

---

# ADMINISTRATIVE POLICY

## NDNRCT (TRUST) POLICY BOOK

*March 2020*

---

North Dakota Association of  
Soil Conservation Districts  
3310 University Drive  
Bismarck, ND 58504

## ***PREFACE***

*The North Dakota Association of Soil Conservation Districts Board of Directors have adopted the policies contained in this Policy Manual. It provides guidance and direction to Directors and employees in carrying out the administrative policy of the Association and its nurseries.*

*The Administrative Policy Manual is reviewed annually by the Directors.*

*North Dakota Association of  
Soil Conservation Districts  
3310 University Drive  
Bismarck, ND 58504  
Telephone (701) 223-8518*

# TABLE OF CONTENTS

<b>NDASCD/BOARD OF DIRECTORS:</b>		<b>Page</b>
<u>ANNUAL CONSIDERATIONS</u>	Budget	1
	Prices	1
	Review Policy Manual	1
	Salary	1
	Insurance Review	1
	Notification: Officers	1
	Review Job Descriptions	1
<u>COMMITTEES</u>	Members	2
	Advisory	2
	Expenses	2
<u>DIRECTORS</u>	Salary	3
	District Visitations	3
<u>FINANCE</u>	Expenditures	4
	Deposits	4
	Cash Reserve	4
	Safe Deposit Box	4
	Tax Exempt	4
<u>MEETINGS</u>	Board	5
	Minutes	5
	Annual	5
<u>NACD</u>	Council	6
	Director	6
<u>RESOLUTIONS</u>	Procedure	7-8
<u>TRAVEL</u>	Mileage	9
	Meals	9
	Lodging	9
	State Convention	9
	Out of State	10
	NACD Convention	10
	NACD Spring Board Meeting	10

	NACD Northern Plains Regional Meeting	10
	NACD Leadership Conference	10
<b><u>AWARDS/RECOGNITIONS</u></b>		
	Length of Service	11
	Professional	12
	Communications	12
	Layperson	12
	District Employee	12
	Appreciation Certificate	12
	Largest Percent Increase in Tree Plantings	13
	Director's Plaque	13
<b><u>INSURANCE</u></b>		
	Liability	14
	Business Auto	14
	Farm Owners	14
	Employee Dishonesty	14
	Errors and Omissions	14
<b><u>NURSERY</u></b>		
	Bismarck Nursery Lands	15
	Operating Policy	15
	Interest Charges	16
	Relations	16
<b><u>NDASCD Annual Report</u></b>		17
<b><u>NDNRCT POLICY BOOK</u></b>		18

## **NDASCD/BOARD OF DIRECTORS:**

### **ANNUAL CONSIDERATIONS**

- 1) The Board shall annually develop and approve an operating budget, and designate a cash reserve at the fall Board Meeting. The Board authorizes the closing of the books on September 30 of each year. (March 2018)
- 2) Review and adjust prices of nursery stock.
- 3) Review the general operation of the Association and nurseries and adjust, update or delete policies and programs to conform to the changing times and needs of the districts.
- 4) Review and adjust salary and benefits for the CEO at the Summer Board Meeting. (March 2016)
- 5) The Board will approve any salary increases at the Summer Meeting each year to be implemented October 1. (March 2016)
- 6) Provide for the annual review of Comprehensive Liability, Errors and Omissions and Business Auto and Farm Owners Insurance protection.
- 7) Provide for the annual notification of change of corporate officers as a State Corporate Sales and Use Tax Permit Holder.
- 8) Review Job Descriptions of Permanent Employees annually.

## **COMMITTEES**

- 1) Voting members on standing committees are SCD supervisors.
- 2) Non-voting members and advisors on standing committees are state and federal agencies personnel.
- 3) Expenses of mileage, meals, per diem, and lodging (when necessary) are paid to supervisors on standing committees. No expenses will be paid to advisors who work at state and federal agencies.

