

Conservation District Supervisors' Handbook Published By:
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This handbook should be utilized with an understanding that the individuals who participated in the preparation are not engaged in rendering legal or otherwise professional advice. The information contained in handbook should only be regarded as a guidance tool, and not a substitute for professional advice or counsel.

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WELCOME

The state of Kentucky is honored that you have chosen to dedicate your time and expertise to the conservation districts in our great state! You are one of the 847 people who have volunteered to lead their county's efforts in conserving and improving our soil, water and related natural resources. We hope that your term as a conservation district board supervisor will carry out the importance of conservation in your community. You will meet many people across this state that share your dedication and hope that this handbook will serve as a guide and quick reference throughout your term. All conservation districts are different and unique but use the same guidance for roles and responsibilities. You will find that many members have served several terms demonstrating that this position is a very worthwhile endeavor. It is our hope that your term will be no different.

This handbook will show the scope and structure of conservation district programs and resources for addition information and assistance. The Kentucky Division of Conservation Field Representative in your area should be consulted to assist, advise, and to provide each district with more specific information. They are also equipped to answer any additional questions or to reference information specific to this handbook. Again, we appreciate your desire to volunteer your time and sincerely hope that you enjoy your role as a conservation district supervisor.

INTRODUCTION TO CONSERVATION DISTRICTS

To effectively carry out the duties of your office, you must have a clear understanding of why conservation districts were formed and what their mission is. You must also be knowledgeable of the programs and services your conservation district offers and the cooperating agencies which assist districts in carrying out their programs. This understanding and knowledge will prepare you to address the challenging issues associated with the sustainable use and protection of the soil, water and related resources.



The history of conservation districts date back to the 1930's when one of the biggest natural disasters to ever strike our nation occurred. The Dust Bowl affected over half of our nation. With landowners unknowingly plowing as much land as they could combined with consecutive years of drought and wind, topsoil from the plains was carried as far as the East Coast. This disaster lasted for nearly ten years and drastically affected the nation. It was then that President Roosevelt ordered the creation of conservation districts in every state and county across the US. The goal of these districts was to teach landowners and the general public how to conserve their land, produce better food, prevent erosion and began the importance of conservation.



In 1940, the Kentucky General Assembly passed enabling legislation (KRS Chapter 262), which allowed local farmers to petition and establish conservation districts. In 1941, the first Kentucky conservation district was organized in South Logan County. North Logan soon followed, making Logan the only county with two conservation districts. The remaining 119 conservation districts were formed on a county line basis, giving the state a total of 121 conservation districts. Henderson County was the final district to be organized. Thus, in 1954 conservation districts completely covered the state.

As an elected local official, you are charged with properly conducting the affairs of the local conservation district as set forth in Chapter 262 of the Kentucky Revised Statutes.

By better understanding your responsibilities and by becoming involved, you can make an important difference in your community, state and nation.

THANK YOU FOR VOLUNTEERING YOUR TIME!



Why Are Conservation Districts Important Today?

Conservation districts initially were formed to allow citizens many opportunities to help guide and develop conservation programs in each county by working at the grassroots level. Although the focus of conservation work is always evolving, the true purpose of our formation remains the same. Conservation districts remain as the most important vantage point for identifying environmental problems, finding solutions and developing and implementing conservation programs. Over 80 years later, conservation districts are still a valuable resource to help communities face the challenges posed by natural resource use and management.

Purpose of Conservation Districts

The purpose of a conservation district is to conserve and develop all renewable natural resources within the district. In doing so, the district is authorized to undertake, sponsor, or participate in projects, activities and programs which promote the conservation, development, maintenance, management, and wise use of the land, water, trees and other related, natural resources of the district.

Kentucky's conservation districts are a subdivision of state government and have been organized for the special purpose to assist landowners and land users in the conservation of land in the commonwealth. You will often hear conservation districts as a "boots on the ground" organization due to their ability to work in small and large communities and provide many different opportunities to local landowners. Below are a few examples of the activities that help conservation districts to carry out their mission.

- Provide public awareness of agriculture and natural resource management.
- Solve soil and water resource problems.
- Set priorities for conservation work to be accomplished.
- Coordinate the federal, state, and local resources needed to accomplish their work.
- Provide leadership at the local level and means for interested local citizens to work together to achieve desired results.
- Educate all citizens in both urban and rural areas on the importance of conservation and

agriculture.

- Provide assistance and advice to landowners in the management of the natural resources on their land.
- Provide programs in the local community that will aid in conservation of natural resources.
- Work with other local, state and federal entities and organizations to provide services, programs and assistance to landowners.
- Employ qualified individuals (administrative and technical) to carry out the district's mission.
- Provide natural resource information to the general public.
- Responsibly expend public funds for conservation purposes and their benefit.



DISTRICT SUPERVISORS

Each local conservation district is governed by a seven-member board of supervisors elected by the registered voters within that district (following county boundaries) or appointed by the Soil and Water Conservation Commission. There are 847 conservation district supervisors across the Commonwealth. These supervisors serve terms of four years. Supervisor elections are held every two years, with three supervisors being elected one time and four the next. District supervisors cannot hold any other elected office. While a supervisor cannot hold any other elected office while serving on the board, they may maintain a board membership while running for another elected office. If elected that board member would then resign from the conservation district board. This position is voluntary and does not receive a salary or benefits. Supervisors may be reimbursed for expenses incurred in the discharge of their duties and may be paid a per diem for attending meetings or otherwise discharging the obligations of office. A board member may not receive both a per diem and reimbursement.

Qualifications

A supervisor must be a resident of the county and must file a nominating petition with the County Clerk's office by the first Tuesday after the first Monday in June, in accordance with Kentucky election laws. The petition must be signed by at least twenty-five qualified voters within that county. Any resident who meets the qualifications for district supervisor as set forth

in KRS 262 is qualified to serve.

The county clerk shall certify the nomination and election of supervisors to the Soil and Water Conservation Commission. If the number of petitions filed with and certified by the county clerk is the same as the number of vacancies available, the Soil and Water Conservation Commission declares the individuals elected as supervisors. If more petitions are filed than there are vacancies, the county clerk shall cause the names of all qualified nominees to be prepared for presentation to the voters at the next general election. If there are fewer petitions filed than there are vacancies, the county clerk will allow the election of a write-in candidate. Write-in candidates must file with the county clerk's office prior to the election in accordance with Kentucky election laws.

Conservation District Supervisor Responsibilities

The most common question of a district supervisor is "What will I be doing?" Upon taking the oath of office a district supervisor assumes the obligation to the citizens they represent of carrying out a sound natural resource management program in the local community and all that may encompass. All conservation districts are unique, but the supervisor tasks remain the same. The first and most important responsibility of a district supervisor is to SHOW UP! Being present at meetings and district functions is crucial to the success of the district. Your presence as a conservation district supervisor is the key! By planning, managing, and directing local conservation programs, you provide basic leadership for the execution of those programs. Goodwill and commitment on your part to effective land management programs are necessary to encourage successful natural resource conservation.

As a public official, a conservation district supervisor has many obligations. It is imperative that if you cannot fulfill these obligations for health reasons, lack of time or other commitments, you should resign at once. Your position on the district board is very important and demands active participation.

