

NORTHERN RHODE ISLAND  
CONSERVATION DISTRICT

CONSERVATION DISTRICT DIRECTOR

HANDBOOK  
A GUIDE TO SUCCESS

December 3, 2003

A Special Message to Directors

You have been selected for an important responsibility – to *conserve* and *replenish* your community's *natural resources*. Both the local economy and quality of life are dependent upon your good work.

Never has the challenge been greater. Every day, new demands are placed on the environment. Citizens insist we listen and be responsive to their needs. Our efforts will effect future generations of Rhode Islanders for years to come.

A conservation district director is positioned to weigh, balance, and act upon complex scientific, economic and political issues. The job is stimulating, and challenging. I urge you to step forward as a conservation leader, and make your District a powerful influence in natural resource management.

This handbook provides basic training in conservation programs and includes important district policy. Please carry it with you to district meetings and use it as a reference. The goal of this handbook is to hasten your ability to express yourself as a director, and to enable you to grow within that role. Your every contribution is appreciated.

Sincerely,

## Background

In 1935, the U.S. Congress declared soil and water conservation and wise land use a national policy through the passage of Public Law 46. This vote was prompted by a growing public concern for the poor condition of the nation's natural resources. In 1937, President Franklin Delano Roosevelt wrote to the governor of each state recommending legislation to form soil and water conservation districts. In 1944 the conservation districts in Rhode Island were established. This legislation was an effort to provide local citizens the opportunity to shape soil and water conservation and resource planning in their community.



Conservation districts nationwide work hand-in-hand with the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) to provide technical assistance to private land owners and municipalities in solving issues related to soil and water conservation. Conservation districts are tax-exempt, local units of state government, overseen by a volunteer board of directors.

Cooperation by district with other organizations focuses on many issues including:

- Water quality
- Soil erosion: control and prevention
- Development and land use patterns
- Prevention of flood water and sediment damages
- Preservation of wildlife
- Protection of private woodlands and public lands
- Promotion of good health and safety of citizens

Today, there are three conservation districts in Rhode Island. The districts are directed by boards comprised of:

- 3 directors appointed by the RI State Conservation Committee
- 2 elected directors
- associate directors designated to advise and consult with the board of directors

In Rhode Island, each board has five members. District directors must be local landowners or landusers and are either elected or appointed to a three year term of office. These directors are responsible for generating funds for their programs. They also receive technical assistance from cooperating local, state and federal sources such as the RI Department of Environmental Management, the USDA Natural Resources Conservation Service, and Cooperative Extension.

## Job Description: Director

Directors are not public employees, but are volunteers. They may, however, receive reimbursement for travel-related expenses. They serve voluntarily to assess local conservation needs and to encourage cooperative efforts in achieving district conservation goals.

### Mandatory Requirements:

- Attend all regularly scheduled board meetings
- Serve on standing and ad hoc sub-committees
- Serve 4-5 hours per month on board activities
- Attend one training session per year and meet training requirements as set forth by the district
- Identify local conservation and natural resource management needs
- Develop an annual and long range plan of operations
- Provide financial direction by taking responsibility for the proper expenditure and management of public funds; reviews monthly and annual financial statements; maintains a working knowledge of budgetary process
- Establish district policies, and develop programs to meet those needs
- Read and understand the current district and NRCS plans of operation
- Each new director must read and understand the state Enabling Legislation and the District Director Handbook between the time of taking office and the subsequent district meeting

### Additional Responsibilities:

- Represent local citizens in conservation issues
- Work with local, state and federal agencies to resolve conservation problems
- Educate others about conservation issues and programs
- Promote the district as a reliable source of natural resource information and policy
- Develop, implement and maintain a progressive public information and education program to keep citizens informed about conservation issues and programs
- Provide testimony at public hearings about conservation issues
- Serve on personnel committee and participate in all aspects of personnel management including hiring, personnel reviews, guidance and direction to staff and maintenance of fair and equitable personnel policies (Refer to the Rhode Island Personnel Management Handbook)
- Cultivate and recruit potential board members
- Maintain consistency of policies with the Rhode Island State Conservation Committee and the Rhode Island Association of Conservation Districts

