

WELCOME TO SUPERVISOR TRAINING



HANDLING CONSERVATION DISTRICT FUNDS



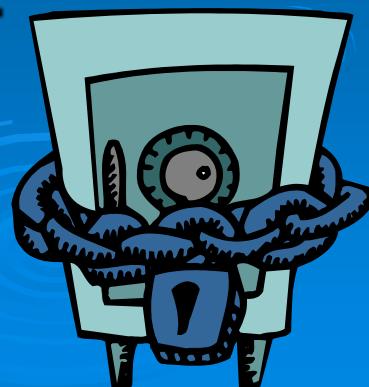
OVERVIEW

- KRS Statutes
- County Funds
- State Funds
- Other Funds
- 5 things to remember

KRS Statutes

- KRS 262.200 (4)- Gives Conservation Districts Supervisors the legal authority to expend funds according to conservation district planning
- ... The funds so collected shall be expended by the board for the employment of soil conservation aids and for other purposes directly associated with the program, including promotional activities, prize moneys, office equipment, supplies and incidentals deemed necessary.

However, many funds collected by Conservation Districts are restricted to particular uses, expenditures and reporting policies. Transferring of or using specified funds for purposes other than their approved use is strictly prohibited without written approval granted from the Division of Conservation, Soil and Water Commission, Phase I Councils, etc.



County Funds

➤ General Funds/Millage Tax Revenue:

- May be used for district operations, employment, programs, office expenses, supplies, equipment and day to day activities according to the conservation district plans: i.e.- budget, annual plan of work.

State Funds

➤ Direct Aid

- Base Funding-Can be used for district's day to day activities according to the district's conservation plans
- Personnel Support- **MUST** be utilized for employment support of district personnel that the funds were approved for, such as administrative secretary, education coordinator, or technician. **MAY NOT** be transferred for any other use without written request and approval. Direct Aid requires a quarterly report to the Soil and Water Conservation Commission.

Office Support

- May only be used for rent, lease, mortgage payments, utilities, office supplies and maintenance. **May not** be transferred for any other use without written request and approval. Also requires a quarterly report to the Soil and Water Conservation Commission.



Environmental Grants

- Funds are restricted for program use approved for, any funds not used for the grant approval must be reported to the Division of Conservation as unobligated, you must receive written approval to apply unobligated funds to another program. Requires quarterly report to the Soil and Water Conservation Commission.

State Cost Share Payments

- These funds are restricted to approved specific landowner BMP installation. Any unused funds **may not** be transferred until reported as unobligated and approval is granted from Division of Conservation to re-obligate. Make sure any unused state cost share funds are reflected on monthly state cost share report.

319 Projects, CREP, or other Program Specific Funds

- Closely monitor and know all program guidelines for use and expenditures. These funds are also prohibited for other purposes not associated with specific program guidelines. Ensure all reports are accurate and filed on time.

Other Funds-

- Ensure that all supervisors and staff are fully aware of policies, procedures, guidelines and reporting requirements of grant program activity and other funding sources.

5 THINGS TO REMEMBER

1. The Conservation District Board of Supervisors has the legal authority to expend funds so collected by the district.
2. Ensure that those funds are used legally, wisely and for their intended purposes. NO EXCEPTIONS!
3. Timely report any and all unobligated funds to the appropriate agency.
4. Make a written request to change any funding purpose.
5. Ensure that all program reports are filed on time to the appropriate agency.



**CONSERVATION DISTRICT
SUPERVISORS ARE LEGALLY
RESPONSIBLE TO UTILIZE FUNDS FOR
THEIR INTENDED PURPOSE AND ARE
TO BE HELD ACCOUNTABLE FOR THE
PROTECTION AND WISE USE OF
TAXPAYER FUNDS.**



The Conservation Partnership



A strong partnership exists among Kentucky's local conservation districts, the state conservation agency and the USDA Natural Resources Conservation Service (NRCS).

Of course, this partnership is not just limited to those listed.

More Partners

- Kentucky Association of Conservation Districts
- Soil and Water Conservation Commission
- Kentucky Association of Conservation District's Auxiliary
- Kentucky Association of Conservation District Employees
- University of Kentucky Cooperative Extension Service
- Kentucky Division of Forestry
- Kentucky Farm Bureau
- Governor's Office of Agriculture Policy
- Kentucky Department of Agriculture
- Kentucky Division of Water
- And many more...

This gives you an idea of the many groups that it takes to put conservation on the ground.

Each of these groups provides a unique role and in some cases, provides an equal responsibility in the partnership. But they all provide leadership and the promotion of the wise use of our natural resources.

Roles of the Key Partners

➤ The Local Conservation District

- Identify resource concerns
- Work with local citizens
- Promote conservation
- Provide “grass roots” support-You provide the voice of conservation!

