

2021

CONSERVATION DISTRICT SUPERVISOR HANDBOOK

*Protecting, conserving, and improving
Georgia's soil and water resources*



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WINNER NANCY MURRAY, CHARLTON COUNTY/ SATILLA RIVER
CONSERVATION DISTRICT



This handbook is produced through a partnership between
Georgia Soil and Water Conservation Commission &
Georgia Association of Conservation Districts.

This is the 2021 edition of the Georgia Soil and Water Conservation District Supervisor Handbook. It is intended for newly elected and appointed Georgia Soil and Water Conservation District Supervisors, as well as existing District Supervisors. The information in this publication was developed by the Georgia Soil and Water Conservation Commission in partnership by the Georgia Association of Conservation Districts. Please refer to the Georgia Soil and Water Conservation Commission for specific procedures and policies.

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INTRODUCTION



This handbook provides an overview of Georgia’s Soil and Water Conservation Districts, their partners, and your responsibilities as a local Conservation District Supervisor. It will help you follow the policies and procedures governing District activities to assist you in serving your local community and the State of Georgia.

In this handbook you will learn to:

- Describe a Conservation District
- Understand the history of local, state, and national conservation movements
- The ethical, legal and financial responsibilities of a Supervisor
- Identify basic terminologies and regulations related to Conservation Districts

The goal of the Soil and Water Conservation Districts is to assist people and communities in the care of the natural resources in their area. Conservation Districts offer technical, educational and financial assistance to private land owners.

Using natural resources wisely helps to ensure their availability well into the future.

1

BEING A DISTRICT SUPERVISOR

- ❖ *This section will help you understand:*
 - District Supervisors’ role
 - Becoming a District Supervisor
 - Supervisor Training

As a District Supervisor you play a vital role in all activities related to soil and water conservation in your District.

Districts receive assistance in fulfilling their mission through the Georgia Soil and Water Conservation Commission (GSWCC) and the Georgia Association of Conservation Districts (GACD). GSWCC provides soil and water resource information; education; technical, financial and planning assistance; and program oversight to locally led Soil and Water Conservation Districts, landowners, land users, and local, state and federal governments to maintain, conserve and wisely use the soil and water resources for all Georgians.

GACD provides continuing education training year-round for Supervisors (Annual Meeting, Group Supervisor Training, online training), provides programs Districts can participate in like the Feral Swine District Initiative, Pollinator Initiative and urban conservation program, and provides a unified voice for all Districts.

By working together, Districts, GSWCC and GACD encourage voluntary conservation practices on private lands, thus protecting and conserving the natural resources this state enjoys. Some of these efforts include:

- Directing the programs with your local Soil and Water Conservation Districts
- Cooperating with USDA-NRCS in Farm Bill Programs
- Administering the Flood Control Watershed Program
- Promoting and participating in the Erosion and Sediment Control Education and Certification Program
- Entering into contracts/agreements and accepting grants to further soil and water general purposes.



The District Supervisor's Role:

As a District Supervisor, you play an important role. The success of each District and the goals accomplished are up to the District Supervisor. Simply put, as a District Supervisor, you must be aware of the natural resource concerns in your community and then seek solutions through partnerships, funding opportunities, and conservation plans. The work that District Supervisors do today to protect these resources will ensure they are here for future generations to enjoy.

Supervisor Duties:

In summarization of Annotated Code of Georgia Section 2-6-33 which outlines the Powers of Districts and Supervisors:

- 1- Develop comprehensive plans for conservation of soil and water resources in the District.
 - Develop an Annual Report and Plan of Work (*examples available on pages 38 and 46*).
 - Assist with thorough soil and water resources action plans that include BMPs such as no-till, vegetative plans for stream banks, erosion control, and water conservation methods.
- 2- Work with land owners and developers as well as local, state, and federal governments to implement soil and water conservation measures and practices.
 - Make full use of Farm Bill programs (Environmental Quality Incentives Program—EQIP, Wildlife Habitat Incentive Program—WHIP)
 - Develop and maintain relationships with other agencies and organizations such as Natural Resources Conservation Service (NRCS), Research Conservation and Development Councils (RC&D), Georgia Association of Conservation Districts (GACD), etc.

- Explain benefits of conservation practices to landowners, especially the impact to their operating budget and production results
- Cooperate with EPD and local governments to review erosion control plans and ensure installation of BMPs on land disturbance sites
- Work with your local Chamber of Commerce and government on projects such as tree planting, wetland trails, and stream restoration

3- Make machinery and equipment, fertilizer, seed and seedlings, and other materials available to landowners to help conserve soil and water resources.

- Apply for grants to obtain cost share funding to help farmers install BMPs
- Hold equipment demonstrations and plant demonstration plots

4- Conduct surveys, investigations, and research on soil and water parasites. Generate and disseminate information and data on conservation measures.

- Disseminate NRCS soil surveys, GSWCC Ag BMP Handbook, regional Ag Water use, & E&SC Manual for Erosion Control to interested parties
- Sponsor research station tours to explain new research findings
- Install on-farm demonstration sites
- Promote the importance of Soil Stewardship Week and facilitate distribution of educational and fun material to the community, schools, churches, etc.

5- Conduct demonstrations for soil and water conservation methods.

- Field days, tours, project site visits
- Conservation workshops for youth and teachers

6- Construct, improve or maintain structures necessary for flood water control & storage.

- Seek funds and local support to maintain watershed dams
- Participate in Emergency Watershed Program
- Monitor watershed easements through yearly field visits

7- Facilitate and generate financial assistance to land owners, as well as local, state and federal agencies, for soil and water conservation practices.

- Chair and decide upon federal funding priorities through Local Work Group process
- Promote local and federal cost-share programs to landowners
- Be innovative and apply for grants that will further soil and water conservation efforts

8- Administer and/or participate in the management of soil and water conservation projects undertaken by the State of Georgia and any agency of the United States.

- 319 Program (Nonpoint Source Pollution Program)
- Farm Bill Programs (EQIP, WHIP, CRP, etc.)

Becoming a District Supervisor



In each District, there are both elected and appointed individuals serving as Supervisors. The following describes how each position is obtained.

By Popular Vote

- Elections are regulated and supervised by the Georgia Soil and Water Conservation Commission and are held during the general election cycle in even-numbered years.
- Elected District Supervisors hold a four-year term of office (or until a successor has been named).
- As elected State officials, Supervisors are subject to the constitutional provision that their office is vacated when they qualify for another state, county, or municipal office.
- The commission monitors the expiration dates of District Supervisor terms and provides notice to the District Chair and the GSWCC Conservation Manager (or other appropriate GSWCC designated representative) who shall notify the District Supervisor whose term is to expire during the period covered by the next scheduled election. The notice is provided no later than thirty days prior to the beginning of the applicable general election qualifying period.

By Appointment:

- GSWCC will advise Boards of expirations at monthly meetings.
- The elected members of the District Board select 1st, 2nd, and 3rd choice recommendations and forward them to the Commission at least 30 days prior to expiration (*example of Supervisor Data Sheet for appointments can be found on page 53*)
- The GSWCC State Board will review the recommendation and consider appointments at their next meeting.
- Appointed District Supervisors hold a two-year term of office (or until a successor has been appointed).

Communication

Supervisors should follow the following principle when conducting business:

Communication with partners is essential

As a District Supervisor, you have many partners to help you succeed in your mission beginning with the 39 other Districts in the state, which are potential partners for your activities. In addition, there are several organizations with goals similar to your own District's goals.

GACD – The Georgia Association of Conservation Districts is a non-profit membership organization comprised of Georgia’s Conservation Districts. The mission of GACD is to advocate for the conservation of Georgia’s natural resources by providing organization, leadership and a unified strategic direction to the Conservation Districts of the State. www.gacd.us

GSWCC – The Georgia Soil and Water Conservation Commission, headquartered in Athens has a professional staff whose primary duty is to serve and advance the goals of Georgia's Soil and Water Conservation Districts. gaswcc.ga.gov

NACD – The National Association of Conservation Districts is a non-profit organization that represents America’s 3,000 Conservation Districts and the 17,000 men and women who serve on their governing boards. www.nacdnet.org

NRCS – An agency of the U.S. Department of Agriculture, the Natural Resources Conservation Service has worked with Georgia landowners to protect the state's natural resources for 75 years to provide technical assistance on natural resources issues and assist individuals, groups, communities, and counties implement soil and water conservation practices to protect the 34 million acres of privately owned land in Georgia. www.ga.nrcs.usda.gov

RC&D – Resource Conservation and Development Councils work with local, state, and federal agencies to assist local people in planning and carrying out activities that conserve natural resources, support economic development, enhance the environment, and improve the standard of living for all citizens. www.nrcs.usda.gov/wps/portal/nrcs/detail/ga/people/partners/?cid=nrcs144p2_021892

Supervisor Training

District Supervisors are encouraged to attend GACD training sessions and communicate regularly with their GSWCC Conservation Manager throughout their term to stay current on conservation topics and programs.

The Georgia Association of Conservation Districts (GACD) currently holds an annual statewide meeting and regional group trainings to provide District Supervisors with current information. Online training is also available at www.gacd.us/training .

Information about additional training opportunities can be found at: gaswcc.georgia.gov and www.gacd.us.



2

GEORGIA SOIL AND WATER CONSERVATION COMMISSION

❖ *This section will help you understand:*

- The formation of the Conservation Commission and legislation
- The makeup of the Georgia Soil and Water Conservation Commission
- The goals and strategic plan of the Georgia Soil and Water Conservation Commission
- Programs

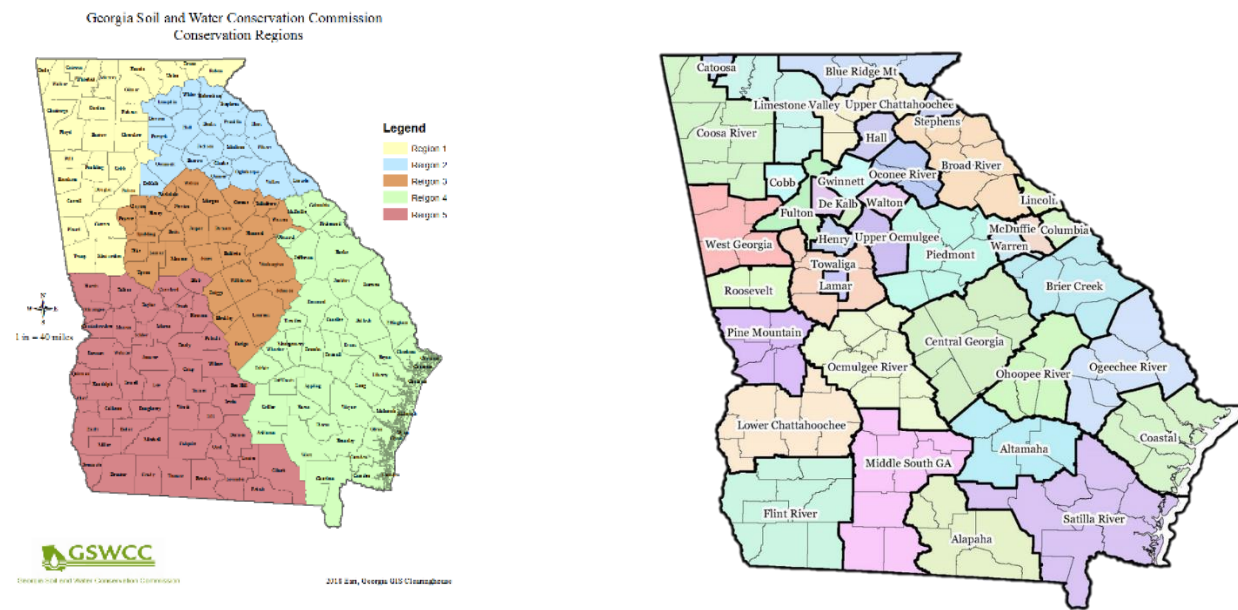
Commission Formation:

In 1937 the General Assembly of the State of Georgia enacted the Georgia Soil Conservation Districts Law.¹ Act No. 399 stated:

“It is hereby declared to be the policy of the legislature to provide for the conservation of the soil and soil resources of this State, and for the control and prevention of soil erosion, and thereby to preserve the natural resources, control floods, prevent impairment of dams and reservoirs, assist in maintaining the navigability of rivers and harbors, preserve wildlife, protect health, safety and general welfare of the people of this State.”