Employer Responsibilities

Board members are employers! Your district may employee as many employees as funding allows and deemed necessary to carry out the district operations. This can include an administrative secretary, environmental educator, a district technician, and other staff as needed. This can also include contract employees. Day to day monitoring may not be practiced or necessary but it is the sole responsibility of the board of supervisors to supervise all district staff, not NRCS or Division of Conservation staff. Supervisors should refrain from hiring family members, this is obvious nepotism, a conflict of interest and unallowable according to your district code of ethics. Supervisors cannot be an employee of the conservation district, unless they resign as an elected official and then are hired by the board of supervisors.

Supervisors need ensure that the district has:

- An updated and current written employee policy handbook
- Written job descriptions for all employees
- Employee agreements

- Employee training opportunities
- Complete annual written evaluations on all employees

Discipline of Employees

- Make sure all employees understand their job expectations
- Try not to be personal
- Be confident, don't lose control of yourself or meeting
- Document employee unsatisfactory performance
- Give written and verbal opportunities for the employee improve
- Be specific of incidences of poor job performance
- Continue to document in writing
- Be the leader and make the tough decision to let the employee go

You have the right to immediately terminate an employee for:

- Drugs or alcohol use while at work
- Stealing/embezzling
- Gambling while at work
- Fighting/violence/harassment, etc. while at work

Always have documentation to support your action!

Administrative Responsibilities

- Attend and participate in all board meetings and functions.
- Work with fellow board members and staff to establish and revise district policies.
- Review, recommend, modify and/or approve conservation agreements with USDA/NRCS, the Commonwealth of Kentucky, other conservation districts, etc.
- Be familiar with the relationships between all partners.
- Take an active role in developing the district annual plan of work and budgets.
- Identify and assess the district's conservation needs and set priorities in the employment of qualified individuals to aid in landowner assistance in implementing conservation programs.
- Participate in developing, publishing, and distributing all district reports when due.
- Keep informed on legislation and policy of local, state, and federal government pertaining to conservation; maintain contacts with local, state, and federal officials; and keep them informed of landowners' viewpoints and concerns.
- Plan and conduct informational meetings for landowners, land users and others to keep the community informed on any and all things pertaining to conservation, legislation, educational topics, idea sharing, new technology and equipment, etc.
- Participate, develop, implement and assist in fund disbursement of local, state, federal, grant or other programs that benefit conservation.
- Help the board maintain an active membership in national, state, area and regional organizations.
- Encourage landowners and public entities to participate in district programs without

regard to race, color, national origin, religion, sex, age or disability.
- Maintain close contact with the Soil and Water Conservation Commission and with the Division of Conservation Field Representative serving as advisor to your district.
- Encourage the proper use and management of all district equipment, both in the office and in the field.

Fiscal and Transparent Responsibilities

- Secure adequate operating funds for the district, such as county general funds or millage taxes, state direct aid contributions and grants, business donations and matching funds.
- Establish business procedures, office operations manual, employee handbook, accounting, and financial management of the district's fiscal affairs, in accordance with state law.
- Help to compile adequate reporting as established under KRS 262.200 including, but not limited to: annual budget, plan of work, annual financial report and annual report of district accounts.
- Ensure that all reporting required by the Department of Local Government is compiled and presented in a timely manner.
- Assist in presenting all required material to local and state government.
- Ensure that all materials are transparent and made available upon request to the public according to the Open Meetings and Open Records law.
- Ensure that a professional audit is conducted at least every four years or more often according to state law.
- Ensure that other district board members and staff operate in a fiscally responsible manner.

Business Responsibilities

- Ensure that adequate office space is secured and hours open to the public are established.
- Ensure that the office is adequately staffed with needed employees and that they are adequately trained, supervised, compensated and reliable.
- Ensure the safety of office, training of staff and the security of district information.
- Secure adequate bonding, liability, or any other insurance needed for district matters.
- Protect public taxpayer funds from fraudulent activity by any means necessary.

Public Relations Responsibilities

- Work with other agencies to cooperate and disseminate information to the public.
- Know your local business and agricultural leaders and seek their advice on district programs and needs.
- Be acquainted with the farmers in your district and be aware of their concerns.
- Cooperate with fellow board members in preparing and publishing informational articles, newsletters, guidebooks and other publications.
- Know the functions of other agricultural agencies that operate in your county.
- Work with office staff to utilize technology and social media such as the creation of websites, Facebook pages, blogs, etc.
- Establish partnerships with other agricultural agencies, urban entities, etc. for the advantage of likeminded goals.
- Encourage and support the development of a strong education program in each county.

Supervisor Terms

A supervisor's term of office begins on January 1st following their election and begins a full four-year term, as long as they remain a resident of the county or district. Upon the expiration of the term, that individual will be required to follow the re-election process. Each district has a responsibility to have a diverse representation from all segments of society and all parts of the county on the board. When recruiting new officers, it is the board's responsibility to seek a qualified individual to fill this role.

Unexpired Terms

There are reasons that a term might not be fulfilled. Since a board member has to live within the conservation district, if they move out of the county, they will have to resign their position. Supervisors might also resign for any other reason they desire. They do have to submit a letter of resignation to the board. An unfulfilled term may also be created by a death.

An unexpired term may be created by the Soil and Water Conservation Commission, which may remove certain board members for inefficiency, neglect of duty, malfeasance, or conflict of interest. Board members that were elected on a ballot in a general election may not be removed by the commission, but board members that were declared elected without being on a ballot or that were appointed by the commission may be removed. An elected board member may be removed through the impeachment process and through a legal process if they are convicted of a felony.

The Soil and Water Conservation Commission has the authority to appoint someone to fill out an unexpired term. The conservation district may start the process of filling the unexpired term by:

- Finding interested individuals either by advertisement or local word-of-mouth.
- Providing an unexpired term petition to those individuals.
- Twenty-five signatures from registered voters in your county are also required on this petition. However, unexpired vacancy petitions do not require submission to local county clerk offices.
- The conservation district board of supervisors then reviews and selects a desired candidate and submits the petition, letter of resignation (if applicable) and letter of recommendation to the commission for approval for that individual to complete the un-expired term.
- The individual may complete their oath of office card and then begin upon commission approval.

Oath of Office

All newly elected supervisors regardless of whether they are a new or returning supervisor shall read and sign an oath of office card before participating in official district business. Supervisors appointed to fill an unexpired term once approved by commission shall read and sign oath of office cards. All signed oath of office cards must be returned to Division of Conservation via conservation@ky.gov. Although not required, districts can hold official local swearing in ceremonies.

Establishing District Officers

Each year, usually in January, the board should elect its officers: chairperson, vice chairperson, secretary, or secretary-treasurer. Each supervisor should be encouraged to rotate through the

offices at least once. Terms of an officer are determined by district board policy. The person elected as the treasurer must be able to be bonded for the full amount in the district's accounts. An additional board member should also be bonded.



