

Duties of Watershed Conservancy Districts, According to Statute

MUST DO:

- Annually vote in a chairman, secretary, treasurer. Treasurer must be bonded, and the bond is paid by watershed district (KRS 262.740)
- Prepare an annual budget for approval by conservation district(s). This must be done in the first quarter of the year and must be approved by all boards (every conservation district that includes land in the watershed district) before levying a tax (KRS 262.760).
- Have accounts audited every 4 years (KRS 262.763)
- SWCC currently pays for regular audits
- Must be submitted to DLG (KRS 65A.020)
- If the district receives or expends over \$1,000,000 in a year, must be audited for that year (KRS 65A.030)
- If an annual audit is required, must reimburse SWCC for cost of audit
- Annually prepare a list of landowners in the district and provide it to the PVA in each county (KRS 262.765)
- Hear and act on any petition to annex (KRS 262.780) or detach (KRS 262.785) lands
- Annually submit administrative information to DLG (KRS 65A.20)
- Annually submit budget for upcoming fiscal year to DLG (KRS 65A.020) and SWCC (KRS 262.097)
- Annually submit actual revenue and expenses (Annual Financial Report) to DLG (KRS 65A.020) and SWCC (KRS 262.097)
- Pay annual registration fee to DLG (KRS 65A.020)
- Follow code of ethics of fiscal court of the conservation district with the most land in the watershed district or adopt a more stringent code of ethics. If a more stringent code is adopted, must submit a copy to DLG (KRS 65A.070)
- Only spend money from a properly adopted budget (KRS 65A.080)
- Annually publish location of budget, financial statements, and audits by Aug. 31 in local newspaper of every county involved (KRS 65A.080)
- Follow all requirements of Open Records and Open Meetings Act (KRS 61.800-884)

CAN DO:

- Levy a tax for works of improvement (KRS 262.745)
- Acquire land for function of district (KRS 262.745)
- Cause examinations and surveys of anything necessary for performance of district (KRS 262.745)
- Construct and maintain structures (KRS 262.745)
- Borrow money as needed (KRS 262.745)
- Levy assessments for necessary watershed projects (this is in addition to current tax) (KRS 262.748)
- Issue bonds (KRS 262.750)
- May reimburse members for expenses or pay a per diem (KRS 262.755)
- May approve a special assessment for a project (KRS 262.777)
- Determine if a watershed project is necessary (KRS 262.748 and KRS 262.778)
- Increase the tax rate (KRS 65A.110) as long as the rate does not exceed the maximum budget approved when the watershed district was formed (KRS 262.720)

CAN DO, NOT IN STATUTE:

- Request funding from the SWCC to match NRCS dollars for watershed dam rehabilitation.
- Apply for funds through DLG's Local Match Participation Program.
- Assign duties such as drafting the budget and recommending amendments when needed; reviewing and paying expenses; preparing, reviewing, and submitting the Annual Financial Report; contacting partner agencies on behalf of the conservancy district board; etc. to a committee. The full watershed board would still need to meet regularly to review the committee's work and take any necessary votes. If amendments to the budget are needed, additional board meetings may be required.
- Decide what, if any, administrative costs to reimburse conservation district(s) for their employee(s) work.
- Require the above-mentioned committee to report back to the board quarterly with updates.