It also included a provision that supported the establishment of the Georgia Soil and Water Conservation Commission² to serve as an administrative and technical assistance provider to local Conservation Districts.

The Districts are state agencies and elected and appointed Supervisors are state officials. These maps show the division of the five GSWCC regions and the forty Districts located in Georgia (**Larger maps are available on pages 34 and 35**).



¹ The name was subsequently changed in 1962 to Soil and Water Conservation Districts Law by Act No. 630. Legislators added the word “water” to better fit the activities of each District to promote cleaner water.

² *The Changed Look of the Countryside*, page 245

Current Organization

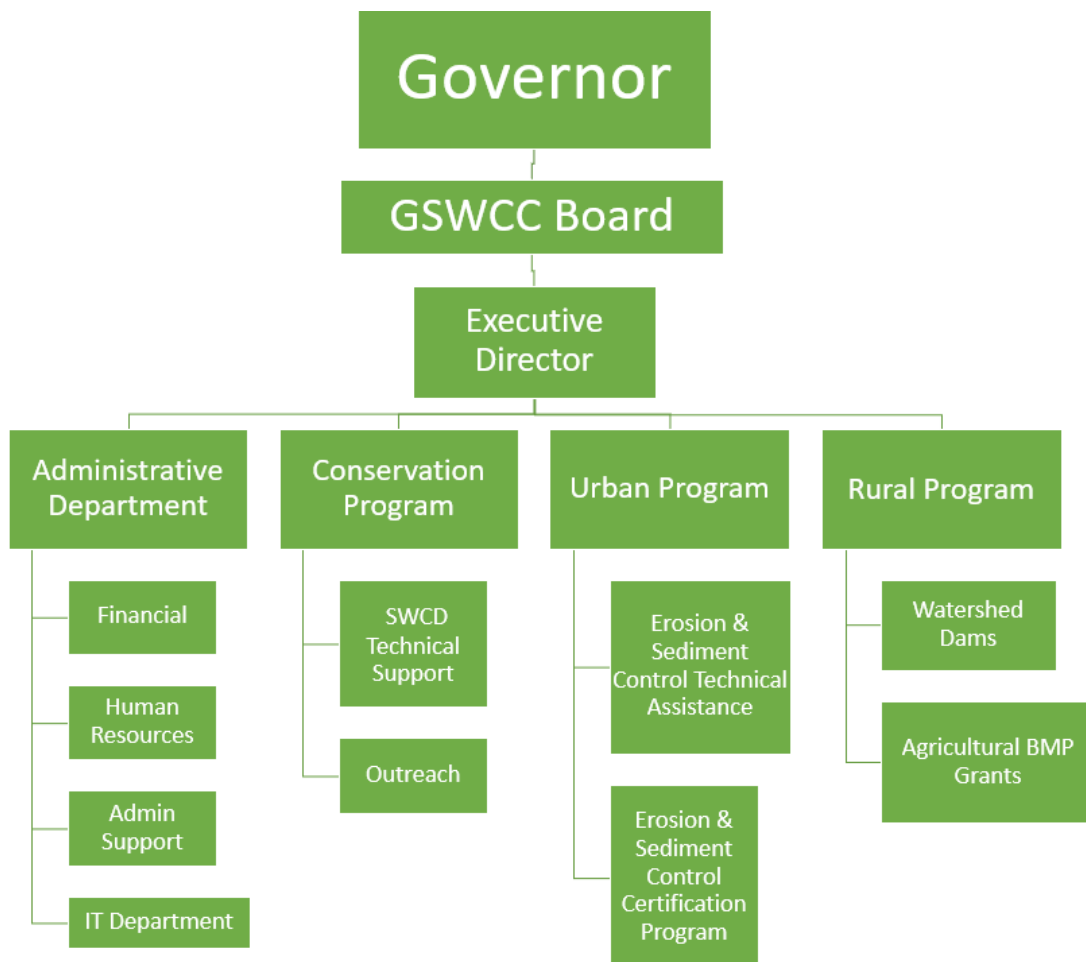
Local Soil and Water Conservation Districts interact with the GSWCC Board through the appointment of District Supervisors, annual District fund allotments, approval of annual plans of work, submission of financial reports, and new program ideas.

GSWCC Board

The Commission serves as a policy-making body and is thoroughly informed in all areas of activity of special importance in maintaining its viability and credibility as a state agency. Commission members are regularly informed of agency expenditures, out-of-state travel, and personnel actions. Specifically, quarterly summaries of agency expenditures and balances are presented to the Commission.

Approval of the Commission budget is a result of detailed consideration and discussion of the budget of Commission programs. Where new programs are needed or when major changes in program emphasis are required, they are discussed and approved by the Commission before initial budget preparation.

GSWCC Organizational Flow-Chart



GSWCC Contact Information

Executive Director	Mitch Attaway	706-552-4470	mitch.attaway@gaswcc.ga.gov
Office Manager	Karen Bruce	706-552-4470	karen.bruce@gaswcc.ga.gov
Conservation Manager	Robert Amos	706-552-4470	robert.amos@gaswcc.ga.gov
Urban Manager	Ben Ruzowicz	706-552-4475	ben.ruzowicz@gaswcc.ga.gov
Rural Manager	Ben Hyer	706-552-4470	ben.hyer@gaswcc.ga.gov
Rural Manager	Greg Walker	706-844-7704	greg.walker@gaswcc.ga.gov

Commission Board appointed/reappointed by the Governor on Oct 21, 2020:

Bob Martin, Acting Chairman

Ocilla, GA

Representing Region V

Jason Winters

Lyerly, GA

Representing Region I

Edwin Nix

Cleveland, GA

Representing Region II

Kerry Van Moore

West Green, GA

Representing Region III

Vikki Townsend Consiglio

McDonough, GA

Representing Region IV

Fiscal Year 2021 Agency Strategic Plan (next page):

GEORGIA SOIL AND WATER CONSERVATION COMMISSION

FY 2020 – FY 2024 STRATEGIC PLAN (FY 2021 UPDATE)

AGENCY MISSION: THE GEORGIA SOIL AND WATER CONSERVATION COMMISSION(GSWCC) PROVIDES CONSERVATION EDUCATION, PLANNING TECHNICAL AND FINANCIAL ASSISTANCE TO LAND USERS, THROUGH LOCAL SOIL AND WATER CONSERVATION DISTRICTS TO ENHANCE SOIL AND WATER RESOURCES.

AGENCY VISION: GSWCC WILL BE RECOGNIZED AS THE GUIDING FORCE IN NATURAL RESOURCE CONSERVATION.

ENVIRONMENTAL SCAN/CHALLENGES:

STRENGTHS:

- Customer service oriented
- Non-regulatory approach
- Established local communication network
- Established network of likeminded partners

WEAKNESSES:

- Over extended staff
- Lack of representation throughout the state
- Underutilized technology opportunities
- Lack of funding to comply Georgia Safe Dam Rules
- Loss of federal support to review erosion and sediment control plans, leading to slower development

OPPORTUNITIES:

- Improve agency efficiency through technology
- Improve efficiency through partnerships
- Capitalize on partnership opportunities to enhance agricultural producer's conservation efforts
- Improve customer experience through technology

THREATS:

- Staff turn-over
- Loss of essential funding
- Lack of funding to comply with Georgia Safe Dam Rules

GOAL 1 EFFICIENCY

Measurable Objective 1: Increase the amount and availability citizens have to conservation-based information on GSWCC's website.

Strategy 1: Develop an interactive website that provides citizens with a positive educational experience.

Strategy detail: Enhance website self-service options as well maintain the website to keep current with conservation trends.

Budget impact: None

Workforce impact: None

ESA involvement: GTA

Measurable Objective 2: By 2022, use technology to enhance employee effectiveness and provide better customer support.

Strategy 2: Digitize the Erosion and Sediment Control Education Program certification cards

Strategy detail: Develop a system where an applicant may print off their card by accessing GSWCC website instead of GSWCC staff mailing out their cards.

Budget impact: Reduction in postage cost. More research needed on software that would provide the ability to upload cards. Potentially establishing a fee that is paid before the card is printed. This revenue would help fund the operating expenses of the Certification Program.

Workforce impact: No increase in staff, allows for more efficient customer service.

ESA involvement: GTA

Strategy 3: Proceed with an updated RFI from 2013 on the feasibility of equipment and software needed to review plans electronically. Also look into laws which may affect the review electronically.

Strategy detail: Look into other states who already may be doing this and see what is working for them, while also taking into account the states demand for development and related laws.

Budget impact: Program Cost

Workforce impact: None

ESA involvement: None

Measurable Objective 3: By 2021, expand GSWCC's geographic footprint.

Strategy 4: Expand GSWCC employee numbers through a partner agreement in Georgia to reduce travel time and provide improved customer service to citizens and Soil and Water Conservation District Supervisors.

Strategy detail: A large portion of the GSWCC workload requires on-site visits or in-person meetings. Using Soil and Water Conservation Districts (SWCD) meeting locations as a central point, GSWCC has a goal of having office locations no more than 2.5 hours away from those meeting locations. Currently GSWCC office locations puts them 2.5 hours away from 62% of the target locations. Expanding office locations to the southern regions of Georgia would greatly improve this number. Improving this number to greater than 85% allows for quicker response time for site visits and more efficiency throughout the agency as travel time is reduce and more tasks can be accomplished with reduction in travel time.

Budget impact: Savings in travel expenses. Agreement would provide initial employee cost.

Workforce impact: Boosted efficiency as seen by the reduction in travel and the ability to accomplish more tasks within the region the staff is located.

ESA involvement: None

GOAL 2 CONSERVE NATURAL RESOURCES

Measurable Objective 4: By 2022, increase amount of Best Management Practices implemented in Georgia.

Strategy 5: Through Environmental Protection Agency (EPA) 319 Water Quality grant funds, and Partners for Fish and Wildlife funding cost share with agricultural producers to incorporate Ag BMPs into their operation. In addition, GSWCC along with the SWCDs will promote Natural Resource Conservation Services (NRCS) cost share programs.

***Strategy detail:** Using 319 and U.S. Fish and Wildlife funds to contract with agricultural producers to implement appropriate Ag BMPs will lead to not only conserving natural resources on their farm but surrounding areas as well. During this process, the SWCDs will be engaged and encouraged to promote the opportunity of a state funded best management practices program.*

Budget impact: None completely funded through federal grant funds

Workforce impact: None all positions funded with grant funds and existing staff.

ESA involvement: None

Measurable Objective 5: By 2022, have 75% of Watershed Dam assessments completed on Category 1 classified structures and have 100% of Emergency Action Plans (EAPs) completed to satisfy Georgia Safe Dam (GSD) regulations.

Strategy 6: Use funding available through the NRCS to complete Watershed Dam Assessments by contracting with engineering firms.