DISTRICT BOARD MEETINGS

Board meetings should be held monthly on the same day each month and should be held at specific times and places convenient to the public. This should be advertised in the local newspaper or posted in a public place to comply with the open meetings law (KRS 61.870-884). If there is a special meeting needed or change of meeting date, this should be preceded by a notice to the public and be advertised at least 24 hours ahead as part of the requirements set forth by the Open Meetings Law. Any time a quorum or majority of board or committee members meet to discuss district business – this is considered a public meeting. This applies to ALL conservation districts.

Note of importance: There is no written board member meeting attendance requirement in KRS 262. It is important that your conservation district adopt a board meeting attendance policy that is agreed upon by all board members. In this case the board may vote to request a supervisor's resignation upon excessive failure to comply with the policy.

Board meetings should be conducted in a business-like fashion. Meetings are conducted using Roberts Rules of Order to establish order, transparency and fairness. A well-planned meeting should not last more than two hours. Any business that will take a large amount of time or planning should be referred to a committee and then brought back to a meeting.

Board members should be notified of each meeting in advance to ensure a quorum exists. A quorum is a majority of the supervisors in that group. A quorum of the entire board would be four supervisors, while a quorum of a committee would be a majority of the members of that committee.

A copy of the meeting agenda should be sent to the supervisors and agency representatives prior to the meetings. Minutes of the previous meeting and a treasurer's report can be sent at that time for reading and approval at the next meeting. Public officials, agency representatives, and related groups should be encouraged to attend.

The key to a conservation district board meeting is an active chairperson. It is the responsibility of the chairperson to accept the leadership role by:

- Motivating other board members in the discussion of issues and giving equal opportunity to provide feedback, share ideas, and talk through tough or controversial topics.
- Starting meetings promptly.
- Keeping on task.
- Keeping order and ensuring business is completed.
- Demanding fairness.

District Board Meeting Agenda

1. Call to Order
2. Minutes - read or discuss previous meeting minutes mailed prior to meeting date, correct if necessary and approve.
3. Treasurer's Report - read or discuss report for approval.
    a. Review bills for approval of payment.
4. Correspondence - received and reviewed by secretary.
5. Equipment Report - review report and discuss equipment as needed.
6. Committee Activities - hear from any active committees having information to report. Appoint new committees and assignments if needed.
7. Old or Unfinished Business - discuss unfinished business from previous meeting. Review/update current activities. Review long range and annual plan frequently.
8. New Business - present new business. Hear motions and resolutions. Schedule date, time, plan and agenda for next meeting.
9. Report from District Employees.
10. Report from Division of Conservation.
11. Report from Natural Resources Conservation Service Agency Personnel and Visitors.
12. Review Annual Plan of Work for Upcoming Month/s.
13. Announcements and Adjourn

Minutes

It is the responsibility of the district supervisor serving as secretary for the board to see that a complete and accurate set of minutes are kept of the board meetings. Your district's administrative secretary may want to take the minutes for ease of transcription.

Minutes must be complete and accurate. All records should be made available, upon request, to the public. This availability can be by viewing or by requesting copies. The district may charge a reasonable fee for any copies made.

Minutes must contain:

- Date, time, and place of the meeting.
    - Regular or special meetings, and if special, purpose of the meeting.
- Names of supervisors present, presiding officer, and if there was a quorum present as declared by the presiding officer.
- Names of advisory personnel and visitors present.

- Minutes must state that previous meeting minutes were read and approved.
    - Corrections, if necessary, should be so stated.
- A brief review of each item of correspondence and a record of action taken on correspondence.
- Each item of old and new business brought before the board, a record of each motion made showing the exact wording of the motion, and voting result.
- Authorization for expenditure of funds.
    - Expenditures should be itemized.
- A brief account of reports by committees/personnel assisting districts.
- Comments by visitors.
- Time of adjournment.

Executive Sessions

If business of a non-public nature is needed, for example: personnel (hiring, firing, or disciplinary action), litigation, or real estate assessments, these may be done in an executive session during the regular meeting. However, any action taken must be made and approved during open meeting format. Executive session is for discussion only and no minutes are kept. Before an executive session may be held, notice should be given during the regular open meeting about the general nature of the business to be discussed during executive session and the expected time of return to open meeting. Such a session may only be held after a motion is made and carried by a majority of those present in open session.

Special Meetings

A special meeting is any meeting that is not of the same time, date, or location of the regularly scheduled meeting. A special meeting may be called at any time by the presiding officer of the district or by a majority of the members of the governing body. Written notice of the meeting should be delivered or mailed to each member of the district and also given to any local newspaper, news service, radio, or television station which has filed a written request with the district to be notified of special meetings. Notice shall be given at least 24 hours in advance per open meeting regulations. Discussions and actions at a special meeting must be limited to what is on the agenda.

District Committees

Conservation districts have found district committees to be an effective tool to expedite the district's ability to deliver effective programs and to utilize the district board of supervisors' and employees' time more efficiently.

District committees are formed by appointment by the chairperson of the board. Usually, the committees consist of approximately three supervisors, 1 or more district employees, and as many volunteer, advisors, and technical support members needed. These committees can include persons from other local agencies. The chairperson appoints the committee chairperson when formulating the committees. All meetings of a quorum of the committee members must be open meetings.

Most districts design the majority of the district committees as they plan their annual plan of work and budget for the upcoming fiscal year (usually February or March). The committee appointments are usually for one fiscal year and are formulated to administer regular ongoing

monthly activities of the board (e.g. budget and finance committees), administer singular annual events (e.g. field days, awards programs, poster and essay contests), or complete special projects (e.g. revise long range plans, track legislative issues).

Some of the most common committees named and their function:

- Program Planning and District Operations Committee
    - Initial development of the annual plan of work. Includes agency personnel, special interest groups and other individuals in the planning process.
    - Performs work analysis for agency personnel.
- Finance and Budget Committee
    - Prepares the annual budget, arranges for the funding of district programs, reviews equipment needs for the district, monitors income, and expenditures to ensure sufficient operating funds.
    - Assists in preparing any reports for the Department of Local Governments and/or Division of Conservation.
- Education and Public Information Committee
    - Promotes district programs and services available to the community:
    - Publishes district newsletter.
    - Promotes and sponsors soil stewardship events.
    - Promotes and sponsors poster and essay contest.
    - Prepares and releases information to the news media.
    - Promotes conservation education programs in schools.
    - Prepares and furnishes displays and materials for local events such as county fairs, farm-city events, etc.
    - Other activities as assigned by the chairperson and planned by the board.
- Legislative Committee
    - Promotes KACD and NACD legislative packages regarding natural resource conservation.
    - They may work at the county and city levels of government with planning and zoning issues and contractor regulations for site work development and construction.
    - They should actively pursue the involvement of local officials in activities of the district.
- Land Use Committee
    - Promotes the conservation practices associated with the wise use of all land.
    - Promotes best management practices for agriculture, construction, silviculture, and water quality.
- Youth (Junior Board)
    - Organizes and promotes junior boards and/or youth groups to address natural resource conservation concerns, assist the conservation district with major programs, and develop youth leadership. For detailed information on junior boards, click here.

Other committees are formed where the board identifies a need. These may include watersheds, soil stewardship, soil judging, farm-city field days, awards, etc. The chairperson should appoint committees, committee chairs, and identify the duties and responsibilities of each committee. All committee meetings MUST follow the open meetings rules.

