust Bowl made the need to conserve natural resources, particularly soil, very clear. Conservation districts grew from public concern for the condition of our natural resources in the early 1930s. Poor farming practices, in combination with the unusually harsh weather, caused massive soil erosion. In 1935 the U.S. Congress declared soil and water conservation to be national policy. Agencies, ranging from Land Grant Universities to the Federal Emergency Relief Administration, researched and implemented conservation practices throughout the nation. Eventually, the Soil Conservation Service (SCS) was created under the Soil Conservation Act of 1935 to develop and implement soil erosion control programs. The SCS is now known as the Natural Resource Conservation Service (NRCS).



President Franklin D. Roosevelt signing the Soil Conservation Act which established the Soil Conservation Service in 1935

Sometimes agencies working in conservation ended up in competition with each other; local leadership needed to coordinate their efforts and tie them into local conditions and priorities. Because of this, the U.S. Congress developed a model Standard Soil Conservation District law in 1937, for consideration by state governments. Conservation districts originally developed as “Soil Conservation Districts” and later expanded to “Soil & Water Conservation Districts,” but the name changed in 1968 to “Conservation Districts” to represent the wide range of responsibilities of the districts.

In 1937, the Nevada State Legislature passed an enabling act which established the conservation districts in Nevada. Conservation districts were charged to direct programs protecting local renewable and natural resources. Nevada now has 28 conservation districts covering all 17 counties.

***“The conservation of natural resources and their proper use constitutes the fundamental problem which underlies almost every other problem of the national life...” Theodore Roosevelt*** – America’s 26th President, considered by many to have been our country's "Conservationist President”. He was a rancher, Rough Rider and Nobel Peace Prize winner.

## THE CONSERVATION DISTRICT'S MISSION

*The Function of a Conservation District: To take available technical, financial and educational resources, whatever their source, and focus or coordinate them so that they meet the needs of the local land user for conservation of soil, water and related resources.*

Conservation districts develop and implement programs to protect and conserve soil, water, prime and unique farmland, rangeland, woodland, wildlife, energy, and other renewable resources on nonfederal lands. Districts also stabilize local economies and resolve conflicts in land use. Nationally, conservation districts usually operate under the following general policies:

- That conservation should be led by local citizens;
- That the final responsibility for conservation lies with the landowner;
- That landowners have legitimate operating goals;
- That conservation districts are responsive to landowners, operators, and the community as a whole; and
- That the best agricultural land should be maintained for agriculture.

Conservation districts are subdivisions of state government. Each district is governed by a board of six or more supervisors. Supervisors are locally elected residents who serve without pay. Five are elected by local citizens, and others are appointed by a city and the counties in the district as their representatives. As a district supervisor, you have a unique role among agencies managing Nevada's natural resources. You serve as the grass roots representative of landowners and of the general public in your community, providing leadership and direction to bring volunteers together for natural resource conservation programs. Upon being elected to office, you agree to carry out the responsibilities of your position in accordance with the Nevada Conservation District Law NRS 548.

***“The central thing for which conservation stands is to make this country the best place to live in, both for us and our descendants. It stands against the waste of natural resources which cannot be renewed, such as coal and iron; it stands for the perpetuation of the natural resources which can be renewed, such as food-producing soils and forests...”***

***Gifford Pinchot*** - American forester and politician. Pinchot served as the first Chief of the United States Forest Service.

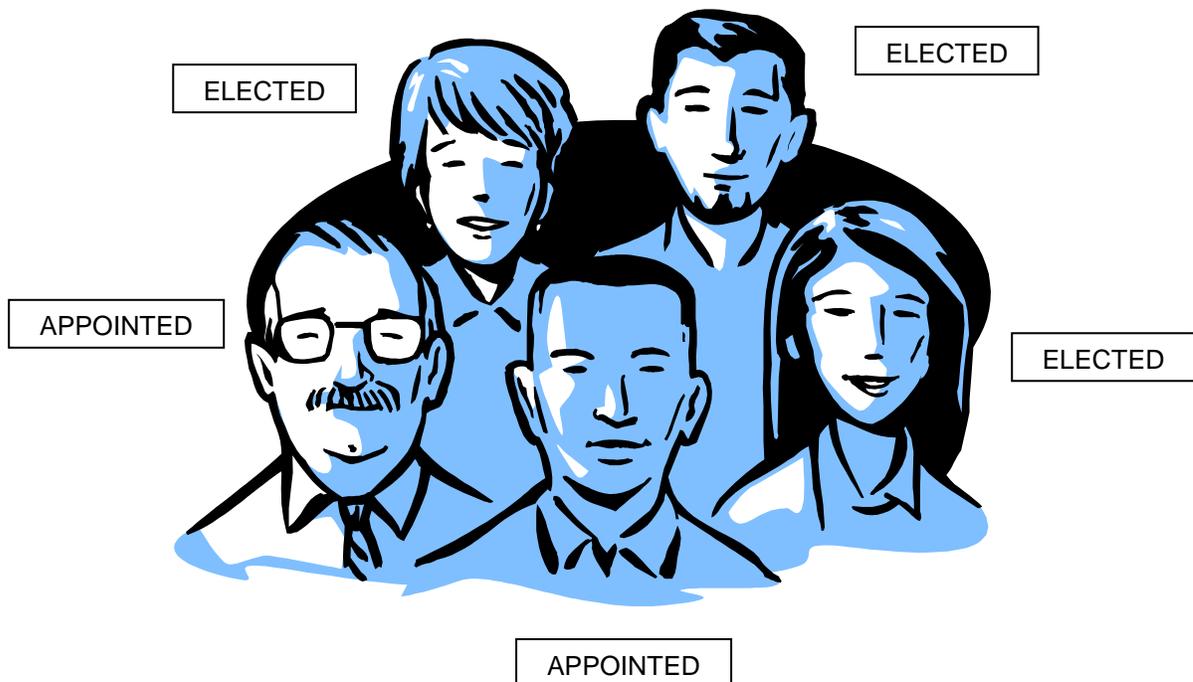
## SUPERVISOR ROLES AND RESPONSIBILITIES

Conservation district supervisors develop a wide variety of programs. Examples of successful conservation district programs include:

- Receiving and administering grants for conservation projects;
- Providing technical assistance, materials, and equipment to control soil erosion and comply with federal and state laws;
- Providing technical assistance in planting trees;
- Sponsoring youth conservation camps;
- Coordinating and developing watershed-wide water quality and ecosystem based improvement projects;
- Identifying non-point pollution sources;
- Implementing Best Management Practices;
- Working to assist wildlife habitat, including actions assisting Sage-grouse; and
- Being a local leader for Coordinated Resource Management Projects.

To develop and maintain effective programs, you must identify local conservation needs, set corresponding goals, plan to achieve those goals, ensure implementation of your plans, and evaluate the district program's effectiveness.

### CONSERVATION DISTRICT BOARD OF SUPERVISORS



## **Planning**

Planning is the basic tool for developing conservation district programs. There are several different levels of conservation district plans. A Long Range Plan (or "long range program") is developed every 5 to 10 years to serve as a broad outline of your conservation district's response to long term shifts in land use, population patterns, and improvements in technology.

An Annual Plan (or "annual plan of work") outlines specific objectives and activities to achieve long range plans. The annual plan should be completed two to three months before the fiscal year being planned. You will also sponsor or cooperate in the development of Project Plans for watershed projects and other specific conservation efforts on your district. Annual Plans and Budgets are due to the Commission by June 1st, each year.

## **Needs Assessment**

Before planning, you must assess and define the conservation problems and needs of your district. Landowners, operators, and those who work with them are the natural place to start; however, since you are a public agency, you should consult with your community as well. Involve local, state and federal agencies, tribes, environmental organizations, groups, and the public. This may be time consuming, but it will enhance public support of conservation district efforts by giving people a chance to provide input into district policy. Community input may be obtained through casual contact, public meetings, mail and telephone surveys, resource tours, local newspapers, and many other methods. (See Appendix K, Locally Led Conservation)

This being said, don't feel limited by what landowners/operators or the public say when identifying conservation problems. District supervisors are conservation leaders. Many important conservation issues can be perceived incorrectly or underestimated by the average citizen or landowner. Professional advisors and associates can help you anticipate these problems and plan accordingly.

## **Setting Goals**

After researching and defining local conservation issues, you must develop goals to address identified needs. Goals have different levels. On your long range plan, set broad strategic goals which focus on your conservation district's direction for the next 1 to 5 years. In your annual plan, list more specific and measurable operational goals or "objectives" for the concrete results needed to meet strategic goals.

## **Writing "The Plan"**

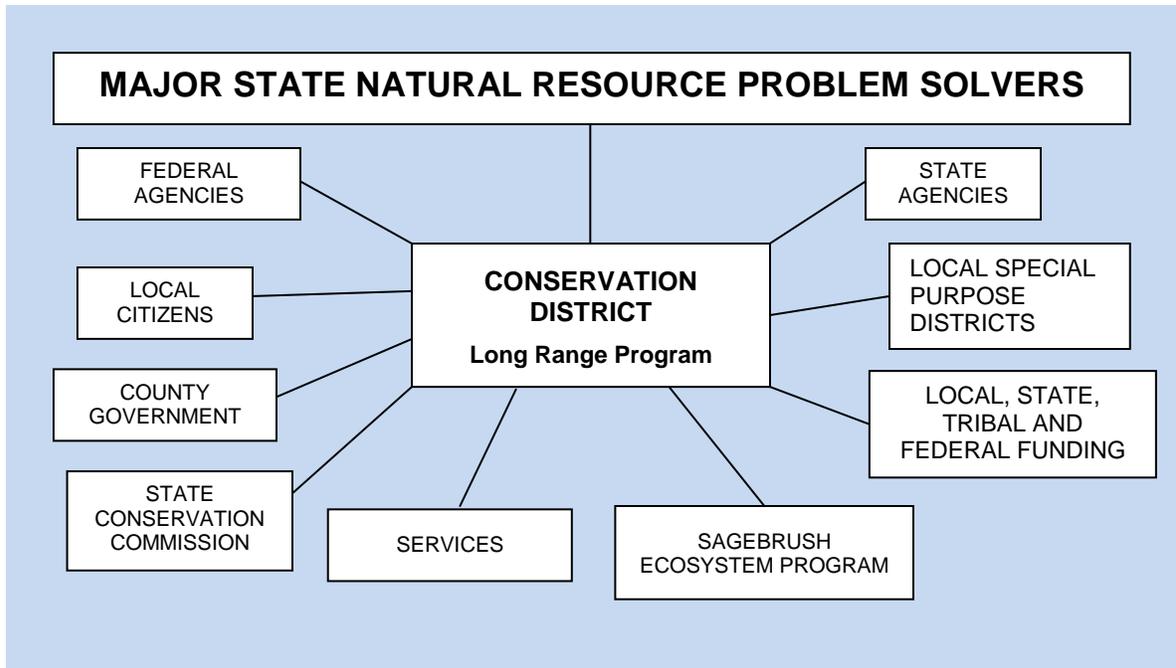
You may have encountered various planning techniques in other volunteer service. Don't be intimidated by fancy planning terminology and techniques. Planning is basically an organized way of getting things done. After setting goals you will:

1. Prioritize goals;
2. Brainstorm alternative solutions to meet goals;
3. Assess the readiness of the district to implement solutions (whether the district has adequate personnel, current district financial assets, etc.);
4. Choose between alternative solutions; and
5. Identify who will implement solutions and when.

The results of this process are then written up into a plan, which serves as a "blueprint" for the district, Natural Resource Conservation Service (NRCS) personnel, Cooperative Extension agents, and others whose assistance you recruit. Remember that USDA is only one source of staffing to accomplish your plan of work. When planning, keep the following key points in mind:

- Plan for planning;
- Appoint a planning committee to coordinate your efforts;
- Obtain a suitable place for planning (consider setting up a retreat to develop your plans);
- Gather information on current programs, major conservation district operating policies, growth trends and other developments, resource problems, district finances, personnel availability, etc.;
- Supervisors should do the planning — not paid staff, or agency personnel. They supply you with basic information and advice;
- Involve all supervisors as well as associate supervisors, advisors, committee members, cooperating agency representatives, and interested citizens;
- Keep the plan simple;
- Be creative—don't automatically accept the way things were always done; and
- Don't try to accomplish more than is attainable — you will lose credibility.

Give copies of the completed plan to all participants. Also provide the media and community leaders with a news release explaining the district's major goals and activities. Annual plans (and a corresponding Budget) are due to the Conservation Commission on June 1st, each year.



### Implementation

After finalizing plans, you must implement planned tasks; mobilize the sources of assistance with expertise to deal with the needs you identified (these sources of expertise and/or assistance should have already been consulted in the planning process). Many conservation districts have a program committee to oversee this. The program committee's responsibilities may also be divided among other committees (ex: forestry committee, water quality committee, etc.). Regardless of how you divide up implementation, keep the district program on the course you planned. Keep some flexibility to new developments, but don't let the district get sidetracked from your plan.

### Evaluation

After implementing your plan, evaluate your success. Did your district meet planned goals? If so, how well? To the extent it didn't, why not? What could you change to meet your goals? Were your efforts consistent with your mission? Build systematic, documented evaluation into every level of your district's program. As a supervisor, you can be very busy, but you shouldn't let evaluation slide. Unless you record what you did, how it worked, and how to improve it, a future board (perhaps with all new members) will likely repeat the same mistakes! Evaluation is also typically required for grants.

There are many forms of evaluation. You may evaluate your board's internal functions to see if you are meeting your program goals. You can also evaluate yourself or obtain evaluation from an outside observer.

You will probably use a combination of techniques to evaluate your district's program. Regardless of how you evaluate, you need standards to measure your success. For example, to evaluate soil conservation activities, you may measure reductions in tons of soil lost.

Effectiveness of other district programs, such as education, is harder to measure. Consider contacting the appropriate department at a university for evaluation standards and tools.

### **Policy**

One role inherent in conservation district program development is to set policies for how district personnel and funds are used to meet conservation needs. Your policies should establish the type of service the district provides, as well as the guidelines for appropriate use of district resources. The Nevada State Conservation Commission can assist districts in developing statewide policies if necessary or give guidance in developing local policies. District policies may have been set by supervisors who served before you, and are not necessarily mandatory. Study local conservation district policies to see if they are still appropriate to current conditions. Update them if necessary. Also consult materials that are provided by the Nevada and National Associations of Conservation Districts for further input on district policy.

***"Your true modern is separated from the land by many middlemen and by innumerable physical gadgets..." Aldo Leopold*** - American author, scientist, ecologist, forester, and environmentalist, he popularized the concept of a "land ethic.

## **SUPERVISION**

People are the primary resource of a conservation district. Part of your board responsibility is to supervise yourselves, the paid district staff, associate board members, committees, volunteers, and is to coordinate with agency personnel so everyone can carry out the conservation district mission. A handy reference is the NACD Personnel Management Reference Book for Conservation Districts.

### **Board Members**

The first people you must supervise are yourselves, both as individuals and as a board. As an individual board member are you:

- Attending and actively participating in all board meetings?
- Carrying out your committee responsibilities?
- Keeping abreast of local conservation issues?
- Attending meetings of area and state associations of conservation districts?

As a board, are you:

- Identifying local conservation needs and meeting them?
- Keeping your conservation district's mission ("reason for being") in focus?
- Working effectively with district staff and cooperating agencies?
- Efficiently implementing district programs?
- Making sure your board's policies and activities are consistent with the policies of the Nevada Conservation Commission and the Nevada Association of Conservation Districts?
- Following correct budget and audit procedures?
- Developing fresh annual plans?
- Reporting to the public on your district's programs?
- Keeping performance standards and a position description for each employee?

You may evaluate yourselves, or have someone from outside the conservation district evaluate your board (e.g.: peer review by a group of supervisors from outside the state or region).

### **Obtaining New Board Members**

Conservation district supervisors are elected to four year terms or appointed to two year terms. While supervisors can be re-elected, potential new board members should be constantly cultivated (See Appendix I).

Try to keep your board membership representative of all types of landowners or operators, community groups, and conservation interests in your district. The more representative your board is, the broader the base of support for your district's activities. Also look at skills that are needed for your board (including interpersonal and political skills). For example,

maybe your district's educational programs aren't as strong as you would like; you might recruit someone with a strong educational background (See Appendix I).

### **Nomination and Election Procedures**

Your board should have a "nominating committee" to search for energetic people who are committed to conservation and are willing to devote time and effort as a board member. First, look to volunteers who have assisted with district activities, especially associate supervisors and district standing committee members. It is also helpful if new board members have contacts in the community. Don't go for only well-known names though. They have often already committed time and energy to other volunteer organizations, and very qualified individuals can be passed up in the process.

The nominating committee should keep a list of potential supervisor candidates. Your board should carefully study this list and decide whom to approach. Once this decision is made, contact these people. Give them basic information on the conservation district—what a supervisor does, and why they should consider running for or being appointed to office. Give them a job description and other very specific, accurate information about time commitments, such as board, committee, and association meetings and program assignments. This may sound like a lot of work, but if nothing else, you will have accomplished some intensive public relations!

Conservation district **elections MUST be held during the first 10 days in November on even-numbered years**. At that time, either two or three supervisors will be up for elections. The county recorder should be notified in July if the election is to be on the general ballot, or if it is to be a mass meeting election (See Appendix J and Form 2). Election reports are due to the Conservation Commission, by reporting to the Program, by November 30th in each election year.

### **Appointed Supervisors**

Each district can have a number of appointed supervisors representing cities and counties. One appointed supervisor may represent any cities within the district boundaries, and there should be one appointed supervisor from each county within the district boundaries. Appointed supervisors serve two (2) year terms (See NRS 548.283).

### **New Supervisor Orientation**

After new supervisors take the oath of office, a copy of which must be provided to the Program, welcome them with a letter or phone call and issue news releases announcing their new position. Formally orient new supervisors, but don't burden them with too much information at once. Initial orientation is usually done by the board chair. When they are appointed to a committee, that committee should orient them as well. Your Conservation Commission representative can also help orient new supervisors. Provide them with a copy of this Handbook.

## **Continuing Supervisor Development**

Try to develop your board skills with written materials or other resources. Share these materials with your fellow supervisors as well. Meetings of your area association of conservation districts, as well as the annual meeting of the Nevada Association of Conservation Districts are also opportunities to develop supervisor skills.

It is also good to periodically rotate board members to different positions and committee assignments to broaden their experience and "promote" them. Don't forget to recognize each other's service, effort, and development.

## **Staff (Funding Permitting)**

Volunteer board members often have limited time. Conservation district employees can help you implement your programs and policy more effectively. They can also:

- Help coordinate board activities;
- Provide objective input and professional expertise;
- Provide information, data or legwork, and other details; and
- Serve as an agent of the district contacting landowners, agencies, and others regarding district business.

There are a variety of staff positions you may fill:

## **Secretary (Full-time, Part-time or Volunteer)**

A secretary is typically one of the first employees a district hires. He or she can create a favorable impression as the first contact many cooperators and others have with the conservation district. Secretaries can help prepare correspondence, agendas, minutes, plans, reports, newsletters, and news stories. They can also arrange for supervision meetings, maintain district files, maintain required accounting records, and perform other clerical tasks.

It is critical that a board member in addition to the secretary have access to all correspondence, meeting minutes, agendas, financial information and all reporting documents provided to the State Conservation Districts Program in case the secretary leaves the position. This will help eliminate any lapse in administration for the conservation district and may assist in preserving timely report submissions to the State Conservation Districts Program used in determining "In Good Standing" status for the conservation district.

## **District Manager or Chairman**

A district manager or chairman serves as the primary person or "executive" for your conservation district. He or she can mediate conservation district problems or complaints, work with cooperating agencies to gather information for your planning efforts, and keep

you informed of current conservation accomplishments and opportunities. The district manager/chairman also usually recruits, hires, and supervises other district employees. A manager can also develop grants and locate sources of funding to get conservation projects implemented and acquire additional staff that may be under your supervision.

### **Information Specialist, Committee Chair or Volunteer**

Information specialists assist you with information, education, and public relations. They may write newsletter and newspaper articles; prepare radio and TV coverage; and work with cooperating agencies in planning and conducting tours, demonstrations, youth programs, and related activities.

### **Technician (Funding Permitting or Volunteer)**

Conservation district technicians usually provide assistance similar to a NRCS soil conservationist. They may collect or test soil or water samples, develop and maintain resource inventories, work with agencies on conservation research, write reports, follow-up and review conservation planning progress with district cooperators, plan and apply conservation treatment measures, inspect special project construction, and assist the NRCS.

### **Equipment Manager or Committee Chair**

Many conservation districts own conservation tillage drills or other conservation equipment to use or rent. Your district might consider hiring an equipment manager to maintain or even operate your district's equipment. If you cannot hire a manager, consider having a manager on a commission basis.

### **Clerk/Bookkeeper/Treasurer**

Accountability is very important in public organizations, but the necessary record keeping can be very tedious. Many districts hire a full or part-time clerk to account for receipts and disbursements and to assist the board treasurer.

### **Consultant**

If your conservation district needs short-term or specialized work done, such as fisheries habitat improvement, you might consider working with a consultant. Consultants are not truly conservation district employees. They are not supervised daily by the district and their work place is outside of district offices.

Your district may hire individuals to perform combinations of these tasks. Whatever arrangements you make, be sure that the position description fits the necessary tasks.

## **Employment Procedures**

Before hiring, you should identify your needs for an employee. Analyze the tasks that need to be accomplished, and then write a position description listing what the employee would do in concise statements. Then determine how much the district should pay this person and where those funds would be obtained.

After deciding what the district needs and how to pay them, fill the position. Before starting active recruiting, however, prepare a fact sheet showing:

- The details of employment;
- The term of the position (is the position permanent or temporary - if the latter, how long will the position last?);
- The amount of sick and annual leave and benefits; and
- Other facts important to the position.

You should also prepare a position announcement which includes:

- A short description of the conservation district;
- The salary range;
- The necessary qualifications; and
- A brief review of the position description.

If the employee will be using office space or equipment of an assisting agency, a Cooperative Agreement should be developed and signed by all parties concerned. Finally, you should either prepare or obtain an application form.

Next, advertise the position and collect applications. Then review applications, check references and interview applicants. Then the entire board must be briefed on applications and interviewer's recommendations so they can make a choice.

After a candidate has accepted, notify the other applicants and set up a starting date. Make sure new employees understand their responsibilities and how to carry them out. Orient them to the district and train them in specific district procedures.

## **Salaries and Benefits**

Just as natural resources must be stewarded with care, so should conservation district employees. Staff turnover can be very costly in time and dollars — it is worth hanging on to good people. As a supervisor you are accomplishing important work, so don't think of staff as "overhead expense"; they can multiply your effectiveness many times over. Provide district employees with appropriate salary, professional development opportunities, health insurance, sick leave, vacation, holidays, and retirement. There are also legally required employee programs, including Social Security, unemployment insurance, industrial insurance, medical aid, and federal income tax. Your district must also adhere to equal employment opportunity and other laws that must be followed by any employer.

## **Staff Evaluation**

Conservation district employees should be, at a minimum, evaluated yearly to clarify expectations, identify continued professional development needs, and share concerns. This is the district manager's responsibility; otherwise, a contact supervisor should be appointed to do this. You can reasonably expect the following from staff:

- Attention to details of meetings;
- Complete, concise, and accurate information;
- Honesty in individual and organizational relationships;
- Judicious use of time;
- Meeting of agreed upon deadlines, with notification if deadlines cannot be met;
- Prompt response to requests for information; and
- Prompt return of phone calls.

In return, staff working for your board can reasonably expect:

- Fulfillment of commitments within the agreed upon deadlines;
- Organizational knowledge and ability;
- Candid performance appraisal and assistance in performance;
- Support in controversial situations;
- Easy access by phone, email or visitation;
- Loyalty, confidentiality, and sensitivity; and
- Incentives and rewards to promote and recognize accomplishments.

District employees should have an opportunity for grievance, if the need arises, via the district personnel committee.