***Strategy detail:** NRCS and GSWCC have compiled a list of needed dam assessments in the state. It is crucial to work towards having an assessment for each watershed dam because it provides the mapping needed for an EAP.*

Budget impact: None

Workforce impact: No increase in staff and will allow staff to have more information while making decisions regarding rehabilitation projects.

ESA involvement: None

Measurable Objective 6: By 2022, obtain the resources needed to comply with the GSD regulations for Category 1 structures maintenance, quarterly and biannual inspections and NRCS Operation and Maintenance (O&M) agreements.

Strategy 7: Satisfy quarterly and biannual inspection requirements. Work with NRCS on a holistic watershed maintenance to bring dams back into compliance with O&M agreements. A regular maintenance schedule will be followed once in compliance.

***Strategy detail:** Submit quarterly and biannual inspections to GSD for record keeping. Work with NRCS to plan and implement maintenance on each dam needing moderate and heavy maintenance. Begin a holistic watershed based maintenance approach; this method will be cost effective by addressing multiple structures together in close proximity. Regular upkeep of structures once they are back into O&M compliance will prevent future needs for moderate or heavy maintenance funding.*

Budget impact: Continue bond funding to and funding for position

Workforce impact: Increase staff by one to be able to conduct inspections

ESA involvement: OPB

Measurable Objective 7: By 2024 complete design and construction on 7 watershed structures that are currently in need of rehabilitation and identify additional watershed structures in need of rehabilitation in two specific watersheds in support of a holistic watershed approach.

Strategy 8: With the help of NRCS and other partnering agencies, GSWCC will secure contracts with design and construction professionals to complete rehabilitations in order to meet or exceed GSD hydrologic specifications.

***Strategy detail:** Construction activities will begin on watershed structures currently in an advanced stage of design process. As the design phase is completed, construction will commence on more of the watershed dams. Staff will be need to be available for oversight of anticipated simultaneous rehabilitation construction activities.*

Budget impact: Will require bond funding. Until studies are complete, estimated to be complete in 2021, an exact cost will not be known.

Workforce impact: Increase staff by one to be able to properly manage all projects.

ESA involvement: OPB

GOAL 3 EDUCATION

Measurable Objective 8: By 2021, have a more educated and effective staff and Supervisors.

Strategy 9: Partner with likeminded agencies and organizations to carry out annual regional training.

Strategy detail: *Regional training will allow for a more focused program than in years past. Staff and Supervisors alike will benefit from a progressive regional training that allows focus in their area.*

Budget impact: None

Workforce impact: More educated staff better able to help the citizens of Georgia

ESA involvement: None

Measurable Objective 9: By 2023, increase awareness of Agricultural BMPs.

Strategy 10: Revise and update the *Georgia Best Management Practices for Agricultural Manual*

Strategy detail: *EPA 319 Water Quality grant funds develop a manual for agricultural BMPs that details conservation practices for all agricultural sectors in Georgia. GSWCC will work in partnership with SWCDs, UGA Extension Service, Georgia Department of Agricultural, Georgia Environmental Protection Department and the multiple agricultural commodity groups and conservation organizations in the state to develop a useful tool for agricultural producers throughout Georgia.*

Budget impact: None, completely federally funded.

Workforce impact: None, dedicated staff to this project will be completely federally funded.

ESA involvement: None

Strategy 11: Host four yearly workshops to inform agricultural producers on BMPs and the latest federal rules and regulations on implementing BMPs.

Strategy detail: *Using funds through a NRCS agreement GSWCC will hold four workshops throughout Georgia annually. GSWCC will collaborate with an established network of partners to bring the most up to date information on conservation practices. A regional approach will allow for more specific information related to each region. All presentations will also be available on GSWCC's website.*

Budget impact: None, completely federally funded.

Workforce impact: Limited to scheduling workshops and participating day of workshops

ESA involvement: None

Measurable Objective 10: By 2022, make the *Manual for Erosion and Sediment Control* available as an app.

Strategy 12: Work with an app developer to create a version of the *Manual for Erosion and Sediment Control*, also known as the Greenbook, into an app.

Strategy detail: *The field manual version of the Greenbook is very popular among professionals in land disturbing industries. GSWCC cannot make a copy available to everyone who would like a copy or would find one useful. Making it available on an app platform would allow anyone access to and at any time.*

Budget impact: Estimated cost of app development \$25,000-\$40,000. GSWCC spent \$12,500 to print 500 copies of the field manual last year. GSWCC projects after the initial cost of development to see a savings with not having to print field manuals.

Workforce impact: Limited to providing information and feedback during the development stage.

ESA involvement: OPB GTA

Measurable Objective 11: By 2021, have over 105,000 certifications through the Erosion and Sediment Control Program.

Strategy 13: Continue to host courses, grade exams and certify material for the Certification Program.

Strategy detail: *GSWCC has issued over 98,000 certifications since the inception of the program. Staff will continue in their efforts to provide professionals in land disturbance industries proper education to help develop a knowledgeable workforce.*

Budget impact: None

Workforce impact: None

ESA involvement: None

ADDITIONAL PLAN INFORMATION:

CONTACT INFORMATION: MITCH ATTAWAY, EXECUTIVE DIRECTOR,
MITCH.ATTAWAY@GASWCC.GA.GOV

706-552-4470

Programs

O.C.G.A. §12-7-01(E&SC Act, E&SC Certification Program); O.C.G.A. §12-5-370 (Safe Dams Act, State Water Plan) govern GSWCC program activities. Listed below are the various conservation programs offered through Conservation Districts.

Urban Lands Program

Program Purpose: The purpose of the Urban Lands Program is to improve and protect Georgia's urban soil and water resources through the use of best management practices (BMPs) as called for in the Soil and Water Conservation Districts Law and delivered through Soil and Water Conservation Districts. The goal is to reduce soil erosion on urban lands and educate those involved in land disturbance, local governments, and erosion and sediment control professionals on urban BMPs.

The Education and Certification Program: In 2003, House Bill No. 285 created the Education and Certification Program for individuals involved in land disturbing activities. The Conservation Commission was charged with managing and administering the program. The Education and Certification Program is overseen by the Stakeholder's Advisory Board and consists of the following courses and certifications:

--Subcontractor Awareness Seminar (Certified Subcontractor) is a two-hour seminar with no exam that is designed for individuals working in a subcontractor capacity.

--Level IA Fundamentals Seminar (Certified Person/Personnel) is a one-day course designed to train individuals that are the Primary, Secondary or Tertiary Permittee, as defined by the state general permit.

--Level IB Advanced Fundamentals Seminar (Certified Inspector) is a two-day course designed to train regulatory inspectors and non-regulatory personnel contracted to do regulatory inspections.

--Level II Introduction to Design (Certified Plan Reviewer/Certified Design Professional) two-day course for both plan reviewers and design professionals.

All certification courses, with the exception of the Subcontractor Awareness Seminar, have a 50-question, one-hour timed exam at the end of the course. Individuals must obtain a passing score of 70 percent to receive certification. All certifications are valid for three years and four hours of GSWCC approved continuing education hours are required to renew certifications.

For more information, visit the Education and Certification page at gaswcc.georgia.gov.

Manual for Erosion and Sediment Control in Georgia: The Manual for Erosion and Sediment Control (also known as the Greenbook) in Georgia sets standards and guidelines for products and practices involving land disturbing activities in the state. The Conservation Commission is responsible for updating, administering and managing the Greenbook. Any amendments and updates to the Greenbook requires approval from the Conservation Commission Board and the Governor appointed Overview Council.

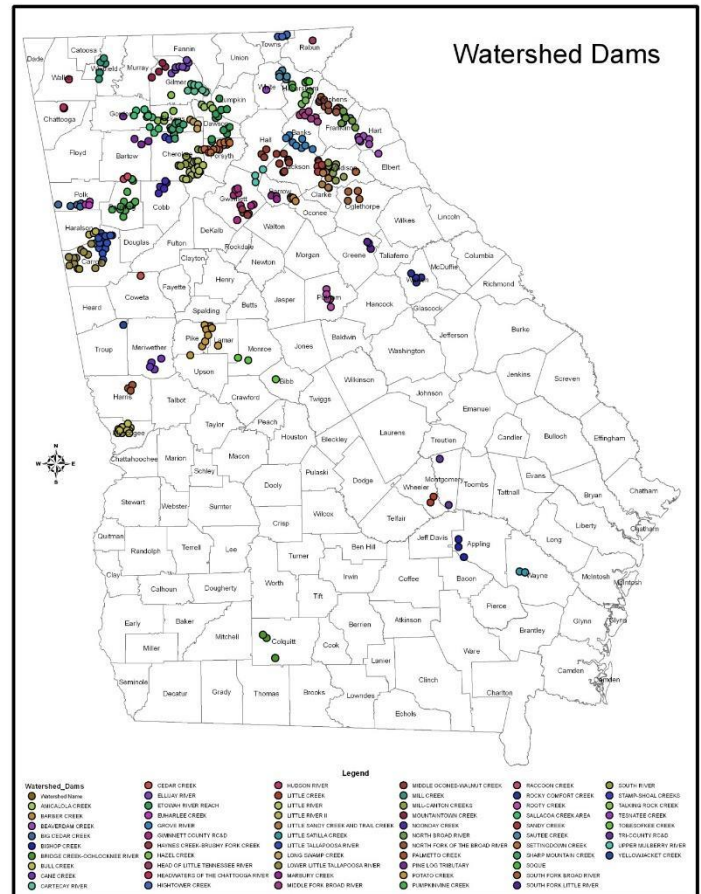
Plan Reviews and Technical Assistance for Urban Erosion and Sedimentation Control

Issues: In addition to the Education and Certification Program and the Greenbook, Urban Lands Program provides technical assistance involving erosion and sedimentation control issues around the State. The Commission’s Erosion and Sediment Control Specialists provide technical plan reviews on behalf of the Districts as well as provide technical support to all plan reviewers throughout the State. Program staff has extensive knowledge and experience with the State and Federal laws governing erosion and sediment control and with the Manual for Erosion and Sediment Control in Georgia.

Rural Water Resources

Program Purpose: The Rural Water Resources Program assists the Soil and Water Conservation Districts (SWCD) in their role as sponsors of a majority of 357 watershed dams and their compliance under the Georgia Safe Dams Act of 1978. The Rural Waters Resources Program also applies for and manages grant opportunities that focus on watershed planning, conservation-based education & outreach, and providing supplemental funding opportunities for the implementation of targeted water quality best management practices aimed at reducing nonpoint source pollution contributions into Georgia’s rivers and streams.

The 357 watershed dams were constructed primarily for flood control throughout the state by the Soil Conservation Service starting in the 1950’s through the 1970’s and turned over to state sponsors after construction. GSWCC seeks funding annually from the state legislature and Natural Resources Conservation Service (NRCS) on available federal cost-share programs to assist in bringing watershed structures into compliance with Georgia Dam Safety Laws. The Rural Water Resources Program assists state sponsors of watershed dams by working with engineering firms, Georgia State Financing and Investment Commission, NRCS, and, Georgia Safe Dams Program on:



(larger map on page 36)

Assessing→Maintaining→Planning→Designing→Construction Projects on the state’s watershed dams.

Up until FY19 little state funding was available for the required maintenance of watershed dams. In FY19, 1 Million dollars in bond funding was allotted to GSWCC by the state legislature for duly needed maintenance projects. Over the past two years, the Rural Program has managed dozens of projects to address maintenance deficiencies on watershed dams.

