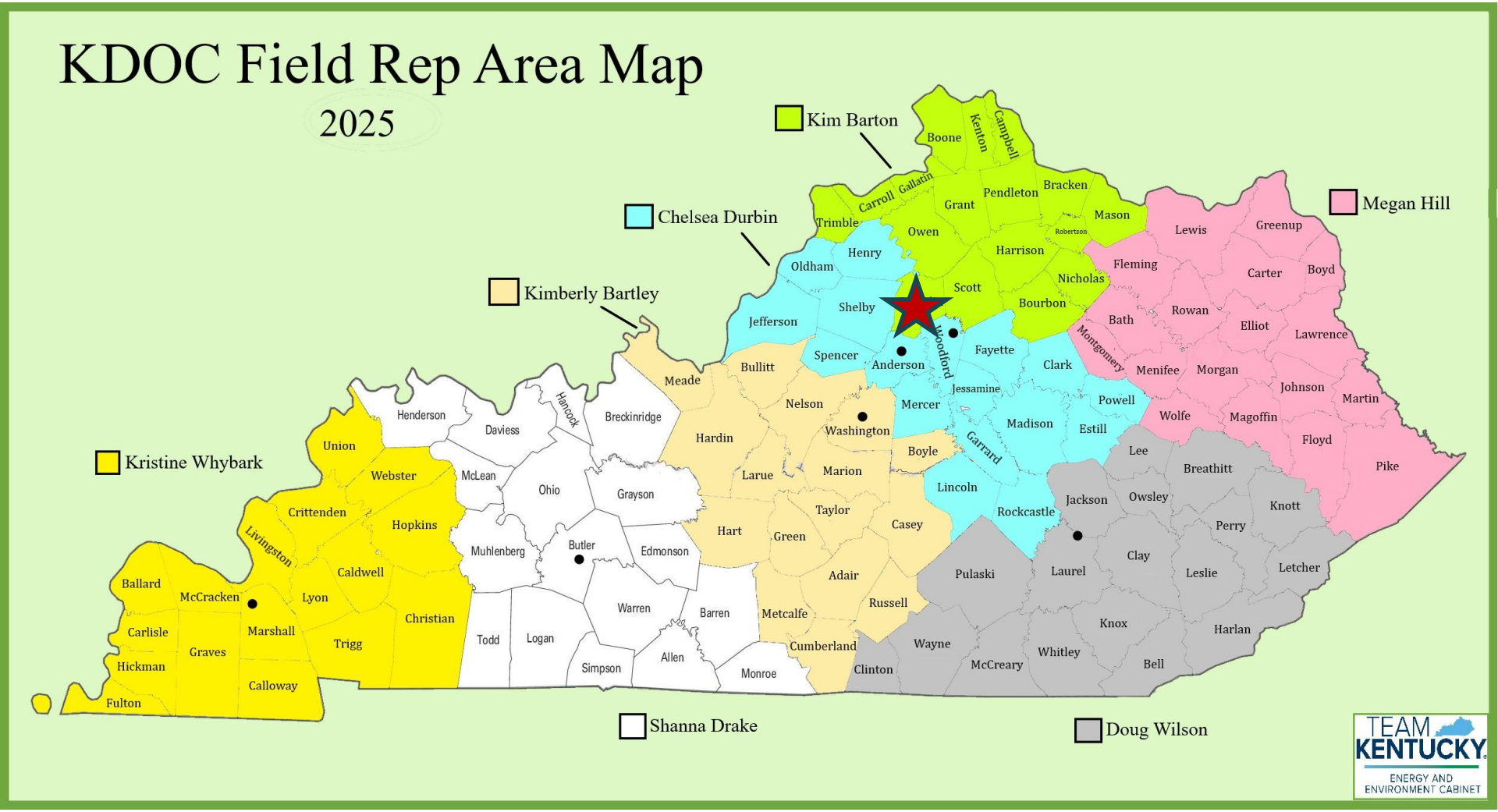
TEAM KENTUCKY®

ENERGY AND ENVIRONMENT CABINET

Conservation District Operations Manual

PRESENTED BY <<Chelsea Durbin>>
Division of Conservation

About Us


KDOC Field Rep Area Map
2025
Kim Barton
Chelsea Durbin
Kimberly Bartley
Kristine Whybark
Shanna Drake
Doug Wilson
Megan Hill
Boone
Kenton
Campbell
Carroll
Gallatin
Grant
Pendleton
Bracken
Trimble
Owen
Robertson
Mason
Lewis
Greenup
Henry
Harrison
Fleming
Carter
Boyd
Oldham
Scott
Nicholas
Shelby
Bourbon
Rowan
Jefferson
Bath
Elliot
Lawrence
Spencer
Anderson
Woodford
Fayette
Montgomery
Clark
Menifee
Morgan
Bullitt
Meade
Jessamine
Johnson
Martin
Nelson
Mercer
Powell
Wolfe
Magoffin
Washington
Madison
Estill
Floyd
Hardin
Boyle
Garrard
Lee
Pike
Larue
Marion
Breathitt
Lincoln
Jackson
Owsley
Taylor
Rockcastle
Knott
Hart
Green
Casey
Perry
Clay
Adair
Pulaski
Laurel
Leslie
Letcher
Russell
Metcalfe
Knox
Harlan
Cumberland
Wayne
Whitley
Clinton
McCreary
Bell
Monroe
Allen
Simpson
Barren
Warren
Todd
Logan
Henderson
Daviess
Hancock
Breckinridge
Union
Webster
McLean
Ohio
Grayson
Crittenden
Hopkins
Livingston
Muhlenberg
Butler
Edmonson
Caldwell
Ballard
McCracken
Lyon
Christian
Carlisle
Marshall
Trigg
Graves
Hickman
Calloway
Fulton
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Background



Based on discussions during the pandemic, Field Rep Shanna Drake collaborated with her counties via monthly Zoom calls for a full year, during which each county developed their own operations manual tailored to their specific district.



During these calls, they reviewed their activities for that month, including the creation of 'cheat sheets' to assist with their tasks and other relevant matters.



Although the general format was covered in these meetings, each district customized their manual to include the applicable details for their county.