### Failure to Meet Requirements:

As elected/appointed officials, directors are required to make a personal commitment to fulfill the responsibilities of the position. On occasion, a director may fail to meet the mandatory criteria for the office. In this case, fellow directors will consult with the individual to determine a cause for the delinquency and attempt to develop a plan to remedy the situation. If the behavior does not improve, fellow directors may informally request the individual's resignation. If the situation is not resolved at this point, the district will formally request, in writing, the resignation of the delinquent director. Missing 3 or more meetings per year may result in

removal from the board. A majority vote of the balance of the board may vote to remove a director from office for failure to fulfill the requirements of the position.

#### Job Description: Associate Director

Associate directors are appointed by the board after attending at least three district meetings and providing three referrals or letters of recommendations from non family members. Associate directors serve as advisors and representatives. Associate directors do not vote on board decisions, but augment knowledge and experience of the directors. They should serve on district committees when requested and attend monthly board meetings. They will receive the same initial orientation as a director and be involved in as many projects as possible. They also may receive reimbursement for travel related expenses. A majority vote of the board of directors may serve to remove an associate director from office at their discretion.

#### Personnel

There is flexibility in the structure of each district's personnel due to the varying needs of different boards. The roles of board members versus staff should be very well defined. The board sets policy and the staff implements it. Some responsibilities fulfilled by staff are to coordinate board activities and provide additional technical assistance.

Possible staff positions may include:

**District Manager:** Serves in a leadership role as the supervisory staff person; mediates district problems; works with cooperating agencies to gather information for planning efforts; assists with staff recruitment and may supervise other district employees. The manager also may provide the Chair a list of business items to place on the agenda; transmit correspondence on behalf of the board; prepare district reports for review by board; ensure that all forms of communication are documented in accordance with pertinent policies; oversee the district finances; lead budget development; oversee receipt, deposit, and disbursement of funds; keep complete financial records; contribute to the development of the district fund raising plan; and present financial statements at meetings. The manager will refer to the strategic or long range plan and solicit funds through grant writing, partnership agreements and other available means to implement plan.

**Outreach and Education Coordinator:** Implements education programs in the community, assist in development of new programs writes grants to fund programs, under supervision of manager develops statistical reports, administers correspondence with teachers and others to schedule, inform of and evaluate programs.

**Administrative Assistant:** serves as initial contact for cooperators; assists in the preparation of correspondence, agendas, minutes, plans, reports, newsletters, and news releases, performs clerical work; maintains district files; assist directors with fiscal management and reporting; contributes to the development and implementation of the district fund raising plan; plans annual dinner meeting.

Position descriptions should be developed for each employee to include all expectations and qualifications, roles and responsibilities, benefits and salary scale. The entire board should help determine the district's staffing needs, and agree on the superior candidate(s) before hiring. Recruitment and selection of new employees requires knowledge of fair employment practices. There must be continuity between the position description, advertisement, application screening

criteria, interview questions, and reasons for selection. If the district board lacks knowledge in the process, outside assistance should be obtained.

### Administrative Structure of Board

#### Officers

**Chair:** Sets the meeting agenda. The Chair may entertain a motion, but does not actually state or second a motion and does not vote unless it is to break a tie. The Chair should be familiar with Parliamentary Procedure or Robert's Rules of Order.

**Vice Chair:** Acts in place of the Chair when needed and advises the Chair on programs and policies; arranges special programs for regular board meetings; serves as Chair for at least one standing committee.

**Secretary:** Ensures that notices of regular and special meetings and maintenance of district records are in accordance with the Rhode Island General Laws Chapter 2-4. The Secretary is also responsible for overseeing the preparation and distribution of the district's annual report. The Secretary initiates correspondence on behalf of the board of directors as needed.

**Treasurer:** Oversees all financial aspects of the district and advises the board in financial matters. With technical assistance from district staff the Treasurer will:

- Review all sources of funding and develop reliable funding strategies
- Develop budgets and budget reports
- Arrange required audit procedures
- Check the reliability of financial information
- Must be bonded

### Committees

Committees study district business in a specific area, such as finance, personnel, and legislation; implement and monitor decisions made by the board; gather support from organizations and agencies represented on the committee; and serve as an excellent training ground for those who may eventually become district directors. There are two basic types of district committees.