## **Board/Staff Relationships**

Relationships between your board and the staff must be very clear. It can be exasperating for a district employee to have "five bosses at once", especially if they offer conflicting input! The contact supervisor (oftentimes the board Chair) is the only board member who works directly with the staff. They should maintain a keen awareness of employee concerns, initiate evaluations, salary increases, and other personnel actions. If you have a district manager, they should supervise the other employees and the contact supervisor should work through the manager.

The types of tasks performed or "roles" of board members versus staff should also be very clear. Although there is overlap, the board generally sets policy and the staff implements it. Check to see how closely your board's function, in relation to district employees, fits this standard. If you hired staff to do a job, let them do it (and don't expect them to do your job either). Keep your respective roles as clear as possible at all times.

Conservation districts have long, close, and productive relationships with the NRCS. If their schedule and priorities permit them, encourage their assistance to your conservation district.

A final word on staff: Business writer and commentator Brian O'Connell noted:

*"Most organizations go into a temporary downturn when staff is first hired... A wonderful group of dedicated volunteers, through their own individual efforts and without a staff backup, have scrambled, kicked, and scratched their way to have a significant enough program and are now at a point where they need and can afford some staff assistance. They hire a person and immediately the volunteers relax... They find that the agency is doing less than before they hired staff...Volunteers will conclude that obviously the wrong staff was hired..."*

If your district is hiring employees for the first time, don't expect too much from them all at once.

## **Volunteers**

Most people involved in your district are volunteering their time and energy as supervisors, associates, committee members or in other roles. For these volunteers to feel their service was worth contributing, they must see concrete achievements, and to do this they must be supervised and coordinated.

In many ways, supervising volunteers is similar to supervising paid staff. Develop position descriptions for volunteers just as you would for paid employees. This will help you focus on concrete needs for the position and will assure the volunteer that you need someone to do a real job. The position description also acts as a written agreement, legally protecting the volunteer and the district. After writing position descriptions, develop recruitment, orientation, training, and evaluation programs for them. You may want to have a volunteer coordinator (similar to a contact supervisor) to help carry out these duties.

Do everything you can to make volunteers feel comfortable and fulfilled in the service they are rendering to conservation. Volunteers are motivated by a variety of factors such as self-expression, philanthropy, and others. Try to help them fulfill these motivations. Treat volunteers as co-workers: provide good working conditions, promote them to greater responsibilities, give them a part in planning, and let them know how much you appreciate them, both personally and professionally. Supervisors and other conservation district volunteers serve without monetary compensation for their time, but if they incur other expenses in their service to your district, try to reimburse them.



Carson River Workdays Volunteers

## **ADMINISTRATION**

Supervisors administer the district by delegation tasks through a structure of board officers and members, committees, and others. They also raise and budget district funds and document their activities for the public.

### **Administrative Structure**

Conservation district administration is led by Board Officers and is carried out through committees. Regardless of what office you hold or committees you are on, you must understand their roles and how they interrelate to administer district programs.

#### **Chair**

The Chair is the head of your board. The Chair sets the meeting agenda, presides at meetings and over appointed committees (assigning their responsibilities and asking for their reports), and orients new supervisors.

#### **Vice-Chair**

The Vice Chair acts in place of the Chair when needed and advises the Chair on program and policy. He or she also arranges special programs for regular board meetings, and serves as the Chair of at least one standing committee.

## **Secretary**

The Secretary notifies members of each meeting; provides the Chair with a list of business items to place on agenda; keeps board meeting minutes, records of committees, and correspondence on behalf of the board; and prepares district reports. The secretary also ensures that all forms of communication (memos, financial statements, files, etc.) are properly documented. The Secretary should ensure that ALL district meetings are recorded onto a tape recorder per NRS 241.035. The Secretary is also responsible for submitting agendas and minutes in a timely manner to the Program, along with any required reports.

## **Treasurer**

The Treasurer oversees the conservation district's finances and usually serves as chair of the finance committee. He or she provides surety bonds (for individuals handling funds — to protect from theft and misuse of district funds) if required by the board; leads budget development; receives, deposits, and disburses funds; keeps complete financial records; and presents financial statements at each meeting.

## **Committees**

Most conservation district work is accomplished through committees. Committees study district business in a specific area, such as finance or personnel, and also sift out important matters for the board to consider.

Committees also implement and monitor decisions made by the board and gather support from organizations and agencies represented on the committee. There are many different types of committees. A Standing Committee is a permanent committee charged with working on a basic aspect of district work. Conservation districts typically have standing committees for planning, district operations, education, finance, research, range, land-use planning, public and private rangelands, water quality, recreation, water resources urban, and soil stewardship. Other functions of your district may require short term or Ad Hoc Committees for a specific task and time period. Examples include: watershed, elections, annual meeting, and grant committees.

The Chair and board members appoint themselves, associate board members, district advisors, representatives of cooperating agencies and associations, or interested citizens as committee members. Look to people with an active personal or professional interest in the committee's purpose. Committees also serve as an "entry point" and as a training ground for people who may eventually become district supervisors.

Make each committee member's experience as enjoyable as possible. Encourage their full participation, letting all members vote on committee decisions whether they are supervisors or not. Be sure to include opportunities at board meetings for recognition of committee progress. Regardless of whether a committee is Ad Hoc or standing, each should have a specific duty, similar to a "job description" for an individual.

## Meetings

Meetings are fundamental to conducting conservation district business. Board meetings have two basic purposes: to decide on conservation district policies and monitor their implementation. Board meetings also serve social, educational, inspirational, and communication purposes. Board meetings must be open to the public, and officials responsible for these meetings shall make reasonable efforts to assist and accommodate all persons desiring to attend. (See Appendix E)

Supervisors also participate in meetings of committees, conservation district associations, and groups where they represent the district. Regardless of the nature of the meeting, there are many techniques to make them smooth and effective, whether you are presiding or not.

Participants, and the Program, should be notified well ahead of the meeting (preferably at least one week). This notification should include an agenda, listing the reason for the meeting, location, time, items to be discussed, estimated meeting length and important reference materials. Agendas must be posted three working days prior to the scheduled meeting; list where they have been posted. Most meeting agendas follow this basic order:

- Determination of quorum and Call to Order;
- Approval of Agenda;
- Reading and approval of the Minutes;
- Treasurer's Report;
- Committee Reports;
- Items that have been before the board previously but need further discussion or decision;
- Specific new business that needs board input and decision;
- Plans for next meeting; and
- Adjournment.

Items possibly requiring a vote shall be indicated by the words "For Possible Action" on agendas. It doesn't hurt to give members a reminder telephone call a day or two before the meeting.

Pay close attention to meeting arrangements. Plan in advance for a comfortable room, parking, refreshments, and audio-visual resources (easels, blackboards, projectors, public address systems, etc.).

Arrange the room so everyone has as much face to face contact as possible (e.g.: a round table or a square "donut"). If you invite the public or guests, consider setting name tags in front of everyone.

All meetings, board and committee, must be posted per Nevada Open Meeting statutes, NRS 241.010. Meeting Agendas must contain the name and contact information for a

designated person who keeps supporting material for the board and a location(s) where the supporting material is available to the public. The Agenda must also note accessibility to the physically disabled and must be open to everyone. (See Appendix E)

### **Parliamentary Procedure**

Most meetings, especially formal meetings, are run on the basis of Parliamentary Procedure or Robert's Rules of Order. Under these rules, a voting member suggests the board make a decision by stating a Motion ("I make a motion that we ..."). A second member of the board states their support for the Motion by seconding the Motion ("I second the motion"). If not seconded, the motion drops.

The board then discusses the merits of the Motion. If a board member wants to change the Motion, he or she can move to amend the Motion ("I move we make an amendment to the motion that..."). This amendment must be seconded and voted on. Several amendments may be added to the original Motion. After discussion, the Chair re-states the motion, and the group votes on the Motion or "motion as amended" and the decision is made. If the group votes and passes the motion, then the "motion has been carried".

You must have a quorum of at least more than 50% of supervisors (not associate supervisors) to do any official business (have an official meeting, make motions, vote, etc.) at a conservation district board meeting.

### **Group Process**

It is also important to be aware of group process at the meetings you attend. We all engage in a variety of behaviors at meetings. We do certain things to ensure that the tasks are accomplished, to maintain the cohesiveness of the group, and to fulfill individual agendas (both positive and negative). Groups must balance between task (getting the work of the group done) and relationship (helping people enjoy working in the group). An agenda helps you focus on the tasks to be accomplished at the meeting.

Relationship is a little more complicated. People have many different ways of operating in a group. Step back and look for patterns in the way you communicate with others and see what you can improve. Though someone may have attributes that you find frustrating, think about how those attributes may have positive effects as well. Try to appreciate them and work together. You may want to look for resources to enhance listening and other group skills. Note the ten commandments of member meetings listed below.

### **"Ten Commandments of Member Meetings"**

- I Thou Shall come prepared to group meetings.
- II Thou Shall seek common direction in working with others.
- III Thou Shall share oneself as a resource in the group.
- IV Thou Shall be open to listen to the ideas of others.

- V Thou Shall take responsibility for helping the group make decisions and solve problems.
- VI Thou Shall speak only for thyself.
- VII Thou Shall help evaluate the group effort.
- VIII Thou Shall evaluate thine own contributions.
- IX Thou Shall help celebrate and honor success.
- X Thou Shall do what follow-up is agreed on after the meeting of the group.

*Harvard School of Business*

Try to start and end meetings on time. Most district board meetings, for example, shouldn't take much longer than 2 hours. Following specific meeting procedures will help you achieve the ends of your meeting and use your and others' valuable volunteer time wisely. Also, setting a yearly calendar for all board meetings will help people know well in advance when meetings will take place. You might also stagger meeting times, in case there is a specific time of the day, week, or month that certain participants aren't able to attend.

Minutes are a very important part of meetings. Minutes provide written record of the meeting and become very important as you deal with weighty issues, such as managing a grant.

Minutes should include:

- Name of Committee or board;
- Type of meeting;
- Date;
- Place;
- Name of presiding officer;
- Members Present;
- Whether minutes of previous meeting were read and approved;
- Major problems or issues;
- Motions made;
- Motions carried;
- Length of Meeting; and
- Comments made by the public.

Normally the board secretary, or staff if available, takes minutes and they are approved at the next meeting. Minutes need to be sent out **within 30 working days** after the meeting. This is so everyone has a written reference to commitments they made and can note corrections or additions to the minutes while the meeting is still fresh in their mind. Minutes must be submitted to the State Conservation Districts Program **within 30 days** of the meeting (even if in draft form) to meet the requirements of the State Conservation Commission regulation. Minutes must be retained for five (5) years. If meeting minutes are submitted to the CD Program in a timely manner, they will be retained on file with the CD Program.

## **Annual Meetings**

Annual meetings are a special type of conservation district meeting. They are frequently large banquet or barbeque style affairs with an educational or inspirational presentation. Annual meetings provide an opportunity to interact informally with cooperators, assisting agencies, and others, as well as update them on current district activities and direction.

They are also an occasion to recognize supervisors, agencies, and individuals who have helped in district programs. They are also a time to review district annual plans for cooperator input.

Try to make your annual meeting as enjoyable as possible. Assemble an Ad Hoc committee to make arrangements for an interesting location and to send personal invitations. You should also take advantage of publicity opportunities by sending advance notices to the media and the Program so that they can help spread the word.

## **CONSERVATION DISTRICT FINANCES**

To develop effective conservation programs, your board must obtain adequate district funding. Conservation districts receive and disburse public funds. Supervisors must also account for how district funds and other assets, such as conservation tillage equipment, are used. Conservation district funds should be handled only by supervisors or conservation district employees that have been delegated this responsibility and, if required by the board, bonded with a surety bond.

Your board should have a finance committee to oversee all financial aspects of the district and board, and to make informed decisions. The finance committee should: review sources of funding, develop budgets and budget reports, arrange yearly required audit procedures, and check the reliability of financial information. Ultimately, decisions on the budgets, and other financial procedures, are made by the supervisors—the finance committee helps this get accomplished in a timely and professional manner.

## **Funding**

The first step in conservation district funding is to define your district's need for funds. This is done in conjunction with the annual plan and budget. Then you work to obtain funds from state, county, or city appropriated funds, grants, and local income-making projects.

### **Federal, State, and County Funds**

Federal funds for conservation districts are sometimes available from the NRCS through cooperative agreements for specific work. Many cooperative agreements (and grants) require the district to provide matching funds or a "match". Occasionally services or materials can be substituted for matching funds. Funds may also be available from the

Environmental Protection Agency, U.S. Forest Service, Bureau of Land Management, U.S. Fish & Wildlife Service, Bureau of Reclamation, and U.S. Corps of Army Engineers.

State funds for conservation districts are typically provided through the Nevada State Conservation Commission. Funding is also available through the Bureau of Water Quality, Department of Wildlife, and other state departments. These other funds will most likely be federal funds for specific uses.

You might also try to obtain county or city funding. There are many reasons for the county or city to support your district. In addition to benefits provided to individual landowners in the county or city, conservation districts can help with soil surveys and interpretations for planning, county assessment, structures, highways, and drainage. Counties and cities may also consider supporting their conservation district financially because:

- Preventing erosion can save dollars spent on road drainage clean-up efforts;
- Preventing floods can save dollars spent on flood control and water supply problems;
- Conservation improves local environmental quality and economic growth;
- Salaries paid to conservation district employees contribute to local economy;
- Added value of well-cared for properties helps maintain the local tax base;
- Conservation district programs are cost-effective because of high volunteer inputs;
- Cooperative agreements with assisting agencies bring state and federal tax dollars and services back to the county; and
- Providing expertise or staff to address local natural resource needs/problems.

### **Grants**

Grant funds are awarded to an organization on a competitive basis for a fixed period of time, usually for a specific purpose. Federal, state, and private foundations are all sources of grants. The 314 and 319 Clean Water Funds are currently a major grant source for Nevada Conservation Districts, and are administered through the Nevada Bureau of Water Quality. Conservation districts may also apply for grants in wildlife habitat development, road drainage protection, forest stewardship, and other areas.

As Nevada's new Sagebrush Ecosystem Program becomes more and more operational and viable, there will be funding available through their Conservation Credit System for projects to mitigate disturbances in the sagebrush ecosystem. These funds may or may not require a match, but additional leveraging of funding is always a plus on a grant application.



Pinyon and juniper trees are cut to provide optimal growth conditions for native sagebrush.  
(NRCS Photo)

Grants are usually obtained by writing a proposal. Individual grant proposals usually have to follow a detailed format outlined by the grantor. Typical proposals include:

1. A Project summary;
2. A Statement of the problem;
3. Methods to be used to solve the problem;
4. Evaluation criteria;
5. Funding sources; and
6. A budget showing funds requested
7. Partnering with other organizations

There are also non-profits, foundations and private institutions that offer assistance to groups seeking funds through grants.

Whenever a district is applying for a grant, if allowed by the grant provider, always include an amount for administrative responsibilities. In Federal grants this is often referred to as “indirect” costs associated with the grant. Oftentimes, these additional funds are from 10-15% (more in some federal grants) of the grant amount and can help the district pay for administrative staff to manage the grant.

### **Local Income Projects**

Many Conservation districts undertake local fundraising activities. Examples of such activities include:

- Community and Family Foundations;
- Special events: (e.g.: raffles, bake sales, golf tournaments, walk-a-thons, etc.);
- Testimonials: charge a specific amount of money for a dinner in testimony to someone, etc.;

- Retail sales (e.g.: conservation related items such as trees, travel, etc.);
- Service fees paid for providing conservation services such as soil testing, tree planting, etc.;
- Direct appeals for donations through media, mail, or telephone;
- Memorials and honorary gifts: (e.g. the relative of a deceased conservation-minded person establishing a scholarship fund in their memory);
- Membership (for individuals, agencies and/or organizations who make yearly contributions);
- Requests;
- Sponsorship for individual projects (e.g.: newsletter);
- Advertisements in newsletters;
- Special gifts;
- Conservation equipment rental; and
- Fundraising drives.

Individual activities may be more or less appropriate for your area or specific funding need. Before undertaking any of these specific efforts, set up an Ad Hoc committee to develop a fundraising plan. As with other board activities, fundraising should be a function of board members, not of paid staff. Staff can help, but you are ultimately responsible.

In looking at these methods, be sure to take the cost of the fundraising into account. If costs of raising funds are more than one third of funds acquired, it may not be ethical. *Standards for Charitable Solicitations*, issued by the Council of Better Business Bureaus, provide a fuller understanding of the ethical aspects of many fundraising techniques. Even if your efforts should not prove as successful as you would like, don't be discouraged, you have probably improved the district's public relations. If fundraising efforts are successful, let everyone know—this is a visible sign of public support for your district!

### **Budgets**

An important part of district finances is developing budgets to allocate conservation district funds and other resources. Your district budget should be prepared annually by the finance committee, in conjunction with the district annual plan, and should include:

- A narrative summary;
- Projected expenses and revenue;
- A five year review of revenue and expenses; and
- The proposed budget with the prior year's actual expenditures and income, and the recommended allocation for the coming year for each line item.

It is also a good idea to budget staff time to accomplish your objectives. You may also include dollar value estimates of volunteer contributions. To keep track of your budget status, the board treasurer should report on income, expenses, and other budget status information such as a balance sheet, at monthly board meetings. **Annual Budgets are to be filed with the State Conservation Program by June 1st each year.**

## Accountability

Funds obtained by conservation districts are classified as public funds, regardless of how obtained. As a public official, you are accountable for funds, property, and equipment belonging to your district. You should also report to the public on how you are using their resources.

### Local Government Purchasing Act

Conservation districts should follow the state guidelines when making purchases or getting contracts for work. Always consult with your District Attorney on matters such as this. Below are quotes from the NRS 332 series:

#### **NRS 332.039 Advertisements or requests for bid on contract.**

1. Except as otherwise provided by specific statute:

(a) A governing body or its authorized representative shall advertise all contracts for which the estimated annual amount required to perform the contract exceeds \$50,000.

(b) A governing body or its authorized representative may enter into a contract of any nature without advertising if the estimated annual amount required to perform the contract is \$50,000 or less.

(c) If the estimated annual amount required to perform the contract is more than \$25,000 but not more than \$50,000, requests for bids must be submitted or caused to be submitted by the governing body or its authorized representative to two or more persons capable of performing the contract, if available. The governing body or its authorized representative shall maintain a record of all requests for bids and all bids received for the contract for at least 7 years after the date of execution of the contract.

2. This section does not prohibit a governing body or its authorized representative from advertising for or requesting bids regardless of the estimated annual amount required to perform the contract.

#### **NRS 332.045 Advertisement to be by notice to bid; publication; contents of notice.**

1. The advertisement required by paragraph (a) of subsection 1 of NRS 332.039 must be by notice to bid and must be published:

(a) In a newspaper qualified pursuant to chapter 238 of NRS that has a general circulation within the county wherein the local government, or a major portion thereof, is situated at least once and not less than 7 days before the opening of bids; and

(b) On the Internet website of the local government, if the local government maintains an Internet website, every day for not less than 7 days before the opening of bids.

2. The notice must state:

(a) The nature, character or object of the contract.

(b) If plans and specifications are to constitute part of the contract, where the plans and specifications may be seen.

(c) The time and place where bids will be received and opened.

(d) Such other matters as may properly pertain to giving notice to bid.

## Audits

Districts should conduct an annual audit of accounts, receipts, and disbursements. The District Treasurer leads this effort. The audit may be done by an outside accounting firm. The state's Legislative Counsel Bureau is also authorized by law to audit the district's financial records upon request because the district receives state funds (per NRS revisions June, 2007). **Final Financial Reports are to be filed with the Conservation Commission by September 30th, each year.** If it is not financially feasible for the district, and not required by any of their grant providers, the State Conservation Commission's action of formal acceptance of the district's financial statements serves as the audit required by law.

## Reports

Another important part of accountability is keeping a documented public record of how your conservation district uses money and volunteer support. Annual, quarterly, and special reports help you maintain contact with your community and show them what you are doing with public funds.

Reports don't have to be boring, legalistic texts. Research your reports carefully to determine essential facts. Then use your reports as a tool for education and public relations: use nice graphics, simple concise language, photos, cartoons, etc., to make your conservation district's story as attractive and readable as possible. Your reports have to compete with many other pieces of communication –make them attractive and meaningful with high quality printing. You might even consider asking your readers to fill out an evaluation form on your report.

## Annual Reports

The annual report is the story of what your district did in the last year and what it will do in the future. It is your most important report and it's the one which will get the most public view. It should cover:

- Annual message from the Chair;
- The Treasurer's report;
- Highlights or special events of the year
- Accomplishments (conservation practices achieved, etc.); A financial report (use charts, graphics);
- Thumbnail sketch of persons involved with the district: supervisors, staff, cooperating agencies, etc.; and
- Remaining problems to be solved, future plans, etc.

You might also include quotes from "satisfied cooperators" and results of evaluations. Your annual report can be a glossy brochure, or an issue of the district newsletter or local newspaper. If you do one of the latter two, obtain extra copies for distribution to the

Conservation Commission and others who should receive this report. **Annual Reports are due to the State Conservation Program by September 30, each year.**

### **Special Reports**

Many grant sources require quarterly reports of project accomplishments, remaining tasks, problems encountered, and fiscal data. There may also be specific local conservation issues that you want to address in a special report.

### **Legal Liabilities**

Accountability is important; as stewards of public funds, and an entity working with individuals and other entities, legal complications may arise. As a district supervisor, you have some protection from liability while discharging your official duties as a supervisor, and can request the assistance of your District Attorney if necessary.

Hopefully, you will not need this protection. The best way to avoid legal liability is to conscientiously perform your job as a supervisor; you must understand your role and responsibilities, keep accurate minutes, go to board meetings, keep well informed of what your district is doing, and stay free of any potential conflicts of interest. Board members shouldn't have any business transactions with the district.

Assistance is set up formally through a Cooperative Agreement, or a Memorandum of Understanding. You can also involve groups more informally by appointing their representatives as associate supervisors, advisors, or committee members.

## **INFORMATION/EDUCATION**

Conservation districts encourage volunteer cooperation of landowners and of the general public through information and education. Landowners and operators must be educated so they will understand and adopt conservation values and practices. The general public must be reached so they will understand their stake in conservation and contribute their financial, political, and volunteer support to district programs. You must also inform local, state, and federal legislators of conservation implications and of the issues they address.

To have effective information/education programs, supervisors should understand their audiences and the most appropriate methods with which to reach them. They should also understand how to integrate public relations into their program. Finally, supervisors should be aware of the many forms of media available to communicate their message.

### **Adults**

Conservation districts work with many adult audiences, including landowners and users, community leaders, civic clubs, cooperating agency personnel, and others. Our learning styles usually change as we get older. We have more life experience, look for education that can be applied in the present, and expect teachers to be sensitive to our educational needs. Adults have the freedom to participate in your district educational efforts or not. There are a variety of methods to reach adults including:

- Personal contact;
- Inviting persons to board meetings and open house tours;
- Annual meetings;
- Community meetings;
- Newsletters;
- Resource Tours;
- Demonstration plots;
- Case Studies;
- Workshops;
- Speeches or films;
- Panel Discussions; and
- Symposia.

Contact your local Cooperative Extension office for help in developing conservation education programs for adults.

### **Legislators/Elected and Local Elected Officials**

Legislators are a unique adult audience. District programs are often directly affected by local, state, or federal laws. The Nevada Association of Conservation Districts (NvACD) and the National Association of Conservation Districts (NACD) are the principal legislative arms for conservation districts. Inform them of your legislative concerns.

You can assist the NvACD in their lobbying efforts. Learn how the political process works, and get to know your representatives' backgrounds in and views on conservation. Make personal contact with representatives through concise, well thought out letters or telephone calls. You may also have opportunities to give testimony in formal meetings or hearings on conservation issues. A key to working with elected officials is to get to know them before you ask them for something. Also consider whether or not you may have personal friends who could talk to officials for you.