Overview

- Can be a physical binder or an electronic folder.
- It will help the person who keeps the office going if you're not able to be contacted.
- Consider it a "one-stop shop" for the information needed to run the office.
- For each section, include items as paper copies, electronic copies, or links to each thing online.

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ENERGY AND ENVIRONMENT CABINET

Organization

TABLE OF CONTENTS

13. General District Operations Section
    a. KDOC Forms Workbook
    b. Acronyms List
    c. AWQP Guidance
    d. Kentucky AWQP eForm User Guide
    e. Blank Budget Form
    f. Chart of Accounts 2024
    g. County Government in Kentucky Document (Taxing and Non-Taxing Districts)
    h. Disaster Preparedness Suggestions
    i. Disposal of Records
    j. District in Good Standing (DIGS) Report Card
    k. How to Order Paper Tax Forms Online
    l. Master Conservationist Score Sheet
    m. Max Amount in Accounts Guidance
    n. Meeting Notice Posting Document for Office
    o. Meeting Notice for Media
    p. Meeting Reminder Template
    q. Oath of Office
    r. Retirement Guidance
    s. Soil & Water Conservation District Supervisor Non-Partisan Election Declaration
    t. SPGE Guidance for District Supervisors
    u. SWCC Minutes Reference for Incentive Per Diem
    v. New District Employee Essentials List
    w. Timesheet Template
    x. Information on Paying Employee Health Insurance

Disclaimer: This document was created to aid in training and use for new and existing conservation district staff. It is an ever-evolving document and may not include every specific responsibility of or reference for conservation district staff. If an error is discovered, or an addition is needed, please contact your local KDOC Environmental Scientist Field Representative.