- **Standing committee:** a permanent committee charged with development of one basic aspect of the district. Typical standing committees include planning, finance operations, seedling program and education.
- **Ad Hoc:** a short-term committee charged with a specific task. Examples include watershed, legislative elections, awards and grants.

### Meetings

Monthly board meetings, conducted in accordance with Robert's Rules of Order, have two basic purposes: to determine district policies, and to monitor implementation of these policies. Board meetings are open to the public, except those rare exceptions exempted under the Rhode Island Freedom of Information Act. Meeting dates are set a year in advance and are posted in the district offices.

Participants will be provided with a complete agenda before the regularly scheduled meeting. Based on the agenda, participants should be prepared to discuss the business at hand. Minutes

will be sent out to all participants immediately following the meeting as a written reference to commitments made.

### Travel

Directors, associate directors and staff will seek board approval before registering for any travel or training opportunity that they expect to be compensated for. They will complete a travel form indicating the date of board approval, dates of travel, the cost of transportation, registration, hotel, meals and other incidentals. Meals will be reimbursed at the government per diem rate based on the location of travel found on the USDA web site <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem>. All other costs will require a paper receipt in order to be reimbursed. Use of a personal vehicle will be reimbursed at the government mileage rate provided this is the least expensive mode of transportation. If a personal vehicle is a matter of preference and is not the most economical mode of travel the government personal preference rate will be used.

Local travel by staff and directors to conduct regular business will be reimbursed at the regular government rate for mileage.

### Finances

To develop effective conservation programs, each board must obtain adequate district funding, receive and disburse funds, and account for all funds and district assets. Conservation district funds should be handled only by directors and district employees who have been bonded.

The first step in district funding is to define the needs and assess available funding in relation to those needs. The following is a summary of typical funding sources.

Federal – A district may develop a cooperative agreement or apply for a grant for a specific purpose. Many times these sources will require matching funds from the district.

State – The state provides funding through matching and non-matching grants. This money may be used to:

- Cover costs of maintaining district staff and operations
- Implement an innovative soil and water management project
- Supplement travel, equipment, and communications
- Provide incentives for Best Management Practice (BMP) programs

Local – Many district develop local fund-raising activities to provide additional funding for programs. The primary local donors are the city and town governments which the district encompasses. Other local development activities take on many forms such as fund raising drives, seedling and flower bulb sales programs, special events, direct appeals, honorary gifts, bequests, sponsorships and advertisements.

Foundations/grants – The RIACD may serve as the 501 (c)3 for the districts. When applying for a 501© 3 grant districts must notify the RIACD President, and the two other district offices before beginning work on the application. District also must send important information on every grant applied for to the Association Secretary so it can be filed with the records in the master file.

Fund raising is a function of the board – not of paid staff. The board should establish a committee to develop a fund raising plan and decide how to implement it.

The Administrative Assistant will serve as the Assistant Treasurer and as such will be responsible for keeping the books, preparing checks for signature, preparing financial reports for board review and tracking accounts payable and accounts receivable.

All purchases and expenses under grant or other agreement will not require board approval. It is understood at the signature of the agreements that these expenses will be incurred and payments made as part of regular district business.

Purchases outside of project agreements and over \$300.00 will require board approval.

Procurement Policy approved by the RI State Conservation Committee for the RI State Conservation Committee and RI Conservation Districts on July 23, 2002 will be followed for all procurements.

Accounts Payable – will be paid within 30 days of receipt of bill unless payment requires the reimbursement from another entity or requires board approval.

Accounts Receivable – payment is expected within 60 days after which collection measures will be taken (follow up phone calls, reminder letters).

The board elected Treasurer will be responsible for oversight of all financial transactions, check signing and for setting up accounts with financial institutions.

### Budget

The District Manager will prepare all proposed annual budgets and has authority to sign checks in a separate checking account (the balance of which cannot exceed \$1,000) to conduct regular district business. The Board of Directors will have authority to alter or approve the proposed budget.