## **Youth**

A major aim of conservation education is to enrich the public's conservation values. The older we get, the harder it is to be open to fresh conservation values, especially if, as has been the trend, we are further removed from the land. Youth offer one of the most fertile grounds for enriching the general public's conservation values.

You may work with the whole youth population or specific groups, such as area schools, 4-H clubs, Future Farmers of America, Boy Scouts, Girl Scouts, and others. Try to be conscious of the special needs of different youth audiences, such as teens vs. kindergartners etc., and try to use the most age-appropriate methods to convey your message. It is vital to "get down on their level" to be effective. Conservation districts have used a wide variety of methods to reach the youth, including:

- Youth conservation education scholarships for Range camp and soil teams;
- Training teachers and youth group leaders in conservation;
- Providing educational materials for conservation components of youth group programs;
- Inviting youth group leaders to board meetings;
- Setting up a "youth board" –a small scale version of the conservation district board;
- Seeking sponsors for awards and other conservation programs for youth;
- Encouraging youth groups to implement conservation plans on youth group facilities and property;
- Developing conservation programs and projects that can involve youth;
- Locating conservation projects in areas meaningful to youth; and nominating teachers for awards.

## **Public Relations**

Your conservation district's public image affects every aspect of your work. Public relations are a continuing program to help people understand what your conservation district is, what you are doing, and why it is important. Good public relations can:

- Inform the public of what a conservation district is, and what it does;
- Promote favorable recognition of the district;
- Ensure that potential cooperators are aware of the availability of district assistance;
- Build rapport with other groups;
- Increase the amount of funds that districts receive;

- Increase the quality and amount of assistance the district obtains from cooperating agencies; and
- Improve the quality of people who serve as conservation district supervisors or on conservation district committees.

Your board should appoint one person or committee to be in charge of conservation district public relations. The district should set goals for basic understandings you would like the public to have about your district. These public relations goals should grow naturally out of what your conservation district is doing, and then permeate all aspects of your conservation district's plans and programs.

As with more educational efforts, understand different audiences and tailor your public relations messages to be interesting to each. Make sure you send consistent information. Sometimes written, graphic, and non-verbal aspects of your programs can give different messages.

In developing and maintaining your conservation district's public relations program:

- Board members and associate supervisors should represent the board in person whenever possible instead of relying on paid staff;
- Pay attention to public relations details throughout your district program;
- Treat people warmly over the phone, through E-mail and the mail;
- Follow through on commitments;
- Pay attention to cultural differences and;
- Give adequate recognition to agencies, associations and other groups you work with.

The NACD and many other sources have more specific information on conducting effective public relations programs. A specific program from NACD to consider is the "Conservation Marketing Tool Kit and the Easy-to-Use Workbook for Marketing Conservation Services". The Nevada Conservation Commission can also help you with this.

### **Working with the Media**

Whether you are engaging in information, education, public relations, or all three, you will use a whole range of media, from personal contact to mass media. Examples include:

- Personal telephone or conference calls;
- Personal letters;
- Direct mail;
- Interview shows;
- Free speech messages;
- Press conference;
- Columns or regular features in newspapers or magazines;
- Slide-tapes, films, movies, and video-tapes;
- Events such as Soil Stewardship Sunday;

- Displays, shows, and fairs;
- Demonstrations (with signs);
- Annual reports;
- Newsletters;
- Press coverage at meetings;
- Public Service Announcements (PSAs) on radio, TV (including cable);
- Press releases to newspapers, magazines, etc.;
- Calendar listings;
- Brochures, handouts, mailers, etc.;
- Photos or other artwork;
- Posters;
- Banners and Bus Posters.

Try to establish friendly and mutually helpful relationships with media representatives. If you convince them of the importance of your program, they will convince the public. Your district might have a committee to coordinate media relations and decide:

- Why you want media coverage;
- Who your audiences are; and

Which media would be most effective in reaching different audiences?



Field Instruction - Nevada Youth Range Camp

## RESOURCES

### Federal Agencies

**Natural Resource Conservation Service (NRCS):** Since 1933, the Soil Conservation Service, now known as the Natural Resources Conservation Service (NRCS), has been providing technical assistance to conservation districts across the nation. The NRCS is an agency of the U.S. Department of Agriculture (USDA). NRCS staff works with conservation districts and program staff to design, plan, and carry out a variety of conservation practices for cooperating landowners and users. NRCS also provides specialists at the regional and state level in agronomy, forestry, engineering, and soil science.

NRCS assistance is subject to USDA policies and federal budget priorities. Consequently, NRCS priorities do not always match those of your local district. The NRCS – Conservation District partnership has been proven effective. However, supervisors should understand the opportunities as well as the limitations afforded by NRCS assistance.

In order to better match the priorities of NRCS, conservation districts should regularly participate in the Local Working Group (LWG) process in order to provide NRCS with advice concerning local project goals and objectives. This is critical to the principal of Locally Led Conservation. (See Appendix K, Locally Led Conservation)

**Farm Service Agency (FSA):** The FSA administers cost-sharing programs to farmers implementing Environmental Quality Incentives Program projects.

**Agricultural Research Service (ARS):** The ARS researches the production, marketing, use, and improvement of soil, water, air, and agriculture products. ARS research is conducted at numerous field locations throughout the U.S. and in territories and in several foreign countries.

**Army Corps of Engineers ("The Corps"):** The U.S. Army Corps of Engineers plans and constructs reservoirs and local measures to control floods and improve navigation. It is active in flood control, hydroelectric power, municipal and industrial water supplies, recreation, and planning for all functions of water resource development. They can also participate in surveys, investigations, and river restoration projects.

**Bureau of Indian Affairs (BIA):** The BLM manages and leases the national resource lands and their resources to state and local government agencies, individuals, and nonprofit organizations. Districts can enter into cooperative agreements with the BLM for a variety of conservation projects.

**Bureau of Land Management (BLM)**

The BLM manages and leases the national resource lands and their resources to state and local government agencies, individuals, and nonprofit organizations. Districts can enter into cooperative agreements with the BLM for a variety of conservation projects.

**Bureau of Reclamation (BOR):** The BOR locates, constructs, and maintains works to store, divert, and develop water in the Western States. BOR projects provide for municipal and industrial water supply, hydroelectric power, irrigation, water quality improvement, fish and wildlife, outdoor recreation, flood control, and navigation.

**Economic Development Administration (EDA):** The EDA helps develop the economies of communities. The EDA provides grants, loans, and other forms of assistance for public works and development facilities, industrial and commercial expansion, redevelopment areas, and economic development districts.

**Environmental Protection Agency (EPA):** The EPA carries out federal pollution control laws. It also provides technical assistance to reduce and control air, water, and land pollution. The EPA provides funding to develop and install pollution treatment facilities. They also provide grants to conservation districts to improve water quality.

**Rural Economic and Community Development Service (RECDs):** The RECDs makes loans for farm ownership, operating expenses, livestock emergencies, soil and water conservation, grazing, Indian tribe land acquisition, recreation, and subsidized and un-subsidized housing.

**U.S. Fish and Wildlife Service (USFWS):** The USFWS is responsible for wild birds, mammals (except certain marine mammals), and inland sport fisheries. The USFWS conducts research activities and environmental impact assessments, manages wildlife refuges, and administers the Partners in Wildlife Grant Program.

**U.S. Forest Service (USFS):** The USFS has federal responsibility for forestry. The USFS sponsors cooperative programs through state forestry agencies, the Soil Conservation Service, and conservation districts. These programs seek to control fires, stabilize gullies, improve forest growth, plant trees, and control forest pests.

**Heritage Conservation and Recreation Service (HCRS):** The HCRS coordinates government and private interests to promote and develop outdoor recreation programs. The HCRS also administers grants to states and their political subdivisions for comprehensive planning, land acquisition, and facility development.

**National Park Service (NPS):** The NPS administers national parks, monuments, historic sites, and recreational areas for the enjoyment and education of citizens. It also helps states, local governments, and citizen groups develop park areas, protect nature, and preserve historic properties.

**U.S. Geological Survey (USGS):** The USGS conducts studies on public lands as well as research in geology, geophysical, hydrology, cartography, and related sciences. It also studies natural hazards, such as earthquakes and volcanoes, and identifies flood hazard areas.

### **State Agencies**

**Department of Conservation and Natural Resources (DCNR):** The DCNR consists of the following divisions and offer assistance in many natural resource areas:

- 1. Division of Environmental Protection:**
  - Bureau of Air Quality;
  - Bureau of Mine Regulations and Reclamation;
  - Bureau of Water Quality;
  - Bureau of Waste Management; and
  - Bureau of Corrective Actions.
- 2. Division of Forestry;**
- 3. Division of State Lands;**
- 4. Conservation District Programs;**
- 5. Division of State Parks;**
- 6. Division of Water Planning;**
- 7. Division of Water Resources;**
- 8. Natural Heritage Program;**
- 9. State Historic Preservation Office.**

**Nevada Department of Transportation (NDOT):** The NDOT constructs and maintains the state's transportation system. This system includes roadways, bridges, general aviation, and capital facilities.

**University of Nevada Reno Cooperative Extension (UNR):** Assistance from UNR is commonly found through the UNR Cooperative Extension. Extension agents ("county agents") and specialists are available to counsel, educate, and train conservation districts in economy, engineering, agronomy and soils, animal sciences, entomology, food science, and technology, forestry and range management, home economics, horticulture, plant pathology, sociology, veterinary science, and many other areas. Most counties have an Extension office that serves as the local contact for conservation districts to request Extension assistance. UNR Cooperative Extension is also responsible for 4-H, which can be an excellent vehicle for youth conservation education programs.

### **Local Government**

**County Government:** Nearly all conservation districts in Nevada do not overlap into other counties, and while there is no legal relationship between the two, counties can be helpful in several ways. Counties can provide: office space; funding; co-sponsorship for watershed

projects, and responsibility for operation and maintenance; bridge and culvert replacement; use of county earthmoving equipment; cooperation on county parks and other county owned land; and funds for soil survey. County contacts include: commissioners, council, auditor, treasurer, recorder, engineer, assessor, highway superintendent, health officer, planning commission, parks and recreation department, weed district, and others.

**Municipal Government:** Municipal or "City" government can also be very helpful. Consider contacting the City Mayor, council, planning commission, park board, street and water departments, and others.

**Schools:** Local schools can help your district carry out conservation education. School contacts include: school board members, principals, and/or superintendents, vocational agriculture instructors, and science and natural resources teachers.

### **Conservation District Associations**

**Nevada Association of Conservation Districts (NvACD):** The NvACD is a non-profit, nongovernmental organization of the 28 conservation districts in Nevada. The NvACD is made up of three area associations of conservation districts and serves as a state voice for conservation districts on state policy, legislation, communication, and funding for conservation activities. The NvACD also provides forums to inform, train, and educate supervisors, and to recognize outstanding district individuals and programs. The NvACD has standing committees on awards including: education/poster, legislative, National Endowment, and urban.

**National Association of Conservation Districts (NACD):** The NACD is a non-profit, nongovernmental organization representing over three thousand districts and their state associations in the fifty states, Puerto Rico, and the Virgin Islands. The NACD lobbies for federal conservation legislation and funding in Congress. It also provides brochures, reports, conservation films, training, and education. [www.nacdnet.org](http://www.nacdnet.org)

### **Private Organizations and Businesses**

Assistance may also be obtained from other sources. Private organizations, such as fishing and hunting clubs and environmental groups, often have a strong interest in promoting conservation.

Examples of helpful organizations include:

- Cattlemen's Associations;
- Farm Bureau;
- Garden Clubs;
- 4-H Clubs;
- Boy and Girl Scouts;
- Chambers of Commerce;

- Wildlife and Recreation Associations;
- Future Farmers of America (FFA);
- Soil and Water Conservation Society (SWCS);
- National Association of State Conservation Administrators (NASCA); and
- Society for Range Management.

Private industries are often interested in conservation as a matter of improving their business climate. Don't be afraid to be creative in your search for resources for a quality program.



Courtesy: Clover Valley Conservation District

## Appendix A

### Conservation District Annual Calendar by Quarters (Fiscal Year)

#### First Quarter: July, August and September:

1. Complete and distribute an annual report for the fiscal year just ended. Provide a copy to the State Conservation Districts Program by September 30th.
2. Complete and distribute final end-of-the-year financial report for the fiscal year just ended. Provide a copy to the State Conservation Districts Program by September 30th.
3. On even-numbered years: If the district's elections are held as part of the general elections, on the general ballot, the last day for filing for office is the third Wednesday in July. Be sure that well-qualified candidates have filed for each seat. For mass meeting elections, notify the county clerk or registrar of voters in September of the time and place of elections which must be held the first ten days in November of even numbered years.
4. Discuss nominees for the local district awards, NvACD awards, and NACD awards. Get the needed information from NvACD and/or NACD.
5. Draft resolutions for the NvACD annual meeting.
6. Other \_\_\_\_\_

#### Second Quarter: October, November and December:

1. Review District progress on its annual work plan (quarterly).
2. In October, prepare for the NvACD annual meeting:
  - Submit resolutions;
  - Select an official delegate;
  - Pay dues to the State Association if the district has not already done so; and
  - Be prepared to submit a name for nomination to the State Conservation Commission, which is done by the NvACD.
3. In October, plan a district annual meeting for November or December. Consider mailing information concerning the list, program, speaker, etc. This may be held jointly with the election meeting in even-numbered years.
4. In even-numbered years, during the first ten (10) days in November, hold biennial district elections in cooperation with the county clerk or registrar of voters. The election can be on the county ballot or can be held as a mass meeting.
5. In even-numbered years, the district or the county clerk (registrar of voters) must mail certification of election results to the State Conservation Districts Program by November 30th.
6. Hold a district annual meeting during November or December (May be held jointly with election meeting in even-numbered years).
7. Check the status of appointed supervisors (county or city representatives). If

necessary, nominate supervisors for new appointments, and send to the county or city for their consideration.

8. In November, attend NvACD annual meeting.
9. Enter NACD-FIEI District Newsletter Contest (if district has a newsletter). Entries are due by early December.
10. In December, report to the board on the NvACD annual meeting. Review resolutions adopted and take action if needed.
11. In December, draft the budget for the next fiscal year starting on July 1. Seek additional funding if needed.
12. Inventory the district's equipment. Review equipment policies and rental rates.
13. In December, prepare for the NACD annual meeting held in February.
14. In December, start preparing your county funding request, including your justification. County budget requests are usually due in February or March each year.
15. Other \_\_\_\_\_

### **Third Quarter: January, February, and March:**

1. Review district progress on its annual work plan quarterly.
2. Elect board officers. Mail a new list of supervisors and officers to the State Conservation Districts Program and county registrar of voters.
3. Appoint committees as needed. Seek non-board members to serve on committees; appoint them associate supervisors as appropriate.
4. Update the district's list of cooperators.
5. Remember your county funding requests are due in February or March. Contact the county for the request format.
6. Update the district mailing lists.
7. In February, pay dues to NvACD and NACD for present calendar year. NvACD dues must be paid by November 1 in order to take part in the annual meeting.
8. Develop the nominees for the Environmental Education Awards Contest due in April.
9. Finalize the district budget for the next fiscal year starting on July 1; this is due to the Conservation Districts Program by June 1st.
10. Finalize the district Annual Work Plan for the next fiscal year starting on July 1; this is due to the Conservation Districts Program by June 1st.
11. Review any Memorandum of Understanding with the NRCS and other agencies. Continue this activity until the next month if necessary.
12. In March, hold NvACD area meetings.
13. In March, plan for summer range camp. Contact the county extension agent and offer to sponsor one or more teenagers.
14. Other \_\_\_\_\_

### **Fourth Quarter: April, May, and June:**

1. Review district progress on its annual work plan quarterly.
2. In May, get range camp application in to the Range Camp Committee.

3. In April, prepare for the annual district planning meeting to be held in May. Invite agencies, community groups, local political leaders, etc.
4. County funding proposals are due in April.
5. In May, hold an annual district planning meeting. Review the district's long range program and update as needed. Mail the update to the State Conservation Districts Program office. Draft the district's Annual Work Plan for the next fiscal year starting on July 1; the plan is due to the Commission on June 1st.
6. In conjunction with the annual plan, prepare an annual budget and submit it to the State Conservation Districts Program office by June 1st.
7. Soil Stewardship week is in May.
8. Other \_\_\_\_\_

## Appendix B

### **EFFECTIVE JANUARY 1, 2013** **DUE DATES FOR SUBMITTING REQUIRED INFORMATION TO THE STATE CONSERVATION COMMISSION**

#### **MINUTES AND AGENDAS**

**MINUTES** (draft minutes are fine if that's what's available, they count as submission) **AND AGENDAS MUST BE SUBMITTED TO THE CONSERVATION DISTRICTS PROGRAM OFFICE WITHIN 30 WORKING DAYS OF THE MEETING DATE.**

With the change in the regulations, all districts must have at least three (3) meetings per year, one must be an Annual Meeting and at least three meetings must be in different calendar months.

#### **PLANNING REPORTS**

**DUE BY JUNE 1<sup>ST</sup>**

**PROPOSED BUDGET & ANNUAL WORK PLANS**

#### **REPORTING DOCUMENTS**

**DUE BY SEPTEMBER 30<sup>TH</sup>**

**ANNUAL REPORT & FINAL FINANCIAL REPORT**

This reporting material is used by the State Conservation Commission to determine whether the Districts have met the requirements for "In Good Standing" status as well as whether all grant funds from the preceding year have been committed for expenditure by July 1<sup>st</sup> of the next fiscal year.

**PLEASE SEND ALL AGENDAS AS SOON AS  
POSSIBLE, PREFERABLY BY POSTING DATE**

**Please send all Agendas, Minutes and Reports  
to: Joe Locurto**

**[jlocurto@dcnr.nv.gov](mailto:jlocurto@dcnr.nv.gov) or FAX to 775-684-8604**

## Appendix C

### Summary of Dates to Remember

#### Conservation Commission Regulations

1. File District Agendas at least 4 business days prior to a meeting.
  2. File District meeting Minutes within 30 working days after a meeting.
  3. Hold District Elections during the first 10 days of November every even-numbered year.
  4. An Annual Plan and a Budget must be submitted to the State Conservation Districts Program office by June 1st of each year.
  5. An Annual Report & a Financial Report must be submitted to the State Conservation Districts Program office by September 30th of each year.
  6. Election Reports must be filed with the State Conservation Districts Program office by November 30th of each election year.
- 

#### National Association of Conservation Districts (NACD)

- Jan. 15** NACD Annual Meeting; pre- registration contact:  
NACD Headquarters  
509 Capital Court, NE  
Washington, DC 20002-4937  
Phone: (202) 547-6223  
FAX: (202) 547-6450  
<http://www.nacdnet.org>
- Feb. 1** NACD Directory Changes are due; contact regional representatives.
- Feb. 15** NACD Directory Changes from regional offices are due in NACD League City Office.
- Mar. 15** NACD/Zeneca Conservation Education Awards applications are due from teachers in district offices.
- Apr. 15** NACD/Zeneca Conservation Education Awards district nomination forms, for both teachers and districts, are due to the state association education committee chairperson, or the state conservation agency.
- April** Soil and Water Stewardship Week observance begins the last Sunday of April and ends the first Sunday of May.
- May 15** NACD/Zeneca Conservation Education Award for state winning district and teacher is due in NACD regional offices.

- Aug. 15** Farm Manager Conservation Award entries are due at the America Society of Farm Managers and Rural Appraisers, 950 Cherry St., Ste. 508, Denver, CO 80222.
- Sept. 30** NACD Awards – Distinguished Service, Special Service, Professional Service, Communications, and Business Conservation Leadership nominations are due to the NACD; contact NACD headquarters for information (address and phone are above).
- Oct. 1** NACD/Zeneca Conservation Education Award regional winners are due from regional Offices in NACD.
- Oct. 1** NACD/Zeneca Marketing Excellence Award application and a 2,000 word (or less) write-up are due in NACD.
- Oct. 15** NACD/EMI District Newsletter Contest is due in NACD.
- Nov. 15** NACD Photo Contest entries are due NACD.
- Dec. 1** National Conservation Poster Contest entries are due from states to NACD.
- Dec. 10** Names of Council members & alternates, resolutions, and bylaw amendments are due in the NACD Washington office.

### **Nevada Association of Conservation Districts (NvACD)**

**Scholarships** - Applications are mailed to districts in February; applications are due in the NvACD Office by April 15th.

**Annual Meeting** - Is sometime in early November. The time and place will have been decided at the previous meeting.

**NvACD Awards** - Forms are mailed to districts in August or September; annual meeting information is due in mid-October.

**Poster Contest** - Each district has their own local contest with due dates determined by the districts. Local winners are brought to the Annual Meeting for judging. State winners are mailed to NACD in December.

**Dues** - Notices are mailed to Districts in April. Dues can be paid anytime during the year, but **MUST** be paid by November if the district wants a voting delegate at the Annual Meeting.

**Other Awards** - Deadlines for other awards depend on the award, and are included in the information mailed to districts.

## Appendix D

### Answers to Commonly Asked Questions about Conservation Districts

1. Conservation Districts work for the conservation and proper development of the state's natural resources.
2. Conservation Districts take available technical, financial and educational resources, and focus and coordinate them to meet the needs of individual landowners and land users.
3. The Nevada Conservation Districts Program provides administrative support to the State Conservation Commission, which develops policy and regulations for Nevada's 28 locally elected Conservation Districts.
4. The State Conservation Commission provides leadership with natural resource issues, facilitates Conservation District goals and public/private partnerships, dispenses conservation funds, advises and oversees Conservation Districts.
5. The Conservation Districts Program is housed within the Director's Office of the Department of Conservation and Natural Resources and is overseen by Kay Scherer, Deputy Director.
6. Conservation Districts are defined as governmental subdivision of the State (NRS 548.032).
7. Conservation Districts are governed by a board of Supervisors consisting of five supervisors elected at large, and additional appointed Supervisors (NRS 548.280).
8. Supervisors are elected for four year terms (NRS 548.275).
9. Elections are held on even numbered years during the first ten days of November (NRS 548.285)
10. All registered voters residing within the Conservation District are eligible to vote (NRS 548.265).
11. Supervisors receive no pay for their services but can be entitled to expenses when carrying out duties.
12. Conservation Districts, Supervisors, and Employees are offered coverage under the General State Liability Insurance (NRS Chapter 41)
13. Conservation Districts may develop comprehensive plans for the conservation of renewable resources (NRS 548.375).
14. Conservation Districts may conduct surveys, investigations, and research relating to the conservation of renewable natural resources (NRS 548.345).
15. Conservation Districts may conduct demonstration projects (NRS 548.350)
16. Conservation Districts may carry out preventive and control measures (NRS 548.355).
17. Conservation Districts may make available agricultural and engineering machinery, fertilizer, seed and other material to assist land occupiers (NRS 548.365).
18. Conservation Districts may construct, operate, and maintain facilities and structures.
19. Conservation Districts may administer projects and accept gifts.
20. Conservation Districts may require contributions of money, services, and materials for services on lands not controlled by the State.

21. Conservation Districts are exempt from sales tax on items purchased for district uses.
22. Conservation Districts are not authorized to borrow money or pledge district assets as security.
23. Two or more Conservation Districts may enter into cooperative agreements or with districts in adjoining states (NRS 548.400).
24. Conservation Districts have free access to enter and perform work on state, county, city, and other publicly owned lands upon obtaining consent of the land occupier or right-holder of such lands.
25. The local District Attorney is legal counsel for the district.

## Appendix E

### NOTICE

**Agenda Sample Form:** This document is provided to Conservation Districts as an EXAMPLE ONLY and provided ONLY FOR INFORMATIONAL PURPOSES. The layout and information contained herein is NOT to be construed in ANY WAY as legal advice or the only way to prepare an acceptable agenda under the requirements of NRS Chapter 241. If you have questions or concerns, please contact YOUR OWN LEGAL COUNSEL which is the local County District Attorney.

#### TEMPLATE INSTRUCTIONS/KEY:

Black items are notes to assist in understanding the flow of the proposed agenda.

