



10-Minute Supervisor Trainings

Kentucky Soil and Water Conservation Commission

FEBRUARY 2017

WATERSHED CONSERVANCY DISTRICTS

According to KRS 262.700 watershed conservancy districts can be formed as sub-districts of a soil conservation district for the purpose of developing and executing plans and programs relating to any phase of conservation of water, water usage, flood prevention and control of erosion, floodwater and sediment damages. As a sub-district of a soil conservation district, a watershed conservancy district shall constitute a governmental subdivision of the state and a public body corporate and politic exercising public power.

Board of Director Qualifications:

- Must be a landowner within the watershed
- Must be a resident of the county where the watershed is located
- Must submit a petition to the board of supervisors of the county where he/she is a landowner **and** legal resident signed by 25 or more landowners in the watershed and from the county he/she will be representing

Board of Directors:

- If the conservancy district's territory is contained within one county, it should have a five member board of directors.
- If the conservancy district's territory goes beyond a single county then the other counties involved would be entitled to three members each.
- Each year the board of directors should elect a Chairman, Secretary and a Treasurer from its members.

Filling a vacant seat on the Board of Directors:

Vacancies on the Board of Directors should be filled by the Board of Supervisors.

Board of Directors Compensation:

The Board of Directors, subject to approval by the Board of Supervisors can be paid a per diem or for actual expenses incurred while performing their duty.

Powers of the Board of Directors: (KRS 262.745)

- Levy an annual tax on the real property within the district
- Acquire...the fee simple title or any lesser interest in land including easements and flowage rights as are necessary for the exercise of any authorized functions of the district....
- Construct, improve, operate and maintain structures
- Borrow money when necessary to acquire land or rights-of-way and establishing, constructing, reconstructing, repairing, enlarging and maintaining such structures and improvements as are required by the district in the performance of its functions, and issue, negotiate and sell its bonds as provided in KRS 262.750.

Duties of the Board of Directors:

- Set the tax rate
- Prepare an Annual Budget by April 1st
- Prepare and furnish to the PVA a list of landowners in the watershed showing real property subject to assessment
- Submit an Annual Financial Report by September 1st
- Publish a Legal Notice by August 31st
- Provide for an audit at least every 4 years
- Follow Special Purpose Governmental Entity (SPGE) rules and meet all deadlines
- Follow all Open Meetings and Open Records laws

General Administrative Responsibilities:

- Reconcile all bank statements monthly
- Use Quicken or Quickbooks if possible
- Keep all CDs in a lock box
- Keep the checkbook in a secure/locked location
- Require a minimum of 2 people to access the lock box
- Make sure all who have access to financial instruments are properly bonded

Discontinuance of a Watershed Conservancy District:

- 10 years after a watershed conservancy district is organized a majority of the landowners in the conservancy district may file a petition with the board of supervisors requesting the conservancy district be discontinued. It must be noted in the petition that all obligations are met and the reason for the discontinuance.
- The board of supervisors then gives notice and a hearing is conducted to make sure all obligations are met and that the reasons for the discontinuance are valid.
- If the obligations have not been met the petition will be denied. If the obligations have been met the board of supervisors will within 60 days hold a referendum as provided in KRS 262.750.