DISTRICT FINANCES

The amount of money required to operate each conservation district will vary depending on the type of programs set forth in the annual work plan. Chapter 262.200 of Kentucky's conservation district law provides a means for districts to finance their programs through general funds from the fiscal court or a millage tax.

The law reads as follows:

> *"The board may request annual operating funds from the fiscal court. To support the request, the board shall present to the fiscal court a report of the previous year's operation, a long range plan for natural resource development, and an annual plan of work. Should a fiscal court fail to approve a requested budget, it shall present a specific list of objections and suggested corrections to the board in writing and within a reasonable time. If a budget request is not approved, the board may submit a revised budget request. Funds for an approved budget shall be supplied either from general funds or from the levy of a millage tax on all real property within the boundaries of the county. The tax shall be collected in the same manner as other county taxes, and shall be credited to the board. 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 and supplies, and incidentals deemed necessary."*

District supervisors are finding that many of their activities can be co-sponsored by other organizations, institutions, or groups. Other means of income can be obtained through donations or contributions. Please note that conservation districts are not 501(c) 3 organizations and as such may not be able to accept certain contributions or apply for certain grants. Organizations like the Kentucky Association of Conservation Districts are a 501(c) 3 designated organization and can be partnered with on various endeavors.

Direct Aid

The amount of direct aid allocated to conservation districts annually is determined by the Kentucky General Assembly. These funds may be used to pay district personnel, office operations, and funding for programs.

The Soil and Water Conservation Commission, administered by the Division of Conservation, developed, administers, and utilizes the Districts in Good Standing (DIGS) self-reporting tool to provide direct aid support to conservation districts. The coordinated partnership created uniformity and transparency in appropriating direct aid funds. This process allows awards of direct aid based on need and compliance with fiscal year statutory and program/policy responsibilities and adds an incentive for those that may need improvement on statutory and program/policy compliance.

The process incorporates the self-reporting with the Districts in Good Standing report and the scoring component based on specific criteria of the district's need. This allows the commission to ensure that the direct aid funds are prioritized for the districts that need it the most and that are following all applicable rules.

DISTRICT REPORTS

Conservation districts submit reports to various organizations and agencies throughout the year. While most of those reports have specific dates that they are due, it is important that the board supervisors know what those reports are and why they are being submitted. The best way to start learning about this process is to start learning about the district's plans.

Annual Planning

The very reason for the existence of conservation districts and the major responsibility of the boards of supervisors who serve as their leaders is to plan and implement a program which will result in the wise use and conservation of the natural resources within the district boundaries. It is essential that conservation district officials be familiar with the natural resource problems of their respective districts in order to complete the duties assigned to them by Kentucky statutes. Conservation districts provide leadership and work together with other local stakeholders in assessing natural resources conditions and needs, setting goals and prioritizing, identifying programs, developing proposals and recommendations, implementing solutions, and measuring successes.

Before any annual planning can be successful, districts must have completed a current long-range plan. It is of utmost importance that district boards are composed of individuals who are willing and able to evaluate problems, prioritize resource problems, and take the appropriate steps to solve them. A long-range plan needs to be updated every five years and is used as a reference point when doing annual planning. The long-range plan needs to be reviewed and kept current. It can be amended as new programs, activities, or problems are developed.

A budget sufficient to carry out the annual plan of work should be developed in conjunction with this same planning session. The annual plan of work and the district budget are directly connected. The budgeting process and securing of funds can only follow the completion of the annual plan of work. The process of preparing the long range and annual plan of work is an excellent opportunity for the board to involve other agencies, groups, and individuals with an interest or responsibility in natural resource management. This spirit of cooperation can result in the development of a dynamic conservation program. The planning meeting is also an excellent time to appoint committee members who have specific areas of interest and responsibilities in implementing the annual plan of work. Individuals outside district boards should be considered for committee membership as volunteers.

The guidelines established by the Soil and Water Conservation Commission states that the district's annual plan of work and budget be completed and sent to the Division of Conservation by April 1 (conservation@ky.gov). Most monthly, quarterly, annual, and long-term reports are related to annual planning.

Monthly Reports

Each month, supervisors should fully review the monthly treasurer's report. Supervisors should ensure that all bank statements have been reconciled, all transactions have been recorded into the district's accounting software, and all expenditures have been approved. The supervisors should also be sure that the month's finances have been moving the district's annual plan of work forward.

If the district has an equipment loan, supervisors should ensure that equipment loan payments are being paid on time and that the equipment is being used for its intended use. All districts must also submit a state cost share report every month. Supervisors should ensure that the report is correct and that it includes all the current approvals.

Quarterly Reports

The district should review its budget at least quarterly. Some districts choose to review the budget monthly. As you review the budget, keep in mind that legally no money can be spent by the district unless it has been included in an approved budget. Any changes to the budget need to be updated on the DLG website. If a board chooses to change the direction they planned for, they can change their budget and their plan of work at any time.

If your district has an environmental grant, reports are due quarterly. This report should identify how much money the district received, what it has been used for, and how much of that grant is remaining. Districts have two years to expend all funds received in an environmental grant.

Annual Reports

Each district plans their budget and work for the year at the beginning of the calendar year. The budget and plan of work are due to DOC and their local fiscal court by April 1. Some fiscal courts have an earlier due date. The board should work to make sure that the budget reflects the work that they want to complete the next year.

The DLGs website requirement for the annual budget is that the district is registered, and the budget is uploaded by July 15. At the end of the fiscal year, the district has the opportunity to review all the year's financial transactions. They are all put together into the district's annual financial report. This must be done between the beginning of the fiscal year and September 1. Reviewing this report should give the district a perfect chance to make sure that they're spending the taxpayers' money appropriately.

Once the annual financial report is complete, the district must provide a summary of the district's finances in the local newspaper and must upload the totals on the DLG's website. Also due on September 1 is the district's annual report. This is a narrative report highlighting all the work the district has completed over the fiscal year. It must be submitted to the DOC (conservation@ky.gov), but it can also be used to inform the public and the district's partners about its activities.

Either annually or every 4 years, the district's finances will be audited. The auditor will examine the district's procedures for handling funds. They are not looking for embezzlement – they are looking for procedures that would allow the mishandling of the district's funds. It is still the district's responsibility to review the district's finances, as well as the auditor's findings, to be sure they are safeguarding the district's funds. Districts need to submit responses to the auditor's findings to the Division of Conservation and upload the audit report to the Department of Local Government's webpage.

Districts report on their actions and reporting throughout the year through the Districts in Good Standing report. This report card lets the districts show how well they've been following their statutory and policy requirements. It is due annually to the Division of Conservation by July 5.

Results of the Districts in Good Standing Program affect how much direct aid the district receives.

The above is not an exhaustive list of reports your district may have due. You may have other reports due monthly, quarterly, and/or annually depending on local partnerships. Make sure that you have a list for your district of other reports that may be due.

Conservation District Code of Ethics

Conservation districts were required in 2013 to adopt the county government code of ethics per KRS 65A.070 and adhere to them. The adopted code of ethics shall apply to all board of supervisors and employees of the district. The code of ethics must include at least these provisions:

- Standards of conduct for board members and employees
- Policy on employment of family members (nepotism)
- Designation of persons or groups to enforce code
- Conservation districts that have adopted the county government code of ethics may amend code, with more stringent provisions, not less.