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Entry Examples

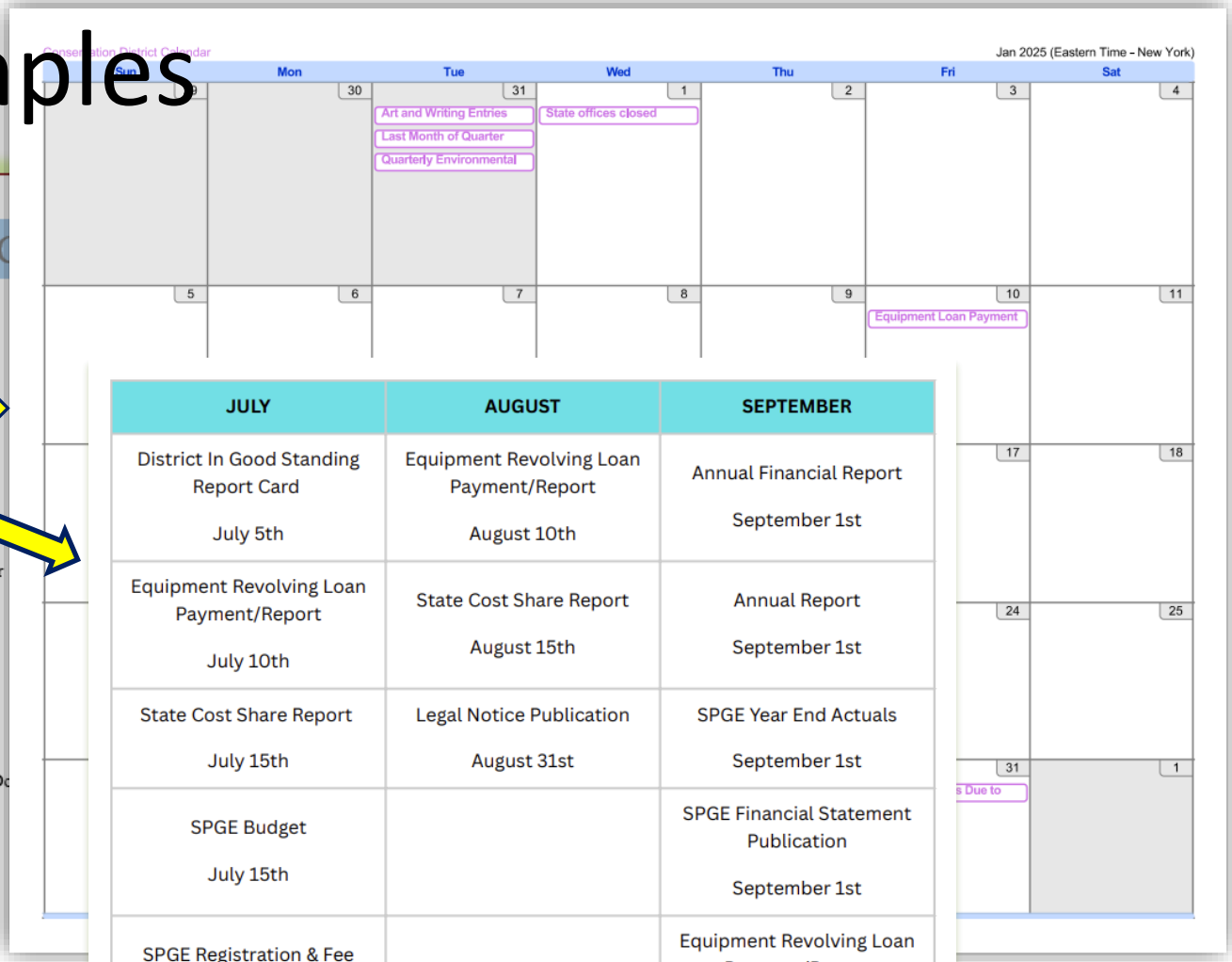
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1. Calendars Section
   a. DOC
   b. SPGE
   c. Annual Calendar
   d. Reports Due Cheat Sheet

2. Monthly Meeting Documents Section
   a. Board Meeting: Before, During and After
   b. Meeting Notice
   c. Agenda template
   d. Certificate of Attendance
   e. Minutes template
   f. Employee Timesheet
   g. Treasurer's Report template

3. State Fiscal Year (SFY) July-June Monthly To Do
   a. July
   b. August
   c. September
   d. October
   e. November
   f. December
   g. January
   h. February
   i. March
   j. April
   k. May
   l. June

4. Monthly Reports Section
   a. SCS Monthly Status Report
   b. Equipment Revolving Loan Report
   c. How To Pay Employee Health Insurance Instructions
   d. How To Pay KPPA (Retirement) Instructions



JULY	AUGUST	SEPTEMBER
District In Good Standing Report Card July 5th	Equipment Revolving Loan Payment/Report August 10th	Annual Financial Report September 1st
Equipment Revolving Loan Payment/Report July 10th	State Cost Share Report August 15th	Annual Report September 1st
State Cost Share Report July 15th	Legal Notice Publication August 31st	SPGE Year End Actuals September 1st
SPGE Budget July 15th		SPGE Financial Statement Publication September 1st
SPGE Registration & Fee July 15th		Equipment Revolving Loan Payment/Report September 10th
Budget Review/Revision July 1st-September 30th		State Cost Share Report September 15th
		Environmental Grant Report September 30th