A financial statement will be prepared and presented to the RI State Conservation Committee by April 31 of each year containing:

- Projected revenue and expenses
- A detail of actual income and expenditures for the last year
- An estimate of staff and volunteer time to accomplish the proposed budget

### Agreements

Upon application for the Farm portion of the Farm, Forest and Open Space Program, cooperators will be asked to sign a cooperators agreement which affirms their willingness to enter into a conservation plan to be developed by USDA, NRCS. These agreements will be kept on file at the NRICD office and faxed to the USDA, NRCS office.

Memorandum's of Understanding with partner agencies and municipalities will be reviewed and agreed upon at regular district meetings. Upon board approval signature will be made.

Grant or other financial agreements will be presented at regular district board meetings and will be signed upon approval of board.

### Administrative Procedures

Open Meeting Laws of Rhode Island will be followed. This includes agendas being posted in two locations, the district office and one other location at least 48 hours in advance of a meeting. See the open meeting laws for more information.

Personnel files will be kept for each employee and will include the date of hire, W-4 form, resume or application, position description, performance evaluations and any training documentation, along with the initial and current hourly rate of pay.

Biweekly time sheets will be signed by the District Manager; the District Manager's time sheet will be signed by Administrative Assistant. NRICD contracts with Advantage Payroll services.

#### Planning and Reporting:

As required by State of RI enabling legislation Title 2 Chapter 2-4-12, the District will prepare and keep current a long-range plan which is to be reviewed by the board every three years. NRICD will supply and Annual Plan of Work with a proposed budget each Spring and an Annual Report each Fall to the RI State Conservation Committee.

#### Program Procedures:

Each program file will contain instructions to carry out the program in the event of extended absence, death or termination of the program manager, to the best of our ability. This includes but is not limited to the seedling program, education programs and city and town funding requests.

### Election Procedures

The following regulations govern the procedure for nomination and election of at-large district directors. These regulations were developed by the Rhode Island State Conservation Committee in compliance with the 1972 revision of the State Conservation Law.

1. The election shall be held in November and must be held on or before the last Friday in November.
2. Place (s) and hours of election shall be arranged by the District Directors.
3. Publication of the dates, times and places is the responsibility of the District Directors and shall be published in a newspaper of general distribution at least seven days and not more than fourteen days prior to the election. A copy of said notice shall be submitted to the State Committee.
4. A three-person nominating committee appointed by the District Directors shall nominate two but not more than three nominees to be placed on the ballot.

5. Provision shall be made for write-ins on the ballot.
6. Registration of the voters shall be at the time of the election.
7. Ballots shall be counted by tellers appointed by the District Directors and the counting shall be open to the public. Ballots shall be transmitted to the RI State Conservation Committee within five days following the election.
8. Ballots shall be retained by the RI State Conservation Committee until January 31<sup>st</sup> unless contested and then until the dispute is settled.
9. In the event of a tie vote, the District Directors shall settle the vote by lot.
10. These regulations shall be posted and available to the voters at the time of the election.

### Accountability

As public officials, directors are accountable for all funds, property, and equipment belonging to the districts. Accountability requires the following documentation:

- Districts must provide for an annual audit of accounts, receipts, and disbursements.
- Annual Reports shall be developed and provided as public record for information regarding accomplishments, financial status and volunteer support. They may include a message from the Chair, statement of financial condition, highlights of the year, and remaining problems to be solved.
- Property inventory should be developed and updated annually with a copy filed outside the district office.

Accountability is a legal obligation. The RI State Conservation Committee can obtain the services of the RI Attorney General's office for legal assistance. To avoid legal liability, each director should gain a thorough understanding of the roles and responsibilities of the office and should fulfill those responsibilities as conscientiously as possible.

### Conflict of Interest

Public officials, including district directors, are not permitted to decide or vote upon matters where their personal stake exceeds a certain amount. Specific questions pertaining to conflict of interest should be posed to the Rhode Island Ethic Commission.