Every Special Purpose Governmental Entity's code of ethics can be found here.

CONSERVATION PROGRAMS

The success of a conservation district depends on keeping the public informed about conservation programs, opportunities and concerns. The conservation districts need to gain the public's attention, support, and create positive awareness. An effective information program will utilize all methods of communications available in the area. Examples are local newspapers, district or cooperative agency newsletters, brochures, social media, emails, radio, television, tours, demonstrations and displays set up at fairs, banks, stores, shopping malls, and schools.

The district should appoint a board member to visit and develop a working relationship with the local news media. A visit will give you first-hand information about their news policy, deadlines, type of pictures that can be used, and a contact person. Once contact is established, keep information flowing constantly. Don't be discouraged if all the material is not used or some is rejected.

Conservation Education

Conservation districts have recognized for many years that a strong conservation education program in our schools is essential. Most school systems are eager to cooperate with districts and much progress can be made with this team effort. It is recommended that each conservation district appoint an education committee. A spokesperson for that committee should visit the superintendent of all school systems (public and private schools) within the district for the purpose of offering assistance. They should also ask if there are any special projects, problems or needs that are conservation related and in which the district could be of assistance.

A partial listing of successful conservation activities that some districts are involved in are:

- Teacher in-service training day.

- Teacher appreciation dinner or luncheon.
- Conservation essay and poster contest.
- Provide technical support and sponsor outdoor classrooms at schools.
- Sponsor environmental education days.
- Sponsor and assist land-judging teams.
- Provide conservation and environmental educational materials (books, videos, computer software).
- Distribute tree seedlings and/or tree bags.
- Conservation education displays.
- Sponsor students to forestry, 4-H, or conservation camps.
- Sponsor scholarships for students studying the environment or agriculture in college.
- Sponsor Soil and Water Stewardship Week.
- Sponsor water watch groups and or other environmental education groups.
- Support and sponsor teacher environmental workshops.
- Help with Arbor Day and Earth Day activities.
- Promote and sponsor recycling, composting and cleanup programs.
- Provide grants for developing outdoor classrooms.
- Provide assistance in planning, securing information and a list of supplies available to satisfy their needs.

**This list in not an inclusive list and each district may tailor their activities to meet their needs. For specific details on individual conservation education activities, see the education section of the conservation district office manual.



Conservation District Junior Boards

Conservation district youth boards or junior boards provide the conservation districts an excellent opportunity to involve local youth in local natural resources issues, promote conservation projects in the community and develop youth leadership. This involvement usually fosters future interest and potential district supervisors.

How can a board of supervisors establish and maintain a junior board?

- Assign a minimum of one supervisor and/or district employee to act as the junior board advisor.
- Identify a local youth group with adult supervision (i.e., FFA, 4-H, Boy Scouts, Girl

Scouts, high school club) that has an interest in conservation and other board of supervisors programs.
- Promote and sponsor junior board activities.
- Provide supervision of junior board activities and funds received and expended.

Actions the junior board members should take:

- Establish by-laws governing the junior board.
- Prepare and submit an annual plan of work to the board of supervisors for approval.
- Record minutes of meetings.
- Maintain financial records and reports for all funds received and expended.
- Submit annual report to the board of supervisors.
- Assist the board of supervisors with major program activities such as field days, awards programs, tree seedling programs, community projects, etc.

The junior board may undertake projects that promote conservation within the community. They may obtain funds through the conservation district board of supervisors, community fund-raisers as approved by the board of supervisors, and donations. It is the responsibility of the junior board to expend funds only for projects approved by the board of supervisors and to properly account for all funds received and expended for program activities. Projects and projected receipts and expenditures should be outlined in the annual junior board plan of work.

Soil Erosion & Water Cost Share Program

This program was established to help producers engaged in agricultural or silviculture operations better address nonpoint source pollution problems. The best management practices approved for cost share reduce the loss of topsoil and reduce sediment, animal waste nutrients, and other nonpoint source pollutants going into Kentucky's streams, rivers, lakes, and groundwater supplies.

Applicants can be approved for up to $20,000 for installing best management practices. After someone applies and is approved, they have a year to complete their installation. Extensions are available, if needed.

The Kentucky Soil and Water Quality State Cost Share Program regulation may be viewed here. The regulation helps the commission to ensure that the funds used in cost sharing are being used wisely and efficiently.

Nonpoint Source Pollution Program

Section 319 of the Clean Water Act is a watershed-based Nonpoint Source Pollution Program. The section of the Act that the districts are presently involved with is nonpoint pollutants or pollution from land-disturbing activities associated with agriculture and construction.
Under Section 319 of the Federal Water Pollution Control Act of 1972 (P.L. 92-500) federal grants are made available to conservation districts on a 60/40 cost share basis, with the district furnishing the 40%. These monies may be used to hire water quality specialists for technical assistance and to install demonstration best management practices that enhance water quality.

Equipment & Infrastructure Revolving Loan Program

This program was established by the 1948 General Assembly to provide loans to Kentucky's conservation districts for heavy and specialized conservation equipment. The equipment is used for the application of conservation and best management practices throughout the state. The program is also a resource for districts to buy, build or renovate office space. Loans are made only to conservation districts and approved by the Soil and Water Conservation Commission, with assistance from the Division of Conservation. Amortization terms are usually over a period of usually 3 to 7 years.



Agricultural Districts

The Division of Conservation administers the agricultural district program as passed by the 1982 General Assembly in the Agricultural District and Conservation Act. It is the purpose of this law to provide a means by which agricultural land may be protected and enhanced as a viable segment of the state's economy and as an important resource and prevent its conversion to non-agricultural uses. The law authorizes Kentucky's 121 local conservation districts to assume the administrative responsibilities of the program locally. The Soil and Water Conservation Commission provides the statewide administration of agricultural districts.

To create an agricultural district, a landowner, or landowners must have 250 contiguous acres (must be joining tracts of land only separated by a roads or stream) and must file a petition with the local conservation district board of supervisors in the county where the property is located. Upon receipt of said petition, the local board of supervisors will notify the fiscal court and any local or regional planning and zoning for comments. Within 60 days the district and any other organizations must make a recommendation to approve, approve with amendments, or deny the petition to the Soil and Water Conservation Commission. The commission, based on local recommendations and their review of the petition, must also make its decision to certify or deny the petition within 60 days of the local recommendation and petition.

Once approved, an agricultural district is established for 5 years with a review made by the local conservation district board of supervisors at the end of the 5-year period and every 5 years thereafter. Each landowner may agree to recertify and remain in the district or choose to withdraw. Any member of an agricultural district may withdraw from the district upon notifying the local conservation district board of supervisors in writing. If a withdrawal of acres for a certified agriculture district is requested and that request causes the agriculture district acres to drop below 250 acres, the remaining acres will still remain in a certified agriculture district.

The Division of Conservation utilizes the expertise of a soil scientist for the mapping properties of establishing agriculture districts. To better aid the soil scientist, access to local county PVA boundary maps are necessary. This mapping access comes at a small cost and conservation

districts are asked to pay these fees to their local PVA offices for use by the soil scientist for accurate boundary mapping of agriculture district petitions.