Blue text should be maintained as presented in the agenda.

Green text should be replaced with the appropriate information.

Posted: *Date Posted*

### MEETING NOTICE AND AGENDA

#### *NAME OF CONSERVATION DISTRICT*

DATE and TIME of MEETING: *Date of Meeting*  
*Time of Meeting*

PLACE of MEETING: *Name of Location (Building, Business, etc.)*  
*Physical (Street) Address*  
*Room Number, Suite or other location information*  
*City and State*

If the meeting is being video and/or teleconferenced, list the location(s), list the location of that electronic connection similar in manner to the information for Place of Meeting.

NOTICE: Items on this agenda may be taken in a different order than listed. Items may be combined for consideration by the Board. Items may be removed from the agenda at any time.

1. CALL TO ORDER: Roll Call, Determination of Quorum and Opening Remarks. Can make Introductions here also.
2. APPROVAL OF AGENDA: \*FOR POSSIBLE ACTION\*
3. PUBLIC COMMENT:  
In consideration of others, who may also wish to provide public comment, please avoid repetition and limit your comments to no more than five (5) minutes.

Public comment may be made on any issue and any discussion of those items; provided that comment will be limited to areas relevant to and within the authority of the Conservation District Board. No action will be taken on any items raised in the public comment period that are already not on the agenda. At the discretion of the Chairman, public comment may be received prior to action on individual agenda items.

4. Review and possible approval of BOARD MINUTES for Date of Meeting. \*FOR POSSIBLE ACTION\*
5. Specific AGENDA ITEM stated such that any “reasonable person” would understand the topic, such as “Possible approval of financial report and payment of bills due”. \*FOR POSSIBLE ACTION\*
6. Specific AGENDA ITEM stated such that any “reasonable person” would understand the topic, such as “Possible approval of inter-local agreement with weed district”. \*FOR POSSIBLE ACTION\*

You can continue listing Agenda items as needed with the appropriate FOR POSSIBLE ACTION or NOT FOR POSSIBLE ACTION statement in the topic heading.

7. Typical DISCUSSION TOPICS such as NRCS and other agency reports not requiring board action. List as many reporting items as needed in this area. \*NOT FOR POSSIBLE ACTION\*
8. Schedule DATE and REVIEW AGENDA TOPICS for the NEXT MEETING. \* FOR POSSIBLE ACTION\*
9. PUBLIC COMMENT:

In consideration of others, who may also wish to provide public comment, please avoid repetition and limit your comments to no more than five (5) minutes.

Public comment may be made on any issue and any discussion of those items; provided that comment will be limited to areas relevant to and within the authority of the Conservation District Board. No action will be taken on any items raised in the public comment period. At the discretion of the Chairman, public comment may be received prior to action on individual agenda items.

10. ADJOURNMENT \*FOR POSSIBLE ACTION\*

NOTICE: Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify our office by writing to (Your Contact Address) or by email at (E-mail Address) or calling (Your Phone #) no later than two (2) working days prior to the scheduled meeting.

Please contact (Your Contact Person for Materials) at (Your Address); or E-mail (Contact E-mail); or phone (Your Phone #) to obtain supporting material for the agenda.\*

\*This is a new language requirement to the Nevada Open Meeting Law to assist the public in obtaining supporting materials relevant to the public meeting.

Notice of this meeting was posted in the following locations: List the addresses of locations where you KNOW the agenda was posted.

Notice of this meeting was E-mailed for posting to the following locations: If you E-mailed the notice to locations and asked them to post it, but did not post it yourself, please provide the address(es) of those locations here.

Notice of this meeting was also posted on the Internet website at: insert web address (URL) here.

## APPENDIX F

**Minutes Sample Form:** Other formats or styles may be used. This is not intended to be a complete set of Minutes, only to show how certain matters may be listed and noted in the Minutes in order to comply with the Open Meeting Law. The public body must take into account other statutory, procedural, or record keeping requirements.

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### MINUTES of the meeting of the Used by Example Conservation District November 14, 2013

The Used by Example Conservation District meeting was held in a public meeting place on November 14, 1997, beginning at 9 a.m. at the Anywhere Community Center, 701 Main Street, Anywhere, Nevada.

#### 1. Call to Order, Roll Call

The meeting was called to order by Chairman Shirley Brown at 9:05 a.m. Present were commissioners Shirley Brown, Harry Smith, Peter Knoell, Roger Dodger, Mike Brown, and Sue Doe. Absent was Commissioner Al Henry. A Quorum was present. Also present was Sue Smith, secretary and Jim Butler, equipment manager. Members of the public were asked to sign in. The sign in sheet is attached to the original minutes as Exhibit A.<sup>1</sup>

#### 2. Approval of Agenda

Chairman Brown asked for approval of the Agenda. Motion Knoell to approve. Second motion by Smith. Vote to approve Agenda, unanimous.

#### 3. Public Comment

No public comment was made.

#### 4. Approval of Minutes

Chairman Brown asked for approval of the Minutes from the September 16, 2013 meeting.

Commissioner Doe noted the topic of reimbursement should read 2013 and not 2012.<sup>2</sup>

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<sup>1</sup> The date, time, and place of meeting as well as the members of the public body who were present and absent are required. NRS 241.035(1). Listing others present is not required by the Open Meeting Law but may be helpful in resolving Open Meeting Law and other complaints regarding the proceeding.

<sup>2</sup> If requested by a member, the minutes must record each member's vote. NRS 241.035(l) (c). Otherwise, for Open Meeting Law purposes, a matter like this may be handled this way. For other purposes, it may be advisable to give details about who made and seconded motions and how votes were cast. Consult with your District Attorney.

Motion to approve the Minutes with noted change made by Dodger. Seconded by Doe. Motion passed unanimously.

**5. Approval of Treasurer’s Report**

Commissioner Doe read the report and noted a new bank balance of \$16,121.

Commissioner Henry asked if the matching grant from the county had been received. Doe reported it had and was deposited.

Motion to approve the Treasurer’s Report by Henry. Seconded by Brown. Approved unanimously.

**6. Approval of Weed District Contract**

Chairman Brown went over some of the key points of the contract that was in the supervisors meeting packets.

Commissioner Doe asked if the contract was only valid for one year or if it needed to be renewed each year.

Brown stated the contract is valid until either party wishes to change the contract or cancel the contract. Either party could change or cancel the contract with a 90 day notice to the other party.

Commissioner Doe asked if the fee for services costs were subject to the same 90 day change notice.

Brown stated they were.

With no further discussion, Chairman Brown asked for a motion to approve the Contract.

Commissioner Doe motioned to approve the contract.

Commissioner Smith Seconded.

Call to vote.

Commissioner Knoell abstained from voting as the county appointee.<sup>3</sup>

Motion passed.

*You can continue listing Agenda items as needed*

**7. Agency and Staff Reports**

**NRCS** – John Geppe presented a conservation plan for the east valley and mentioned that this may be a sage grouse habitat site. He will report on the plan at the next meeting with new maps of the area showing habitat designations.

**Nevada Division of Forestry** – Patty Williams mentioned there may be an upcoming grant through the division for fire suppression activities. She will send the information to Sue Smith when she knows more.

**County Representative Report** – Peter Knoell reported that the county has received complaints from some rural residents about excessive weeds on vacant lands and asked if the district would look into this issue.

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<sup>3</sup> If requested by a member, the minutes must record each member's vote. NRS 241.035(l) (c). Otherwise, for Open Meeting Law purposes, a matter like this may be handled this way. For other purposes, it may be advisable to give details about who made and seconded motions and how votes were cast. Consult with your District Attorney.

**Equipment Manager Report** – Jim Butler reported all equipment has had heavy use over the past month and that all rental fees have been paid in a timely manner.

**Staff Report** – Sue Smith reported her application and payment for the grant writing course had been submitted. She handed out copies of correspondence from the Conservation Districts Program concerning new timelines for CD reports. She also read a letter from Veranda Nolte thanking the board for sponsoring her to attend Range Camp.

**8. Discussion of Next Meeting and Possible Agenda Topics**

Commissioner Smith noted with the holidays in December, he felt the meeting should be moved up a week to avoid any conflicts with members' holiday plans. Next meeting scheduled for December 10<sup>th</sup>, 2013.

Motion Brown to approve.

Second by Smith.

Approved.

No agenda topics were brought forward.

**9. Public Comment**

No public comment was made.

**10. Adjournment**

Motion to adjourn by Brown.

Seconded by Knoell.

Meeting adjourned at 10:55 a.m.

## APPENDIX G

**Minutes Sample Form for Closed Sessions:** Other formats or styles may be used. This is not intended to be a complete set of Minutes, only to show how certain matters may be listed and noted in the Minutes in order to comply with the Open Meeting Law. The public body must take into account other statutory, procedural, or record keeping requirements. Consult your local District Attorney

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MINUTES  
of the meeting of the  
Anysample Conservation District  
November 14, 2013

The Commission for Open Government was held in a public meeting place on November 14, 2013, beginning at 9 a.m. at the following locations:

At its principal office at 1801 North Main Street, Anysample, Nevada.<sup>1</sup>

**1. Call to order, Roll call**

The meeting was called to order by Chairman Shirley Brown. Present were commissioners Harry Smith, Peter Knowitall, Roger Dodger, Mike Brown, and Sue Doe. Absent was Commissioner Henry.

Also present were Executive Director Sue Smith and various staff members of the commission. Members of the public were asked to sign in, and the sign in sheet is attached to the original minutes as Exhibit A.

**2. Approval of Minutes of previous meeting**

The minutes of the October 10 meeting were approved with changes.<sup>2</sup>

**3. Report by the Committee on Abuse of Open Meeting Laws**

Mr. Rogers reported that the Committee has completed its report of abuse of Open Meeting Laws. A copy of the report is attached to the original minute as Exhibit B.

Commissioner Dodger asked about the incident involving Mayor Smith in Little Town on August 17, and wanted the Commission to file litigation. He was reminded that the report was listed on the agenda as a discussion item, and action may not be taken. Furthermore, Mayor Smith would have to be notified if the Commission was going to discuss his misconduct.

Commissioner Knowitall thanked the Committee for its fine work.<sup>3</sup>

**4. Closed session to discuss the character, alleged misconduct, and professional competence of a staff employee of the Commission**

On motion by Commissioner Dodger, seconded by Commissioner Brown, and approved with a unanimous vote, a closed session was conducted to discuss the character, alleged misconduct and professional competence of a staff employee of the Commission. The Commission received proof that the employee was notified as required by law. Separate minutes of the session have been prepared.<sup>4</sup> No action was taken.

**6. Performance Evaluation of Sue Smith**

The Commission received proof that Mrs. Smith was notified as required by law.<sup>5</sup>

Mrs. Smith objected to comments regarding her professional competence, and indicated that she was new on the job, and shouldn't be held to the standards of an experienced employee.

A member of the public addressed the Commission and asked that her remarks be included in the record. A copy of her remarks is attached to the original of these minutes as Exhibit C.<sup>6</sup>

On motion by Commissioner Dodger, seconded by Commissioner Brown, and approved with a unanimous vote, the evaluation attached to the original of these minutes as Exhibit D was approved.

1 The date, time, and place of meeting as well as the members of the public body who were present and absent are required. NRS 241.035(1). Listing others present is not required by the Open Meeting Law but may be helpful in resolving Open Meeting Law and other complaints regarding the proceeding.

2 If requested by a member, the minutes must record each member's vote. NRS 241.035(l) (c). Otherwise, for Open Meeting Law purposes, a matter like this may be handled this way. For other purposes, it may be advisable to give details about who made and seconded motions and how votes were cast. Consult with counsel.

3 The substance of the discussion must be reported. NRS 241.035(l)(c).

4 The minutes should reflect that all the procedural requirements and limitations of a closed session have been followed. See § 9 for a discussion.

5 The agenda suggested that the Commission may go into closed session, but in this instance, it handled the whole matter in an open session. Even if it does so in an open meeting, the Commission must still receive proof of service required by NRS 241.033(1).

6 See NRS 241.035(l)(d). If the commentator does not have written remarks, then his or her oral remarks must be reflected.

## APPENDIX H

**Sample Notice Letter for Closed Session Consideration.** Other formats may be used.  
**Consult with your local District Attorney.** CLOSED SESSIONS ARE EXTREMELY RARE IN NEVADA!

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**Notice of Intent to Consider Character,  
Misconduct, Competence, or Health of a Person.  
NRS 241.033**

Anysample Conservation District  
1801 North Main Street  
Anysample, Nevada 89000

December 10, 2013

Ms. Sue Smith  
1102 Center Street  
Anysample, Nevada 89000

Re: Notice of meeting of the Commission to consider your character, alleged misconduct, competence, or health.

Dear Ms. Smith:

In connection with your performance evaluation, the Commission may consider your character, alleged misconduct, competence or health at its meeting on January 14, 2005. The meeting will begin at 9 a.m. at 1801 North Carson Street, Suite 104, in Carson City, Nevada. The meeting is a public meeting, and you are welcome to attend. The Commission may go into closed session to consider the following general topics: your performance as administrative assistant to the executive director, your job description, your job duties, and matters properly related thereto. You are welcome to attend the closed session, to have an attorney or other representative of your choosing present during the closed meeting, to present written evidence, and to provide testimony and present witnesses relating to your character, alleged misconduct, professional competence, or physical or mental health.

If the Commission determines it necessary after considering your character, alleged misconduct, professional competence, or physical or mental health whether in a closed meeting or open meeting, it may also take administrative action against you at this meeting.

This informational statement is in lieu of any notice that may be required pursuant to NRS 241.034.<sup>5</sup>

This notice is provided to you under NRS 241.033.

Very truly yours,

---

Commission Secretary

## APPENDIX I

### How to Recruit Conservation District Officials

Before you begin to look for someone to serve as a district board member, your board should first identify what the needs of your district are for human resources. This is an opportunity for your board to expand the membership of the district and to find people that can help the district expand their program.

Board member recruitment of qualified and talented individuals requires looking beyond just your current circle of friends, relatives and business associates. It means actively seeking ideas and prospects from outside your inner circle. Local organizations that represent minorities and women should be invited to recommend a candidate based on your district's needs. Your local board should develop a list of potential groups, organizations and individuals to contact when recruiting a new member.

Good district board members need to have a strong conservation ethic, skills and knowledge in conservation, as well as management skills and leadership abilities. Recruitment of potential board members begins with identifying the qualities needed and desired by the local community. District board members should be recruited on the basis of identified qualities and qualifications and not on the criteria of "who's available that we know."

In addition to these, other qualifications to look for could include:

- Individuals that can devote adequate time to the job. Some districts have a written policy dictating removal of a board member for a certain number of consecutive absences from board meetings.
- Effective communication skills and the ability to get along well with other district board members, staff and assisting agency staff.
- The ability to tolerate the inevitable criticism of leadership. An individual's judgment and integrity are most important.
- The ability to represent their own constituencies and avoid conflicts of interest.

In order to get people interested in becoming involved with your district, they need to know what the district does and the programs and services it offers. One way to inform prospective members is to develop a recruitment prospectus which may include:

- Mission and vision statements
- Your district's primary goals and objectives
- Legal authority
- Major issues
- Major programs and activities
- Funding sources
- Expectations of district board members
- Benefits of being a district board member

## APPENDIX J

### Nevada Revised Statutes (NRS) Procedure for Election of Supervisors

#### **NRS 548.285 Procedure for election of supervisors.**

1. The county clerk of the county in which a conservation district is situated, or the county clerk's designee, shall conduct a biennial nonpartisan election for the replacement of any supervisors whose terms are about to expire and shall pay all costs of that election from county funds.

2. The election must be held either at a mass meeting of electors, held in a centrally located public meeting place within the district, or as part of the general election.

3. If a mass meeting is held for the election, it must be held on one of the first 10 days of November in each even-numbered year.

4. If the election is held at a mass meeting:

(a) The chair of the district supervisors shall preside at this meeting and the secretary of the district shall keep a record of transactions at the meeting.

(b) Nominations of candidates must be made verbally from the floor.

(c) Voting must be by secret ballot. The chair of the district supervisors shall appoint three electors present to act, without pay, as judges and tellers to count the votes at the conclusion of voting.

5. If the election is held as part of the general election:

(a) Candidates are bound by the election laws governing county elections.

(b) Ballots must be provided bearing the names of candidates in alphabetical order by surnames with a square before each name and a direction to insert an X mark in the square before the name or names of the voter's choice.

(c) At the close of polling, the sealed ballot boxes must be delivered unopened to the county clerk or the county clerk's designee, who shall appoint three electors to act, without pay, as judges and tellers to open the boxes and count the votes.

6. The result of the election must be certified to the Commission and to the Program by the county clerk or the county clerk's designee, within 1 week following the date of election.

7. If a conservation district embodies land lying in more than one county, the county clerks of the respective counties shall confer and delegate to the clerk of the county having the greatest number of qualified electors of the conservation district the duty of carrying out the provisions of this section and shall reimburse that county on a pro rata basis for their respective counties' shares of the expenses of conducting the election.

#### **Terms of office:**

1. Each Supervisor who is elected under the provisions of NRS 548.285 shall serve a term of 4 years (NRS 548.275, 3)
2. Each supervisor who is appointed under the provisions of NRS 548.283 shall serve for a term of 2 years (NRS 548.290)

3. Elected supervisors shall take office on the 1st Monday in January following their election.

**NRS 548.295 Vacancy in office.**

1. A vacancy in the office of supervisor of a district must be filled for the unexpired term as soon as practicable after the office becomes vacant, by appointment by the remaining supervisors of the district.
2. The chair of the governing body of a district shall certify all such appointments immediately to the Commission and the Program.

## **APPENDIX K**

### **Locally Led Conservation**

Conservation Districts are the logical group to coordinate locally led conservation due to their connections to federal, state, tribal and local governments; private resources; and the public. Locally led conservation assumes the Conservation Districts will provide the primary leadership.

Locally led conservation consists of a series of phases that involve community stakeholders in natural resource planning, implementation of solutions, and evaluation of results. Locally led conservation begins with the community itself, working through the local Conservation District. It is based on the principal that community stakeholders are best suited to deal with local resource problems.

The Conservation District should provide leadership in convening and organizing a local work group (LWG) consisting of farmers, ranchers, industry representatives, tribal members, government officials, agencies and others. The LWG works to assess their natural resource needs and set community conservation goals and plans. The ultimate purpose of the LWG is to provide advice to the Natural Resources Conservation Service (NRCS) concerning the Implementation of conservation needs and programs.

It is important to keep in mind that locally led conservation must be driven by natural resource conservation needs rather than programs. Its primary focus should be to identify natural resource concerns, along with related economic and social concerns.

Once the natural resource concerns are identified, appropriate federal, state, local and non-governmental program tools can be used to address the resource concerns and attempt to meet the established goals of the community stakeholders.

The conservation Needs Assessment is the first step and a critical element of locally led conservation. With input and resource data from all interested parties. This assessment should provide a comprehensive evaluation of the condition of the area's natural resource base and will serve as the platform for making decisions about local priorities and policies for conservation programs delivered at the local level.

NRCS will support the locally led conservation effort by:

- Providing assistance in identifying conservation needs
- Providing technical and program advice to community stakeholders
- Assisting in developing and implementing strategies to include socially and economically disadvantaged groups in the effort

Using the conservation Needs Assessment, the Conservation District involves community stakeholders to develop and agree on an action plan, generally referred to as a Conservation Action Plan.

The Conservation Action Plan will:

- Identify natural resource conservation priorities
- Set measurable conservation goals and objectives
- Identify conservation technology needed to achieve the goals and objectives
- Identify responsibility for action and create a time schedule for completion of elements
- Identify federal, state, tribal, local and non-governmental programs and services needed to address specific conservation needs
- Identify a need to develop new programs or processes to address those problems not covered by the existing programs

The Conservation District will then lead the community stakeholders to implement the Conservation Action Plan to obtain the needed programs and services to address the identified problems. In this step, they work to coordinate existing assistance; ensure that appropriate program application processes are followed; develop detailed proposals for new programs; and seek financial, educational and technical assistance as necessary.

The NRCS designated conservationist will support the implementation of the Conservation Action Plan by:

- Explaining, interpreting and clarifying USDA rules, regulations and procedures
- Providing input on other potential sources of assistance from federal, state, tribal, and local government or private sources
- Implementing designated roles and responsibilities

Locally led conservation doesn't end when the Conservation Action Plan has been implemented. The effectiveness of plan implementation should be evaluated to ensure that the community stakeholders' planned goals and objectives are achieved. The NRCS designated conservationist will support the Conservation District and the community stakeholders in evaluating the results of their locally led conservation efforts.

More about Locally Led Conservation can be found at:

<http://dcnr.nv.gov/conservation-district-program/forms-and-documents>, under Training/Presentations; Locally Led Conservation and Local Workgroups.

# FORM 1

## CERTIFICATION OF ELECTION RESULTS

\_\_\_\_\_ CONSERVATION DISTRICT

Nominees

Vote Count

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

(Use additional sheets, if necessary)

.....

I hereby certify that the above is a full, correct, and true account of the ballots issued and voted in the election held on (date) \_\_\_\_\_ at (address) \_\_\_\_\_, (County) \_\_\_\_\_ County, State of Nevada, and the winners are declared to be:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

These winners will replace the following on the Board of Supervisors:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

.....

All new supervisors will serve four-year terms, commencing on January \_\_\_\_\_, 20\_\_\_\_\_  
(1<sup>st</sup> Monday in January) and terminating on December 31, of 20\_\_\_\_\_.

Signed: \_\_\_\_\_  
County Registrar/County Clerk/Designee/or District Chairman

\_\_\_\_\_  
***Within one week after the election please mail to:***  
County Clerk/Recorder and State Conservation Districts Program

**FORM 2**

**MASS ELECTION MEETING  
POLL LIST**

\_\_\_\_\_ CONSERVATION DISTRICT

\_\_\_\_\_  
**(POLLING PLACE)**

\_\_\_\_\_  
**(DATE OF ELECTION)**

EACH OF THE UNDERSIGNED DOES HEREBY DECLARE THAT HE/SHE IS A QUALIFIED ELECTOR (VOTER) IN \_\_\_\_\_ COUNTY, STATE OF NEVADA, AND THAT HE/SHE DOES RESIDE WITHIN THE BOUNDARIES OF THE \_\_\_\_\_ CONSERVATION DISTRICT.

	<u>NAME</u>	<u>ADDRESS</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____

***Within One Week After Election Mail a Copy to:***  
County Clerk/Recorder and  
State Conservation Districts Program

**FORM 3**

**Filling of Vacancy**

**Board of Supervisors of**

CONSERVATION DISTRICT

ON (Date) \_\_\_\_\_, THE BOARD OF SUPERVISORS OF THE \_\_\_\_\_  
\_\_\_\_\_ CONSERVATION DISTRICT DID APPOINT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TO FILL THE VACANCY ON THE BOARD CREATED BY THE RESIGNATION OF:

NAME: \_\_\_\_\_

THIS APPOINTMENT IS FOR THE DURATION OF THE UNEXPIRED TERM OF OFFICE, WHICH  
WILL END ON DECEMBER 31, 20\_\_\_\_.

CERTIFIED BY: \_\_\_\_\_  
(CHAIRMAN)

***Immediately After Appointment Mail to:***

County Clerk/Recorder and  
State Conservation Districts Program

**FORM 4**

**Notice of Appointment**

**County or City Representative**

\_\_\_\_\_ **CONSERVATION DISTRICT**

NAME: \_\_\_\_\_

(ADDRESS) \_\_\_\_\_

WAS APPOINTED TO REPRESENT \_\_\_\_\_  
(COUNTY OR CITY) ON THE BOARD OF SUPERVISORS OF THE  
\_\_\_\_\_ CONSERVATION DISTRICT.

THIS APPOINTMENT WAS MADE BY THE \_\_\_\_\_ CITY  
COUNCIL **or** \_\_\_\_\_ BOARD OF COUNTY  
COMMISSIONERS ON \_\_\_\_\_, 20\_\_\_\_\_.