The State Level

The Division of Conservation

- Obtain financial resources to accomplish conservation district functions
- Address critical issues identified by local conservation districts
- Provide program support to conservation districts

The State Level

Soil and Water Conservation Commission

- Can take any action it deems necessary to properly assist conservation districts in carrying out their functions, powers, duties, responsibilities and programs in accordance with KRS 262.
- Furnishes financial aid to districts
- Formulate and adopt policy and rules

The State Level

Kentucky Association of Conservation Districts

- Works with the General Assembly on conservation legislation
- Sponsors many educational opportunities
- Liaison between local conservation districts and the National Association of Conservation Districts

The Federal Level

Natural Resources Conservation Services (NRCS)

- Provides assistance in identifying local natural resource concerns
- Assessment of conditions
- Identification of programs and resources to meet those needs
- Technical expertise on conservation practices

Conservation District Promotion / Marketing

Getting Your Local
Conservation District Recognized
in the Community

Physical Office



- Outdoor signage and indoor directional signs
- Welcoming Entrance
- Guest sitting area
- Brochures and pamphlets displayed
- Answering machine for when office is closed

Office Operations

- Consistent way of answering the telephone.
- Consistent local Soil Conservation District letterheads for letters, FAX cover sheets, envelopes, etc.
- Informational brochures & pamphlets
- Name tags for staff
- Shirts with local District name and/or logo
- Effective use of e-mail among staff and supervisors

Networking

- Booth Displays: 4-H Fair, Flower & Patio Show, field days, trade shows, Ag. Days, seed & fertilizer dealers, Farm Credit, Etc.
- Attend and/or serve on various community committees- river watch, community clean-up, etc.
- Offer to give presentations for service clubs and organizations
- Sponsor or co-sponsor events, seminars and training programs.

Direct Mail

- Newsletters, special promotions or tree sale, flyers, etc.
- Obtain information (name, address, phone, and e-mail) from every person who attends any of your programs.



Web Site

- An effective site can help build awareness and credibility of your District.
- Keep it up-to-date and change information periodically.
- On home page include: office phone number, address, FAX number, and e-mail addresses.
- Include links of other related agencies & organizations. Ask for them to also include a link to your site on their page.
- Page can be added on local government web page
- Keep it Simple.

Media

➤ Newspaper

- An article and press release with a photograph gains more attention than a paid advertisement.
- Be sure to send the information to a specific person.
- Try to include something periodically (bi-weekly, monthly, etc.)
- Submit articles for other business and organization newsletters
- Give ACCURATE information and advice

Media



- Phone Book
 - Work with county officials to try to get multiple listings.
- Road Signs
 - Keep information as simple as possible
 - Review all county signage policies

Give Away Advertising

- Everyone likes to receive free items
 - Be sure to include the Conservation District Name, phone number, and/or web site.
- Examples of items: pencils, pens, refrigerator magnets, flyers, buttons, stickers, hats, shirts, mugs, date books, fly swatters, rulers, yard sticks, ect.

**It takes time to develop
name-recognition.**



**It will not happen over night,
so be patient.**

Conservation District Supervisors and Officers

Responsibilities and Rights



Conservation District Purpose

- The purpose of a soil and water conservation district is to conserve and develop all renewable natural resources within the district (KRS 262.200).
- District is authorized to sponsor and participate in projects/activities that promote conservation, development, maintenance, use of renewable resources.

Possible projects/activities

- Conservation practices on agricultural lands
- Control of soil erosion
- Retardation of water runoff
- Construction of flood prevention structures
- Maintenance of flood plains
- Preservation of wilderness areas
- Protection of fish and wildlife
- Watershed stabilization
- Avoidance/abatement of sedimentation and/or pollution in water bodies
- Forestation and reforestation
- Establishment of parks and other outdoor recreation areas
- Protection of open space and green areas

Supervisor Qualifications

- Resident of district
- Filed petition with County Clerk's office
- Cannot hold any other elected office
- Any resident who meets the qualifications for District Supervisor as set forth in KRS 262 is qualified to serve, without regard to race, color, national origin, religion, sex, age, or disability

Supervisor Administrative Responsibilities

- Actively participate in board meetings and functions.
- Take an active role in developing district's annual plan of work, budget, annual report, long range plan, etc.
- Identify conservation needs and set priorities.
- Keep informed on legislation and policy.
- Know and understand the relationship between partner agencies.
- Cooperate with other board members.
- Encourage landowners to participate in programs.
- Encourage proper use and management of district equipment.

Supervisor Fiscal Responsibilities

- Secure adequate operating funds for the district
 - County general funds or millage taxes
 - State Direct Aid contributions and grants
 - Business donations
 - Matching funds
- Establish business procedures, accounting, and financial management of district's fiscal affairs
- Provide an annual financial report of district accounts for the Division of Conservation and the public



Supervisor Functional Responsibilities

- Participate in the annual KACD convention
- Participate in KACD area meetings
- Participate in natural resource conservation committees
- Know business and agricultural leaders in your community
- Be acquainted with farmers in your district
- Prepare and publish articles, newsletters, guidebooks and other publications

Supervisor Educational Responsibilities

- Encourage and support the development of a strong conservation education program in your district
- Keep public informed about conservation programs, opportunities and concerns



District Officers

- Board should elect at least Chairperson, Vice Chairperson, and Treasurer or Secretary/Treasurer
- It is recommended that this is done yearly
- It is recommended that supervisors rotate through the offices



