



Texas State
Soil & Water
Conservation
Board



Texas State Soil and Water Conservation Board

The SWCD Board Meeting:
Things to **Be Aware of**,
and Things To **Beware Of**





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Beware:

- Make sure you have a legal meeting
 - Agenda posted 72 hours ahead of meeting
 - Quorum is Present
 - You are meeting within the District
- Note: SWCDs are subject to the Texas Open Meetings Act, if you do not meet the three conditions above, you are meeting illegally



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Emergency/Holiday Meeting

- Sometimes the question is asked, can we have an emergency meeting? An emergency can be legally held by an SWCD if there is an imminent threat to public health and safety; or a reasonably unforeseen situation. This is up to your judgment, but make sure you can defend your reasoning.
- Directors sometimes question the legality of meeting on a Federal or State holiday. You can legally meet on any day as long as you post your agenda 72 hours prior to meeting and meet within your district.



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SOIL AND WATER CONSERVATION DISTRICT

P. O. BOX 658
TEMPLE, TEXAS
(800) 792-3485

NOTICE OF A REGULAR
BOARD OF DIRECTORS MEETING

TEMPLE SOIL AND WATER CONSERVATION DISTRICT

PURSUANT TO SECTION 551.041 OF THE GOVERNMENT CODE NOTICE IS
HEREBY GIVEN THAT: The Regular Meeting of the board of directors
of the TEMPLE SWCD will be held at 7:00 a.m. on Friday June 09th,
2006 at the USDA Service Center, 1700 N. Smith, Temple, Texas and
the following

items of business will be considered and acted upon:

AGENDA:

Call meeting to order and Roll Call.

Moment of silent prayer.

Reading of the minutes of May regular meeting.

Review Correspondence

Review and consider Financial Report (see attachments)

Discuss payment of the following items:

A. Creation by Flowers		\$ 40.00
B. Dial Hardware	\$ 14.99	
C. TWC		\$ 50.00
D. IRS		\$ 150.00
C. SWCD Employee Payroll		<u>\$1,000.00</u>
Total	\$ 1,254.99	

1. Set time, place and date for District Director Election for Zones 1 & 2.
2. Designate custodian of records and chief election clerk.
3. Discuss open meeting acts training to be completed by December 31, 2006.
4. Discussion and possible action on attendance to the District Director Workshop July 11 & 12 in Temple, Texas.
5. Discussion and possible action on TSP reimbursement from State Board.
6. Discussion and possible action on District Directors 3rd Qtr. Mileage & Per Diems.
7. Security Clearances Background Investigations for District Employee.
8. Report by District Conservationist.
9. Report by Field Representative.
10. Adjourn.

The Temple SWCD Board may convene in executive session on any of the above items in accordance with Subchapter D, Sections 551.071-551.076 of the Texas Open Meetings Act.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, large print or Braille, are requested to contact Suzie Soil at (23) 456-7890 ext. 3 two (2) days prior to the meeting so that appropriate arrangements can be made.

The Public is invited to attend this meeting

Beware

SOIL AND WATER CONSERVATION DISTRICT

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Meeting Notice

Agenda

1. Call To Order
2. Minutes
3. Bills
4. Correspondence
5. Reports
6. Adjourn



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Board of Directors Meeting Notice Explained

- The agenda on the left has all of the legal requirements.
- Interested parties know where and when the meeting will be held
- They know the items that the SWCD board plans to consider/discuss/or take action upon
- If the interested party is disabled or in need of auxiliary aids to be able to attend and/or understand what is happening in the meeting, the contact information and person is included on the agenda



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Board of Directors Meeting Notice Explained

- There is also a public invitation at the bottom, promoting public participation.
- The agenda on the right tells the public nothing. No place, no time, nothing about what they will be discussing. It is basically useless to someone who is interested in attending the board meeting.
- The purpose of your agenda is to let the public know when, where, and what time you will be meeting and what you will be discussing. You want your meeting to be as accessible as possible.



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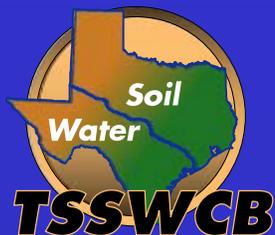
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Board of Directors Meeting Minutes Explained

- Some boards choose to receive their minutes prior to the board meeting day. This gives the directors time to review them for accuracy. Some choose to listen as the Clerk/bookkeeper read the minutes the day of the meeting.
- The minutes are the backbone of your SWCD. Pay attention to your minutes and make sure they are an accurate reflection of what actually happened in your board meeting. Remember, they are public record and they are a reflection of your SWCD. Also, accurate minutes help to avoid problems in the future when the SWCD has already taken action on an item.



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Board of Directors Meeting Financial Statement Explained

- The financial report is your bookkeeper's report to you of your financial standings. Remember that this is a report generated by your bookkeeper. Mistakes can be made, so pay attention to the balances and the checks that are submitted for approval, and those that were written between meetings (also known as those that need to be ratified).
- Recently, the TSSWCB began recommending changes to the way this item is conducted. The TSSWCB recommends that the secretary of the board give this report and that the secretary also compare the financial report with bank statements. This ensures that an SWCD director is paying attention to the SWCDs financial activity.



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Example Financial Report

Temple Soil & Water Conservation District #000

7/2/2007

State Fund:

<u>Date</u>	<u>Check #</u>	<u>Description</u>	<u>Deposit</u>	<u>Credit</u>	<u>Balance</u>
5/01/2007		Beginning Balance			\$19,211.64
5/08/2007		Comptroller 5% Admin 503	\$1842.11		\$21,053.75
5/14/2007	2289	Suzie Soil- April Salary		\$412.52	\$20,641.23
5/23/2007		Comptroller - Matching Funds	\$853.70		\$21,494.93
5/30/2007		Ending Balance/bank stmt. Bal			\$21,494.93
<u>Outstanding Checks</u>					\$21,494.93
6/01/2007	22 90	Suzie Soil- May Salary		\$840.44	\$20,654.49
Check Book Balance					\$20,654.49



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Board of Directors Meeting Agenda Items Explained

- The Agenda items listed should be discussed and acted upon. Action usually means a motion and a second is required. An item that is simply for discussion or to make the board aware of what is taking place, is for information only, and a motion and second are not required.
- Rule of Thumb- It always requires a motion & a second to spend money.



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Board of Directors Meeting Reports Explained

- Reports from the NRCS District Conservationist and Field Representative are for the SWCD board's information. They do not need to be accepted by the SWCD board, and normally no action is needed because of them.



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Board of Directors Meeting Executive Session Explained

- You can go into executive session on these items:
 - Consultations with attorney to seek advice regarding pending or contemplated litigation or a settlement offer or to seek legal advice;
 - Discussion regarding the purchase, lease, value of real property or a prospective gift if deliberation in an open meeting would have a detrimental effect on the governmental body's position in negotiations with a third person;



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Board of Directors Meeting Executive Session Explained

- Deliberations on personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint against an employee;
- Meetings involving security devices;
- You can only go into executive session if the item is on your agenda!!



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"Rabbit Chasing"

- Beware of "Rabbit Chasing". Not sticking to the agenda is discouraging to board members with limited time and could lead to taking actions that aren't on your agenda. Also, it is confusing to those members of the public attending your meeting.



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Beware of "Rabbit Chasing"