THE TERM OF OFFICE WILL BE TWO YEARS ENDING ON  
DECEMBER 31, 20\_\_\_\_\_.

SIGNED: \_\_\_\_\_  
(DISTRICT CHAIRMAN)

***Within One Month of Appointment Send to:***  
State Conservation Districts Program

**FORM 5**

**PROPOSED BUDGET**

\_\_\_\_\_ Conservation District

***ESTIMATE OF RECEIPTS***

For the Fiscal Year Ending June 30, \_\_\_\_\_

**RECEIPT SOURCE**

**AMOUNT**

<b>State Funds</b>	
<b>County Funds</b>	
<b>City Funds</b>	
<b>Other Government Funds (specify)</b>	
<b>Administrative Income (specify)</b>	
<b>Interest – CD, Savings and Checking</b>	
<b>Grants for projects (specify)</b>	
<b>Rental Income (equipment, etc.)</b>	
<b>Contributions</b>	
<b>Building/Property Rental Fees</b>	
<b>Other Sources of Income</b>	
<b><i>TOTAL INCOME</i></b>	

***(INCOME ESTIMATE MUST EQUAL EXPENSE ESTIMATE)***

**Submit by June 1<sup>st</sup> to:**  
State Conservation Districts Program

**FORM 5 (Continued)**

\_\_\_\_\_ Conservation District

**ESTIMATE OF EXPENDITURES**

For the Fiscal Year Ending June 30, \_\_\_\_\_

EXPENDITURE	AMOUNT
Employee Salary	
Fringe Benefit Expense	
Travel	
Building Rent	
Telephone	
Insurance	
Postage	
Copying Expense	
Office Supplies	
Education & Information Expenses	
Equipment Purchase (specify)	
Equipment Expenses (maintenance, repair, operation)	
Dues – NvACD	
Dues – NACD	
Dues - Other	
Mileage	
Investments (specify)	
Internet	
Bond and Insurance Expenses	
Project Costs:	
Grant #1	
Grant #2	
Grant #3	
Other Expenses (specify)	
<b>TOTAL EXPENSES</b>	

**(INCOME ESTIMATE MUST EQUAL EXPENSE ESTIMATE)**

Submit by June 1<sup>st</sup> to: State Conservation Districts Program

**FORM 6**

**Year End Financial Report**

\_\_\_\_\_ CONSERVATION DISTRICT

***SUMMARY OF RECEIPTS***

For the Fiscal Year Ending June 30, 20\_\_\_\_

<b>RECEIPT SOURCE</b>	<b>AMOUNT</b>
<b>State Funds</b>	
<b>County Funds</b>	
<b>City Funds</b>	
<b>Other Government Funds (specify)</b>	
<b>Administrative Income (specify)</b>	
<b>Interest – CD, Savings and Checking</b>	
<b>Grants for projects (specify)</b>	
<b>Rental Income (equipment, etc.)</b>	
<b>Contributions</b>	
<b>Building/Property Rental Fees</b>	
<b>Other Sources of Income</b>	
<b><i>TOTAL INCOME</i></b>	

**Submit by September 30<sup>th</sup> to:**  
State Conservation Districts Program

**FORM 6 (Continued)**

\_\_\_\_\_ CONSERVATION DISTRICT

***SUMMARY OF EXPENDITURES***

For the Fiscal Year Ending June 30, 20\_\_\_\_\_

<b>EXPENDITURE</b>	<b>AMOUNT</b>
<b>Employee Salary</b>	
<b>Fringe Benefit Expense</b>	
<b>Travel</b>	
<b>Building Rent</b>	
<b>Telephone</b>	
<b>Insurance</b>	
<b>Postage</b>	
<b>Copying Expense</b>	
<b>Office Supplies</b>	
<b>Education &amp; Information Expenses</b>	
<b>Equipment Purchase (specify)</b>	
<b>Equipment Expenses (maintenance, repair, operation)</b>	
<b>Dues – NvACD</b>	
<b>Dues – NACD</b>	
<b>Dues - Other</b>	
<b>Mileage</b>	
<b>Investments (specify)</b>	
<b>Internet</b>	
<b>Bond and Insurance Expenses</b>	
<b>Project Costs:</b>	
<b>Grant #1</b>	
<b>Grant #2</b>	
<b>Grant #3</b>	
<b>Other Expenses (specify)</b>	
<b><i>TOTAL EXPENSES</i></b>	

**Submit by September 30<sup>th</sup> to:**  
State Conservation Districts Program

**FORM 6 (Continued)**

\_\_\_\_\_ CONSERVATION DISTRICT

**FINANCIAL SUMMARY**

For the Fiscal Year Ending June 30, 20\_\_\_\_\_

1. BEGINNING OF YEAR FUND BALANCE:

(Must Equal Funds Reported From End of Previous Fiscal Year)

- a. List all bank accounts:
  - Certificate of Deposit ..... \$ \_\_\_\_\_
  - Checking Account..... \$ \_\_\_\_\_
  - Savings Account ..... \$ \_\_\_\_\_
- b. Cash on hand..... \$ \_\_\_\_\_
- c. Total fund balance ..... \$ \_\_\_\_\_
- d. Accounts receivable grants..... \$ \_\_\_\_\_
- e. Accounts payable ..... \$ \_\_\_\_\_
- f. *Total funds available*..... \$ \_\_\_\_\_

2. END OF YEAR FUND BALANCE:

- a. List all bank accounts:
  - Checking Account..... \$ \_\_\_\_\_
  - Savings Account ..... \$ \_\_\_\_\_
- b. Cash on hand..... \$ \_\_\_\_\_
- c. Total fund balance ..... \$ \_\_\_\_\_
- d. Accounts receivable grants..... \$ \_\_\_\_\_
  - 1. Grant #1 ..... \$ \_\_\_\_\_
  - 2. Grant # ..... \$ \_\_\_\_\_
- e. Accounts payable ..... \$ \_\_\_\_\_
  - 1. Item #1..... \$ \_\_\_\_\_
  - 2. Item #2..... \$ \_\_\_\_\_
- f. *Total funds available*..... \$ \_\_\_\_\_

3. SUMMARY:

- a. Beginning of year fund balance (1.c. above) ..... \$ \_\_\_\_\_
- b. Plus total receipts (from Receipt Summary)..... \$ \_\_\_\_\_
- c. Less total expenditures (from Expense Summary) ..... \$ \_\_\_\_\_
- d. Must equal end-of-year fund balance (2.c. above) ..... \$ \_\_\_\_\_

4. ASSETS: List all assets (equipment, land, buildings, etc.) and estimate their value:

- a. .... \$ \_\_\_\_\_
- b. .... \$ \_\_\_\_\_
- c. .... \$ \_\_\_\_\_

**FORM 6 (Continued)**

**USE OF STATE APPROPRIATED MONEY**

\_\_\_\_\_ CONSERVATION DISTRICT

For the Fiscal Year Ending June 30, 20\_\_\_\_

Amount of State Appropriated Money: \$ \_\_\_\_\_

Money Spent:

Category (specify) \$ \_\_\_\_\_

Balance Remaining: \$ \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Date

Name and Title: \_\_\_\_\_

**Submit by September 30<sup>th</sup> to:**  
State Conservation Districts Program

**FORM 7**

**VALUE OF DONATED EQUIPMENT USE**  
**(Retain for your records)**

\_\_\_\_\_  
Project Name and Number

\_\_\_\_\_  
Conservation District

\_\_\_\_\_  
Donor

DATE	TYPE & SIZE OR EQUIPMENT	TOTAL HOURS OF USE	HOURLY RATE (CURRENT FAIR MARKET RATE)	VALUE OF DONATION (HRS OF USE X HOURLY RATE)	EQUIPMENT OPERATOR SIGNATURE

\_\_\_\_\_  
Total Value of Donation

\_\_\_\_\_  
Verifying Official Signature

\_\_\_\_\_  
Date

Retain for your records.  
Retain for any possible audit.

## FORM 8

### VALUE OF DONATED LABOR TIME SHEET

(Retain for your records and any possible audit)

\_\_\_\_\_ CONSERVATION DISTRICT

PROJECT NAME AND NUMBER \_\_\_\_\_

KIND OF WORK PERFORMED \_\_\_\_\_

PERSON DONATING TIME \_\_\_\_\_

HOURLY RATE BASED ON \_\_\_\_\_

A person donating his time to a project will be paid as a general laborer unless he/she is professionally skilled in the work being performed on the project (i.e., plumber doing work on pipes, mason doing work on a brick building, etc.). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. A general laborer's wages may be charged at the rate which the city or county in the immediate area pays its employees for performing similar duties.

DATE/TASK	TIME OF WORK	TOTAL WORK HOURS	HOURLY RATE	VALUE (DONATED HOURS X RATE)
<b>TOTAL VALUE OF DONATION</b>				

\_\_\_\_\_  
SIGNATURE OF PERSON DONATING TIME

DATE: \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR VERIFYING ACCURACY

DATE: \_\_\_\_\_

## Nevada Revised Statutes – Conservation

### CHAPTER 548 - CONSERVATION

#### GENERAL PROVISIONS

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[NRS 548.015](#) Definitions.

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[NRS 548.025](#) “Agency of this State” defined.

[NRS 548.030](#) “Commission” defined.

[NRS 548.032](#) “Conservation district” and “district” defined.

[NRS 548.035](#) “Division” defined. [Repealed.]

[NRS 548.040](#) “Due notice” defined.

[NRS 548.045](#) “Government” and “governmental” defined.

[NRS 548.050](#) “Land occupier” and “occupier of land” defined.

[NRS 548.055](#) “Nominating petition” defined.

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[NRS 548.148](#) Meetings.

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[NRS 548.155](#) Personnel: Employment; compensation; surety bonds; delegation of authority.

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[NRS 548.190](#) Hearing on petition: Notice; inclusion of other territory.

[NRS 548.195](#) Commission may determine need for formation of district; definition of boundaries of district.

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[NRS 548.205](#) Determination of administrative practicability and feasibility; referendum on proposition of creation of district.

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**GENERAL PROVISIONS**

**NRS 548.010 Short title.** This chapter may be known and cited as the Conservation Districts Law. [1:212:1937; 1931 NCL § 6870.01]—(NRS A 1973, 738)

**NRS 548.015 Definitions.** As used in this chapter, the following terms have the meanings attributed to them in [NRS 548.020](#) to [548.090](#), inclusive, unless the context otherwise requires.

[Part 3:212:1937; 1931 NCL § 6870.03]—(NRS A [2011, 2480](#))

**NRS 548.020 “Agencies of the United States” defined.** “Agencies of the United States” includes the United States of America, the Soil Conservation Service of the United States Department of Agriculture, and any other agency or instrumentality, corporate or otherwise, of the United States of America.

[Part 3:212:1937; 1931 NCL § 6870.03]

**NRS 548.025 “Agency of this State” defined.** “Agency of this State” includes the government of this State and any subdivision, agency or instrumentality, corporate or otherwise, of the government of this State.

[Part 3:212:1937; 1931 NCL § 6870.03]

**NRS 548.030 “Commission” defined.** “Commission” means the State Conservation Commission in the State Department of Conservation and Natural Resources.

[Part 3:212:1937; 1931 NCL § 6870.03]—(NRS A 1973, 738; 1977, 1172)

**NRS 548.032 “Conservation district” and “district” defined.** “Conservation district” or “district” means a governmental subdivision of this State, and a public body corporate and politic, organized in accordance with the provisions of this chapter for the purposes, with the powers, and subject to the restrictions set forth in this chapter.

(Added to NRS by 1973, 737; A 1977, 1172)

**NRS 548.035 “Division” defined.** Repealed. (See chapter 395, [Statutes of Nevada 2011, at page 2490.](#))

**NRS 548.040 “Due notice” defined.**

1. “Due notice” means notice:

(a) Published at least twice, with an interval of at least 7 days between the two publication dates, in a newspaper or other publication of general circulation within the appropriate area; or

(b) If no such publication of general circulation is available, by posting at a reasonable number of conspicuous places within the appropriate area, such posting to include, where possible, posting at public places where it may be customary to post notices concerning county or municipal affairs generally.

2. At any hearing held pursuant to such notice, at the time and place designated in such notice, adjournment may be made from time to time without the necessity of renewing such notice for such adjourned dates.

[Part 3:212:1937; 1931 NCL § 6870.03]

**NRS 548.045 “Government” and “governmental” defined.** “Government” or “governmental” includes the government of this State, the United States Government, and any subdivision, agency or instrumentality, corporate or otherwise, of either of them.

[Part 3:212:1937; 1931 NCL § 6870.03]

**NRS 548.050 “Land occupier” and “occupier of land” defined.** “Land occupier” or “occupier of land” means any person, firm or corporation which holds title to, or is in legal possession of, any lands lying within a district organized under the provisions of this chapter, whether as owner or as lessee or tenant under a lease or rental agreement for a term of 1 year or longer, but does not include transient users.

[Part 3:212:1937; 1931 NCL § 6870.03]—(NRS A 1973, 738)

**NRS 548.055 “Nominating petition” defined.** “Nominating petition” means a petition to nominate candidates for the office of supervisor of a conservation district.

[Part 3:212:1937; 1931 NCL § 6870.03]—(NRS A 1973, 738; 1975, 899)

**NRS 548.065 “Petition” defined.** “Petition” means a petition filed under the provisions of [NRS 548.185](#) for the creation of a district.

[Part 3:212:1937; 1931 NCL § 6870.03]

**NRS 548.067 “Program” defined.** “Program” means the Conservation Districts Program in the State Department of Conservation and Natural Resources.

(Added to NRS by [2011, 2480](#))

**NRS 548.069 “Renewable natural resources” and “resources” defined.** “Renewable natural resources” or “resources” includes land, soil, water, vegetation, trees, natural landscape and open space.

(Added to NRS by 1973, 737)

**NRS 548.075 “State” defined.** “State” means the State of Nevada.

[Part 3:212:1937; 1931 NCL § 6870.03]

**NRS 548.085 “Supervisor” defined.** “Supervisor” means one of the members of the governing body of a district, elected or appointed in accordance with the provisions of this chapter.

[Part 3:212:1937; 1931 NCL § 6870.03]

**NRS 548.090 “United States” defined.** “United States” includes the United States of America, the Soil Conservation Service of the United States Department of Agriculture, and any other agency or instrumentality, corporate or otherwise, of the United States of America.

[Part 3:212:1937; 1931 NCL § 6870.03]

**NRS 548.095 Declaration of legislative policy: Conditions.** It is hereby declared, as a matter of legislative determination:

1. That the renewable natural resources of the State of Nevada are basic assets.
2. That they are being affected by the ever-increasing demands of farm and ranch operations and by changes in land use from agricultural to nonagricultural uses, such as, but not limited to, residential and commercial developments, highways and airports.
3. That conservation, protection, and controlled development of these renewable natural resources are necessary at such rate and such levels of quality as will meet the needs of the people of this State.

[Part 2:212:1937; 1931 NCL § 6870.02]—(NRS A 1973, 738)

**NRS 548.100 Declaration of legislative policy: Consequences.** It is hereby declared, as a matter of legislative determination, that the consequences of failing to plan for and accomplish the conservation and controlled development of the renewable resources of the State of Nevada are to handicap economic development and cause degeneration of environmental conditions important to future generations.

[Part 2:212:1937; 1931 NCL § 6870.02]—(NRS A 1973, 739)

**NRS 548.105 Declaration of legislative policy: Appropriate corrective methods.** It is hereby declared, as a matter of legislative determination, that persons in local communities are best able to provide basic leadership and direction for the planning and accomplishment of the conservation and development of renewable natural resources through organization and operation of conservation districts.

[Part 2:212:1937; 1931 NCL § 6870.02]—(NRS A 1973, 740)

**NRS 548.110 Declaration of legislative policy: Conservation and control.** It is hereby declared to be the policy of the Legislature to recognize the ever-increasing demands on the renewable natural resources of the State and the need to conserve, protect and develop such resources at such levels of quality as will meet the needs of the people of the State.

[Part 2:212:1937; 1931 NCL § 6870.02]—(NRS A 1973, 740)

## **STATE CONSERVATION COMMISSION**

**NRS 548.115 Creation; number and appointment of members.** The State Conservation Commission, consisting of two ex officio members and seven members appointed by the Governor, is hereby created.

[Part 4:212:1937; A 1951, 190]—(NRS A 1973, 741; 1977, 1244)

### **NRS 548.120 Ex officio members and alternates.**

1. The following shall serve, ex officio, as members of the State Conservation Commission:
  - (a) The Dean of the Max C. Fleischmann College of Agriculture of the University of Nevada, Reno.
  - (b) The Director of the State Department of Agriculture.
2. The ex officio members may appoint, in writing, alternates to attend any meeting of the Commission. Ex officio members or their alternates have full voting powers.
3. An ex officio member of the Commission shall serve on the Commission as long as the ex officio member retains the office by virtue of which he or she is serving on the Commission.

[Part 4:212:1937; A 1951, 190]—(NRS A 1960, 431; 1961, 513; 1969, 1443; 1973, 741; 1993, 1704; [1999, 3634](#))

### **NRS 548.125 Appointment and terms of office of appointed members; vacancies.**

1. For the purposes of this section:
  - (a) Area 1 consists of Elko, Eureka, Humboldt, Lander and Pershing counties.
  - (b) Area 2 consists of Carson City and Churchill, Douglas, Lyon, Storey and Washoe counties.
  - (c) Area 3 consists of Clark, Esmeralda, Lincoln, Mineral, Nye and White Pine counties.
2. Not later than September 1, 1973, the Nevada Association of Conservation Districts shall submit to the Governor a list of at least 15 persons, no more than one of whom resides in any one county or conservation district. The list shall include five persons from each of the areas designated in subsection 1.
3. The Governor shall appoint to the Commission one person from each area for a term of 2 years, one person from each area for a term of 4 years, and a member at large, from any area, for a term of 4 years. Upon the expiration of these initial terms, each member shall be appointed for a term of 4 years, except to fill a vacancy for the unexpired term.
4. At least 60 days prior to the expiration of each group of terms, the Nevada Association of Conservation Districts shall submit to the Governor a list of at least nine persons, no more than one of whom resides in any one county or conservation district. The list shall include three persons from each of the areas designated in subsection 1. The Governor shall appoint a person from the same area to succeed each member whose term expires, except that the successor of the member at large may be from any area.
5. Any appointed member who fails to attend three consecutive, regular meetings of the Commission shall, at the recommendation of the Commission, be replaced for the balance of such member's term of office.
6. Vacancies shall be filled by appointment by the Governor from the names on the last list presented to the Governor by the Nevada Association of Conservation Districts.

[Part 4:212:1937; A 1951, 190]—(NRS A 1973, 741)

**NRS 548.135 Seal.** The Commission shall adopt a seal, which seal shall be judicially noticed.

[Part 4:212:1937; A 1951, 190]—(NRS A 1973, 742)

**NRS 548.140 Chair.** The Commission shall designate its Chair annually from among its appointed members.

[Part 4:212:1937; A 1951, 190]—(NRS A 1973, 742)

### **NRS 548.145 Compensation of members and employees; operating expenses.**

1. Each member of the Commission is entitled to receive a salary of not more than \$80, as fixed by the Commission, for each day's attendance at a meeting of the Commission.

2. While engaged in the business of the Commission, each member and employee of the Commission is entitled to receive the per diem allowance and travel expenses provided for state officers and employees generally.

3. The Director of the State Department of Conservation and Natural Resources shall include in his or her budget the money necessary for the operating expenses of the Commission.

[Part 4:212:1937; A 1951, 190]—(NRS A 1973, 742; 1977, 1244; 1981, 1988; 1985, 437; 1989, 1719)

**NRS 548.148 Meetings.** The Commission may meet regularly at quarterly intervals. Additional meetings may be held as required.

(Added to NRS by 1973, 737; A 1983, 1447)

**NRS 548.150 Quorum.** A majority of the Commission shall constitute a quorum, and the concurrence of a majority of the quorum in any matter within their duties shall be required for its determination.

[Part 4:212:1937; A 1951, 190]—(NRS A 1973, 742)

**NRS 548.155 Personnel: Employment; compensation; surety bonds; delegation of authority.**

1. The State Conservation Commission may employ such personnel, permanent and temporary, as it may require, and shall determine their qualifications, duties and compensation, subject to the limitations of the laws of the State of Nevada.

2. The Commission may provide for the execution of surety bonds for all employees and officers who shall be entrusted with funds or property.

3. The Commission may delegate to its Chair, to one or more of its members, or to one or more agents or employees, such powers and duties as it may deem proper.

[Part 4:212:1937; A 1951, 190]—(NRS A 1973, 742)

**NRS 548.157 Conservation Districts Program in State Department of Conservation and Natural Resources to supply staff.** The Program shall perform staff services for the Commission in carrying out its responsibilities under this chapter.

(Added to NRS by 1973, 737; A [2011, 2480](#))

**NRS 548.160 Rules and regulations.** The Commission may adopt and promulgate such rules and regulations as may be necessary for the execution of its functions under this chapter.

[Part 4:212:1937; A 1951, 190]—(NRS A 1973, 743)

**NRS 548.165 Records.** The Commission shall keep a full and accurate record of its official actions and all proceedings, and of all resolutions, regulations and orders issued or adopted.

[Part 4:212:1937; A 1951, 190]—(NRS A 1973, 743; 1979, 118)

**NRS 548.170 Attorney General to provide legal services.** The Attorney General shall provide such legal services as the Commission may require.

[Part 4:212:1937; A 1951, 190]—(NRS A 1973, 743)

**NRS 548.175 General powers and duties.** The Commission has the following duties and powers:

1. To carry out the policies of this State in programs at the state level for the conservation of the renewable natural resources of this State and to represent the State in matters affecting such resources.

2. To offer such assistance as may be appropriate to the supervisors of conservation districts in the carrying out of any of their powers and programs, to propose programs and to assist and guide districts in the preparation and carrying out of programs authorized under this chapter, to review district programs, to coordinate the programs of the districts and resolve any conflicts in such programs, and to facilitate, promote, assist, harmonize, coordinate and guide the programs and activities of districts as they relate to other special-purpose districts, counties and other public agencies.

3. To keep the supervisors of each of the districts informed of the activities and experience of all other districts organized pursuant to this chapter, and to facilitate an interchange of advice and experience among those districts and promote cooperation among them.

4. To secure the cooperation and assistance of the United States, any of its agencies and of other agencies of this State in the work of conservation districts.
5. To serve, along with conservation districts, as the official state agency for cooperating with the Natural Resources Conservation Service of the United States Department of Agriculture in carrying on conservation operations within the boundaries of conservation districts as created under this chapter.
6. To enlist the cooperation and collaboration of state, federal, interstate, local, public and private agencies with the conservation districts and to facilitate arrangements under which the conservation districts may serve county governing bodies and other agencies as their local operating agencies in the administration of any activity concerned with the conservation and use of renewable natural resources.
7. To make available, with the assistance of the Program, information concerning the needs and the work of the districts and the Commission to the Director of the State Department of Conservation and Natural Resources, the Legislature, executive agencies and political subdivisions of this State, cooperating federal agencies and the general public.
8. To cooperate with and give such assistance as may be requested by cities, counties, irrigation districts, and other special-purpose districts in the State of Nevada for the purpose of cooperating with the United States through the Secretary of Agriculture in the furtherance of conservation, pursuant to the provisions of the Watershed Protection and Flood Prevention Act, 16 U.S.C. §§ 1001 et seq., and the requirements of other special programs of the United States Department of Agriculture.
9. Pursuant to procedures developed mutually by the Commission and federal, state and local agencies that are authorized to plan or administer activities significantly affecting the conservation and use of renewable natural resources, to receive from those agencies, for review and comment, suitable descriptions of their plans, programs and activities for purposes of coordination with the conservation districts' programs and to arrange for and participate in conferences necessary to avoid conflict among the plans and programs, to call attention to omissions and to avoid duplication of effort.
10. To submit, with the assistance of the Program, a report to the Director of the State Department of Conservation and Natural Resources whenever the Commission determines that there exists a substantial conflict between the program of a district and the proposed plans or activities directly affecting the conservation of natural resources prepared by any other local governmental unit or agency of this State.
11. By administrative order of the Commission, upon the written request of the board of supervisors of the conservation district or districts involved, with a showing that the request has been approved by a majority vote of the members of each of the boards involved:
  - (a) To transfer lands from one district established under the provisions of this chapter to another.
  - (b) To divide a single district into two or more districts, each of which must, thereafter, operate as a separate district under the provisions of this chapter.
  - (c) To consolidate two or more districts established under the provisions of this chapter into a single district under the provisions of this chapter.
  - (d) To inform the Program of any action taken pursuant to this subsection for its approval of any new name and the appropriate entry in the Program's records of the changes made.
12. To authorize the change of name of any district, upon receipt by the Commission of a resolution by the board of supervisors of the district for such a change and to present the resolution to the Program for processing and recording in accordance with the provisions of [NRS 548.240](#).