## DIRECTORS

- 1) A salary of \$60.00 per day shall be allowed for those Directors who are authorized to attend the following meetings. (2018)

### A. IN STATE

1. State Technical Committee Meetings
2. Section 319 NPS Task Force Meetings
3. Regular or Special NDASCD Board Meetings
4. Three (3) days at NDASCD Annual Meeting
5. President at Annual Area Meetings
6. Directors at Annual Area Meetings
7. Directors serving on NDASCD Committees
8. Meetings where President is invited
9. Other meetings deemed necessary and delegated for Association business

### B. OUT OF STATE (Meeting Days)

1. NACD Annual Meeting
2. NACD Northern Plains Regional Meeting
3. NACD Board Meeting and Legislative Conference
4. Neighbor States Annual Meeting

C. North Dakota Association of Soil Conservation District Directors are encouraged to meet once a year with the soil conservation district board of supervisors they represent on the NDASCD Board. To facilitate Directors' visits, districts are encouraged to invite their Director(s) to the meeting, indicating date, time, place of meeting. All other arrangements are to be coordinated with the district and the NDASCD Director(s).

## FINANCE

- 1) To provide for continued day to day operations, the CEO is authorized to expend up to \$5,000 for items not included in the budget.
- 2) All NDASCD funds are to be deposited in:
  - A. State Chartered Banks (FDIC Insured)
  - B. National Chartered Banks (FDIC Insured)
  - C. US Treasury Bills
  - D. US Treasury Notes
  - E. Dedicated cash reserves may be invested in mutual funds and bonds.
- 3) The CEO and NDASCD Board Secretary are authorized access to the safe deposit box at US Bank of Bismarck.
- 4) The President, Vice President and CEO will have signature authority for all checking and savings accounts. Two signatures are required to transfer mutual funds and bonds.
- 5) Credit card accounts may be authorized by the Association Board.
- 6) The Association is exempt under Sec 501 (C) (5) as an Agricultural Corporation. Gifts made to the Association are not deductible by donors for tax purposes.
- 7) The NDASCD Board of Directors will receive the monthly Profit and Loss Statement, Balance Sheet and Budget Analysis.
- 8) The CEO and Office Manager have signature authority for the NDASCD/LON Checking Account.
- 9) Reserve funds of \$1.25 million shall be maintained.

## MEETINGS

- 1) Regular Board meeting dates shall be set at the Re-Organizational Meeting in November. (March 2017)
- 2) The Board Meeting Agenda shall be added to the Website.
- 3) Minutes  
Minutes shall be electronically mailed to the Soil Conservation Districts in a timely manner.
- 4) Copies of the minutes shall be sent to all Districts, NDASCD Directors, advisors, past five presidents of the Association, the NACD Board member, and the North Dakota State Soil Conservation Committee members.
- 5) Annual State Convention Policy
  - A. That all (SCD supervisors and their spouses, state and federal personnel and their spouses, award winners and their spouses, etc.) attending our state convention will pay the registration fee except the following: (March 2016)
    1. Those issued complimentary tickets by the NDASCD President.
  - B. Two (2) or three (3) rooms (depending on size of headquarters hotel room availability) be reserved in each district's name each year for the convention.
  - C. Commercial exhibits are allowed at the Annual Meetings, as space allows at headquarters hotel.

## **NACD**

- 1) The Association Board of Directors shall select a representative to the NACD Board of Directors. This is a two year term. The representative may serve multiple terms.
- 2) The NACD Director may or may not be a current member of the NDASCD Board of Directors. In any case the NACD Director must be a Supervisor from a dues paying district of the NDASCD and also a quota paying member district of NACD.
- 3) The NDASCD Board of Directors shall also select an Alternate NACD Director. The term shall be for one year and may serve multiple terms. The alternate NACD Director shall be a current NDASCD Director.