GSWCC works cooperatively with Georgia Environmental Protection Division and NRCS



utilizing grant opportunities to promote awareness and the use of conservation based best management practices. GSWCC under EPD's Nonpoint Source Management Program facilitate creating and updating watershed management plans statewide. A watershed management plan assists and complements the states obligations to the Clean Water Act. A completed plan is created for a defined drainage area, and provides framework for addressing identified water quality impairments. Creating plans unlocks additional funding opportunities for additional financial assistance to improve and protect Georgia's rivers and streams. In the last three

years, GSWCC has worked to complete three plans and is actively working on the creation of two more. Made possible grant funds cost-share programs are offered to citizens as incentives to install best management practices with the goal achieving and exceeding defined statewide standards for water quality.

Rural Program staff is available to assist Supervisors with watershed dams within their Districts, any agricultural related water quality issues, or exploring and applying for grant opportunities.

GSWCC is also responsible for providing technical assistance for agricultural complaints throughout the state. GSWCC personnel work in close cooperation with GA-EPD and NRCS to address complaints in a timely and professional manner.

3

GEORGIA ASSOCIATION OF CONSERVATION DISTRICTS

❖ *This section will help you understand:*

- Who is GACD and what they do
- GACD Board and Staff
- Programs

Who is GACD and what do they do?

The Georgia Association of Conservation Districts is a non-profit membership organization that represents Georgia's Conservation Districts. GACD works to promote conservation in cooperation with our partner agencies, educate citizens about the importance of conservation,

and inform policymakers about natural resource issues. GACD's mission is to advocate for the conservation of Georgia's natural resources by providing organization, leadership and a unified strategic direction to the Conservation Districts of the State.

GACD Board and Staff

Every member of GACD's Board is a local District Supervisor representing Georgia's diverse natural landscape. GACD is fortunate to also have partner organizations serving on the Board in advisor roles.

Executive Board

PRESIDENT: Mark Masters, Terrell County, Lower Chattahoochee River Conservation District

VICE PRESIDENT: Tabatha Wooten, Jeff Davis County, Altamaha Conservation District

VICE PRESIDENT: Roger Bowman, Catoosa County Conservation District

SECRETARY: Jake Ford, Berrien County, Alapaha River Conservation District

TREASURER: Vikki Consiglio, Henry County Conservation District

PAST PRESIDENT: Woody Snell, Cobb County Conservation District

NACD REPRESENTATIVE: Danny Hogan, Laurens County, Central Georgia Conservation District

Group Vice Presidents and Alternates

GROUP 1 ALT VP: Sidney Beach, Upson County, Towaliga Conservation District

GROUP 2 VP: Ted Hughes, Oglethorpe County, Broad River Conservation District

GROUP 2 ALT VP: Sonny Turner, Walton County Conservation District

GROUP 3 VP: Brian Ponder, Tift County, Middle South GA Conservation District

GROUP 3 ALT VP: Tom Summers, Lee County, Lower Chattahoochee River Conservation District

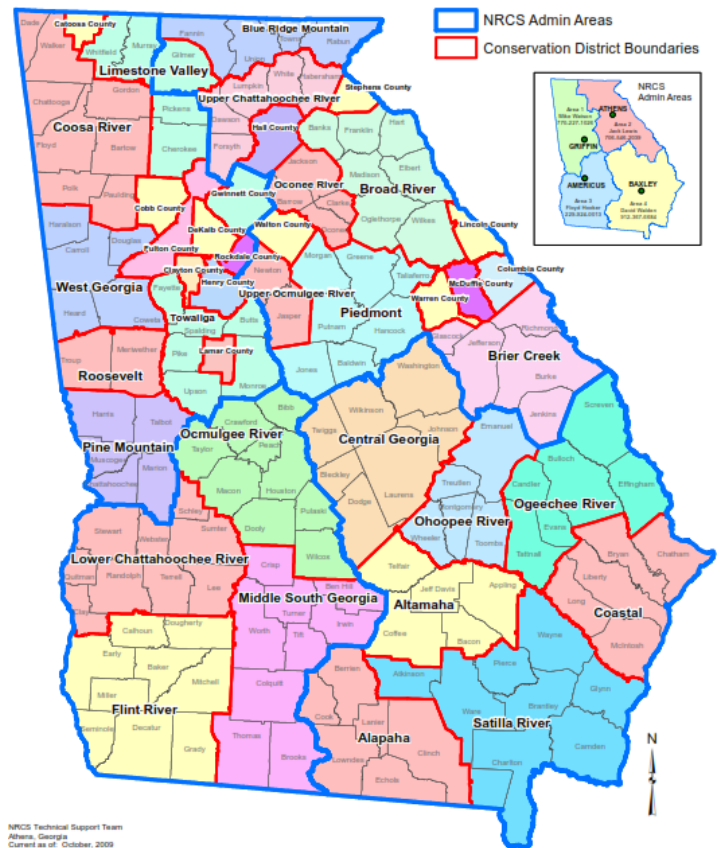
GROUP 4 VP: Jerry Holcomb, Liberty County, Coastal Conservation District

Board Members Emeritus act as advisors to the Board of Directors, adding to the Board's knowledge and experience, and provide enhanced continuity of leadership. Board Members Emeritus shall have all rights and privileges of other Board Members, except they shall not have voting privileges.

Dan Bennett, Walton County Conservation District

John Redding, Walton County Conservation District

GACD GROUPS



Advisors

Bo Warren & Alec Asbridge, Georgia Department of Agriculture
Jeffrey Harvey & Alex Bradford, Georgia Farm Bureau
Mitch Attaway & Robert Amos, Georgia Soil and Water Conservation Commission
Dr. Laura Perry Johnson & Dr. Mark McCann, University of Georgia
Terrance Rudolph & Tansel Hudson, United States Department of Agriculture Natural Resources Conservation Service

Chaplain

Jeff Paul, Walton County EMC

GACD Staff (contact via phone at 1-833-411-GACD)

Katie Sponberger, Executive Director, katie@gacd.us
Mady Barnes, Project Coordinator, mady.barnes@gacd.us
Katie Bowker, Program Manager, katie.bowker@gacd.us
Michelle Boone, Program Manager, michelle@gacd.us
Irenee Payne, Pollinator Coordinator, irenee.payne@gacd.us
Earl Brantley, Grant Administrator, earlbrantley@att.net
Harold Wilson, Grant Administrator, eharold@windstream.net

GACD Programs and Initiatives *GACD offers programs that provide administrative and technical assistance to partners and conservation services to farmers and landowners.*

Feral Swine Initiative* addresses the feral swine problem in Georgia through control services and outreach with partner agencies.

Georgia Conservation Assistance Program (GCAP)* aims to provide conservation assistance in urban areas.

Pollinator Initiative* addresses the decline of pollinator species by planting gardens and providing outreach curriculum across the state.

Cover Crop Project* GACD and the Lower Chattahoochee River Conservation District are partnering to conduct research and educational field days in Southwest Georgia that promote cover crop usage to local producers.

Cooperative Agreement Program* allows GACD to partner with local governments and other entities to cost-share for additional administrative staff in NRCS offices.

NACD Technical Assistance Grant allows GACD to provide additional technical assistance at NRCS offices for conservation planning.

**Funds are provided by the USDA Natural Resources Conservation Service and administered by the Georgia Association of Conservation Districts. USDA is an equal opportunity provider, employer and lender.*

4

ETHICS

- ❖ *This section will help you understand:*
 - State Code of Ethics
 - District Supervisor Ethics/Expected Behavior

As State Government Officials, District Supervisors are expected to abide by a code of ethics **both as required by state law but also according to expectations of the citizens of Georgia, whom you serve.**

State Code of Ethics

Supervisors are state officials and are governed by state law. Supervisors are expected to adhere to the standards outlined in the Code of Ethics for Government Service.

CODE OF ETHICS FOR GOVERNMENT SERVICE



“Any person in government service should:

- I. Put loyalty to the highest moral principles and to country above loyalty to persons, party or government department.
- II. Uphold the Constitution, laws, and legal regulations of the United States and the State of Georgia and of all governments therein and never be a party to their evasion.
- III. Give a full day's labor for a full day's pay and give to the performance of his duties his earnest effort and best thought.
- IV. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- V. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
- VI. Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty.
- VII. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.

- VIII. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
- IX. Expose corruption wherever discovered.
- X. Uphold these principles, ever conscious that public office is a public trust.”³

“Notwithstanding any provisions of law to the contrary, each member of all boards, commissions, and authorities created by general statute shall:

- (1) Uphold the Constitution, laws, and regulations of the United States, the State of Georgia, and all governments therein and never be a party to their evasion;
- (2) Never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration;
- (3) Not engage in any business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties;
- (4) Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit;
- (5) Expose corruption wherever discovered;
- (6) Never solicit, accept, or agree to accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person, association, or corporation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the member's official duties;
- (7) Never accept any economic opportunity under circumstances where he knows or should know that there is a substantial possibility that the opportunity is being afforded him with intent to influence his conduct in the performance of his official duties;
- (8) Never engage in other conduct which is unbecoming to a member or which constitutes a breach of public trust; and
- (9) Never take any official action with regard to any matter under circumstances in which he knows or should know that he has a direct or indirect monetary interest in the subject matter of such matter or in the outcome of such official action.”⁴

Since 2003, the Governor has issued an Ethics Executive Order to maintain the public trust. While this order only covers state employees, it is a good model for District Supervisors to follow. It lists the following:

³ O.C.G.A. §45-10-1

⁴ O.C.G.A. §45-10-3

- Orders that all employees avoid even the appearance of conflict of interest. (business or monetary gain from position should be avoided.)
- Prevents employee acceptance of gifts over \$25.00, including food, lodging, and transportation, in order to influence an employee.
- Accountability: Open Records protocol listed on page 32
- The public has the right to inspect and copy all public records (letters, approved minutes, photographs, and computer-based information)

District Supervisor Ethics

As a Supervisor, you are expected to follow the tenets outlined in the oath of office pledged at the start of your tenure:

I, _____, swear that I will perform, to the best of my abilities, all duties of a Supervisor of the _____ Soil and Water Conservation District. I will make every effort to help my District reach its overall objective that each acre of land is used according to its capabilities and treated in accordance with its needs. I further swear that I am qualified to hold office according to the Laws of Georgia.

Having taken the oath, you are hereby authorized and required to perform your duties as a District Supervisor according to the law and trust reposed to you. This authority is to continue during the term designated by Law or until removed under the provisions of said law.

State law O.C.G.A. § 2-6-32 (d), stating” Any Supervisor may be removed by the commission, upon notice and hearing, for neglect of duty or malfeasance in office, but for no other reason” authorizes a Supervisor’s removal from office.

The Center for Nonprofit Excellence offers a good sample of an appropriate Code of Ethics. Below are some aspects of the CNE Code.⁵

- District Supervisors should participate in District board meetings and actions.
- District Supervisors should keep well-informed about developments relevant to issues that may come before the District board.
- District Supervisors should recognize that all authority is vested in the full District board only when it meets in legal sessions.

⁵ The Center for Nonprofit Excellence. “Code of Ethics Sample.” http://www.nascanet.org/Upload/DO_Training/6_Ethics/Code_of_Ethics_Sample.pdf. PDF version of document downloaded January 3, 2013.

- District Supervisors should respect and support majority decisions of the District board.
- District Supervisors should not discuss the confidential proceedings of the District board outside of board meetings.
- District Supervisors should represent all those whom the District serves, not just a particular geographic area or interest group.
- District Supervisors should bring to the attention of the District board any issues that they believe will have an adverse effect on the District or those that the District serves.
- District Supervisors should declare conflicts of interest between personal life and their position on the District board, and abstain from voting or discussion when appropriate.
- District Supervisors should refer complaints to the proper level on the chain of command.
- District Supervisors should consider themselves a “trustee” of the District and do their best to ensure that it is well-maintained, financially secure, growing, and always operating in the best interests of those whom the District serves.
- District Supervisors should always work on how to do their jobs better.