13. To apply for any available grants and to accept and use any grants, gifts or donations to make available grants of money to qualified conservation districts to aid the districts in carrying out the provisions of this chapter.

[Part 4:212:1937; A 1951, 190]—(NRS A 1973, 743; 1977, 1173; 1985, 777; 1995, 1922; [2005, 121](#); [2011, 2481](#))

**NRS 548.178 Establishment of programs for distributing grants to conservation districts; qualifications for grant; use of grant.**

1. The Commission may establish programs for distributing, within the limits of legislative appropriations and other available money, grants of money to conservation districts. Distribution of such grants must be made in the following manner:

(a) The Commission shall distribute grants of money provided by legislative appropriation in equal amounts to each conservation district which the Commission determines qualifies for a grant.

(b) The Commission may distribute grants of money provided by sources other than legislative appropriation in such amounts and subject to such conditions as the Commission determines appropriate to any conservation district which the Commission determines qualifies for a grant.

2. The Commission may determine that a conservation district qualifies for a grant of money pursuant to this section if the district demonstrates to the satisfaction of the Commission that the district:

(a) Has been established in accordance with the provisions of this chapter; and

(b) Is in compliance with all of the requirements of this chapter and the regulations of the Commission adopted pursuant thereto.

3. Except as may otherwise be provided as a condition of a grant of money distributed by the Commission pursuant to paragraph (b) of subsection 1, a conservation district that is awarded a grant of money pursuant to this section may use the money for reasonable and necessary expenses incurred by the district in carrying out its duties and authorities in accordance with this chapter and the annual district budget approved by the Commission.

4. The Commission may adopt such regulations as it considers necessary to carry out the provisions of this section.

(Added to NRS by 1995, 1922; A [2005, 122](#))

**NRS 548.180 Cooperation of state agencies and state institutions with Commission.** Upon request of the Commission, for the purpose of carrying out any of its functions, the supervising officer of any state agency, or of any state institution of learning, shall, insofar as may be possible under available appropriation and having due regard to the needs of the agency to which the request is directed, assign or detail to the Commission members of the staff or personnel of such agency or institution of learning, and make such special reports, surveys or studies as the Commission may request.

[Part 4:212:1937; A 1951, 190]—(NRS A 1973, 745)

**CONSERVATION DISTRICTS**

**Organization**

**NRS 548.185 Contents of petition for organization of district.**

1. Any 10 occupiers of land lying within the limits of the territory proposed to be organized into a district may file a petition with the Commission asking that a conservation district be organized to function in the territory described in the petition.

2. The petition shall set forth:

(a) The proposed name of the district.

(b) That there is need, in the interest of public health, safety and welfare, for a conservation district to function in the territory described in the petition.

(c) A description of the territory proposed to be organized as a district, which shall consist of one or more townships created pursuant to [chapter 257](#) of NRS.

(d) A request that a referendum be held within the territory so defined on the question of the creation of a conservation district in such territory, and that the Commission determine that such a district be created.

3. Where more than one petition is filed covering parts of the same territory, the Commission may consolidate all or any such petitions.

[Part 5:212:1937; A 1947, 431; 1951, 190]—(NRS A 1973, 745; 1975, 900; [2011, 2482](#))

**NRS 548.190 Hearing on petition: Notice; inclusion of other territory.**

1. Within 30 days after such a petition has been filed with the Commission, it shall cause due notice to be given of a proposed hearing upon:

(a) The question of the desirability and necessity, in the interest of the public health, safety and welfare, of the creation of such district.

(b) The question of the appropriate boundaries to be assigned to such district.

(c) The propriety of the petition and other proceedings taken under this chapter.

(d) All questions relevant to such inquiries.

2. All occupiers of land within the limits of the territory described in the petition, and of lands within any territory considered for addition to such described territory, and all other interested persons, shall have the right to attend such hearings and to be heard.

3. If it shall appear upon the hearing that it may be desirable to include, within the proposed district, territory outside of the area within which due notice of the hearing has been given, the hearing shall be adjourned and due notice of further hearing shall be given throughout the entire area considered for inclusion in the district, and such further hearing shall be held.

[Part 5:212:1937; A 1947, 431; 1951, 190]—(NRS A 1973, 746; [2011, 2483](#))

**NRS 548.195 Commission may determine need for formation of district; definition of boundaries of district.**

1. After such hearing, if the Commission determines, upon the facts presented at such hearing and upon such other relevant facts and information as may be available, that there is need, in the interest of the public health, safety and welfare, for a conservation district to function in the territory considered at the hearing, the Commission shall make and record such determination, and shall determine the township or townships to be included in the district.

2. In making such determination, the Commission shall give due weight and consideration to:

(a) The topography of the area considered and of the State.

(b) The composition of soils therein.

(c) The distribution of erosion.

(d) The prevailing land use practices.

(e) The desirability and necessity of including within the boundaries the particular lands under consideration and the benefits such lands may receive from being included within such boundaries.

(f) The relation of the proposed area to existing watersheds and agricultural regions, and to other conservation districts already organized or proposed for organization under the provisions of this chapter.

(g) Such other physical, geographical and economic factors as are relevant, having due regard to the legislative determinations set forth in [NRS 548.095](#) to [548.110](#), inclusive.

3. After consideration of the petition and of any other evidence of interest in the organization of a district, and of the relevant factors regarding the need for a district to function in the territory being considered, the Commission may make the determination of such need without holding a hearing.

[Part 5:212:1937; A 1947, 431; 1951, 190]—(NRS A 1973, 746; 1975, 900; [2011, 2483](#))

**NRS 548.200 Denial of petition; filing of subsequent petition.**

1. If the Commission shall determine after the hearing and after due consideration of the relevant facts that there is no need for a conservation district to function in the territory considered at the hearing, the Commission shall make and record such determination and shall deny the petition.
2. After 6 months shall have expired from the date of the denial of any such petition, subsequent petitions covering the same territory may be filed and new hearings held and determinations made thereon.

[Part 5:212:1937; A 1947, 431; 1951, 190]—(NRS A 1973, 747)

**NRS 548.205 Determination of administrative practicability and feasibility; referendum on proposition of creation of district.**

1. After the Commission has made and recorded a determination that there is need, in the interest of the public health, safety and welfare, for the organization of a district in a particular territory and has determined the township or townships to be included, the Commission shall consider the question whether the operation of a district within such territory with the powers conferred upon conservation districts in this chapter is administratively practicable and feasible.
2. To assist the Commission in the determination of such administrative practicability and feasibility, the Commission shall, within a reasonable time after entry of the finding that there is need for the organization of the proposed district and the determination of its territory, hold a referendum within the proposed district upon the proposition of the creation of the district, and shall cause due notice of such referendum to be given.
3. The question shall be submitted by ballots upon which the words “For creation of a conservation district consisting of the township (or townships) of ..... in the county (or counties) of .....” and “Against creation of a conservation district consisting of the township (or townships) of ..... in the county (or counties) of .....” shall be printed, with a square before each proposition and a direction to insert an X mark in the square before one or the other of the propositions, as the voter may favor or oppose creation of such district.
4. All persons determined by the county clerk or clerks to be registered voters residing within the boundaries of the proposed conservation district shall be eligible to vote in such referendum.

[Part 5:212:1937; A 1947, 431; 1951, 190]—(NRS A 1973, 747; 1975, 901)

**NRS 548.210 Commission to supervise hearings and referendum; conduct of referendum; informalities not to invalidate.**

1. The Commission shall:
  - (a) Pay all expenses for the issuance of such notices and the conduct of such hearings and referendum.
  - (b) Supervise the conduct of such hearings and referendum.
  - (c) Issue appropriate regulations governing the conduct of such hearings and referendum, and providing for the registration prior to the date of the referendum of all eligible voters, or prescribing some other appropriate procedure for the determination of those eligible as voters in such referendum.
2. No informalities in the conduct of such referendum or in any matters relating thereto shall invalidate the referendum or the result thereof if notice thereof shall have been given substantially as provided in this chapter and the referendum shall have been fairly conducted.

[Part 5:212:1937; A 1947, 431; 1951, 190]—(NRS A 1973, 747)

**NRS 548.215 Organization of district on determination of administrative practicability and feasibility.**

1. The Commission shall publish the result of the referendum and shall thereafter consider and determine whether the operation of the district is administratively practicable and feasible.
2. If the Commission determines that the operation of such district is not administratively practicable and feasible, the Commission shall record such determination and deny the petition.

3. If the Commission determines that the operation of the district is administratively practicable and feasible, the Commission shall record such determination and shall proceed with the organization of the district in the manner provided in this chapter. The Commission shall not determine that the operation of the proposed district is administratively practicable and feasible unless at least a majority of the votes cast in the referendum upon the creation of the district are cast in favor of the creation of such district.

4. In making such determination, the Commission shall give due regard and weight to:

(a) The attitudes of the occupiers of lands lying within the defined boundaries.

(b) The number of eligible registered voters who voted in the referendum.

(c) The proportion of the votes cast in such referendum in favor of the creation of the district to the total number of votes cast.

(d) The approximate wealth and income of the land occupiers of the proposed district.

(e) The probable expense of carrying on erosion-control operations within such district.

(f) Such other economic and social factors as may be relevant to such determination, having due regard to the legislative determinations set forth in [NRS 548.095](#) to [548.110](#), inclusive.

[Part 5:212:1937; A 1947, 431; 1951, 190]—(NRS A 1973, 748; 1975, 901)

**NRS 548.220 Subsequent petition after determination by Commission that operation of district is not administratively practicable and feasible.** After 6 months shall have expired from the date of entry of a determination by the Commission that operation of a proposed district is not administratively practicable and feasible, and denial of a petition pursuant to such determination, subsequent petitions may be filed and action taken thereon in accordance with the provisions of this chapter.

[Part 5:212:1937; A 1947, 431; 1951, 190]—(NRS A 1973, 748; [2011, 2484](#))

**NRS 548.225 Appointment of temporary supervisors.**

1. If the Commission determines that the operation of the proposed district within the defined boundaries is administratively practicable and feasible, the Commission shall appoint five supervisors to act as the governing body of the district until the time of the election of five supervisors by the qualified electors of the district, at which time such appointments shall be terminated. The number of supervisors elected to 2-year and 4-year terms shall correspond to the respective numbers so elected in all other districts at that particular election.

2. The five supervisors appointed by the Commission shall be persons who are by training and experience qualified to perform the specialized, skilled services which will be required of them in the performance of their duties hereunder.

[Part 5:212:1937; A 1947, 431; 1951, 190] + [Part 7:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 749; 1975, 902)

**NRS 548.230 Procedure to make district a governmental subdivision and corporate and political public body.** The district shall be a governmental subdivision of this State and a public body corporate and politic upon the taking of the proceedings designated in [NRS 548.235](#) and [548.240](#).

[Part 5:212:1937; A 1947, 431; 1951, 190]

**NRS 548.235 Temporary supervisors to present application to Program; contents of application and statements.**

1. The five appointed supervisors shall present to the Program an application signed by them, which states:

(a) That a petition for the creation of the district was filed with the Commission pursuant to the provisions of this chapter, and that the proceedings specified in this chapter were taken pursuant to that petition.

(b) That the application is being filed in order to complete the organization of the district as a governmental subdivision and a public body, corporate and politic, under this chapter.

(c) That the Commission has appointed them as supervisors.

(d) The name and official residence of each of the supervisors, together with a certified copy of the appointments evidencing their right to office.

(e) The term of office of each of the supervisors.

(f) The name which is proposed for the district.

(g) The location of the principal office of the supervisors of the district.

2. The application must be subscribed and sworn to by each of the supervisors before a person authorized to take and certify oaths, who shall certify upon the application that the person personally knows the supervisors and knows them to be the officers as affirmed in the application, and that each has subscribed thereto in the officer's presence.

3. The application must be accompanied by a statement by the Commission:

(a) That a petition was filed, notice issued and hearing held as required by this chapter.

(b) That the Commission did determine that there is need, in the interest of the public health, safety and welfare, for a conservation district to function in the proposed territory and did define the township or townships to be included.

(c) That notice was given and a referendum held on the question of the creation of such a district, and that a majority of the votes cast in such referendum were in favor of the creation of the district.

(d) That thereafter the Commission did determine that the operation of the proposed district is administratively practicable and feasible.

4. The statement must set forth the township or townships to be included.

[Part 5:212:1937; A 1947, 431; 1951, 190]—(NRS A 1973, 749; 1975, 902; 1985, 779; [2011, 2484](#))

**NRS 548.240 Program to examine and record application and statement; action if name of district similar to name of another district; when district constituted; certificate of organization; boundaries.**

1. The Program shall examine the application and statement, and if the Program finds that the name proposed for the district is not identical with that of any other conservation district of this State or so nearly similar as to lead to confusion or uncertainty, the Program shall record them in an appropriate book of record.

2. If the Program finds that the name proposed for the district is identical with that of any other conservation district of this State, or so nearly similar as to lead to confusion and uncertainty, the Program shall notify the Commission. The Commission shall thereupon submit a new name for the district. Upon receipt of a new name, free of such defects, the Program shall record the application and statement, with the name so modified, in an appropriate book of record.

3. When the application and statement have been recorded, the district becomes a governmental subdivision of this State and a public body corporate and politic.

4. The Program shall make and issue to the supervisors a certificate, over the signature of a member of the staff of the Program, of the organization of the district.

5. The boundaries of the district must include the territory determined by the Commission, but must not include any area included within the boundaries of another conservation district organized under the provisions of this chapter.

[Part 5:212:1937; A 1947, 431; 1951, 190]—(NRS A 1973, 750; 1985, 780; [2011, 2484](#))

**NRS 548.245 Proof of establishment of district.**

1. In any suit, action or proceeding involving the validity or enforcement of, or relating to, any contract, proceeding or action of the district, the district shall be deemed to have been established in accordance with the provisions of this chapter upon proof of the issuance of the certificate by the Program.

2. A copy of such a certificate issued by the Program is admissible in evidence in any such suit, action or proceeding and is proof of the contents thereof.

[Part 5:212:1937; A 1947, 431; 1951, 190]—(NRS A 1985, 780; [2011, 2485](#))

## **Election of First Supervisors After Organization**

### **NRS 548.250 Nominating petitions for candidates for supervisors; signatures.**

1. Within 30 days after the date of issuance by the Program of a certificate of organization of a conservation district, nominating petitions may be filed with the Commission to nominate candidates for supervisors at large of the district.
2. The Commission may extend the time within which nominating petitions may be filed.
3. No nominating petition may be accepted by the Commission unless it is subscribed by three or more registered voters residing within the district.
4. Registered voters of the district may sign more than one nominating petition to nominate more than one candidate for supervisor.

[Part 6:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 750; 1975, 903; 1985, 781; [2011, 2485](#))

**NRS 548.255 Notice of election.** The Commission shall give due notice of an election to be held for the election of five supervisors for the district.

[Part 6:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 751)

**NRS 548.260 Arrangement of names of candidates for supervisors.** The names of all nominees on behalf of whom such nominating petitions have been filed within the time designated in [NRS 548.250](#) shall be printed, arranged in alphabetical order of the surnames, upon ballots, with a square before each name and a direction to insert an X mark in the square before any five names to indicate the voter's preference.

[Part 6:212:1937; A 1945, 28; 1947, 431; 1951, 190]

**NRS 548.265 Eligibility to vote at election.** All registered voters residing within the district are eligible to vote in such election.

[Part 6:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 751; 1975, 903)

**NRS 548.270 Duties of Commission.** The Commission shall:

1. Supervise the conduct of such election.
2. Prescribe regulations governing the conduct of such election.
3. Publish the results thereof.

[Part 6:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 751; 1975, 903)

**NRS 548.275 Election of supervisors; terms of office.**

1. In the election held in 1976, two terms of 4 years each and three terms of 2 years each shall be allocated among the candidates in descending order of number of votes received.
2. Supervisors who receive an equal number of votes shall draw lots to determine their terms.
3. After that election, supervisors shall be elected for terms of 4 years.

[Part 6:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 751; 1975, 903)

## **Supervisors**

**NRS 548.280 District to be governed by elected and appointed supervisors.** Each district shall be governed by a board consisting of five supervisors elected at large and one or more appointed supervisors, as provided in this chapter.

[Part 7:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 751; [2011, 683](#))

**NRS 548.283 Appointment of supervisors to represent cities and counties; alternates.**

1. The governing bodies of any incorporated cities located within the boundaries of the district shall appoint a representative to represent them as a supervisor on the governing board of the district.
2. If the cities cannot agree on one representative to serve as a supervisor, the Commission shall choose the representative from the nominees proposed by the cities.
3. The governing bodies of any counties located within the boundaries of the district shall each appoint a representative to represent the governing body as a supervisor on the governing board of the district.

4. Each representative of a city or county shall designate an alternate to replace the representative in the representative's absence from meetings of the supervisors of the district. The representative shall send a written notice to the authority which appointed him or her containing the name and address of the person so designated. The notice must be sent in such a manner that it will be received before the date of the meeting which the alternate is to attend. An alternate has all of the duties, rights and privileges of the replaced representative.

(Added to NRS by 1973, 738; A 1987, 131; [2011, 683](#))

**NRS 548.285 Procedure for election of supervisors.**

1. The county clerk of the county in which a conservation district is situated, or the county clerk's designee, shall conduct a biennial nonpartisan election for the replacement of any supervisors whose terms are about to expire and shall pay all costs of that election from county funds.
2. The election must be held either at a mass meeting of electors, held in a centrally located public meeting place within the district, or as part of the general election.
3. If a mass meeting is held for the election, it must be held on one of the first 10 days of November in each even-numbered year.
4. If the election is held at a mass meeting:
  - (a) The chair of the district supervisors shall preside at this meeting and the secretary of the district shall keep a record of transactions at the meeting.
  - (b) Nominations of candidates must be made verbally from the floor.
  - (c) Voting must be by secret ballot. The chair of the district supervisors shall appoint three electors present to act, without pay, as judges and tellers to count the votes at the conclusion of voting.
5. If the election is held as part of the general election:
  - (a) Candidates are bound by the election laws governing county elections.
  - (b) Ballots must be provided bearing the names of candidates in alphabetical order by surnames with a square before each name and a direction to insert an X mark in the square before the name or names of the voter's choice.
  - (c) At the close of polling, the sealed ballot boxes must be delivered unopened to the county clerk or the county clerk's designee, who shall appoint three electors to act, without pay, as judges and tellers to open the boxes and count the votes.
6. The result of the election must be certified to the Commission and to the Program by the county clerk or the county clerk's designee, within 1 week following the date of election.
7. If a conservation district embodies land lying in more than one county, the county clerks of the respective counties shall confer and delegate to the clerk of the county having the greatest number of qualified electors of the conservation district the duty of carrying out the provisions of this section and shall reimburse that county on a pro rata basis for their respective counties' shares of the expenses of conducting the election.

[Part 7:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1957, 235; 1973, 751; 1975, 904; 1985, 781; [2011, 2485](#))

**NRS 548.290 Terms of office.**

1. Each supervisor who is appointed under the provisions of [NRS 548.283](#) shall serve for a term of 2 years.
  2. Elected supervisors shall take office on the 1st Monday in January following their election.
- [Part 7:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 753; 1975, 905)

**NRS 548.295 Vacancy in office.**

1. A vacancy in the office of supervisor of a district must be filled for the unexpired term as soon as practicable after the office becomes vacant, by appointment by the remaining supervisors of the district.

2. The chair of the governing body of a district shall certify all such appointments immediately to the Commission and to the Program.

[Part 7:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 753; 1985, 782; [2001, 288](#); [2011, 2486](#))

**NRS 548.300 Removal from office.** A supervisor may be removed by the State Conservation Commission, upon notice and hearing, for malfeasance in office, neglect of duty or absence from four consecutive meetings without sufficient cause.

[Part 7:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 753; 1987, 131)

**NRS 548.305 Quorum.** A majority of the supervisors constitutes a quorum, and except as otherwise provided in [NRS 241.0355](#), the concurrence of a majority of the quorum in any matter within their duties is required for their determination.

[Part 7:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 753; [2001, 1129](#))

**NRS 548.310 Compensation and expenses.** A supervisor shall receive no compensation for his or her services, but the supervisor shall be entitled to expenses, including traveling expenses, necessarily incurred in the discharge of the supervisor's duties, not to exceed amounts provided by law for county officials.

[Part 7:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 753)

**NRS 548.315 Chair, secretary and other employees: Designation and employment; delegation of powers and duties; surety bonds.**

1. The supervisors shall designate a chair and may, from time to time, change such designation.
2. The supervisors may employ a secretary, technical experts, and such other officers, agents and employees, permanent and temporary, as they may require, and shall determine their qualifications, duties and compensation.
3. The supervisors may delegate to their chair, to one or more supervisors, or to one or more agents or employees such powers and duties as they may deem proper.
4. The supervisors may provide for the execution of surety bonds for all employees and officers who shall be entrusted with funds or property.

[Part 7:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 754)

**NRS 548.320 Records; annual audit of accounts.** The supervisors shall:

1. Provide for the keeping of a full and accurate record of all proceedings and of all resolutions, regulations and orders issued or adopted.
2. Provide for an annual audit of the accounts of receipts and disbursements.

[Part 7:212:1937; A 1945, 28; 1947, 431; 1951, 190]

**NRS 548.325 District attorneys to provide legal services.** District attorneys shall provide such legal services as the supervisors may require.

[Part 7:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 754)

**NRS 548.330 Supervisors to furnish Commission information.** The supervisors shall furnish to the State Conservation Commission, upon request:

1. Copies of such ordinances, rules, regulations, orders, contracts, forms and other documents as they shall adopt or employ; and
2. Such other information concerning their activities as the Commission may require in the performance of its duties under this chapter.

[Part 7:212:1937; A 1945, 28; 1947, 431; 1951, 190]—(NRS A 1973, 754)

**NRS 548.335 City or county representatives may advise and consult with supervisors.** The supervisors may invite the legislative body of any municipality or county located near the territory comprising the district to designate a representative to advise and consult with the supervisors of the district on all questions of program and policy which may affect the property, water supply or other interests of such municipality or county.

[Part 7:212:1937; A 1945, 28; 1947, 431; 1951, 190]

## **Powers of Districts and Supervisors**

**NRS 548.340 Conservation district is governmental subdivision; exercise of public powers.** A conservation district organized under the provisions of this chapter shall constitute a governmental subdivision of this State and a public body corporate and politic, exercising public powers.

[Part 8:212:1937; 1931 NCL § 6870.08]—(NRS A 1973, 754)

**NRS 548.345 Surveys, investigations and research.** In addition to other powers granted in this chapter, a district and the supervisors thereof shall have the power to conduct surveys, investigations and research relating to the conservation of renewable natural resources and the preventive and control measures needed, to publish the results of such surveys, investigations or research, and to disseminate information concerning such preventive and control measures; but in order to avoid duplication of research activities, no district shall initiate any research program except in cooperation with the government of this State or any of its agencies, or with the United States or any of its agencies.