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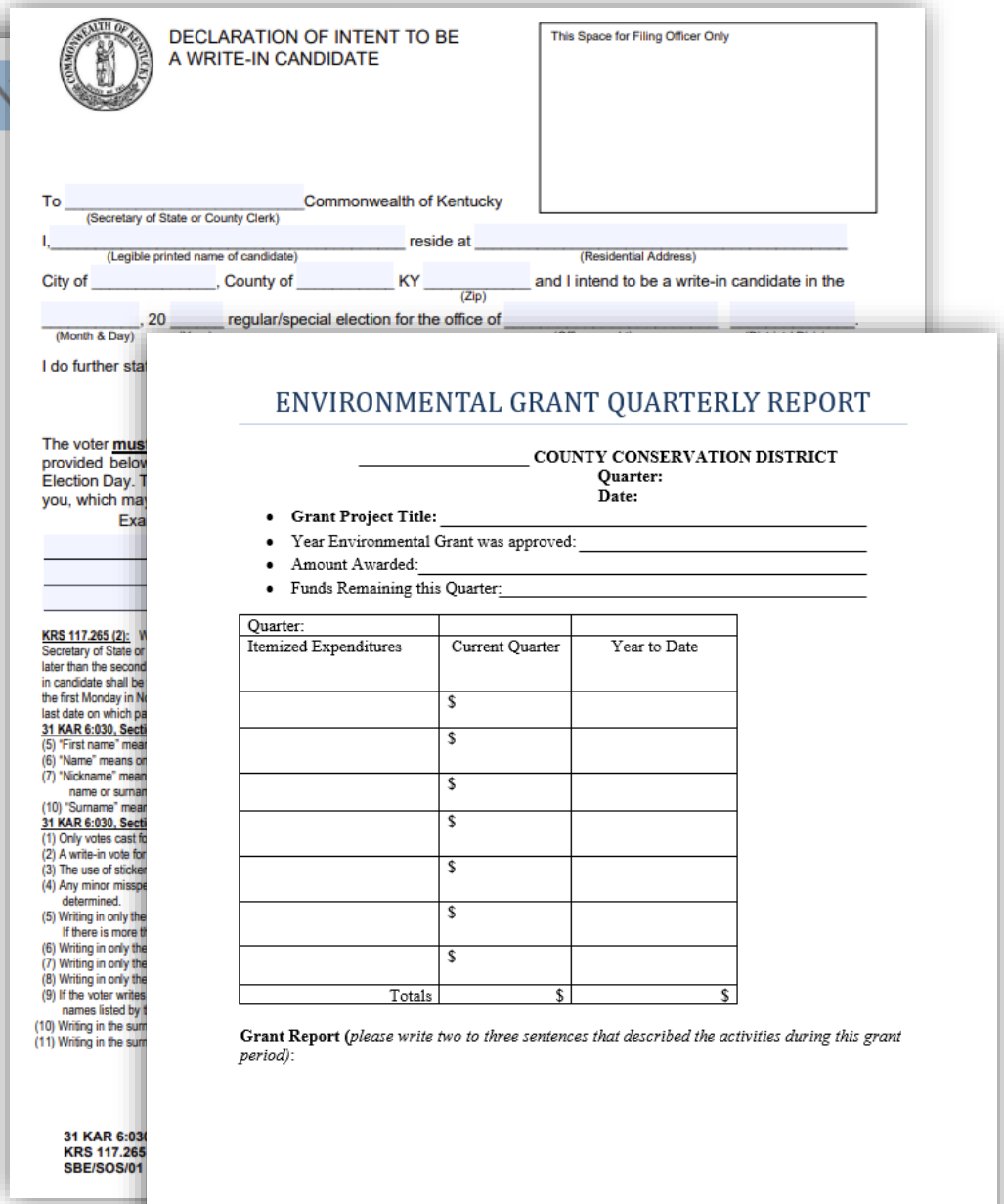
Entry Examples

5. Quarterly Reports Section
    a. Environmental Grant Report

6. Yearly Reports Yearly Reports Section
    a. District In Good Standing Report
    b. Employee Performance Evaluation Documents
    c. Annual Budget Form
    d. Annual Plan of Work – samples
    e. Legal Notice template
    f. Annual Financial Report form
    g. State Cost Share Advertisement
    h. Annual Report

7. Five Year Reports Section
    a. Ag District Recertification Survey
    b. Ag District Recertification Instructions
    c. Long Range Plan: Sample