5

LEGAL RESPONSIBILITIES/EXPECTATIONS

❖ *This section will help you understand:*

- Parliamentary Procedure
- Federal Farm Bill



Parliamentary Procedures:

Districts should use *Robert's Rules of Order* as a guide for District meetings:

The Following are Basic Rules of Parliamentary Procedure⁶

- The rights of the organization supersede the rights of individual members.
- All members are equal and have equal rights to attend meetings, make motions and debate, and vote.
- A quorum must be present to conduct business. A quorum is the number of members required to be present to legally conduct business.

⁶ W. McBride, *Meetings Procedure, Organization, and Public Participation*. Retrieved from University of Georgia Carl Vinson Institute of Government Web site: <http://www.cviog.uga.edu/pdf/handbook/handbook-meeting-procedures/D>. Zimmerman, *Robert's Rules in Plain English* (New York: Harper Collins, 1997).

- The majority rules. The minority has the right to be heard but must abide by the majority's decision.
- Silence is consent. Nonvoting members agree to accept the majority decision.
- A two-thirds vote is necessary when limiting or eliminating members' rights or when changing a previous decision.
- A motion must directly relate to the question under consideration, and once a speaker has been granted the floor another member may not interrupt.
- The presiding officer may not put a debatable motion to a vote as long as members wish to debate it.
- Once a question is decided, it is generally out of order to bring up the same motion or one essentially like it at the same meeting.
- Personal remarks are always out of order in debate. Debate must be directed to motions and principles, not motives or personalities.
- **Districts should designate officers routinely:**
 - All Districts should designate a Chair, Vice-Chair, and Secretary/Treasurer
- **A quorum is defined as a majority of the Supervisors of a District**

Legal responsibilities: Legal representation for a SWCD is provided through the GSWCC by the State Attorney General's office.

(Please see O.C.G.A. §2-6-20 through 2-6-52 for more information.)

Federal Farm Bill:

- Farm Bill: This federal law is changed every four to five years and it governs agricultural conservation policy. Specifically, it authorizes expenditures of federal funds for conservation programs like EQIP, WHIP, and CRP. An online guide to federal programs for sustainable agriculture, forestry, entrepreneurship, conservation, food systems and community development is available at www.sare.org/wp-content/uploads/building_sust_farms.pdf
- It also authorizes Local Work Groups, which the Conservation Districts chair, to set priorities for the allocation of federal conservation dollars.



6

FIDUCIARY AND FINANCIAL RESPONSIBILITIES

❖ *This Section will help you understand:*

- Funding sources
- Use of District Money
- How are Districts Accountable

Guidance on District Financial Operations:

- District budgets should be based on the Supervisor Duties as listed on pages 5 and 6.
- Organize budget by category (i.e., travel, per diem, contracts, etc...)
- List major budget items in District's Annual Plan of Work.
- ***If a District plans to pay per diem and reimburse mileage for Supervisors attending District functions or trainings, then this action should also be listed in the District's Plan of Work (example on page 46).*** The District should establish a process to obtain the proper receipts and documentation to document the payment of mileage and/or per diem.
- The GSWCC or SWCD can only issue a per diem payment or mileage reimbursement to and in the name of a District Supervisor.
- The GSWCC will issue an IRS Form 1099 to District Supervisors that receive GSWCC per diem in the amount of \$600 or more per calendar year. The SWCD should do so also.
- It is recommended that a District secure a surety bond for the District Treasurer.
- A District should have a written contract with a conservation equipment operator that is operating District-owned equipment to cover proper use of the equipment, any possible loss, and potential liability.



There are a variety of ways Supervisors can obtain money for their Districts and there are instances when Supervisors may not accept money. Additionally, there are particular ways Districts can spend money.

Funding Sources

State funds administered by GSWCC. To use state funds, submit a Requisition Form and W9 to

- ***GSWCC at requisition@gaswcc.ga.gov. GSWCC will make the purchase and deliver the item to your District.***
- Donations and contributions through affiliate membership programs
- Equipment Rental Income- Districts can charge rental fees for use of conservation equipment available through agreements with partnering agencies. GACD maintains a list of rentable equipment available online at www.gacd.us/equipment .

- Feral Swine Control Income- Districts are able to operate a feral swine control program in partnership with GACD. Districts can charge fees to landowners through agreements with partnering agencies and individuals. More information available at www.gacd.us/feralswine .
- Interest income
- Grants: Applying for conservation-related grants from local, state, federal, and non-profit groups. USDA-NRCS, NACD, and Clean Water Act Section 319 Grants are useful grants to apply for.
- All District funds are **State Funds regardless of the source.**
- Districts **cannot** legally charge a fee for providing services to the public (i.e., Erosion and Sediment Control plan reviews.)
- Districts can charge to recover the cost of printing materials or for meeting room rental expense.

The National Association of Conservation Districts (NACD) offers useful financing guidelines in “More Dollars for Your District.” Below is a summarization of some important points; more in-depth information can be found at:

[http://www.nacdnet.org/resources/guides/fundraising/dollars%20for%20Districts/More Dollars for your District.pdf](http://www.nacdnet.org/resources/guides/fundraising/dollars%20for%20Districts/More%20Dollars%20for%20your%20District.pdf)

The NACD recommends Districts go beyond traditional fundraising events and use other finance strategies to achieve financial stability. They recommend the following initiatives: ⁷

- Organize a Finance Committee
- Create a Supporting Membership Program
- Develop a good financial “Action Plan” to multiply the “Buying Power” of District funds
- Seek Grant Funding and other Contractual Agreements
- Host Special Events and Fundraisers
- Create a newsletter
- Support other local and conservation-minded projects
- Seek Volunteer Support from local community groups
- Foster good working relationships with local and state governments

Use of District Money

State Funds must be expended according to the Georgia Constitution: Gratuity Clause: *Paragraph VI. Gratuities. (a) Except as otherwise provided in the Constitution, (1) the General Assembly shall not have the power to grant any donation or gratuity or to forgive any debt or obligation owing to the public, and (2) the General Assembly shall not grant or authorize extra compensation to any public officer, agent, or contractor after the service has been rendered or*

⁷ Beth Mason and Phylis Vandevere. “National Association of Conservation Districts District Guidelines: ‘More Dollars for Your District.’” www.nacdnet.org. PDF version of document downloaded January 3, 2013.

the contract entered into. In other words, the District must receive an equal return for any funds it disperses.

District money *cannot* be spent on:

- Flowers
- Door Prizes
- Non-Supervisor Meals
- Technical Training for anyone other than Supervisors
- Actual District Supervisor travel expenses, other than mileage (*see below*)
- Purchasing food and/or alcohol

District Money *can* be spent on:

- Employee staff—permanent or temporary
- Regular operating expenses for staff and facilities (office supplies and postage)
- Surveys, investigations, and research
- Demonstrational Projects
- Preventative and control measures
- Financial aid for prevention and control measures
- Construct, obtain, maintain, operate, and improve property
- Develop plans for conservation, control, and prevention
- Professional Association Dues
- Purchasing conservation equipment
- Purchasing conservation materials for demonstration and educational purposes
- District Supervisor mileage incurred in performance of District duties at the State of Georgia rate
- District Supervisor per diem at the rate set by the GSWCC Board

How are Districts Accountable (these documents are submitted yearly to GSWCC; they are due in July):

- **Annual Report**- highlights Districts' accomplishments over the past fiscal year (*sample document available on page 38*)
- **Plan of Work**- outlines Districts' expected activities for the next fiscal year. Plans should include financial and contract details (*sample document available on page 46*)
- **Audit**- itemization of District deposit and expenses from local accounts (*sample form available on page 51*)

Recommendations for financial activities:

- For purchases with state funds, complete a Requisition Form and W9 and submit to GSWCC at requisition@gaswcc.ga.gov. *An example Form is available on page 56.*
- District should be fully aware of the reporting and financial requirements when signing a contract.
- Consultation with GSWCC is strongly suggested if employees will be hired under the grantor contract.
- GSWCC will work with Districts to provide timely and accurate contract management information when needed.



PUBLIC INFORMATION

❖ *This section will help you understand:*

- The correct procedure when communicating with the public

Public meeting protocols:

Open Meetings: The Georgia Open Records and Open Meetings Act provides citizen access to public documents and meetings so that they can have a full understanding of the policies, procedures, and decisions made by government officials.

- All meetings are open to the public.
- All actions are open to the public whenever a quorum is present.
- Due notice should be given at least 24 hours before the meetings by posting a notice at the meeting location and in the local newspaper.
- Agendas should also be posted.

Open Records: The public has the right to inspect and copy ALL public records (letters, approved minutes, photographs, and computer-based information).

Process for Releasing Information:

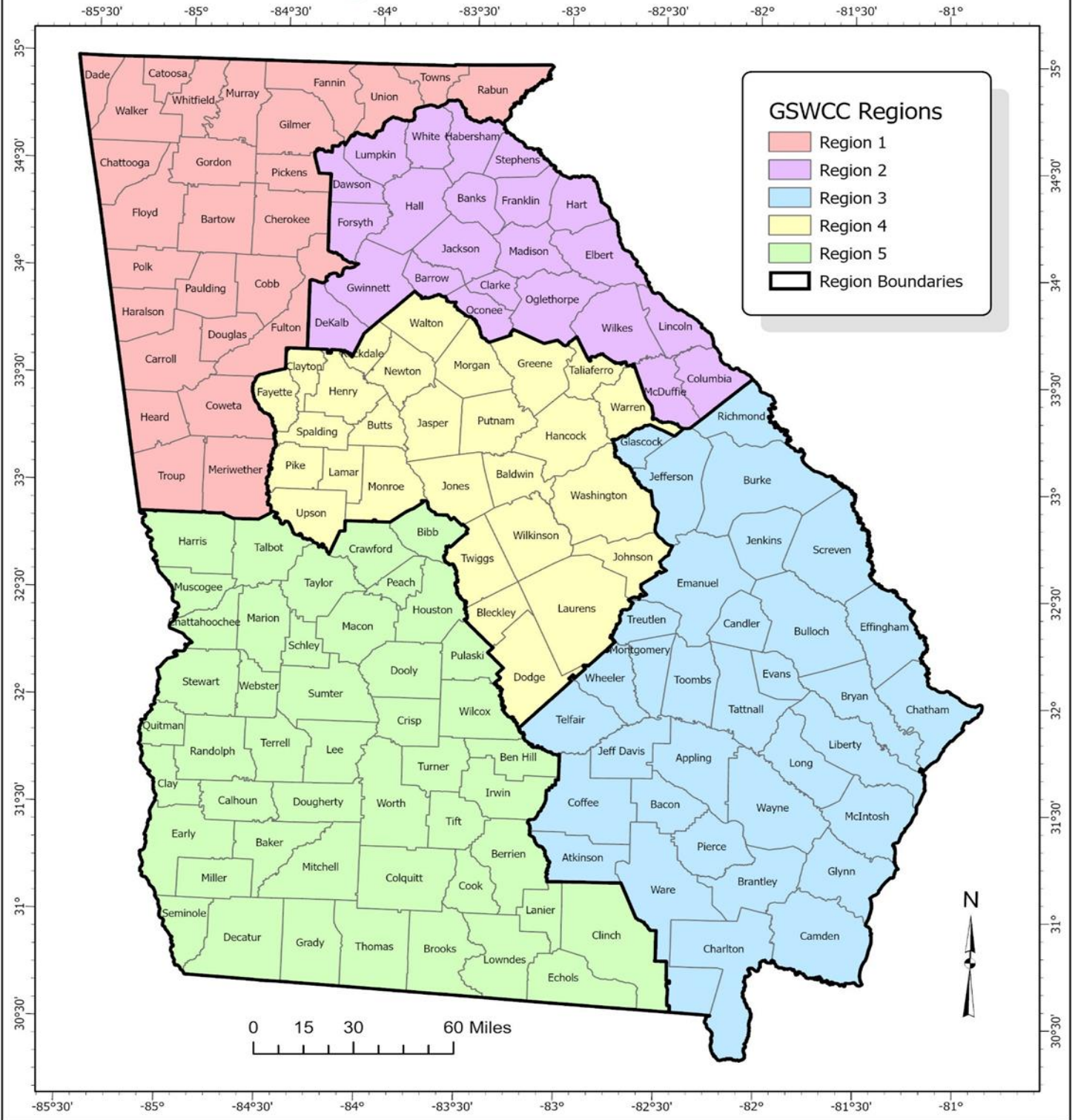
- Citizen makes a written request to the records custodian at GSWCC (andy.pope@gaswcc.ga.gov)
- Custodian has 3 business days to respond and provide the records.
- If the records are not available in 3 days, then the custodian must schedule a time with the citizen for review and copying of the records.
- Custodian may charge an hourly rate (equal to the lowest paid employee who has access to the records) for search and retrieval of the records and up to 25 cents per copy.