Duties of a Chairperson

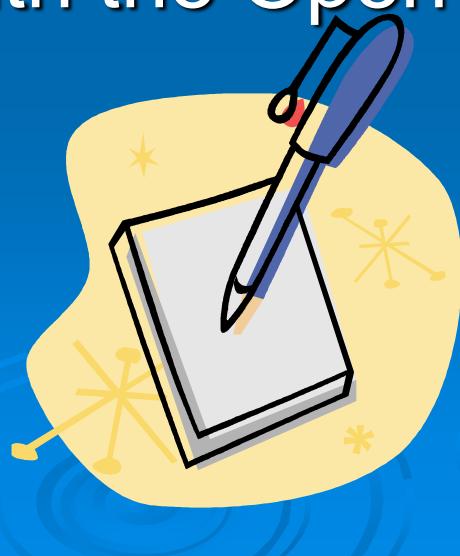
- Work with administrative secretary to create agenda for meeting
- Leads district meetings in accordance with Robert's Rules of Order
- Calls meetings to order at appointed time
- Presides over all district meetings
- Preserves order and decorum
- Votes only in the case of a tie, roll call vote, or vote by ballot
- Assures proper review of all information before board takes action

Duties of a Vice Chairperson

- Is familiar with duties of chairperson
- Presides as chairperson in his/her absence

Duties of Secretary

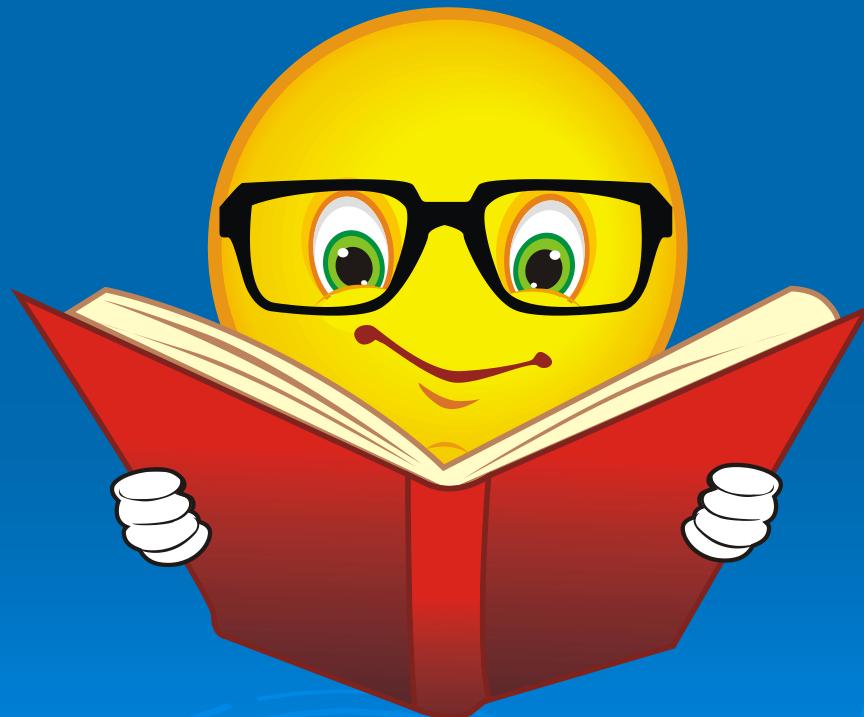
- Not required to be a member of the board
- Supervises all written reports
- Supervises the recording of the minutes of all District meetings for their accuracy and compliance with the Open Meetings Act



Duties of Treasurer

- Safeguards the district's assets and provides a complete accounting of its financial status.
- Supervises the paying of all district bills.
- Verifies the district's financial standing.
- Signs and verifies all bank statements.
- Presents the treasurer's report at each meeting.
- NEVER, EVER signs blank checks
- Assists board with preparing, understanding, adopting, and executing an annual budget
- Makes sure all revenue and expenditures are in annual budget.

Review of Previous Trainings



Section 1619 of the 2008 Farm Bill

- Keep private information private
- Only share information with agencies who have signed an agreement
 - The only exceptions are
 - Disclose statistical/aggregate information that doesn't include specific individual information
 - Specific written consent by the land owner.



Supervisor Elections

- 3 supervisors are up for election this year
- 2 forms are the
 - Nominating Petition
 - Declaration of Campaign Treasurer
- Filing deadline is 4:00 pm on August 10th
(22 days away!)
- Every resident of the county is eligible to be a supervisor.

Incentive Per Diem

- Must attend 2 trainings within the fiscal year (July 1-June 30)
 - Those trainings include
 - KACD Convention
 - Area Meeting (held each spring)
 - Leadership Development Workshops
 - 10 minute trainings (4 of 5 for February 2010-June 2010, 8 of 12 for full fiscal year)
 - Other training sessions the Commission feels are appropriate for district supervisor leadership development

- Local conservation districts must submit names of supervisors who have met the eligibility conditions into DOC for Commission approval.
- Incentive pay can be up to \$25
 - \$50 regular plus \$25 for maximum of \$75.

THE END