## RESOLUTIONS

- 1) It shall be the policy of the Association to follow these steps in the consideration of resolutions:
  - A. Resolutions shall be written in straight-forward, narrative format, eliminating the “Whereas:” and “Therefore Be It Resolved:” paragraph headings. The first paragraph shall contain the subject and desired outcome of the resolution. Succeeding paragraphs should address information/facts/ evidence to support the purpose addressed in the first paragraph. The entire narrative should not exceed one single spaced, typewritten page in length.
  - B. All resolutions shall be initiated by a district, area, standing committee or Board of Directors of the Association. Any resolution to be considered at an Annual Meeting must be received in the Association office at least 30 days prior to the Annual Meetings. (June 2019)
  - C. The Chairman of the Resolution Standing committee shall assign resolutions to an Association Standing Committee for discussion, consideration, amendments, and a do-pass or do-not pass consideration. All resolutions shall be read completely at Standing Committee Meetings. All amendments shall be considered only at the Standing Committee Meetings. No amendments shall be considered at the NDASCD Annual Business Meeting. Voting members of the Standing Committees shall be the supervisors present. Others may take part in the discussion if recognized by the committee chair. (March 2018)
  - D. All resolutions which are passed unanimously at committee will be placed on the Consent Calendar for the Annual Business Meeting. The Consent Calendar will be approved as a whole with a voice vote during the Annual Business Meeting. A resolution can be removed from the Consent Calendar by a motion passed by the majority of supervisors at the NDASCD Business Session. Resolutions that fail in standing committee may be brought to the floor of the NDASCD Business Meeting by a 2/3 majority vote of supervisors present. Other resolutions shall be carried by standing committee to the Resolutions committee who will carry it to the floor of the Annual Business Meeting for debate and consideration. No amendments will be considered on resolutions at the Annual Business Meeting. (June 2017)

- E. Every district should be notified as to when standing committee meetings are to be held and to get resolutions in before committees meet.
  
- F. The resolution shall then be carried, by the standing committee, to the Resolution Committee who will then carry to the floor at the Association Business meeting. At the Business Meeting during the convention resolutions should be read. (March 2016)
  
- G. Resolutions passed at the Annual Meeting on administrative issues are to be taken to the Board of Directors as recommendations for the Administrative Policy Manual, and resolutions passed as conservation issues are to become part of the Conservation Policy Positions.

## **TRAVEL**

### 1) Mileage

- A. Directors and staff will receive state rate per mile for use of personal car on Association business.
- B. Directors may receive mileage for attending SCD Meetings in their Area. This is limited to one visit per SCD during a Director's 2 year term.
- C. The CEO and designated representative(s) are authorized out of state travel as necessary to conduct Association business.

### 2) Meals

- A. Meals – breakfast \$5.00, lunch \$10.00, and dinner \$15.00 (March 2018)
- B. The President and CEO are authorized to be reimbursed for such items as lunches and meals of guests of the Association or Nursery on special occasions as they deem in the best interest of the business. (It is expected there would be very limited use of this item)

### 3) Lodging

- A. Lodging is actual cost. Board members allowed actual cost per couple for board meetings.
- B. The President is authorized reimbursement for double room occupancy when attending area meetings with spouse.

### 4) State Convention Reimbursement

The State Association shall reimburse Directors on the Board.

5) Out of State Travel

- A. The President, Vice President, or a Director the President designates, are authorized to attend the annual meeting in one of the neighboring states each year. (Revised December 1984)
- B. On combination Association and personal trips, travel shall be based on cost of round trip economy air transportation.
- C. Lodging is to be based on single room occupancy rates.
- D. Meal expense shall be on actual basis.
- E. Out of state travel, except that previously authorized by Association minutes or policy, must have prior approval by the Association President.
- F. All receipts, when possible, for travel, etc., are to be attached to voucher. Cabs, tips, etc., need not be itemized as long as they include reasonable expenses. Meals should be itemized. If not itemized, reimbursement will be as 2) A.

6) Expenses paid for:

- A. The President, Vice President, NACD Board Member, Alternate NACD Board Member and CEO are authorized to attend the NACD Annual Meeting, NACD Northern Plains Regional Meeting and NACD Board Meeting. Other Board Members may attend with the approval of the Board.
- B. Other meetings as approved by the Board

**NDASCD/NURSERY:**

**AWARDS / RECOGNITIONS**

1) Length of Service to Supervisors

A. Only the years served as an elected or appointed supervisor will count for length of service.

B. Certificates are presented to supervisors at the Annual Meeting and are given for:

15 years of service - certificate

20 years of service - certificate

25 years of service - certificate and 25 year pin

30 years of service – certificate

35 years of service – certificate

40 years of service - certificate

1) Length of Service Awards to District Employees. Certificates are to be presented to district employees at the Convention. Awards are given for:

5 years of service and increments of five years thereafter.