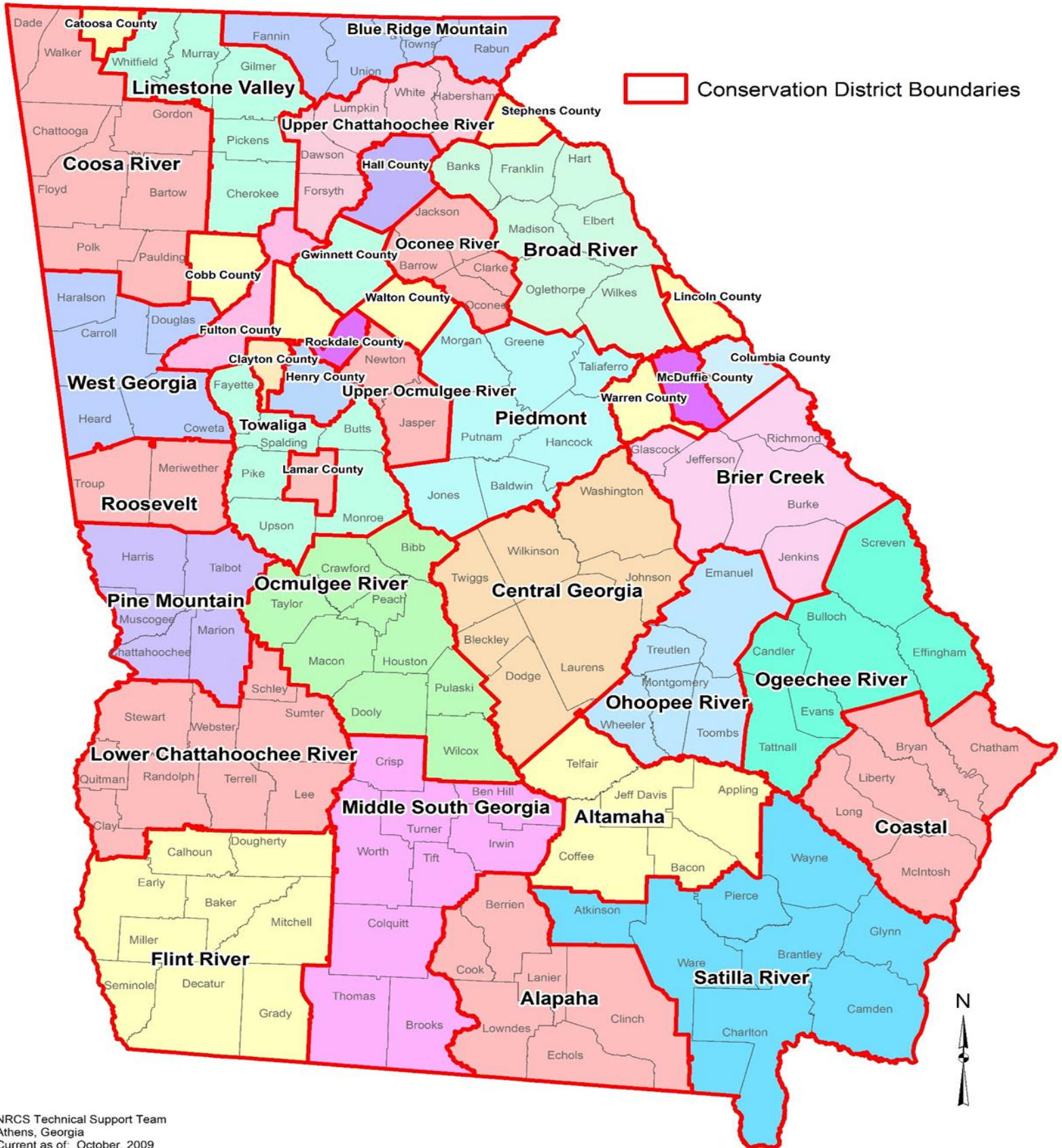
MAPS



Georgia Soil and Water Conservation Commission Conservation Regions

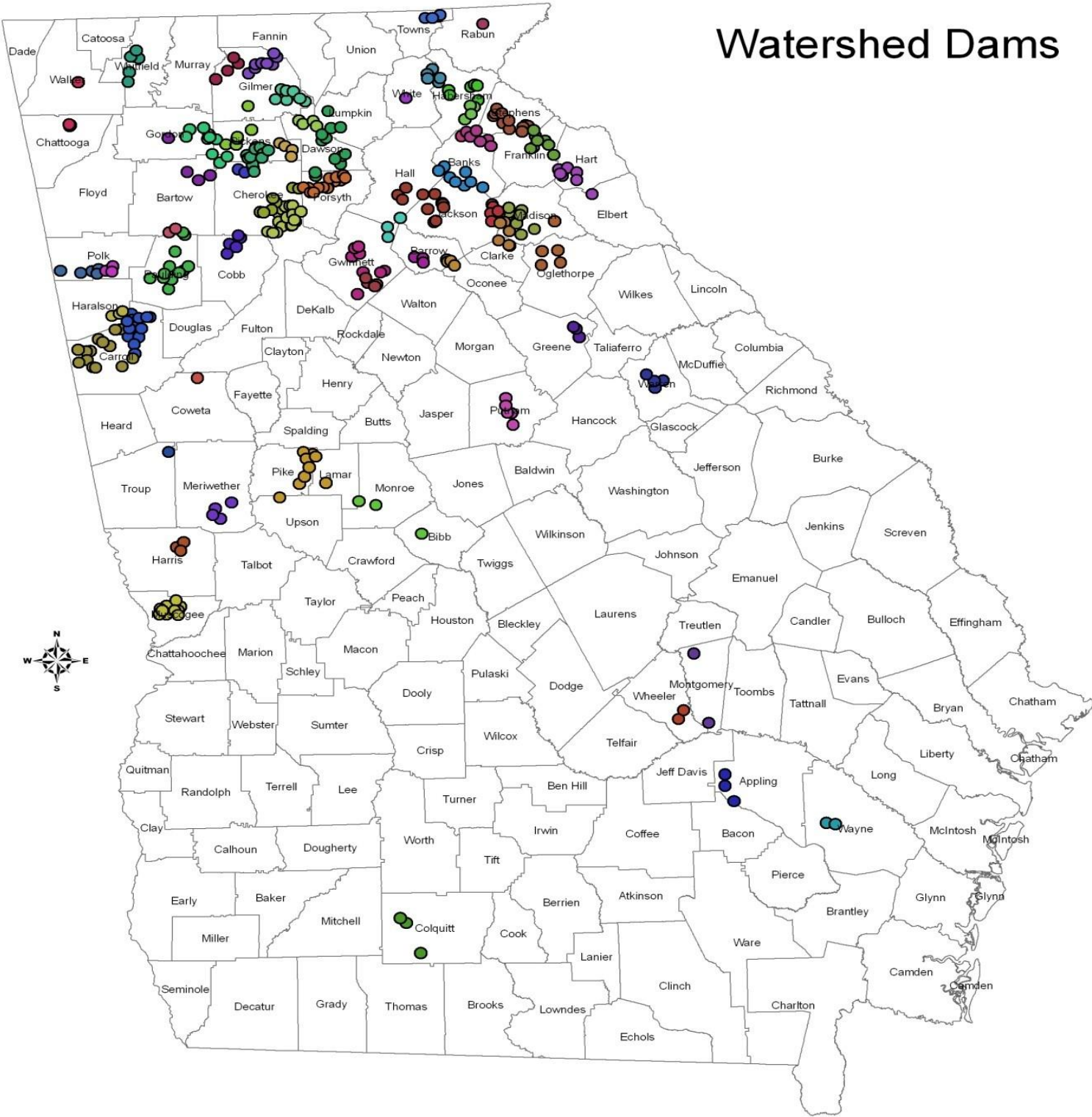


Georgia's Soil and Water Conservation Districts



NRCS Technical Support Team
 Athens, Georgia
 Current as of: October, 2009
 File: C:\Workspace\GA_NRCS_OFFICES\SWCD_GA_85x11.mxd

Watershed Dams



Legend

Watershed_Dams

- Watershed Name
- CEDAR CREEK
- HUDSON RIVER
- MIDDLE OCONEE-WALNUT CREEK
- RACCOON CREEK
- SOUTH RIVER
- AMICALOLA CREEK
- ELLIJAY RIVER
- LITTLE CREEK
- MILL CREEK
- ROCKY COMFORT CREEK
- STAMP-SHOAL CREEKS
- BARBER CREEK
- ETOWAH RIVER REACH
- LITTLE RIVER
- MILL-CANTON CREEKS
- ROOY CREEK
- STAMP-SHOAL CREEKS
- BEAVERDAM CREEK
- EUHARLEE CREEK
- LITTLE RIVER II
- MOUNTAINTOWN CREEK
- ROOTY CREEK
- TALKING ROCK CREEK
- BIG CEDAR CREEK
- GROVE RIVER
- LITTLE SANDY CREEK AND TRAIL CREEK
- NOONDAY CREEK
- SALLACOA CREEK AREA
- TESNATEE CREEK
- BISHOP CREEK
- GWINNETT COUNTY RC&D
- LITTLE SATILLA CREEK
- NORTH BROAD RIVER
- SANDY CREEK
- TOBESOFKEE CREEK
- BRIDGE CREEK-OCHLOCKNEE RIVER
- HAYNES CREEK-BRUSHY FORK CREEK
- LITTLE TALLAPOOSA RIVER
- NORTH FORK OF THE BROAD RIVER
- SAUTEE CREEK
- SETTINGDOWN CREEK
- SHARP MOUNTAIN CREEK
- SOQUE
- BULL CREEK
- HAZEL CREEK
- LONG SWAMP CREEK
- PALMETTO CREEK
- SOUTH FORK BROAD RIVER
- SOUTH FORK LITTLE RIVER
- CANE CREEK
- HEAD OF LITTLE TENNESSEE RIVER
- LOWER LITTLE TALLAPOOSA RIVER
- PINE LOG TRIBUTARY
- POTATO CREEK
- PUMPKINVINE CREEK
- CARTECAY RIVER
- HEADWATERS OF THE CHATTOOGA RIVER
- MARBURY CREEK
- MIDDLE FORK BROAD RIVER

9**EXAMPLES OF ANNUAL DOCUMENTS & FORMS:**

- **ANNUAL REPORT** (PROVIDED BY GWINNETT COUNTY CONSERVATION DISTRICT)
- **PLAN OF WORK** (PROVIDED BY FLINT RIVER CONSERVATION DISTRICT)
- **AUDIT**
- **SUPERVISOR DATA SHEET FOR APPOINTMENTS**
- **REQUISITION FORM AND W9 FOR STATE PURCHASES**

GWINNETT SOIL AND WATER CONSERVATION DISTRICT



ANNUAL REPORT
FY 2019- 2020



ANNUAL REPORT



FY 2019 - 2020

Gwinnett County Soil and Water Conservation District

Supervisors:

Ellis R. Lamme, Chairman

Matthew Retter, Vice Chairman

Louis D. Young, P.E., Treasurer

B. David Van Landingham

Lawrence Kaiser

"With the Right to Own Goes the Duty to Conserve. With the Privilege of Use Goes the Obligation of Stewardship and Support."