DIVISION OF CONSERVATION

The Division of Conservation was created by the 1946 General Assembly as a Division of the Department for Natural Resources and Environmental Protection, now the Energy and Environment Cabinet. The division was originally established as the Division of Soil and Water Resources; in 1966 the General Assembly changed the name to the Division of Soil and Water Conservation; and in 1972 the name changed to the Division of Conservation. The division consists of the Soil and Water Conservation Commission, a director and such employees as deemed necessary by the commission to carry out its policies and functions.

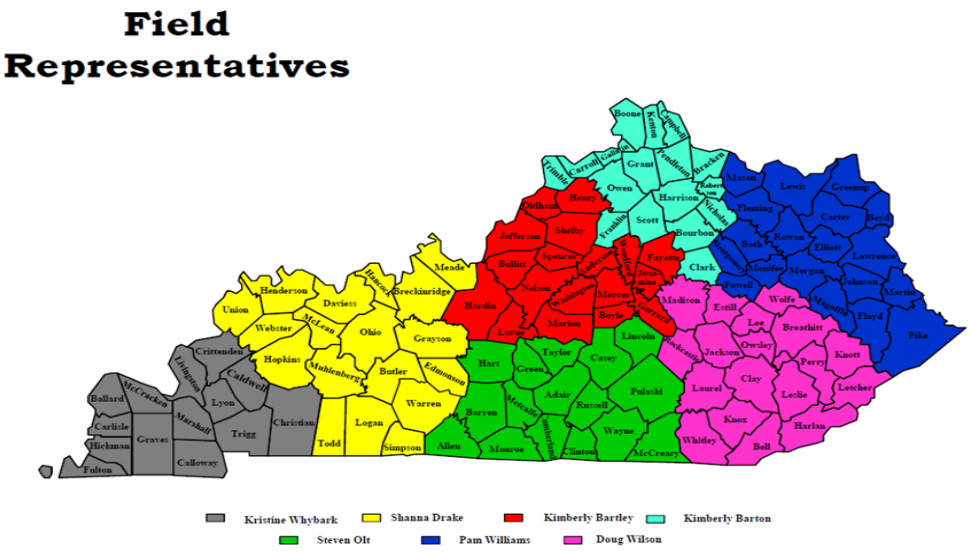
The Division of Conservation is charged by law (KRS 146.080-146.110) with providing assistance to Kentucky's 121 conservation districts to develop, administer, and implement sound conservation programs across Kentucky. These responsibilities shall be carried out through the Soil and Water Conservation Commission and Kentucky's 121 conservation districts. In addition, the Division of Conservation is charged by law with the administrative responsibilities of the Agriculture Water Quality Authority.

These responsibilities include:

- Providing technical guidance to assist agricultural producers with the implementation of statewide plan requirements.
- Make available cost share dollars through the Kentucky Soil Erosion Cost Share Program to assist agricultural producers with the implementation of their plans as resources become available.
- Serving as staff to the Agriculture Water Quality Authority.
- Coordinating the corrective measures process on pollution problems identified at the local level.
- Developing and implementing educational programs to address identified educational needs related to water conservation.
- Developing and implementing training programs related to conservation.
- Assisting agriculture operations with the development and implementation of Kentucky Nutrient Management Plans.
- Assisting with producer agriculture water quality plans.

Field Services

The Kentucky Division of Conservation Field Representatives serve as a valuable resource for your conservation district. Their purpose is to advise and assist the district. They provide technical assistance and training of district supervisors and employees when needed. They also aid in the planning, implementation, and administration of programs. Field staff can also assist in the implementation of the State Cost Share program. They can provide a wealth of ideas and experiences and serve as a link to other districts, the Division of Conservation, and other cooperating agencies. Get to know and rely on your field representative. To find contact information for all DOC Field Representatives, click here.



SOIL AND WATER CONSERVATION COMMISSION

The Soil and Water Conservation Commission was created by the 1946 General Assembly (Kentucky Revised Statutes 146.080-146.110) for the purpose of administering the organization of conservation districts in Kentucky and to assist them in carrying out their functions in accordance with the conservation district law. The Soil and Water Conservation Commission consists of nine members, each representing one of the nine conservation areas of the state. The commission is nonpartisan since no more than five members can be of the same political party serving the commission at any one time. Each commissioner must be a conservation district supervisor and is appointed to a term of office of four years.

The conservation districts in each of the nine conservation areas nominate two supervisors for consideration as area commissioner. From the list of two supervisors recommended, the Secretary of the Energy and Environment Cabinet appoints one to serve as commissioner with the approval of the governor. The Secretary of the Energy and Environment Cabinet, the Commissioner of Agriculture, the Director of the University of Kentucky Agricultural Experiment Station, the Director of Vocational Education, and the State Conservationist of the Natural Resources Conservation Service serve as ex-officio members to the commission.

The Division of Conservation provides staff support to the Soil and Water Conservation Commission with the Division Director serving as Executive Administrative Officer. The division field staff serve as district advisors and provide the necessary link between the commission, the Division of Conservation and each conservation district. In carrying out its purpose, the Soil and Water Conservation Commission has the authority to take any action it may consider necessary or proper to assist conservation districts in carrying out their functions, powers, duties, responsibilities and programs in accordance with Kentucky Revised Statutes Chapter 262. In meeting its responsibilities, the commission may furnish financial aid to districts and perform such services for districts as possible upon request. The commission has the

authority to formulate and adopt such policy or rules and regulations as necessary to perform these duties.

WATERSHED CONSERVANCY DISTRICTS

Watershed conservancy districts are formed under KRS 262.700 and, like conservation districts, are a subdivision of state government. Watershed Conservancy District boundaries will vary according to the project and the problems that need to be addressed. Some may consist of an entire watershed while others may only encompass a particular flood plain area. These districts can also cover multiple counties.

Watershed conservancy districts are formed for the purpose of developing and executing plans and programs relating to any phase of conservation of water, water usage, flood prevention, flood control, erosion prevention, erosion control, and floodwater or sediment damages. Watershed conservancy districts are formed through a lengthy process of hearings and referendum. Only the directly benefited landowners within the proposed boundaries are allowed to vote for the formation of such districts. After passage of the referendum a board of directors is elected from these eligible landowners. This board is responsible for the administration of the conservancy district and serve a four-year term. Included in the administration is the construction and maintenance of any works of improvements, possible purchases of lands or easements, and the placing of a millage tax upon the benefited landowners.

The board of directors will also develop an annual and long-range plan of work and an annual budget based upon the availability of funds. These are submitted to the conservation district board or in some conservancy districts, a joint board of several conservation districts, for their annual approval. The watershed board is also responsible for having either a certified audit performed either annually or every four years, publish a summary of the report in a newspaper in the area, and forward a copy of the newspaper to the state auditor of public accounts.

ASSISTANCE AVAILABLE TO DISTRICTS

The key to the success of the district is cooperation. Developing relationships with community organizations, similar agencies, schools, individuals, and other interested parties are vital to the success of the district and development of programs. The following is a list of some of these agencies and organizations along with the assistance they can provide districts. This list is by no means all encompassing. Depending on each district's environmental problems, issues, concerns, and interests, you may work with some of these more than others or discover other agencies, groups and organizations which can assist in solving a resource management problem.