3) Length of Service Awards to Association/Nursery Employees. Certificates and a Gift or gift Certificate not to exceed the following amounts shall be awarded to full-time, permanent employees after completing the following years of service. Awards are not retroactive.

Years of Service	Gift or Gift Certificate
5	\$ 50.00
10	100.00
15	150.00
20	200.00
25	200.00
30	200.00
35	200.00
40	200.00

- 4) NDASCD Special Service Award - Professional. An award may be made at the Annual Meeting to an individual employed or who has been employed as a professional in soil conservation, extension service and/or related activities. This award will only be given to living nominees.
- 5) NDASCD Special Service Award - Communications. An award may be made at the Annual Meeting to an individual and/or organization who had made outstanding contributions in the field of conservation communications (press, radio, TV, etc.). This award will only be given to living nominees.
- 6) NDASCD Special Service Award - Layperson. An award may be made at the Annual Meeting to a layperson or to an organization who has made outstanding contributions to soil and water conservation (Layperson may be a supervisor). This award will only be given to living nominees.
- 7) District Employees Award - An award may be made at the Annual Meeting to any soil conservation district employee, whether full time or part time.
- 8) Appreciation Certificates
  - A. The award is to be presented by the President or representative.
  - B. All certificates of appreciation are to be signed by the President on behalf of the Association.
  - C. It is to be given for meritorious service to soil, water, and other resource conservation work. The nominations should have area or statewide significance.
  - D. The award will normally be presented at Area Meetings of the Association but could be given at other special occasions such as retirements.
  - E. All nominations are to be submitted to the Association President. Nominations are to be made by:
    1. Board of Supervisors with concurrence of at least one Area Director.
    2. Association Board of Directors or staff. All nominations must be approved by the Association Board at a regular meeting.
    3. All nominations should be submitted to the Association at least 30 days prior to any presentation, if possible.

9) Largest Percent Increase in Tree Planting Awards

Five certificates presented at NDASCD Annual Meeting yearly. Based on the percent of increase of the current year's tree planting number over the previous year's tree planting numbers. (March 2016)

10) Director's Plaque

Each retiring NDASCD Director shall be offered the option to receive a plaque or other gift.

## **INSURANCE**

- 1) The following minimum insurance coverage will be carried:

	<u>Coverage</u>
Comp. Liability	\$1,000,000
Business Auto	\$1,000,000
Comp. Deductible \$100	
Collision Deductible \$250	
Farm Owners	\$1,500,000
Deductible \$500	
Employee Dishonesty	\$ 100,000
Errors and Omissions	

- 2) Provide for the annual review of Employee Dishonesty Insurance (Commercial Blanket Bond).

## NURSERY

- 1) The Association is committed to continue the use of surface acres (Bismarck Lincoln-Oakes Nursery) for the NDASCD and Plant Materials Center tree and grass seed production and plant species improvement programs.
- 2) Operating Policy
  - A. It shall be the policy of the nursery, staff and management to cooperate in any way feasible with agencies and organizations in North Dakota in the promotion of tree planting and conservation in general.
  - B. It shall be the policy of the nursery to serve the soil conservation districts in North Dakota as efficiently and economically as possible. To provide lowest cost stock possible through higher volume production the nursery shall endeavor to serve SCDs in adjoining states as well as disposing of surplus stock to wholesale nursery.
  - C. Contracts for propagation shall be allowed when the results are deemed to be in the best interest of the nursery, conservation and beautification.
  - D. Policies as to minimum orders, method of delivery, cancellation of orders and disposition of surpluses shall be established by the CEO and revised as necessary.
  - E. It shall be the policy and intention of the nursery to maintain the grounds and buildings of the nursery in such a manner as to promote their longest useful life and to be a credit to the organization.
  - F. The equipment of the nursery shall be operated in a business like manner and kept in proper repair. A rotation schedule for major items shall be established and followed where feasible. There shall normally be no loaning or renting of nursery owned equipment.
  - G. It shall be the policy of the nursery to lease excess surface areas that are for conservation purposes which are not needed for nursery use.