Gwinnett County Soil and Water Conservation

PARTNERSHIPS

Over the course of fiscal year 2019 - 2020, the District actively engaged the following partners in conservation-based outreach supporting Gwinnett residents, educational institutions and youth:

USDA/Natural Resources Conservation Service
Upper Ocmulgee River Resource Conservation & Development
The Xerces Society
Gwinnett Technical College
University of Georgia/Warnell School of Forestry & Natural Resources
Mercer University/Atlanta/Tift College of Education
Berry College
Georgia Department of Natural Resources
Clark Atlanta University
Georgia Forestry Commission
Georgia Public Broadcasting
Gwinnett County Public Schools
Atlanta Audubon Society
University of Georgia Gwinnett Extension Agency
Trees Atlanta
Gwinnett Water Resources Department
Sustainable Agriculture Research & Education

....and supported urban agriculture, natural resources conservation and outdoor learning experiences in programs engaging the following Gwinnett schools:

South Gwinnett High School
Archer High School
Grayson High School
Paul Duke High School
Lanier High School

Radloff Middle School
Five Forks Middle School
McConnell Middle School
Summerour Middle School
Lilburn Middle School

Lovin Elementary
Cooper Elementary
Harbins Elementary
Brookhaven Innovation Academy



District Chairman Ellis Lamme (pictured above and in the center of this photo below) provided lunch and moral support at the "Pollinator Habitat" professional development workshop offered through USDA/NRCS and the Xerces Society, and hosted by Gwinnett Technical College.



ACCOMPLISHMENTS

Between July 1, 2019 and June 30, 2020,
the Gwinnett Soil and Water
Conservation District...

...actively lobbied conservation interests at the State Capitol

...raised \$166,000 to support agriculture-based education in Gwinnett public schools

...directly engaged over 300 students in grades 1 through 8 in school gardening and nature-based learning

...coached 164 educators in conservation-based lesson planning

...organized and conducted 15 public education workshops

...sponsored the annual Gwinnett Science Fair

...helped remove over 8 tons of debris from Gwinnett rivers and watersheds

...donated 20 raised garden beds to 10 public schools and 2 community gardens

...reviewed over 400 Erosion & Soil Sediment Plan cover sheets for 13 Gwinnett cities and made recommendations in regard to the adequacy of compliance with State Law; Report on Erosion & Sediment inspections, buffer violations and complaints within each jurisdiction.

...developed and introduced "AgSTEM" an innovative educational program integrating aquaponics and state-of-the-art technology for students in grades Kindergarten through 12th grade

...updated and renewed all Memorandum of Agreements contracts that were older than 5 years, and ensured compliance with state law

...produced 3 videos promoting careers in conservation used in virtual education by Gwinnett Public Schools

...supported and promoted Georgia Association of Conservation District initiatives and programming.

The District also ensured that Local Issuing Authorities of Land Disturbance Permits attended monthly District meetings. The District held 10 monthly meetings with attendees from Gwinnett County, either in person or via Zoom (as mandated by COVID-19 safety measures in 2020.)



Pictured Left to Right: Supervisors David Van LANDINGHAM and Matt Retter, LIA representative Brad Crowe, and Ellis Lamme. Mr. Crowe was recognized for his excellent commitment to conservation in field work and compliance inspections throughout the City of Lawrenceville.---

HIGHLIGHTS

Teaching Youth to Steward Watersheds



In the fall of 2019, the District partnered with Georgia Department of Natural Resources in Rivers Alive! engaging 42 students from 3 Gwinnett high schools and 2 middle schools in the statewide watershed clean up effort. The youth and their teachers joined other community volunteers in cleaning up an impacted watershed area near the head of 2 springs located in Norcross, picking up an estimated 1200 pounds of debris and litter. In addition, participants learned the definition of a watershed and were surprised to find out that not all of the streams in Gwinnett flow into the Chattahoochee, but that much of their county is in a watershed whose rivers and streams flow into the Atlantic Ocean near Brunswick, Georgia.

"Oh my gosh - is that a real turtle? I've never seen a real turtle before, I mean, yeah at the zoo, but not in person like this!"

- overheard from a high school senior when she came across this little Box Turtle during the Rivers Alive! clean up



HIGHLIGHTS

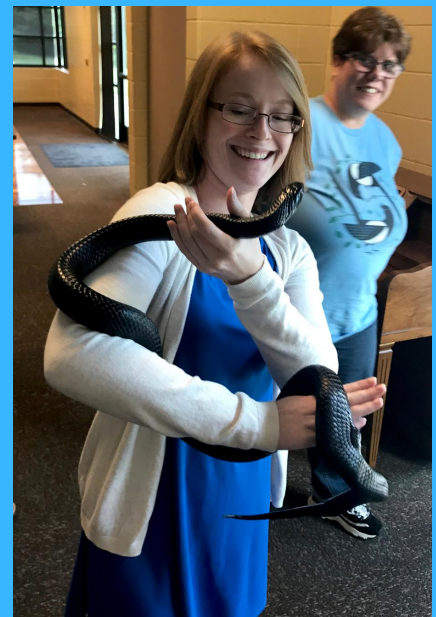
Spreading the Spirit of Conservation

In July of 2019, the District offered "The Neighbors are WILD!" a free public educational workshop that encouraged participants to meet and learn about the wild animals that also live in urban communities. The 6-hour workshop offered presentations on pollinators and native plants, urban forests and wildlife habitat and local citizen science opportunities. The District partnered with the GA Native Plant Society, UGA Gwinnett Extension Master Gardener Program, Georgia Dept. of Natural Resources (Non-Game Division) and The Amphibian Foundation to introduce city dwellers to their wild neighbors.



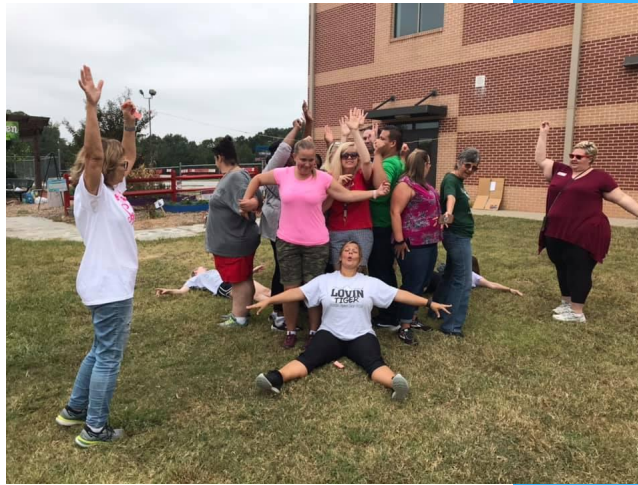
"I can't believe I'm holding a snake, this is awesome! Take a picture of me for my husband please? He'll never believe I really did this. She's so sweet!"
- workshop participant holding a snake for the first time, and an Indigo Snake which is endangered in Georgia.

In August, the District held a community workshop in which everyone participated in The Great Georgia Pollinator Census, a citizen science project organized by UGA Extension. After learning fun facts about bees, wasps and butterflies, both kids and parents were especially eager to find a nearby flowering plant and spend 15 minute recording the types and numbers of insects they observed. This data was then share with the scientists at UGA Extension to provide data they will use to monitor and study pollinator population across the state.



HIGHLIGHTS

Because Teachers Plant the Seeds that
Grow Our Future



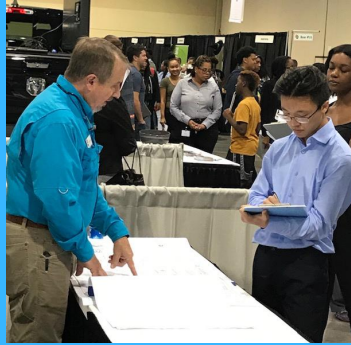
Supervisor Lamme standing next to two new raised beds the District installed at a community teaching garden in Lilburn. The ADA-compliant beds will allow people of all abilities to enjoy learning about gardening in the city!

One of the District's main focuses is on education and supporting teachers and young people in the community. The District sponsored several workshops designed to help educators teach any subject through the lens of conservation. This included partnering with the UGA/Gwinnett Extension to certify teachers in the GA Forestry Commission's "Project Learning Tree" program, and sharing exciting resources offered by partners like Trees Atlanta, Atlanta Audubon Society and GA Public Broadcasting. The District's \$166,000 "Tool Kit Grant" was awarded through the USDA/Natural Resources Conservation Service, and provided several schools with funding for key infrastructure such as raised beds, high tunnels, micro-irrigation and aquaponics systems.



750 S. PERRY STREET
SUITE 410
LAWRENCEVILLE, GA 30046
770.365.2593

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@GWINNETTSWCD



Flint River Soil and Water Conservation District 2021 Plan of Work

July 1, 2020 – June 30, 2021

District Identity:

The Flint River Soil and Water Conservation District serves farmers, landowners, partners, and citizens by facilitating the transfer of conservation-driven technology and widespread implementation across southwest Georgia and beyond, while acting as a grassroots leader and local voice for stewardship of natural resources benefitting current and future generations of Georgians. The District aims to work closely with strategic partners to approach conservation in a cutting-edge and forward-thinking way, with a focus on local impact and empowerment for local stewardship.

The Flint River Soil and Water Conservation District was constituted as an agency of State Government by the authority and under provision of the Georgia Soil and Water Conservation District Law of 1937 on July 22, 1939. The District comprises Baker, Calhoun, Decatur, Dougherty, Early, Grady, Miller, Mitchell, and Seminole Counties. Two Supervisors from each county, one elected and one appointed, serve on the eighteen-member Board. The Board is comprised of farmers, landowners, and land-users that are dedicated to the conservation, development, and protection of our natural resources.

District meetings are held on the second Tuesday of each month beginning at 9:30 a.m. at locations designated at the prior monthly meeting. Demonstrations, tours, and special meetings are held periodically with proper notification and location given.

Major Objectives:

The Annual Plan of Work establishes the major objectives for the Flint River Soil and Water Conservation District for Fiscal Year 2020-2021. The following objectives will be planned, developed, and implemented under partnership with the Georgia Soil and Water Conservation Commission and the USDA Natural Resources Conservation Service.

Natural Resource Conservation:

Promote the conservation of soil, water, and timber resources as well as wildlife habitat restoration, and other related resources. Work with government agencies and conservation organizations to assist in planning, developing and implementing conservation programs. Provide local direction and priorities for government funded technical assistance.

Conservation Education:

Educate the general public on the need for and the importance of conservation. Work with others in planning, developing, and implementing seminars, programs, contests, etc. that are used for the purpose of conservation education.

Public Relations:

Create public awareness of District conservation programs, objectives and activities through the news media and foster this awareness by keeping the general public informed on conservation issues and concerns.

