



10-Minute Supervisor Trainings

Kentucky Soil and Water Conservation Commission

July 2018

Division of Conservation Transition

With the increasing budget pressure on the State of Kentucky, the Division of Conservation has also been incurring an increased demand to make necessary cuts to much of its budget. These cuts are making it more difficult to provide necessary services to districts and to landowners across the state. In an effort to maintain the Division of Conservation's sustainability, it is necessary that DOC changes its day to day operations and finds new sources of revenue. These changes ensure that conservation across the state remains a priority and assisting districts and producers can be accomplished with minimal impact.

Board Meeting Changes

- Field reps will no longer be attempting to attend each monthly meeting. They will be participating in each district's board meeting one time per quarter, either in person or by conference call. They will also be going to the district to work with the district employees one time per quarter. These could be on the same day.
- The Division of Conservation will send out monthly information to all districts for use at the monthly board meeting, along with the 10 Minute Training. This will include upcoming dates of importance, programmatic reminders, etc.

Technical Changes

Division of Conservation staff will now be available to provide technical assistance to producers. Staff will be assisting landowners in implementing BMPs by giving technical guidance along with assisting NRCS in technical support.

This change is made possible through a grant from NRCS. This does not mean that field reps will no longer assist in office operations. However, they will have less time to do so while they are assisting in the field.

If you require technical help, please email conservation@ky.gov.

Changes take effect July 1

Administrative/Reporting Changes

- Field reps will no longer be completing or signing district or watershed annual financial reports. Districts and watersheds will be required to complete these on the same time table (by September 1) and submit them to DOC and DLG. Submission to DOC must be on the form provided. Field reps will be available to help the districts that require assistance. The Department of Local Government is also available to assist with questions about uploading reports, as required for Special Purpose Governmental Entities.
- There will be several changes to the reports sent to the Division of Conservation.
 - Monthly reports:
 - Equipment Loan Report – required for only those districts that have loans by 10th of month
 - State Cost Share Report – required even if district doesn't have current contracts by 15th of month
 - Treasurer's Reports and Timesheets – these should be completed and reviewed on the local level, but will no longer be submitted to DOC
 - Identify month reported on the report
 - Quarterly reports:
 - Environmental Grant Report – required by end of 3rd month of the quarter for those districts that received grants
 - Ag Water Quality Report – no longer required to be submitted to DOC
 - Direct Aid Report – no longer required to be submitted to DOC
 - Budget Updates – these should still be completed at least quarterly, but they no longer are required to be submitted to DOC. Updates are still required to be submitted on the DLG website.
 - Identify fiscal year quarter reported on the report. For example July-September is the 1st quarter of the fiscal year, October-December is the 2nd quarter of the fiscal year, etc.
 - Yearly reports:
 - Districts in Good Standing – required by July 5 of each year. Midyear reviews, if desired, by January 5.
 - Annual Budget – required for all districts by April 1
 - Annual Plan of Work – required for all districts by April 1
 - Annual Financial Report – required for all districts by September 1
 - Annual Report – required for all districts by September 1
 - Identify year reported on the report
 - As needed reports:
 - Ag District Certifications and Recertifications – submitted by 1st of the month before SWCC meeting
 - Corrective Measures – submitted 30 days after audit report is received by the district
 - Long Range Plan – due every 5 years
 - Supervisor Notification – submitted by 1st of the month before SWCC meeting
 - Equipment Loan Applications – submitted by 1st of the month before SWCC meeting