[Part 8:212:1937; 1931 NCL § 6870.08]—(NRS A 1973, 754)

**NRS 548.350 Demonstrational projects.** In addition to other powers granted in this chapter, a district and the supervisors thereof shall have the power to conduct demonstrational projects within the district on lands owned or controlled by this State or any of its agencies, with the cooperation of the agency administering and having jurisdiction thereof, and on any other lands within the district, upon obtaining the consent of the occupier of such lands or the necessary rights or interests in such lands, in order to demonstrate by example the means, methods and measures by which renewable natural resources may be conserved.

[Part 8:212:1937; 1931 NCL § 6870.08]—(NRS A 1973, 754)

**NRS 548.355 Preventive and control measures; repair and restoration of property.** In addition to other powers granted in this chapter, a district and the supervisors thereof may:

1. Carry out preventive and control measures within the district, including, but not limited to, engineering operations, methods of cultivation, the growing of vegetation and changes in the use of land; and
2. Repair and restore property within the district, including, but not limited to, wetlands, stream corridors and other riparian property, on land owned or controlled by any government or municipal corporation, with the cooperation of the agency administering and having jurisdiction thereof, and on any other land within the district, upon obtaining the consent of all persons holding any relevant rights or interests in such land.

[Part 8:212:1937; 1931 NCL § 6870.08]—(NRS A 1973, 755; [2001, 288](#))

**NRS 548.360 Cooperation and agreements with agencies for conserving renewable natural resources.** In addition to other powers granted in this chapter, a district and the supervisors thereof may cooperate or enter into agreements with and, within the limits of appropriations made available to it by law and any money it acquires from any other source, furnish financial or other aid to any governmental or other agency, or any occupier of land within the district, in conserving renewable natural resources within the district, subject to such conditions as the supervisors may deem necessary to advance the purposes of this chapter.

[Part 8:212:1937; 1931 NCL § 6870.08]—(NRS A 1973, 755; [2001, 288](#))

**NRS 548.365 Availability of agricultural and engineering machinery, fertilizer and seeds.** In addition to other powers granted in this chapter, a district and the supervisors thereof shall have the power to make available, on such terms as it shall prescribe, to land occupiers within the district, agricultural and engineering machinery and equipment, fertilizer, seeds and seedlings, and such other material or equipment as will assist such land occupiers in carrying on operations upon their lands for the conservation of renewable natural resources.

[Part 8:212:1937; 1931 NCL § 6870.08]—(NRS A 1973, 755)

**NRS 548.370 Construction, operation and maintenance of facilities and structures.** In addition to other powers granted in this chapter, a district and the supervisors thereof shall have the power to construct, operate, improve and maintain such facilities and structures as may be necessary or convenient for the performance of any of the operations authorized in this chapter.

[Part 8:212:1937; 1931 NCL § 6870.08]—(NRS A 1973, 755)

**NRS 548.375 Comprehensive plans for conservation.** In addition to other powers granted in this chapter, a district and the supervisors thereof shall have the power:

1. To develop comprehensive plans for the conservation of renewable natural resources within the district, which plans shall specify in such detail as may be possible the acts, procedures, performances, and avoidances which are necessary or desirable for the effectuation of such plans, including the specification of engineering operations, methods of cultivation, the growing of vegetation, cropping programs, tillage practices, and changes in the use of land; and
2. To publish such plans and information and bring them to the attention of occupiers of lands within the district.

[Part 8:212:1937; 1931 NCL § 6870.08]—(NRS A 1973, 755)

**NRS 548.380 Administration of projects; acceptance of gifts; participation in cost-sharing on federally financed projects.** In addition to other powers granted in this chapter, a district and the supervisors thereof may:

1. Manage or administer any project for the conservation of a renewable natural resource located within its boundaries undertaken by any person, municipal corporation or government.
2. Act as an agent of any person, municipal corporation or government in connection with the acquisition, construction, operation or administration of any project for the conservation of a renewable natural resource within its boundaries.
3. Accept donations, gifts and contributions in money, services, materials or any other form from any source, and use or expend such money, services, materials or other contributions in carrying on its operations.
4. Participate in cost-sharing on federally financed projects.

[Part 8:212:1937; 1931 NCL § 6870.08]—(NRS A 1973, 756; [2001, 289](#))

**NRS 548.385 Seal; perpetual succession; rules and regulations.** In addition to other powers granted in this chapter, a district and the supervisors thereof shall have the power:

1. To sue and be sued in the name of the district.
2. To have a seal, which seal shall be judicially noticed.
3. To have perpetual succession, unless terminated as provided in this chapter.
4. To make and execute contracts and other instruments necessary or convenient to the exercise of its powers.
5. To make, and from time to time amend and repeal, rules and regulations not inconsistent with this chapter, to carry into effect its purposes and powers.

[Part 8:212:1937; 1931 NCL § 6870.08]

**NRS 548.390 Conditions for extension of benefits to lands not controlled by State or its agencies.**

As a condition to the extending of any benefits under this chapter to, or the performance of work upon, any lands not owned or controlled by this State or any of its agencies, the supervisors may require contributions in money, services, materials or otherwise to any operations conferring such benefits, and may require land occupiers to enter into and perform such agreements or covenants as to the permanent use of such lands as will tend to prevent or control erosion thereon.

[Part 8:212:1937; 1931 NCL § 6870.08]

**NRS 548.393 Acquisition and disposition of property: Power to acquire, maintain and improve property; use of income received therefrom; disposal.** In addition to other powers granted in this chapter, a district and the supervisors thereof may, in furtherance of the purposes and provisions of this chapter:

1. Obtain options upon and acquire, by purchase, exchange, lease, gift, grant, bequest, devise or otherwise, except by adverse possession, any property, real or personal, or rights or interests therein;
2. Maintain, administer and improve any properties acquired;
3. Receive income from such properties and expend that income; and
4. Sell, lease or otherwise dispose of any of its property or interests therein.

(Added to NRS by [2003, 1682](#))

**NRS 548.395 Acquisition and disposition of property: Applicability of other laws.** No provisions with respect to the acquisition, operation or disposition of property by other public bodies shall be applicable to a district organized under this chapter unless the Legislature shall specifically so state. [Part 8:212:1937; 1931 NCL § 6870.08]

**NRS 548.397 Acquisition and disposition of property: Payments in lieu of taxes; amount; collection.**

1. If a district acquires real property on or after July 1, 2003, which is not exempt from property taxes at the time it is acquired by the district, the board of county commissioners of the county in which the property is located shall determine whether the district is required to make payments in lieu of taxes on the property.
2. In determining whether to require the district to make payments in lieu of taxes, the board shall consider the contributions made by the district to the community, such as providing a meeting place for community activities and such other factors as the board determines appropriate.
3. If the district is required to make payments in lieu of taxes, the amount of the payments must be equal to the property taxes which would have been payable on the property if it were not exempt from taxation. The county assessor of the county in which the property is located shall, solely for the purpose of facilitating the payments in lieu of taxes, assess the property in the same manner as the taxable property in the county is assessed. The ex officio tax receiver of that county shall mail to the district an individual bill for the payment in lieu of taxes in the same manner as is required by [NRS 361.480](#) for an individual tax bill.
4. The payments in lieu of taxes are due at the same time and must be collected, accounted for and distributed in the same manner as if the property remained taxable after it was acquired by the district, except that no lien attaches upon any property or money of the district by virtue of any failure to make all or any part of the payments.

(Added to NRS by [2003, 1683](#))

**NRS 548.400 Cooperation between districts.**

1. The supervisors of any two or more districts organized under the provisions of this chapter may cooperate with and enter into agreements with one another in the exercise of any or all powers conferred in this chapter.
2. Any district may enter into such agreements with a district or districts in adjoining states to carry out such purposes if the law in the other states permits the districts in the states to enter into the agreements.

[13:212:1937; 1931 NCL § 6870.13]—(NRS A 1973, 756)

**NRS 548.405 Cooperation of state agencies and political subdivisions; applicability of regulations for use of land to publicly owned land.**

1. Agencies of this State which shall have jurisdiction over, or be charged with the administration of, any state-owned lands, and agencies of any county or other governmental subdivision of the State which shall have jurisdiction over, or be charged with the administration of, any county-owned or other publicly owned lands, lying within the boundaries of any district organized under this chapter, shall cooperate to the fullest extent with the supervisors of such districts in the effectuation of programs and operations undertaken by the supervisors under the provisions of this chapter.

2. The supervisors of such districts shall be given free access to enter and perform work upon such publicly owned lands.

3. The provisions of land use regulations adopted pursuant to [NRS 548.410](#) to [548.435](#), inclusive, shall have the force and effect of law over all such publicly owned lands, and shall be in all respects observed by the agencies administering such lands.

[14:212:1937; 1931 NCL § 6870.14]

#### **Regulations for Use of Land; Board of Adjustment**

##### **NRS 548.410 Petition; formulation; hearings; determination of whether referendum to be held.**

1. The supervisors of any district may file petitions with the State Conservation Commission at any time to request it to formulate land use regulations applicable to the district.

2. The Commission shall prescribe the form of the petition, which shall be, as nearly as practicable, in the form prescribed in this chapter for petitions to organize a district.

3. The State Conservation Commission shall have authority to formulate regulations, based upon the petition, governing the use of lands within a district in the interest of conserving renewable natural resources and preventing and controlling soil erosion and sedimentation.

4. The Commission shall conduct, after due notice, public meetings and public hearings within the district or districts concerned upon such regulations as it deems necessary to assist it in consideration thereof.

5. The Commission shall determine, on the basis of information presented in the petition or brought out in public hearings, and on the basis of the number of petitioners in relation to the total number of occupiers of land lying within the district, whether it can render a reasonable determination of approval or denial of the petition without holding a referendum, or whether a referendum shall be held.

[Part 9:212:1937; 1931 NCL § 6870.09]—(NRS A 1973, 756)

##### **NRS 548.415 Proposed ordinance; notices of referendum; form of question; informalities not to invalidate referendum.** If a referendum is to be held:

1. The proposed regulations shall be embodied in a proposed ordinance.

2. Copies of such proposed ordinance shall be available for the inspection of all eligible voters during the period between publication of such notice and the date of the referendum.

3. The notices of the referendum shall recite the contents of such proposed ordinance, or shall state where copies of such proposed ordinance can be examined.

4. The question shall be submitted by ballots, upon which the words “For approval of proposed ordinance No. ...., prescribing land use regulations for conservation of soil and prevention of erosion” and “Against approval of proposed ordinance No. ...., prescribing land use regulations for conservation of soil and prevention of erosion” shall be printed, with a square before each proposition and a direction to insert an X mark in the square before one or the other of the propositions as the voter may favor or oppose approval of such proposed ordinance.

5. The Commission shall supervise such referendum, shall prescribe appropriate regulations governing the conduct thereof, and shall publish the result thereof.

6. All persons determined by the county clerk or clerks to be registered voters residing within the district are eligible to vote in such referendum.

7. No informalities in the conduct of such referendum or in any matters relating thereto invalidate the referendum or the result thereof if notice thereof was given substantially as provided in this chapter and the referendum was fairly conducted.

[Part 9:212:1937; 1931 NCL § 6870.09]—(NRS A 1973, 757; 1975, 905)

##### **NRS 548.420 Approval of proposed ordinance; effect of regulations.**

1. The Commission shall not have authority to enact such proposed ordinance into law unless at least a majority of the votes cast in such referendum shall have been cast for approval of the proposed ordinance.

2. The approval of the proposed ordinance by a majority of the votes cast in such referendum shall not be deemed to require the Commission to enact such proposed ordinance into law.

3. Land use regulations prescribed in ordinances adopted pursuant to the provisions of [NRS 548.410](#) to [548.435](#), inclusive, by the Commission shall have the force and effect of law in the conservation district and shall be binding and obligatory upon all occupiers of lands within such district.

[Part 9:212:1937; 1931 NCL § 6870.09]—(NRS A 1973, 758)

**NRS 548.425 Procedure for amendment or repeal of regulations.**

1. Any occupier of land within such district may at any time file a petition with the Commission asking that any or all of the land use regulations prescribed in any ordinance adopted by the Commission under the provisions of [NRS 548.410](#) to [548.435](#), inclusive, shall be amended, supplemented or repealed.

2. Land use regulations prescribed in any ordinance adopted pursuant to the provisions of [NRS 548.410](#) to [548.435](#), inclusive, shall not be amended, supplemented or repealed except in accordance with the procedure prescribed in [NRS 548.410](#) to [548.435](#), inclusive, for adoption of land use regulations.

3. Referenda on adoption, amendment, supplementation or repeal of land use regulations shall not be held more often than once in 6 months.

[Part 9:212:1937; 1931 NCL § 6870.09]—(NRS A 1973, 758)

**NRS 548.430 Permissible provisions.** The regulations to be adopted by the Commission under the provisions of [NRS 548.410](#) to [548.435](#), inclusive, may include:

1. Provisions requiring the carrying out of necessary engineering operations, including the construction of terraces, terrace outlets, check dikes, dams, ponds, ditches and other necessary structures.

2. Provisions requiring observance of particular methods of cultivation, including contour cultivating, contour furrowing, lister furrowing, sowing, planting, strip cropping, seeding, and planting of lands to water-conserving and erosion-preventing plants, trees and grasses, forestation, and reforestation.

3. Specifications of cropping programs and tillage practices to be observed.

4. Provisions requiring the retirement from cultivation of highly erosive areas or of areas on which erosion may not be adequately controlled if cultivation is carried on.

5. Provisions for such other means, measures, operations, and programs as may assist conservation of renewable natural resources and prevent or control soil erosion and sedimentation in the conservation district, having due regard to the legislative findings set forth in [NRS 548.095](#) to [548.110](#), inclusive.

[Part 9:212:1937; 1931 NCL § 6870.09]—(NRS A 1973, 758)

**NRS 548.435 Uniformity of regulations; availability to occupiers of lands within district.**

1. The regulations shall be uniform throughout the territory comprising the land use district, except that the Commission may classify the lands within the district with reference to such factors as soil type, degree of slope, degree of erosion threatened or existing, cropping and tillage practices in use, and other relevant factors, and may provide regulations varying with the type or class of land affected, but uniform as to all lands within each class or type.

2. Copies of land use regulations adopted under the provisions of [NRS 548.410](#) to [548.435](#), inclusive, shall be printed and made available to all occupiers of lands lying within the district.

[Part 9:212:1937; 1931 NCL § 6870.09]—(NRS A 1973, 758)

**NRS 548.440 Enforcement of regulations; damages.**

1. The Commission or supervisors shall have authority to go upon any lands within the land use district to determine whether land use regulations adopted under the provisions of [NRS 548.410](#) to [548.435](#), inclusive, are being observed.

2. The Commission is authorized to provide by ordinance that any land occupier who shall sustain damages from any violation of such regulations by any other land occupier may recover damages at law from such other land occupier for such violation.

[10:212:1937; 1931 NCL § 6870.10]—(NRS A 1967, 611; 1973, 759)

**NRS 548.445 Petition to district court to require observance.**

1. Where the Commission shall find that any of the provisions of land use regulations prescribed in an ordinance adopted in accordance with the provisions of [NRS 548.410](#) to [548.435](#), inclusive, are not being observed on particular lands, and that such nonobservance tends to increase erosion on other lands and is interfering with the prevention or control of erosion on other lands within a land use district, the Commission may present to the district court having jurisdiction a petition, duly verified:

(a) Setting forth the adoption of the ordinance prescribing land use regulations, the failure of the defendant land occupier to observe such regulations, and to perform particular work, operations or avoidances as required thereby, and that such nonobservance tends to increase erosion on such lands and is interfering with the prevention or control of erosion on other lands within the land use district; and

(b) Praying the court to require the defendant to perform the work, operations or avoidances within a reasonable time and to order that, if the defendant shall fail so to perform, the Commission may go on the land, perform the work or other operations or otherwise bring the condition of such lands into conformity with the requirements of such regulations, and recover the costs and expenses thereof, with interest, from the occupier of such land.

2. In all cases where the person, in possession of lands, who shall fail to perform such work, operations or avoidances shall not be the owner, the owner of such lands shall be joined as a party defendant.

[Part 11:212:1937; 1931 NCL § 6870.11]—(NRS A 1973, 759)

**NRS 548.450 Service of process; appointment of master; hearing; order of court.**

1. Upon the presentation of the petition, the court shall cause process to be issued against the defendant, and shall hear the case.

2. If it shall appear to the court that testimony is necessary for the proper disposition of the matter, the court may take evidence or appoint a master to take such evidence as it may direct and report the same to the court with the master's findings of fact and conclusions of law, which shall constitute a part of the proceedings upon which the determination of the court shall be made.

3. The court may dismiss the petition; or it may require the defendant to perform the work, operations or avoidances, and may provide that upon the failure of the defendant to initiate such performance within the time specified in the order of the court, and to prosecute the same to completion with reasonable diligence, the Commission may enter upon the lands involved and perform the work or operations or otherwise bring the condition of such lands into conformity with the requirements of the regulations and recover the costs and expenses thereof, with interest at the rate of 5 percent per annum, from the occupier of such lands.

[Part 11:212:1937; 1931 NCL § 6870.11]—(NRS A 1973, 759)

**NRS 548.455 Court to retain jurisdiction until work completed; entry of judgment for costs and expenses; judgment as lien.**

1. The court shall retain jurisdiction of the case until after the work has been completed.

2. Upon completion of such work pursuant to such order of the court, the Commission may file a petition with the court, a copy of which shall be served upon the defendant in the case, stating the costs and expenses sustained by them in the performance of the work and praying judgment therefor with interest.

3. The court shall have jurisdiction to enter judgment for the amount of such costs and expenses, with interest at the rate of 5 percent per annum until paid, together with the costs of suit, including a reasonable attorney's fee to be fixed by the court.

4. The Commission shall have further authority to certify to the county recorder of the county or counties in which any of the lands of the land use district are situated the amount of such judgment, which shall be a lien upon such lands, and shall be collected as general taxes upon real property are collected. The procedure for collection of delinquent general taxes upon real property shall be applicable to the collection of such judgments. When such judgment shall be paid or collected, the proceeds shall be paid over to the commission.

[Part 11:212:1937; 1931 NCL § 6870.11]—(NRS A 1973, 760)

**NRS 548.460 Board of adjustment: Establishment.** Where the Commission shall adopt an ordinance prescribing land use regulations in accordance with the provisions of [NRS 548.410](#) to [548.435](#), inclusive, they shall further provide by ordinance for the establishment of a board of adjustment.

[Part 12:212:1937; 1931 NCL § 6870.12]—(NRS A 1973, 760)

**NRS 548.465 Board of adjustment: Number, appointment and terms of members.**

1. The board of adjustment shall consist of three members appointed by the State Conservation Commission, with the advice and approval of the supervisors of the district or districts for which the board has been established.

2. Each member shall be appointed for a term of 3 years, except that the members first appointed shall be appointed for terms of 1, 2 and 3 years, respectively.

3. Members of the State Conservation Commission and the supervisors of the district or districts shall be ineligible to appointment as members of the board of adjustment during their tenure of such other office.

[Part 12:212:1937; 1931 NCL § 6870.12]—(NRS A 1973, 760)

**NRS 548.470 Board of adjustment: Vacancies.** Vacancies in the board of adjustment shall be filled in the same manner as original appointments, and shall be for the unexpired term of the member whose office becomes vacant.

[Part 12:212:1937; 1931 NCL § 6870.12]

**NRS 548.475 Board of adjustment: Removal of member.** A member of the board of adjustment shall be removed from office, upon notice and hearing, for neglect of duty or malfeasance in office, but for no other reason. The hearing shall be conducted jointly by the State Conservation Commission and the supervisors of the district or districts.

[Part 12:212:1937; 1931 NCL § 6870.12]—(NRS A 1973, 761)

**NRS 548.480 Board of adjustment: Compensation of members and employees.**

1. The members of the board of adjustment are entitled to receive a salary of not more than \$80 per day, as fixed by the board, for time spent on the work of the board of adjustment.

2. While engaged in the business of the board, each member and employee of the board is entitled to receive the per diem allowance and travel expenses provided for state officers and employees generally.

[Part 12:212:1937; 1931 NCL § 6870.12]—(NRS A 1973, 761; 1989, 1719)

**NRS 548.485 Board of adjustment: Chair.**

1. The board of adjustment shall designate a chair from among its members, and may, from time to time, change such designation.

2. The chair or, in the chair's absence, such other member of the board as the chair may designate to serve as acting chair may administer oaths and compel the attendance of witnesses.

[Part 12:212:1937; 1931 NCL § 6870.12]

**NRS 548.490 Board of adjustment: Meetings; quorum.**

1. Meetings of the board of adjustment shall be held at the call of the chair and at such other times as the board may determine. All meetings of the board shall be open to the public.

2. Any two members of the board shall constitute a quorum.

[Part 12:212:1937; 1931 NCL § 6870.12]

**NRS 548.495 Board of adjustment: Rules; records.**

1. The board of adjustment shall adopt rules to govern its procedures, which rules shall be in accordance with the provisions of this chapter and with the provisions of any ordinance adopted pursuant to [NRS 548.460](#).

2. The board shall keep a full and accurate record of all proceedings, of all documents filed with it, and of all orders entered, which shall be filed in the office of the board and shall be a public record.

[Part 12:212:1937; 1931 NCL § 6870.12]

**NRS 548.500 Board of adjustment: Commission to pay expenses.** The Commission shall pay the necessary administrative and other expenses of operation incurred by the board of adjustment, upon the certificate of the chair of the board.

[Part 12:212:1937; 1931 NCL § 6870.12]—(NRS A 1973, 761)

**NRS 548.505 Petition for variance: Notice; hearing; determination of board; order.**

1. Any land occupier may file a petition with the board of adjustment alleging that there are great practical difficulties or unnecessary hardship in the way of the petitioner's carrying out upon his or her lands the strict letter of the land use regulations prescribed by ordinance approved by the Commission, and praying the board of adjustment to authorize a variance from the terms of the land use regulations in the application of such regulations to the lands occupied by the petitioner.

2. Copies of such petition shall be served by the petitioner upon the Chair of the State Conservation Commission.

3. The board of adjustment shall fix a time for the hearing of the petition and cause due notice of such hearing to be given.

4. The supervisors of the district or districts and the State Conservation Commission shall have the right to appear and be heard at the hearing.

5. Any occupier of lands lying within the district who shall object to the authorizing of the variance prayed for may intervene and become a party to the proceedings. Any party to the hearing before the board of adjustment may appear in person, by agent or by attorney.

6. If, upon the facts presented at the hearing, the board of adjustment shall determine that there are great practical difficulties or unnecessary hardship in the way of applying the strict letter of any of the land use regulations upon the lands of the petitioner, the board shall make and record such determination and shall make and record findings of fact as to the specific conditions which establish such great practical difficulties or unnecessary hardship.

7. Upon the basis of such findings and determination, the board shall have power by order to authorize such variance from the terms of the land use regulations, in their application to the lands of the petitioner, as will relieve such great practical difficulties or unnecessary hardship and will not be contrary to the public interest, and so that the spirit of the land use regulations shall be observed, the public health, safety and welfare secured, and substantial justice done.

[Part 12:212:1937; 1931 NCL § 6870.12]—(NRS A 1973, 761)

**NRS 548.510 Procedure for review of order of board of adjustment by district court.**

1. Any petitioner aggrieved by an order of the board of adjustment granting or denying, in whole or in part, the relief sought, the supervisors of the district or districts, the Commission or any intervening party may obtain a review of such order in district court, by filing in such court a petition praying that the order of the board of adjustment be modified or set aside.

2. A copy of such petition shall forthwith be served upon the parties to the hearing before the board of adjustment, and thereupon the party seeking review shall file in the court a transcript of the entire record in the proceedings, certified by the board of adjustment, including the documents and testimony upon which the order complained of was entered, and the findings, determination and order of the board of adjustment.