8. Forms Section
    a. Supervisor Election Information
    b. Supervisor Write In Election Information
    c. Supervisor Vacancy Petition form
    d. Watershed Director petition
    e. Ag Water Quality Plan – form
    f. KY SCS application
    g. Oath of Office Card
    h. Ag District petition
    i. Ag District Recertification Survey
    j. Master Conservation Score Sheet
    k. SCS Extension Request form
    l. SCS Payment Request form
    m. SCS Cancellation Request form
    n. Sponsorship and Donation Request form
    o. District Reimbursable Travel form
    p. EZ Vendor Registration Application Environmental Grant
    q. Watershed Funding Application
    r. Environmental Grant Report Template



DECLARATION OF INTENT TO BE A WRITE-IN CANDIDATE

This Space for Filing Officer Only

To _____ Commonwealth of Kentucky
(Secretary of State or County Clerk)

I, _____ reside at _____
(Legible printed name of candidate) (Residential Address)

City of _____, County of _____ KY _____ and I intend to be a write-in candidate in the
(Zip)

_____, 20 _____ regular/special election for the office of _____.
(Month & Day)

I do further sta

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(10) "Surname" mean
31 KAR 6:030, Secti
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ENVIRONMENTAL GRANT QUARTERLY REPORT

_____ **COUNTY CONSERVATION DISTRICT**
Quarter:
Date:

- **Grant Project Title:** _____
- Year Environmental Grant was approved: _____
- Amount Awarded: _____
- Funds Remaining this Quarter: _____

Quarter:		
Itemized Expenditures	Current Quarter	Year to Date
	$	
	$	
	$	
	$	
	$	
	$	
	$	
Totals	$	$

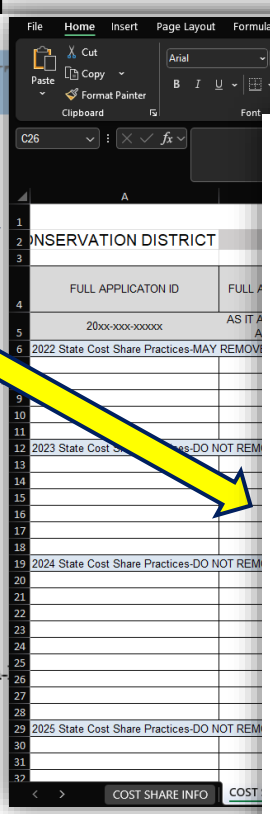
Grant Report (*please write two to three sentences that described the activities during this grant period*):

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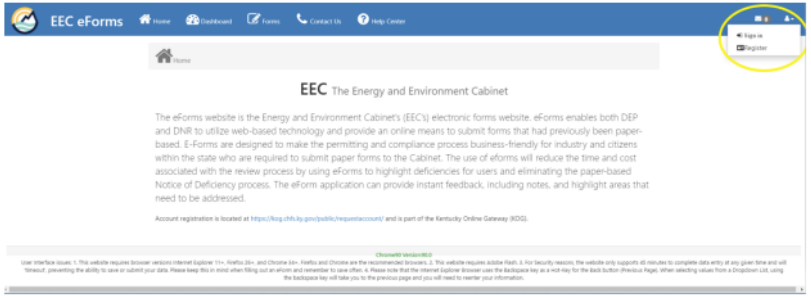


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Direct Login

- For a more direct pathway into the EEC eForms section, you may use the following link: https://dep.gateway.ky.gov/eForms/Account/Home.aspx .
    - This will take you directly to the home page of the EEC eForms, and you may click the icon in the upper right hand corner to either sign in, or create an account (it will follow the same steps as above).



- This is simply a more direct path to the proper location within the platform. If this tool is all that you will be using KOG for, it is likely the preferred method.

Navigation within EEC eForms



- You will see five tabs at the top of the EEC eForms page.
    - The first, the "*Home*" icon, is simply the page viewed above.
    - The "*Contact Us*" icon has contact information for the Cabinet, and the ability to send a message if there is a question about the forms in use.
    - The "*Help Center*" icon has a Frequently Asked Questions section, and links to agencies and user help topics.
    - The "*Dashboard*" icon and the "*Forms*" icon will be the primary two tabs that are used to complete your AWQP.
        - The "*Dashboard"* section organizes a user's completed or in-progress eForms. This section is covered further in the EEC eForms Dashboard section on page 8.
        - Navigation of the "*Forms*" section to complete a plan is covered in the Create a Plan section on page 9.

Reminders!

- This layout was designed based on how Kentucky districts function in general.
- Feel free to move or change up the sections to make the most sense for your state and districts.

Reminders!

- This is something that Shanna helped her districts create, not something that she created for them.
- This isn't something that DOC going to formalize and put on our website for use.
- We have offered, and will continue to offer, to work with the district admins to help them create their own manuals.

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