Federal Agencies

Natural Resources Conservation Service (NRCS)

Under the umbrella leadership of the conservation district, NRCS assists in the identification of local natural resource concerns, assessment of their condition, the setting of goals, and the identification of programs and other resources to meet the identified needs. NRCS also assists in the development of proposals and recommendations to address local concerns, provides technical assistance in implementation, and assists the district in measuring and evaluating their success.

Farm Service Agency (FSA)

FSA administers the Conservation Reserve Program under which farmers sign contracts to take environmentally fragile land out of production for 10 years. Participants receive an annual rental payment for the land under contract and cost share funds for applying conservation practices on the land. FSA provides cost-share funds to landowners under the Emergency Conservation Program to restore farmland severely damaged by a natural disaster. They also cooperate with conservation districts along with NRCS in the local implementation of EQIP. FSA makes farm loans to improve the environmental and economic soundness of a farm.

Rural Economic & Community Development (RECD)

Provides loan assistance to local sponsoring agencies in authorized areas where acceleration of a program of resource conservation, development, and utilization will increase economic opportunities for local people. There is no population requirement for this program. Rural Economic & Community Development also provides Farm Labor Housing Loans and Grants to enable farmers, public or private nonprofit organizations, and units of state and local governments to build, buy or repair farm labor housing in either dormitory or multi-family apartment style.

U.S. Army Corps of Engineers

The U.S. Army Corps of Engineers carries out flood control studies and improvements of major rivers and streams. They may also be involved in dam removal or other such projects in your area.

National Association of Conservation Districts (NACD)

The National Association of Conservation Districts is a nationwide organization bonding together the more than 3,000 conservation districts across the United States. NACD is a non-profit organization governed by its member conservation districts. The national association's goal is to see an effective conservation program applied to the land of the United States. Its primary concern is to conserve and develop America's land and water resources through local self-government and to enable conservation districts to pool their resources to accomplish collectively what they cannot accomplish individually.

The National Association serves districts in many ways including:

- Districts have a voice on the national level.
- Strong federal lobbying capabilities on matters affecting conservation districts.
- A resource to promote district experiences, programs, and knowledge.
- Develops national policies on a continuing basis.
- Funding opportunities.
- Monthly educational webinar series.
- Creates and maintains relationships with other organizations and agencies.
- Weekly newsletter (NACD News via email)

State Agencies

Kentucky Division of Conservation

The Division of Conservation is charged with assisting districts in planning and carrying out an effective conservation program, providing districts with administrative, financial and educational assistance, assisting conservation districts in the organization and administration of watershed conservancy districts, and the administration of the agricultural district law.

Kentucky Division of Forestry

The Division of Forestry is responsible for the protection of our woodland resources, including fire protection and prevention. The division assists conservation districts by providing tree seedlings to woodland owners and providing staff for timber stand improvement and woodland management planning with landowners. Districts can also work with the Division of Forestry to develop forest management plans.

Kentucky Division of Water

The Division of Water is responsible for the protection of the waters of the Commonwealth. The division has worked closely with the commission and conservation districts in the development and implementation of the state's nonpoint source pollution control program as it relates to agriculture and construction. Funding opportunities such as 319 grants are also periodically available through the Division of Water.

Kentucky Department of Fish and Wildlife Resources

The Kentucky Department of Fish and Wildlife Resources provides to cooperators free fish for stocking ponds and lakes, works and consults with districts in regard to small watershed projects, and protects fish and wildlife resources.

Kentucky Department of Agriculture

The Department of Agriculture includes the Kentucky Office of Ag Policy (formerly known as Governor's Office of Ag Policy), Kentucky Agriculture and Environment in the Classroom, as well as Division of Pesticides. The Department of Agriculture's programs can help with applicator's certification, chemical collection, dead animal disposal, and chemical container disposal programs.

Local Agencies, Organizations and Groups

Kentucky Association of Conservation Districts

The Kentucky Association of Conservation Districts is a private, non-profit corporation made up of Kentucky's 121 conservation district boards. This also includes the watershed conservancy district boards. Watershed conservancy districts are equal in status with conservation districts and have the same voting rights in the state association, which is one vote per district at the annual convention's business session. Conservation district supervisors and conservancy district directors are both eligible to be selected as an area director and/or officer of the association.

KACD utilizes the services of an executive director to aid in carrying out the administrative responsibilities of the board of directors. The purpose of the association is to assist local conservation districts with developing and implementing conservation programs. The association sponsors and participates in a number of statewide projects and activities.

Among them are:

- Representing districts on a state level.
- Work with General Assembly on conservation legislation.
- Sponsor annual soil stewardship week.
- Promoting environmental education in all schools of Kentucky.
- Supports Division of Conservation and Kentucky Farm Bureau annual essay and poster contests.
- Co-sponsor FFA and 4-H soil judging.
- Encourages local districts to continually think outside the box and provide services for more people.
- Acts as a liaison between the local conservation district and the National Association of Conservation Districts that represents conservation districts on a national level.
- Provides representation during the national convention and other meetings, providing a voice for Kentucky's conservation districts on our views and programs status. Also to become a resource to provide information and guidance on what other states and conservation districts have to offer.
- Sponsors the Kentucky Envirothon competition
- Provide a resource to watershed conservancy districts as a spokesman at the state and national levels.

Kentucky Association of Conservation District Employees (KACDE)

- Represents all conservation district employees
- Operates on annual dues
- Governed by a board and by laws
- Provides training and administrative support
- Provides educational and informational material as well as other resources
- Partners with Division of Conservation, Kentucky Association of Conservation Districts and Soil and Water Conservation Commission
- Provide software and hardware resources

U.K. Cooperative Extension Service and Kentucky State Cooperative Extension Programs

The extension programs of Kentucky's two land grand universities are primarily responsible for agricultural research and education. Their research work and informational programs are important in getting conservation farming methods implemented. The 4-H program offers conservation districts many opportunities to promote conservation projects and activities with local youth. The agricultural extension agent can be an important local resource person to your district board.

District supervisors also need to have a strong and credible working relationship with local

officials including fiscal court members, planning and zoning administrators, county judge/executives, mayors, city managers, and city council members. Local groups and organizations can give assistance to districts in carrying out conservation projects, provide financial support, and assist in education programs relating to conservation.

KENTUCKY AGRICULTURE WATER QUALITY ACT

The Kentucky Agriculture Water Quality Act created the Agriculture Water Quality Authority to evaluate, develop and improve best management practices, establish water quality plans, and promote soil and water conservation activities. The act requires agriculture operations to follow a statewide agriculture water quality plan, clarifies where best management practices and conservation plans may be obtained, requires the authority to establish procedures for modifying statewide or regional agriculture water quality plans, allows persons engaged in agriculture operations to seek modifications of the plans, and requires the Energy and Environment Cabinet to notify and take follow-up actions against, if necessary, persons engaged in agricultural operations causing water pollution.