3. Upon such filing, the court shall cause notice thereof to be served upon the parties and shall have jurisdiction of the proceedings and of the questions determined or to be determined therein, and shall have power to grant such temporary relief as it deems just and proper, and to make and enter a decree enforcing, modifying and enforcing as so modified, or setting aside, in whole or in part, the order of the board of adjustment.
4. No contention that has not been urged before the board of adjustment shall be considered by the court unless the failure or neglect to urge such contention shall be excused because of extraordinary circumstances.
5. The findings of the board of adjustment as to the facts, if supported by evidence, shall be conclusive.
6. If any party shall apply to the court for leave to produce additional evidence and shall show to the satisfaction of the court that such evidence is material and that there were reasonable grounds for the failure to produce such evidence in the hearing before the board of adjustment, the court may order such additional evidence to be taken before the board of adjustment and to be made a part of the transcript. The board of adjustment may modify its findings as to the facts or make new findings, taking into consideration the additional evidence so taken and filed, and the board of adjustment shall file such modified or new findings, which, if supported by evidence, shall be conclusive, and shall file with the court its recommendations, if any, for the modification or setting aside of its original order.
7. The jurisdiction of the court shall be exclusive and its judgment and decree shall be final, except that the same shall be subject to review in the same manner as are other judgments or decrees of the court.

[Part 12:212:1937; 1931 NCL § 6870.12]—(NRS A 1973, 762)

#### **Inclusion and Exclusion of Lands**

##### **NRS 548.515 Procedure for inclusion of land.**

1. Petitions for including additional territory within an existing district shall be filed with the Commission.
2. The proceedings provided for in this chapter in the case of petitions to organize a district shall be observed in the case of petitions for inclusion, except that the application for a certificate of inclusion shall be signed by the chair and the secretary of the governing body of the district into which the additional territory is to be included.
3. The Commission shall prescribe the form for the petitions, which shall be, as nearly as practicable, in the form prescribed in this chapter for petitions to organize a district.
4. Where the total number of land occupiers in the area proposed for inclusion shall be less than 25, the petition may be filed when signed by a majority of the occupiers of such area, and in such case no referendum need be held.
5. In referenda upon petitions for inclusion, all occupiers of land lying within the proposed additional area shall be eligible to vote.
6. The Commission shall determine whether or not such inclusion shall be made.

[Part 5:212:1937; A 1947, 431; 1951, 190]—(NRS A 1973, 763; [2011, 2486](#))

##### **NRS 548.520 Procedure for exclusion of land.**

1. Petitions to withdraw lands from a district may be filed with the Commission at any time.
2. The Commission shall prescribe the form of the petition, which shall be, as nearly as practicable, in the form prescribed in this chapter for petitions to organize a district.
3. Where the total number of land occupiers in the area affected by a proposed withdrawal will be less than 25, the petition may be filed when signed by a majority of the occupiers of such area, and in such case no referendum need be held.
4. In referenda upon petitions for withdrawal, all occupiers of land lying within the area affected by the proposed change in boundary shall be eligible to vote.

5. The Commission shall determine whether or not such withdrawal shall be made.  
[5.5:212:1937; added 1955, 154]—(NRS A 1960, 73; 1973, 763; [2011, 2487](#))

#### **Dissolution**

##### **NRS 548.525 Petition for discontinuance; determination of need for referendum.**

1. At any time after 5 years after the organization of a district under the provisions of this chapter, any 10 occupiers of land lying within the boundaries of such district may file a petition with the Commission praying that the operations of the district be terminated and the existence of the district be discontinued.
2. The Commission may conduct such public meetings and public hearings upon such petition as may be necessary to assist it in the consideration thereof.
3. The Commission shall determine, on the basis of information presented in the petition or brought out in public hearings and on the basis of the number of petitioners in relation to the total number of occupiers of land lying within the district, whether it can render a reasonable determination of approval or denial of the petition without holding a referendum, or whether a referendum shall be held.

[Part 15:212:1937; 1931 NCL § 6870.15]—(NRS A 1973, 764; [2011, 2487](#))

##### **NRS 548.530 Referendum on petition for discontinuance.**

1. Within 60 days after a petition for discontinuance has been received by the Commission, it shall give due notice of the holding of the referendum if one is to be held.
2. The Commission shall supervise the referendum and issue appropriate regulations governing the conduct thereof.
3. The question shall be submitted by ballots upon which the words “For terminating the existence of the ..... (name of the conservation district to be here inserted)” and “Against terminating the existence of the ..... (name of the conservation district to be here inserted)” shall be printed, with a square before each proposition and a direction to insert an X mark in the square before one or the other of the propositions, as the voter may favor or oppose discontinuance of such district.
4. All persons determined by the county clerk or clerks to be registered voters residing within the district are eligible to vote in such referendum.
5. No informalities in the conduct of such referendum or in any matters relating thereto invalidate the referendum or the result thereof if notice thereof was given substantially as provided in this chapter and the referendum was fairly conducted.
6. The Commission shall publish the result of the referendum.

[Part 15:212:1937; 1931 NCL § 6870.15]—(NRS A 1973, 764; 1975, 906; [2011, 2487](#))

##### **NRS 548.535 Discontinuance of district on determination that continued operation is not administratively practicable or feasible.**

1. The Commission shall consider the information and facts presented in the petition and brought out in any public hearings that may be held and the result of the referendum if one is held, and shall thereafter determine whether the continued operation of the district is administratively practicable and feasible.
2. If the Commission determines that the continued operation of such district is administratively practicable and feasible, the Commission shall record such determination and deny the petition. The Commission shall not determine that the continued operation of the district is administratively practicable and feasible unless the number of petitioners comprises less than a majority of the registered voters in the district or unless at least a majority of the votes cast in the referendum were cast in favor of the continuance of such district.
3. If the Commission determines that the continued operation of the district is not administratively practicable and feasible, the Commission shall record such determination and shall certify such determination to the supervisors of the district.

4. In making such determination the Commission shall give due regard and weight to:
  - (a) The attitudes of the occupiers of lands lying within the district.
  - (b) The number of eligible registered voters who voted in the referendum.
  - (c) The proportion of petitioners to the total number of land occupiers in the district, and the proportion of the votes cast in favor of the discontinuance of the district to the total number of votes cast.
  - (d) The approximate wealth and income of the land occupiers of the district.
  - (e) The probable expense of carrying on erosion-control operations within such district.
  - (f) Such other economic and social factors as may be relevant to such determination, having due regard to the legislative findings as set forth in [NRS 548.095](#) to [548.110](#), inclusive.

[Part 15:212:1937; 1931 NCL § 6870.15]—(NRS A 1973, 764; 1975, 906)

**NRS 548.540 Limitation on subsequent petitions for discontinuance of district.** The Commission shall not entertain petitions for the discontinuance of any district, nor conduct referenda upon such petitions, nor make any determination pursuant to such petitions in accordance with the provisions of this chapter, more often than once in 5 years.

[Part 15:212:1937; 1931 NCL § 6870.15]—(NRS A 1973, 765; [2011, 2488](#))

**NRS 548.545 Procedure on discontinuance of district; certificate of dissolution.**

1. Upon receipt from the Commission of a certification that the Commission has determined that the continued operation of the district is not administratively practicable and feasible, pursuant to the provisions of [NRS 548.535](#), the supervisors shall forthwith proceed to terminate the affairs of the district.
2. The supervisors shall dispose of all property belonging to the district at public auction and shall pay over the proceeds of the sale to the State Treasurer for deposit in the State Treasury.
3. The supervisors shall thereupon file an application with the Program for the discontinuance of the district, and shall transmit with the application the certificate of the Commission setting forth the determination of the Commission that the continued operation of the district is not administratively practicable and feasible. The application must recite that the property of the district has been disposed of and the proceeds paid over as provided in this section, and must set forth a full accounting of those properties and proceeds of the sale.
4. The Program shall issue to the supervisors a certificate of dissolution and shall record the certificate in an appropriate book of records.

[Part 15:212:1937; 1931 NCL § 6870.15]—(NRS A 1973, 765; 1985, 782; [2011, 2488](#))

**NRS 548.550 Effect of certificate of dissolution.**

1. Upon the issuance of a certificate of dissolution under the provisions of [NRS 548.545](#), all ordinances and regulations theretofore adopted and in force within such district shall be of no further force and effect.
2. All contracts theretofore entered into, to which the district or supervisors are parties, shall remain in force and effect for the period provided in such contracts. The Commission shall be substituted for the district or supervisors as a party to such contracts. The Commission shall be entitled to all benefits and shall be subject to all liabilities under such contracts and shall have the same right and liability to perform, to require performance, to sue and be sued thereon, and to modify or terminate such contracts by mutual consent or otherwise, as the supervisors of the district would have had.
3. Such dissolution shall not affect the lien of any judgment entered under the provisions of [NRS 548.455](#), nor the pendency of any action instituted under the provisions of [NRS 548.445](#) and [548.450](#), and the Commission shall succeed to all the rights and obligations of the district or supervisors as to such liens and actions.

[Part 15:212:1937; 1931 NCL § 6870.15]—(NRS A 1973, 766; [2011, 2488](#))

## Nevada Administrative Code – Conservation

(Codified Unofficial)

[548.010](#) Definitions.

[548.020](#) “Annual meeting” defined.

[548.030](#) “Annual report” defined.

[548.040](#) “Annual work plan” defined.

[548.050](#) “Commission” defined.

[548.060](#) “Conservation district” defined.

[548.070](#) “Program” defined.

[548.080](#) Filing of annual reports with Program.

[548.090](#) Determination of whether conservation district is in good standing: Procedure; effect.

[548.100](#) Petition for reevaluation of determination; review of status and recommendations for improvement; finding that conservation district is in good standing.

[548.110](#) Prerequisites for conservation district to be in good standing.

[548.120](#) Report and review of conservation districts in good standing; distribution of grants; time restriction on use of grants.

[548.130](#) Duty to account for grants of money.

[548.140](#) Pooling of grants by conservation districts.

[548.150](#) Interpretation of term “reasonable and necessary expenses.”

**NAC 548.010 Definitions.** ([NRS 548.160](#)) As used in [NAC 548.020](#) to [548.110](#), inclusive, unless the context otherwise requires, the words and terms defined in [NAC 548.020](#) to [548.070](#), inclusive, have the meanings ascribed to them in those sections.

(Added to NAC by Conservation Comm’n, eff. 9-5-90)

**NAC 548.020 “Annual meeting” defined.** ([NRS 548.160](#)) “Annual meeting” means a public meeting of a conservation district held at a regular time each year, during which a public review of the annual report and the annual work plan of the conservation district is conducted.

(Added to NAC by Conservation Comm’n, eff. 9-5-90)

**NAC 548.030 “Annual report” defined.** ([NRS 548.160](#)) “Annual report” means a written report completed by a conservation district at the end of each year that sets forth the accomplishments of the conservation district during that year, and includes a financial report for that year.

(Added to NAC by Conservation Comm’n, eff. 9-5-90)

**NAC 548.040 “Annual work plan” defined.** ([NRS 548.160](#)) “Annual work plan” means a written plan which is developed by a conservation district before the beginning of each year setting forth the plans and the budget of the conservation district for that year.

(Added to NAC by Conservation Comm’n, eff. 9-5-90)

**NAC 548.050 “Commission” defined.** ([NRS 548.160](#)) “Commission” means the State Conservation Commission in the State Department of Conservation and Natural Resources.

(Added to NAC by Conservation Comm’n, eff. 9-5-90)

**NAC 548.060 “Conservation district” defined.** ([NRS 548.160](#)) “Conservation district” has the meaning ascribed to it in [NRS 548.032](#).

(Added to NAC by Conservation Comm’n, eff. 9-5-90)

**NAC 548.070 “Program” defined.** ([NRS 548.160](#)) “Program” means the Conservation Districts Program in the State Department of Conservation and Natural Resources.

(Added to NAC by Conservation Comm’n, eff. 9-5-90)

**NAC 548.080 Filing of annual reports with Program.** ([NRS 548.160](#)) Each conservation district shall file annual reports with the Program which contain such information as the Commission may require.

(Added to NAC by Conservation Comm'n, eff. 9-5-90)

**NAC 548.0XX**

1. The supervisors of each conservation district shall, not later than September 30 of each year, or such later date as approved by the Commission, submit to the Commission a statement of the accounts of receipts and disbursements of the conservation district for the fiscal year ending the immediately preceding June 30.

2. The timely submission to the Commission of the statement required by subsection 1 and the approval of the statement or a revised statement by the Commission pursuant to section 3 of this regulation shall be deemed by the Commission to satisfy the annual audit requirement set forth in [NRS 548.320](#).

(Added to NAC by Conservation Comm'n, eff. 12-20-12)

**NAC 548.0XX(2)**

1. At the first meeting of the Commission after September 30 of each year:

(a) The Program shall provide to the Commission a report on each conservation district.

The report must include, without limitation, the work plan and budget and the annual report and financial report of each conservation district submitted to the Program pursuant to NAC 548.110.

(b) The Commission will review the work plan and budget and the annual report and financial report of each conservation district provided to the Commission by the Program pursuant to paragraph (a) and determine whether the actions of the conservation district comply with the requirements of this chapter and chapter 548 of NRS.

(c) For each conservation district, the Commission will:

(1) Approve the statement of the accounts of receipts and disbursements of the conservation district that was submitted by the supervisors of the conservation district to the Commission pursuant to section 2 of this regulation; or

(2) Require the supervisors to submit to the Commission, not later than 60 days after the meeting, a revised statement of such accounts of receipts and disbursements of the conservation district.

(d) The Commission will designate a conservation district as being in good standing and eligible to receive a grant of money from the Commission if:

(1) The Commission determines pursuant to paragraph (b) that the actions of the conservation district comply with the requirements of this chapter and chapter 548 of NRS; and;

(2) The Commission approves the statement of the accounts of receipts and disbursements of the conservation district submitted by the supervisors of the conservation district to the Commission.

2. If the Commission requires the supervisors of a conservation district to submit to the Commission a revised statement of the accounts of receipts and disbursements of the conservation district pursuant to paragraph (c) of subsection 1, the Commission will, at the first meeting of the Commission after the revised statement is submitted, designate the conservation district as being in good standing and eligible to receive a grant of money from the Commission if:

(a) The Commission determines pursuant to paragraph (b) of subsection 1 that the actions of the conservation district comply with the requirements of this chapter and chapter 548 of NRS; and;

(b) The Commission approves the revised statement.

(Added to NAC by Conservation Comm'n, eff. 12-20-12)

**NAC 548.090 Determination of whether conservation district is in good standing: Procedure; effect. ([NRS 548.160](#), [548.178](#))**

1. The Commission, at a regular meeting, will request the Program to review the records of each conservation district that are maintained by the Program and advise the Commission concerning which conservation districts appear to be in good standing.
2. If it appears to the Commission that there is evidence that a conservation district is not in good standing:
  - (a) The Commission will request the Program to notify the conservation district that there is evidence that it is not in good standing; and
  - (b) The Commission will schedule the determination of the status of the conservation district for the next regularly scheduled public meeting of the Commission.
3. Upon receiving a notice from the Program that there is evidence that it is not in good standing, a conservation district may respond to the Commission in writing within 60 days after receiving the notice or attend the determination hearing at the next regularly scheduled public meeting of the Commission, or both.
4. The Commission will make a final determination as to whether the conservation district is in good standing after it reviews the evidence and hears testimony at its next regularly scheduled public meeting.
5. If the Commission determines that a conservation district is not in good standing, it will:
  - (a) Place the conservation district on a list which makes it ineligible for grant programs administered by the Commission;
  - (b) Notify the Natural Resource Conservation Service that the conservation district is not in good standing; and
  - (c) Ask the conservation district if it wishes to be discontinued or consolidated with another conservation district. The Commission may assist the conservation district by following the procedures for discontinuance as set forth in [NRS 548.530](#).

(Added to NAC by Conservation Comm'n, eff. 9-5-90; A 12-26-95)

**NAC 548.100 Petition for reevaluation of determination; review of status and recommendations for improvement; finding that conservation district is in good standing. ([NRS 548.160](#), [548.178](#))**

1. A conservation district that is determined not to be in good standing may petition the Commission at any time requesting a reevaluation of the determination.
2. The Program shall review the status of all conservation districts that are not in good standing at least annually and shall recommend to the Commission any actions that may be taken to assist a conservation district in the improvement of its status.
3. The Commission may find a conservation district to be in good standing after a public hearing is held during any regularly scheduled meeting of the Commission.

(Added to NAC by Conservation Comm'n, eff. 9-5-90)

**NAC 548.110 Prerequisites for conservation district to be in good standing. ([NRS 548.160](#), [548.178](#))** To be in good standing, a conservation district must:

1. Hold regularly scheduled meetings of the governing board of the conservation district.
2. Hold such meetings at least three times each year, one of which must be an annual meeting, except that not more than one meeting of the governing board held during a calendar month may be used to satisfy the requirements of this subsection.
3. Properly give notice of each such meeting, prepare an agenda and issue it in conformance with the requirements of [Chapter 241](#) of NRS.
4. File the agenda for and the minutes taken at each such meeting with the Program within 30 working days after the meeting.
5. Hold an election of supervisors on one of the first 10 days of November in each even-numbered year and submit the results of the election to the Program before November 30 of that year.

6. Not later than June 1 of each year, or such later date as approved by the Commission, develop a work plan and budget and submit the work plan and budget to the Program.

7. Not later than September 30 of each year, or such later date as approved by the Commission, develop an annual report and financial report for the fiscal year ending the immediately preceding June 30 and submit the annual report and financial report to the Program.

(Added to NAC by Conservation Comm'n, eff. 9-5-90; A 12-26-95; R158-07, 12-4-2007, A by R081-12, 12-20-12)

**NAC 548.120 Report and review of conservation districts in good standing; distribution of grants; time restriction on use of grants. (NRS 548.160, 548.178)**

1. The Commission will equally distribute among the conservation districts that have been designated as being in good standing and eligible to receive a grant of money pursuant to section 3 of this regulation all available grants of money provided by legislative appropriation pursuant to paragraph (a) of subsection 1 of [NRS 548.178](#) for the Commission's program of basic operating grants to conservation districts. A grant of money received by a conservation district is for the fiscal year for which it was granted. Any money which has not been committed for expenditure before July 1 next following the date on which the money was granted must be deducted from any grant awarded to the conservation district for the fiscal year next following the fiscal year for which the money was granted.

2. The Commission may, pursuant to paragraph (b) of subsection 1 of [NRS 548.178](#), distribute grants of money provided by sources other than legislative appropriation in such amounts and subject to such conditions as the Commission determines appropriate to any conservation district which the Commission determines qualifies for a grant.

(Added to NAC by Conservation Comm'n, eff. 12-26-95; A by R158-07, 12-4-2007, A by R081-12, 12-20-12)

**NAC 548.130 Duty to account for grants of money. (NRS 548.160, 548.178)** Each conservation district that receives a grant of money pursuant to [NAC 548.120](#) shall:

1. Maintain an accurate accounting of all expenditures made from such money; and
2. Allow the Commission to review such accounting upon request.

(Added to NAC by Conservation Comm'n, eff. 12-26-95)

**NAC 548.140 Pooling of grants by conservation districts. (NRS 548.160, 548.178)** Two or more conservation districts may agree to pool any grant of money awarded to them pursuant to [NAC 548.120](#) to carry out a conservation program.

(Added to NAC by Conservation Comm'n, eff. 12-26-95)

**NAC 548.150 Interpretation of term "reasonable and necessary expenses." (NRS 548.160, 548.178)** For the purposes of [NRS 548.178](#), the Commission will interpret the term "reasonable and necessary expenses" of a conservation district to include, without limitation:

1. Operating expenses of the conservation district, including, without limitation, office supplies, postage, telephone bills and other items approved for the budget of the district;
2. Travel expenses of supervisors based on the current rate available for the reimbursement of state officers and employees generally;
3. Dues and registration;
4. Support staff;
5. Conservation programs; and
6. Any cost associated with pooling of grants of money.

(Added to NAC by Conservation Comm'n, eff. 12-26-95)

**Nevada Administrative Code – Conservation**  
**PROPOSED REGULATION**  
**Sage Grouse Habitat Competitive Grant Fund**

PROPOSED REGULATION OF THE  
STATE CONSERVATION COMMISSION  
IN THE STATE DEPARTMENT OF  
CONSERVATION AND NATURAL RESOURCES

LCB File No. \_\_\_\_\_

EXPLANATION – Matter in *bold italic* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: NRS 548.160

A REGULATION relating to Conservation Districts; providing minimum standards for the Conservation Districts related to the Sage Grouse Habitat Competitive Grant Fund pursuant to NRS 548.160; prescribing certain application processes and eligibility; and providing other matters relating thereto.

Section 1. NAC Chapter 548 is hereby amended by adding a new section thereto as follows:

- 1. Establishment of the Sage Grouse Habitat Competitive Grant Fund (Grant Fund); distributing grants to conservation districts; qualifications for grant; use of grant;*
- a. The Commission will award among the Conservation Districts, grants from the program of the Sage Grouse Habitat Competitive Grant Fund for projects that specifically benefit sage grouse populations based on:*
  - 1. Availability of all grants of money provided by legislative appropriation.*
  - 2. A conservation district must be In Good Standing as set forth in NAC 548.110 to apply for a grant.*
- b. Eligibility of a Conservation District to apply to the Grant Fund must meet the required conditions of the fund:*
  - 1. There exists Sage Grouse habitat or potential Sage Grouse habitat located within the conservation district's boundaries.*
  - 2. The determination as to whether or not habitat or potential habitat is located within the conservation district's boundaries will be made by the State Sagebrush Ecosystem Program Technical Team.*

3. *The State Conservation Commission will make the final determination as to whether or not a conservation district is eligible to participate in the grant fund.*
- c. *Applications from Conservation Districts for the Grant Fund will comply with procedures established by the Conservation Commission:*
1. *There will be one application period and deadline per fiscal year for accepting grant applications from eligible conservation districts:*
    - a. *Multiple project applications will be accepted from any eligible Conservation District, however, applications are required to be ranked in numerical order of importance by the Conservation District prior to submission.*
    - b. *Applications with multiple agency and/or landowner participation will be ranked higher by the Commission.*
  2. *Applications will be accepted on a form prescribed by the Conservation Districts Program.*
- d. *Applications must meet the required conditions in order to be accepted:*
1. *Grant applications will be for projects that are “ground ready” and will include plans that have undergone technical review by the Sagebrush Ecosystem Technical Team (SETT)*
    - a. *Where appropriate, the use of Natural Resource Conservation Service (NRCS) specifications or other recognized agency specifications are encouraged for technical review.*
    - b. *Projects for consideration must contain direct benefit for sage grouse or their habitat, and must include a monitoring component.*
- e. *Grant Fund application funding match and fund award distribution will be at the discretion of the Commission:*
1. *There is no match required to apply, however, applications with a cash match will receive higher ranking by the Commission. Those projects with an in-kind match will receive a higher ranking than those without any match, but not as high as those with a cash match.*
  2. *There is no cap on the grant funding requested per applicant; however, the Commission will use its discretion in awarding all grant funding.*
  3. *Grant award funds may be disbursed as a single lump sum, or in payments, at the discretion of the Commission. Up to seventy five percent (75%) of the grant funding may be paid in the form of an advance if specifically approved by the Commission. The remainder of the grant funds will be provided on a reimbursement basis.*

4. *A maximum of fifteen percent (15%) of the total amount of the awarded grant may be designated for use as indirect costs of administration.*

*f. Duty to account for grants of money under the Grant Fund will comply with NAC 548.130*

1. *A full report of the Sage Grouse habitat project of grant funded Conservation Districts will be required at the conclusion of the project or as otherwise requested by the Commission.*
2. *A full account of grant funds, including any and all match funds, will be required at the conclusion of the project or as otherwise requested by the Commission.*
3. *A project final report and final financial report will be provided on a form prescribed by the Conservation Districts Program.*
4. *Grant funds awarded to Conservation Districts must be expended within the fiscal year for which it was awarded.*
5. *The State Conservation Commission has the final authority in all matters concerning the Sage Grouse Habitat Competitive Grant Fund.*



Sage-grouse

(NDOW Photo)