Action Items:

1. Natural Resource Conservation:

- Assume leadership role in setting priorities, ranking applications, and awarding funds for federal and state funded conservation programs.
- Successfully administer three (1 State and 2 National) Regional Conservation Partnership Program (RCPP) projects. These programs enhance conservation and partnerships throughout the District as well as other regions of Georgia, Florida, and Alabama.
- Successfully administer Georgia Environmental Protection Division Regional Water Plan Seed Grant and NRCS funds to demonstrate enhanced irrigation water management for pecan production in the Lower Flint Ochlockonee Regional Water Council region
- Successfully administer Conservation Innovation Grant in Alabama, Florida, and Georgia in partnership with USDA, UGA, Auburn, and participating farmers.
- Manage feral swine pilot program and outreach efforts; apply for additional funding to address feral swine issue in southwest Georgia
- Sponsor and conduct demonstrations, tours, and field days to acquaint farmers and land-users with methods for protecting soil and water resources and promote greater participation and compliance with best management practices. Seek outside financial sources, if necessary, to hold these events.
- Work to obtain funds that will be targeted to increase irrigation efficiency and uniformity for inefficient systems and educate producers of the savings in cost and water loss due to inefficient systems.
- Work to obtain fund that will be target to increase soil health programming, outreach, and education in the District.
- Work to obtain funds that will be targeted to incorporate irrigation BMP's that will be used to demonstrate to producer's ways in which they can better conserve agricultural water resources.
- Work to obtain funds that will be used to provide technical assistance and education for urban agriculture.
- Assist land-users in the implementation of low pressure drop nozzle retrofits, remote soil moisture monitoring, sod-based rotation and variable rate irrigation technology.
- Assist land-users in applying best management practices that provide benefits to soil, water, wildlife, etc.
- Provide technical assistance to evaluate soil and water resources for proposed public facility sites.
- Provide technical training to farmers, crop consultants and conservationists in the District.
- Provide soils information with interpretations to developers for the use in development of Erosion and Sediment Control Plans.
- Provide technical and educational assistance to local issuing authorities in implementing their erosion and sediment control ordinance.
- Review and approve Erosion and Sediment Controls Plans within the jurisdiction of local issuing authorities as deemed necessary under the Erosion and Sedimentation Control Law of Georgia.
- Assist any interested issuing authority in obtaining a Memorandum of Agreement between themselves and the District, and, to periodically review their erosion and sediment control ordinance and program.
- Continue support of District's urban agriculture conservation program, Flint River Fresh.

2. Conservation Education:

- Offer sponsorship to at least two students in each county from the District to attend the Natural Resources Conservation Workshop (NRCW). Provide funds, if necessary, for transportation of students to the workshop. Tuition will be paid from District funds or from outside sources.
- Sponsor the \$500 Flint River SWCD scholarship that is awarded to a student each year at the Natural Resources Conservation Workshop (NRCW).
- Work with School Systems to build outdoor classrooms featuring water-based processes within the District Boundary.
- Partner with the Center for Wildlife Education to host the “Birds of Prey Demonstration” at area schools.
- Assist school curriculum advisors by providing natural resources conservation books, booklets, curriculum guides, and instructional seminars.
- Provide slide presentations with specific information on soil and water conservation for presentations to schools, civic clubs, churches, etc.
- Sponsor other 4-H, FFA, or other youth organizations in conservation related activities.
- Manage and expend funds made available through private, local, state, and federal sources in such a way as to promote natural resource conservation and related education.
- Sponsor Erosion & Sediment Control Level 1A, 1B, and Level II Certification Classes and Awareness Courses to educate issuing authorities on their responsibilities under the erosion and sedimentation laws of Georgia.
- Promote on-the-farm field days to local teachers involved with science, biology, agriculture, etc. Provide assistance in conducting field days.
- Sponsor environmental & agricultural education grants for local educators.
- Contribute to the 4-H2O Educational Camp by partnering with UGA Extension and Stripling Irrigation Research Park to offer hands-on instruction.
- Work with school systems and communities to offer pollinator garden opportunities.
- Serve on the Chason Park Educational Park Expansion steering committee.
- Sponsor and collaborate with ABAC’s Destination Ag Program to host the event at two elementary schools located within the District.
- Endorse educational poster contest and offer District prizes.

3. Public Relations:

- Pay dues and take an active role in the Georgia Association of Conservation Districts and the National Association of Conservation Districts. Assist in sponsoring individual Supervisors to attend the activities of these organizations.
- Work closely with other agencies and organizations (Farm Service Agency, UGA's Cooperative Extension Service, Georgia Forestry Commission, Department of Natural Resources, Golden Triangle Resources Conservation & Development Council, and other related groups) to coordinate conservation activities in the District. Encourage each agency or organization to attend District Board meetings.
- Keep the general public informed of conservation programs that are available through local, state, and federal agencies. Sponsor and conduct meetings to inform groups and individuals of particular conservation needs.
- Develop and distribute an Annual Report of the District’s accomplishments at the end of the fiscal

year.

- Prepare and distribute news articles on District programs and activities. Contact television stations regarding District events.
- Invite elected governing officials (local, state, and federal) to District functions so that they are aware of conservation concerns, programs, and accomplishments.
- Work to complete the county plat books for each county in the District. Properly manage funds received from the sale of the books in order to meet District goals and objectives.
- Seek outside sources of income to strengthen and support District activities and programs. Manage District financial and material resources to meet goals in an efficient and productive manner, and, as prescribed by state guidelines.
- Oversee digital media accounts to highlight conservation programs, education, as well as, conservation issues and concerns. Accounts include, but not limited to, social media and websites.

AUDIT
_____SOIL AND WATER CONSERVATION DISTRICT
FOR THE STATE FISCAL YEAR ENDING 6/30/_____

CASH RECEIPTS

State Funds Received

(List by State Agency and Program Name)

_____	\$	_____
_____		_____
_____		_____
_____		_____

Federal Funds Received

(List by Federal Agency and Program Name)

_____	\$	_____
_____		_____
_____		_____
_____		_____

Other Funds Received

(List by Type – For Example Sales, Donations, etc.)

_____	\$	_____
_____		_____
_____		_____
_____		_____
_____		_____

CASH BALANCE BEGINNING OF FISCAL YEAR 7/1/_____ \$ _____

TOTAL CASH RECEIPTS AND BEGINNING OF FISCAL YEAR CASH BALANCE \$ _____

(Should Equal Balance at End of Page Two)

_____SOIL AND WATER CONSERVATION DISTRICT

CASH DISBURSEMENTS

Salaries _____

(Including Employer Costs – For Example Employer’s Share of FICA)

Travel \$ _____

Other Costs

(List by Type of Cost – For Example Supplies and Materials)

	\$	
	Other Costs	
	Total	

CASH BALANCE END OF THE FISCAL YEAR 6/30/_____ \$ _____

TOTAL CASH DISBURSEMENTS AND END OF FISCAL YEAR END CASH BALANCE \$ _____

(Should Equal Balance at End of Page One)

**SUPERVISOR'S INFORMATION DATA SHEET
_____SOIL AND WATER CONSERVATION DISTRICT**

NAME _____
(as it appears on your Social Security Card)

MAILING ADDRESS _____
(CITY) (COUNTY) (ZIP)

PHYSICAL ADDRESS _____
(CITY) (COUNTY) (ZIP)

BUSINESS ADDRESS _____
(CITY) (COUNTY) (ZIP)

HOME TELEPHONE _____

BUSINESS TELEPHONE _____

FAX NUMBER _____

E-MAIL ADDRESS _____

OCCUPATION _____

ARE YOU NOW EMPLOYED BY THE STATE OF GEORGIA? _____

HAVE YOU EVER SERVED AS A DISTRICT SUPERVISOR BEFORE? _____ **WHEN?** _____

DATE OF BIRTH _____ **M** _____ **F** _____

SPOUSE'S NAME _____

OTHER INFORMATION

2nd Choice

**SUPERVISOR'S INFORMATION DATA SHEET
_____SOIL AND WATER CONSERVATION DISTRICT**

NAME _____
(as it appears on your Social Security Card)

MAILING ADDRESS _____
(CITY) (COUNTY) (ZIP)

PHYSICAL ADDRESS _____
(CITY) (COUNTY) (ZIP)

BUSINESS ADDRESS _____
(CITY) (COUNTY) (ZIP)

HOME TELEPHONE _____

BUSINESS TELEPHONE _____

FAX NUMBER _____

E-MAIL ADDRESS _____

OCCUPATION _____

ARE YOU NOW EMPLOYED BY THE STATE OF GEORGIA? _____

HAVE YOU EVER SERVED AS A DISTRICT SUPERVISOR BEFORE? _____ WHEN? _____

DATE OF BIRTH _____ M _____ F _____

SPOUSE'S NAME _____

OTHER INFORMATION

3rd Choice

**SUPERVISOR'S INFORMATION DATA SHEET
_____SOIL AND WATER CONSERVATION DISTRICT**

NAME _____
(as it appears on your Social Security Card)

MAILING ADDRESS _____
(CITY) (COUNTY) (ZIP)

PHYSICAL ADDRESS _____
(CITY) (COUNTY) (ZIP)

BUSINESS ADDRESS _____
(CITY) (COUNTY) (ZIP)

HOME TELEPHONE _____

BUSINESS TELEPHONE _____

FAX NUMBER _____

E-MAIL ADDRESS _____

OCCUPATION _____

ARE YOU NOW EMPLOYED BY THE STATE OF GEORGIA? _____

HAVE YOU EVER SERVED AS A DISTRICT SUPERVISOR BEFORE? _____ **WHEN?** _____

DATE OF BIRTH _____ **M** _____ **F** _____

SPOUSE'S NAME _____

OTHER INFORMATION



REQUISITION

DISTRICT: _____

DATE: _____

VENDOR: _____

FEID NUMBER: _____

ADDRESS: _____

ITEM	DESCRIPTION	QUANTITY	PRICE
TOTAL			

REQUESTED BY: _____

DELIVER ITEMS TO: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number																
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Employer identification number																
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-	-															

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLÉ accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

GEORGIA'S CONSERVATION DISTRICTS

Conservation District Chairs



- Alapaha, Owen Prince
- Altamaha, Robert Mathews
- Blue Ridge Mountain, John Kay
- Brier Creek, Art Rider
- Broad River, George Smith
- Catoosa County, Roger Bowman
- Central Georgia, David Green
- Clayton County, Vacal Caldwell
- Coastal, Cory Parker
- Cobb County, Stan Kirk
- Columbia County, Rick Crawford
- Coosa River, Davis Nelson
- DeKalb County, Dell MacGregor
- Flint River, Marty McLendon
- Fulton County, Alan Toney
- Gwinnett County, Ellis Lamme
- Hall County, Mike Haynes
- Henry County, Amy Rollins
- Lamar County, Russ Walters
- Limestone Valley, Don Keeter
- Lincoln County, Dalton Tankersley
- Lower Chattahoochee River, Bo Beard
- McDuffie County, Donald Palmer
- Middle South Georgia, Daniel Niewoehner
- Ocmulgee River, Lindsay Holliday
- Oconee River, Dewey Johnson
- Ogeechee River, Gary Bell
- Ochoopee River, Maurice Johnson
- Piedmont, Pat Hardy
- Pine Mountain, Sam Rigdon
- Rockdale County, Kenny Johnson
- Roosevelt, Joel Keith
- Satilla River, Jim Waters
- Stephens County, Roger Sheppard
- Towaliga, Danny Meadows
- Upper Chattahoochee River, David Sills
- Upper Ocmulgee River, Phillip Standard
- Walton County, Dan Bennett
- Warren County, Jim McMichael
- West Georgia, Denney Rogers



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