The goal of the act is to protect surface and groundwater through development and support of agriculture water quality plans. These plans will establish guidance to producers on protecting the water resources of Kentucky. It will provide solutions to these issues by educating agriculture producers and by strengthening their access to technical and financial assistance to implement best management practices contained in these plans.

Important Links

Agriculture District Statutes
Conservation District Statutes
Department of Local Government – Special Purpose Governmental Entities Statutes
Division of Conservation Staff Contact Information
Kentucky Agriculture Water Quality Act
Kentucky Agriculture Water Quality Plan
Kentucky Open Records and Open Meetings Acts: A Guide for Public and Public Agencies
Kentucky Soil Erosion and Water Quality Cost Share Program Regulations
Local Ethics Ordinances
Open Meetings and Open Records Statute
Removal of Appointment Board Member Statute
Robert's Rules of Order
Soil and Water Conservation Commission and Division of Conservation Statutes
Watershed Conservancy District Statutes

Acronyms of Note

State Acronyms

A&W Art and Writing (Jim Claypool Art and Conservation Writing Contests)
AFO Animal Feeding Operation
AFR Annual Financial Report
AU Animal Units
AWQA Ag Water Quality Authority
AWQP Agriculture Water Quality Plan
BMP Best Management Practice
CAFO Confined Animal Feeding Operation
CAIP County Agricultural Investment Program
CERS County Employees Retirement System
CNMP Comprehensive Nutrient Management Plan
DAR Dead Animal Removal
DIGS District in Good Standing
DLG Department for Local Government
DNR Department of Natural Resources
DOC Division of Conservation
DOF Division of Forestry
DOW Division of Water
EEC Energy and Environment Cabinet
EPRI Electric Power Research Institute
KACD Kentucky Association of Conservation Districts
KACDE Kentucky Association of Conservation District Employees
KACO Kentucky Association of Counties
KAR Kentucky Administrative Regulations
KDA Kentucky Department of Agriculture
KDFWR Kentucky Division of Fish and Wildlife Resources
KNMP Kentucky Nutrient Management Plan
KOAP Kentucky Office of Ag Policy
KRS Kentucky Revised Statutes
KSU Kentucky State University
LRC Legislative Research Commission
NACD National Association of Conservation Districts
NASCA National Association of State Conservation Agencies
NOV Notice of Violation
NPS Non-Point Source (Pollution)
OAK Organic Association of Kentucky
PACE Purchase of Agriculture Conservation Easement
RCPP Regional Conservation Partnership Program
SCS State Cost Share (Kentucky Soil Erosion & Water Quality Cost Share Program)
SECDEA Southeast Conservation Districts Employees Association
SPGE Special Purpose Governmental Entity

SWCC Soil and Water Conservation Commission
SWCS Soil and Water Conservation Society
TSF Tobacco Settlement Funds
TSI Timber Stand Improvement
UFIR Uniform Financial Information Report
UK University of Kentucky
WS Watershed

Federal Acronyms

ACEP Agriculture Conservation Easement Program
CED County Executive Director
CNMP Comprehensive Nutrient Management Plan
CREP Conservation Reserve Enhancement Program
CRP Conservation Reserve Program
CSP Conservation Stewardship Program
CT Conservation Technician
CTA Conservation Technical Assistance
CWA Clean Water Act
DC District Conservationist
EPA Environmental Protection Agency
EQIP Environmental Quality Incentives Program
EWP Emergency Watershed Program
FCP Focused Conservation Project
FICA Federal Insurance Contributions Act
FLEP Forest Land Enhancement Program
FPE Flood Plain Easement
FRPP Farm & Ranchland Protection Program
FSA Farm Service Agency
FSN Farm Serial Number
GRP Grassland Reserve Program
HEL Highly Erodible Land
IRS Internal Revenue Service
KICT Kentucky Interagency Coordination Tool
LIP Livestock indemnity Program
MRBI Mississippi River Basin Initiative
NHEL Not Highly Erodible Land
NRCS Natural Resources Conservation Service
ORBI Ohio River Basin Initiative
RC&D Resource Conservation & Development
RCPP Regional Conservation Partnership Program
RD Rural Development
SC Soil Conservationist
SCT Soil Conservation Technician
SS Social Security
USDA United States Dept. of Agriculture

WHIP Wildlife Habitat Incentive Program
WRP Wetlands Reserve Program

Partners

AWQA Agriculture Water Quality Authority
DOC Division of Conservation
DOF Division of Forestry
DOW Division of Water
FFA Future Farmers of America
KACD Kentucky Association of Conservation Districts
KACDE Kentucky Association of Conservation District Employees
KBN Kentucky Beef Network
KCA Kentucky Cattleman's Association
KCGA Kentucky Corn Growers Association
KDDC Kentucky Dairy Development Council
KDA Kentucky Department of Agriculture
KDFWR Kentucky Division of Fish and Wildlife Resources
KFB Kentucky Farm Bureau
KSGA Kentucky Soybean Growers Association
NACD National Association of Conservation Districts
NASCA National Association of State Conservation Agencies
NWTF National Wild Turkey Federation
OAK Organic Association of Kentucky
SECDEA Southeast Conservation Districts Employees Association
SWCC Soil and Water Conservation Commission

Local/In Your Office

BOS Board of Supervisors
CCS County Cost Share
CERS County Employees Retirement System
CT Conservation Technician
CTA Conservation Technical Assistance
DAR Dead Animal Removal
DAS District Administrative Secretary
DC District Conservationist
DIGS District in Good Standing
FC Fiscal Court
FICA Federal Insurance Contributions Act
KICT Kentucky Interagency Coordination Tool
NOV Notice of Violation
SC Soil Conservationist
SCT Soil Conservation Technician
SS Social Security

Programs

A&W Art and Writing (Jim Claypool Art and Conservation Writing Contests)
AFO Animal Feeding Operation
AU Animal Units
AWQP Agriculture Water Quality Plan
BMP Best Management Practice
CAFO Confined Animal Feeding Operation
CAIP County Agricultural Investment Program
CNMP Comprehensive Nutrient Management Plan
CREP Conservation Reserve Enhancement Program
CRP Conservation Reserve Program
CSP Conservation Stewardship Program
CTA Conservation Technical Assistance
DAR Dead Animal Removal
DC District Conservationist
EQIP Environmental Quality Incentives Program
EWP Emergency Watershed Program
FCP Focused Conservation Project
FLEP Forest Land Enhancement Program
FRPP Farm & Ranchland Protection Program
GRP Grassland Reserve Program
HEL Highly Erodible Land
HUA Heavy Use Area
HUC Hydrologic Unit Code
KICT Kentucky Interagency Coordination Tool
KNMP Kentucky Nutrient Management Plan
LIP Livestock indemnity Program
LRC Legislative Research Commission
MRBI Mississippi River Basin Initiative
NHEL Not Highly Erodible Land
ORBI Ohio River Basin Initiative
RCPP Regional Conservation Partnership Program
SC Soil Conservationist
SCT Soil Conservation Technician
TSI Timber Stand Improvement
WHIP Wildlife Habitat Incentive Program
WRP Wetlands Reserve Program

General Acronyms

FY Fiscal Year
GPS Global Positioning System
KSU Kentucky State University
NPS Non-Point Source (Pollution)
UK University of Kentucky







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