- H. The interest charge to North Dakota Districts for accounts receivable is 1% per month on unpaid balance.
  
- 3) Member in Good Standing
  - A. NDASCD asks all districts to comply with the agreement between NDASCD and the ND Greenhouse and Nursey Association. (March 2017)
  
- 4) Agency Partnerships
  - A. Natural Resources Conservation Service, Plant Materials Center
    - 1. The NDASCD Board of Directors realizes the benefit to North Dakota conservation accruing from the USDA NRCS and the Bismarck Plant Materials Center. We, therefore, pledge our continued support to this agency by continuing the Plant Materials Center on the nursery, by cooperating in joint ventures to produce more native grass seed and introducing acclimated grasses, trees and shrubs, and by generally pledging our physical plant and personnel to cooperate in every way possible to enhance and promote conservation in North Dakota.
  
  - B. State Agencies
    - 1. The NDASCD Board of Directors realizes the benefit to wildlife in North Dakota brought about by the planting program of the North Dakota Game and Fish Department. We, therefore, pledge our continued support of these planting programs by providing suitable tree and shrub plant materials for wildlife habitat development and to make it available to the department and our North Dakota districts.

## **NDASCD Annual Report**

NDASCD will prepare an annual report.

Such a report should include, but not limited to the following items:

### General Information:

- List of Board and all permanent staff
- Financial statement

### Association Information:

- Convention Theme, Keynote Speaker if any, attendance by category (Supervisors, District Staff, NRCS Staff, Achievement Winners, Other Guests), List of special award recipients and achievement winners.
- Any resolutions passed and what happened afterward.
- List of Achievement Winners.
- List of Area Meetings, speaker or Tour info, attendance by category
- Other activities, including legislative, participation in Ag Coalition, State Technical Committee, NDSSCC, serving on advisory groups for the Congressional Delegation, or any other special activities.
- Any special projects or changes in operation

### NACD:

- List Board Member and Alternate, any special committees or other activities, Including update on Missouri River Team.
- List % of ND districts paying NACD dues? Or number of SCDs paying dues?

### Nursery:

- Number of trees and species sold, including noting those sold to ND SCDs, Out-of-state CDs, trees exported, and those sold via the website or Conservation Sale.
- Any special marketing efforts
- Acres fumigated
- Notes on planting or harvesting changes
- Notes on irrigation system
- Any involvement with research projects
- Any special projects or changes in operation
- Statement about renting Oakes and extra acres in Bismarck

The numerical data will allow comparison from year to year to identify trends. This may be a substitute for an issue of the NDASCD newsletter.

**North Dakota Natural Resources Conservation Trust**  
**Policy Book**  
**2014**

**GENERAL POLICY:**

Each year the board will review these policies and attach the Trust Policy to the NDASCD Administrative Policy.

**SIGNATURE AUTHORITY:**

1. Signature authority for all Trust accounts shall be granted to Chair, Treasurer, CEO and Office Manager. One signature is required to make changes and withdrawals to Trust accounts/funds.
  
2. All bank statements will be directed to the Trust Office. Copies of bank statements will be forwarded monthly to the Treasurer and the Tax Advisor.

**BONDING:**

The Treasurer may be bonded in an amount sufficient to cover the funds normally handled by his or her office; cost of said bond to be paid by the Trust. (Bylaws, Article IV, Section 2, Subsection d.2)

*NOTE: This will be reviewed along with bylaws changes at the June Board Meeting.*

**TAXES:**

Each year, the Board will review the relationships between board members, officers, employees and their family members for any conflicts of interest which may need to be reported to the IRS during tax filing. Results of the review will be sent to our tax preparation service.

**INVESTMENTS:**

Current – Invest funds in accordance with sound investment principles. Income received by the Trust from investments shall be used by the Trust exclusively for the purposes stated in these Articles of Incorporation or the Bylaws. (Directly from Articles of Incorporation, Article 3. Section 6)

**INTEREST INCOME:**

Ten percent (10%) of annual interest income shall be reinvested in the Trust. From the remaining ninety percent (90%) of interest income, expenses of the Trust shall be paid. Any remaining interest income may be distributed to the NDASCD general fund on an annual basis.