

DIVISION OF CONSERVATION UPDATE

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TREE SALES AS ENTERPRISE ACTIVITIES — MARSHA SETZKORN-MEYER, CD PROGRAM COORDINATOR

Enterprise Fund activities vary across the state. We recently received a question about license requirements for districts which sell trees.

According to the KDA Program Director for Plant Protection and Weed Control, a district selling trees will need a Live Plant Dealers License. If more than one district goes together to sell the trees, each location that is handling the trees (live plants) will need a live plant dealers license. A location handling the accounting only (sale and payment without having physical trees on the site), does not need a Live Plant Dealer's License. You can find more information or apply for a license : <https://agriculture.ks.gov/divisions-programs/plant-protect-weed-control/live-plant-dealer>.

Districts selling seed also need to have a Seed Dealer License. Licenses are renewed yearly. For more information visit: <https://www.kansas.gov/kda-seed/index.do>.

COST SHARE UPDATES AND DEADLINES — DAVE JONES, WATER QUALITY PROGRAM MANAGER

- When looking at the approved FY 2024 WR and NPS cost list please remember that our program does not offer a certain percentage of cost share assistance. Requesting increases for components to reflect a similar cost share percentage to what was previously offered by your county is discouraged. The request form is meant to be used to address large discrepancies due to very specific local conditions. Example: the cost to install fence in a county is much more expensive because of a shallow depth to bedrock. Local prices from invoices or contractors would be used to justify the rate increase request.
- The deadline to submit FY 2024 WR and NPS Cost-Share Component Increase Request Forms to the DOC has been extended to the close of business Friday, May 19, 2023. This will allow district managers time after the KACD E/O meeting to submit the requests to the DOC. The request form and link to the online submission tool can be found in CSIMS under cost-share tools.
- The deadline to submit FY 2023 unfinished project rollover requests to the DOC is close of business Friday, June 2, 2023. The request form and the MEMO can be found in CSIMS under cost-share tools. A separate link for the online submission tool is included in the MEMO.
- FY 2023 WR and NPS contracts not submitted for rollover request need to be either submitted for final payment or cancelled in CSIMS by 3:30 p.m. Friday, June 9, 2023. Conservation Districts are responsible for cancelling contracts in CSIMS.
- The DOC recommends listing all approved FY 2024 project types when updating your ranking worksheets. This will allow separation between applications that are for different project types. Your board can also prioritize practices within each project type if they choose.
- A list of all FY 2024 approved project types with associated practices can be found in CSIMS under cost-share tools.
- All FY 2021 encumbered WR and NPS contracts will need to be submitted for final payment or submitted for cancellation before the June 9, 2023 deadline.

EMAIL SIGNATURES —

MARSHA SETZKORN-MEYER, CD PROGRAM COORDINATOR

Q: What's Does Your Digital Business Card Look Like? A: An Email Signature

The main purpose of email signatures is to reassure recipients that they are communicating with an actual person rather than a bot. An email signature establishes and reinforces who you are and what company you represent. In a way, your email signature serves as your digital business card.

Your district email signature should include your first and last name, title, district name, and important contact information (address and phone number). Additionally, you may include your district website address and social media links, if applicable. You may also choose to include a polite closing sentence or salutation, such as Thank You, Sincerely, or Regards. Or the salutation may be added when composing an email if you prefer.

Email signatures should look professional. They make it easier for people to contact you and may bring new followers to your social media accounts. Your signature makes the conservation district brand, and logo if used, more recognizable. If you need assistance creating an email signature, please contact me. I would be happy to help.

SUPERVISOR BOARD POSITIONS —

CHRISTY KOELZER, ADMINISTRATIVE SPECIALIST

If you have not already done so, please remember to update supervisor positions on the supervisor information pages in CSIMS after the officers' positions are voted upon (Board Member, Chairperson, Vice Chairperson, Treasurer).

RESIGNATION OF A SUPERVISOR —

CHRISTY KOELZER, ADMINISTRATIVE SPECIALIST

If you have a supervisor resign before the end of their term, a new supervisor may be appointed to the board. Please complete the following steps in CSIMS.

For the resigning supervisor:

- Change Status to Resigned.
- Enter the Status Changed date.
- Upload the supervisor's resignation letter in CSIMS.
- Update the End Date in the Term History to their resignation date.

For the newly appointed supervisor:

- Enter their information in CSIMS on the supervisor information form.
- Enter their Appointment Date.
- In the Replacing field, from the dropdown menu, choose the name of the supervisor they are replacing.
- Enter the Term History with the Start Date as the day the supervisor was appointed and the End Date with the date that position is up for re-election.
- Determine when the position is up for re-election based on when the supervisor they are replacing was last elected. Example: If the resigned supervisor was elected in 2022, that position is up for re-election in 2025. The newly appointed supervisor's Term History End Date will be in 2025.
- Upload the Oath of Office in CSIMS and enter the Oath signed date.
- Update supervisor positions if necessary.

If you have questions on supervisor updates in CSIMS, please contact me at christina.koelzer@ks.gov.

IMPORTANT DATES —

**CHRISTY KOELZER,
ADMINISTRATIVE SPECIALIST**

APRIL

- **25:** Last day to submit payments to be paid in April. Due by 3:30 p.m.

MAY

- **9 & 10:** DOC provides program updates at the KACD-EO statewide meeting.
- **19: FY2024 State Cost-Share Program Adoption:** DOC issues the new fiscal year program and allocations (Revisions to the *DOC Programs Manual* will be posted on the Message Board in CSIMS and an e-mail will generate through CSIMS following program approval).

SUGGESTIONS —

**CHRISTY KOELZER,
ADMINISTRATIVE SPECIALIST**

Do you have a suggestion for a topic you would like to see addressed in the *Division of Conservation Update*? Send suggestions and comments to kda.doc@ks.gov.



Contact Us

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PRESERVING A LEGACY PROJECT —

CHRISTY KOELZER, ADMINISTRATIVE SPECIALIST

The Preserving a Legacy Project was initiated in March 2020 as a protocol for scanning and storing conservation district records for posterity. 25 counties have submitted their records for storage to date. Thank you for your work on this project!

The DOC understands the number of records to be scanned and stored for most districts will be quite large. Thus, the DOC does not have a deadline for districts to complete this initiative.

Each county received a flash drive containing a Memorandum of Understanding, folders for categorizing legacy documents, Records Retention Schedule, instructions for scanning, saving, and submitting legacy documents to DOC, and a personalized spreadsheet of legacy documents previously submitted to DOC. The DOC updated the Questions and Answers for Preserving a Legacy Project (originally provided on the flash drive) to include additional information and provide clarity of completion of the project. The updated Questions and Answers document can be found on the Message Board in CSIMS.

If you are a new district manager and are not sure if your county has completed the Legacy Project document storage, please ask. If you cannot locate your flash drive, let me know and I will send another.

Please remember the importance of scanning an entire year's worth of minutes and financial reports together as one document for that year.

If you have any questions related to the Legacy Project, please contact me at christina.koelzer@ks.gov.



Out of the long list of nature's gifts to man, none is perhaps so utterly essential to human life as soil.

— Hugh Hammond Bennett —

AZ QUOTES