### Civil Rights/EEO

In dealing with both clients and employees, district directors must comply with all federal and state laws established to protect citizens' civil rights and equal employment opportunity.

### Personnel Management – see NRICD Personnel Policy

Employee Compensation Package should include:

- Salary
- Professional development opportunities

- Health insurance
- Sick leave
- Vacation and holidays
- Retirement

In addition, the board should:

- CARRY INSURANCE TO PROTECT DIRECTORS FROM LAW SUITS
- Maintain a keen awareness of employee concerns
- Initiate evaluations and salary increases
- Assure a performance appraisal process is in place and implemented
- Oversee personnel actions
- Develop and initiate employee training

Orientation for new employees should include:

- Training in district policies
- Strengthening their understanding of conservation issues
- Communicating precise job duties, as determined by the Board and formalized in a position description and performance expectations.
- Assuring mutual understanding between board and staff as to roles and responsibilities of each.

### Volunteers

In many ways supervising volunteers is similar to supervising paid staff. The first step is to develop position descriptions to help focus on concrete needs. The position description can also act as a written agreement, legally protecting the volunteer and the district. Once the district needs have been defined, the next step is to develop programs for recruitment, orientation, training, and evaluation. A district may want to appoint a volunteer coordinator to oversee all volunteer efforts. Volunteers will be regularly recognized and honored through luncheons, merit awards, token gifts of appreciation, etc..

Developing volunteer support is the chief mechanism for broadening the district's sphere of influence and ultimately achieving district conservation goals. In recruitment efforts, director should seek citizens who represent areas of expertise not represented on the existing board.

The Natural Resources Conservation Service manages and "Earth Team" (ET) volunteer program. ET volunteers are protected from liability; can be paid for expenses incurred while on official duty; and can be authorized to use NRCS government cars.

### Programs Available to Districts

A variety of programs have been developed to address different issues related to natural resource conservation. Many of these programs are funded by state and federal monies which are allocated to conservation districts on an as-needed, competitive basis. The district boards implement the programs and help to develop and approve the conservation plans on the local level.

Erosion and Sediment Control Program

By law, communities can require anyone performing a land-disturbing activity (such as construction or development) to submit an erosion and sediment control plan. Districts are involved in site plan review. However, the degree of each board's site involvement is determined by the local governments. Erosion and sediment control plans must explain major conservation decisions which assure that disturbed areas and associated drainage areas will be treated to avoid detrimental affects to nearby waterways.

## Awards Programs

Districts have an awards program offering additional incentives to those who excel in the conservation of natural resources. All districts can get involved in awards programs. Promotion of these programs offers districts the opportunity to spotlight themselves or selected individuals.

Some of the widely promoted programs are:

- NACD Conservation Teachers and District of the Year Awards
- Keep America Beautiful, Inc.
- National Association of Conservation Districts Awards
- Earth Team Volunteer

In addition to those listed, many districts sponsor and promote their own programs to increase public awareness. Private industries are often interested in conservation as a matter of improving business. These organizations can be excellent resources for volunteers and advisory roles.

## Public Relations

Each district board will develop, implement and maintain a comprehensive public relations strategy.

Public relations must be a continuous program to help people understand what a conservation district is, what its function is and why it is important to the community. Directors must integrate public relations into each conservation program, and be aware of how the media can communicate a message.

A good public relations program will:

- Inform the public about the conservation district and its purpose
- Promote favorable recognition of the district
- Ensure that potential cooperators are aware of the availability of district assistance
- Build rapport with other groups
- Increase the amount of funding district receive
- Increase the quality of people who serve as conservation district directors or on district committees
- Inform all newly elected town council members of District services available to their community

Consistent information is a vital key to good public relations. Written, graphic, verbal and non-verbal aspects of the programs must be consistent to create credibility and have impact. Here are a few key points to a positive public relations program:

- Directors should represent the board in person if possible, to send a staff member is rarely as effective.
- Give recognition to agencies, associations and other groups for their support. They will be more eager to support you again if they are recognized for their efforts.

#### Information and Education

Each district board will develop, implement and maintain a public outreach and education program.

Conservation districts encourage a voluntary cooperation of landowners and the general public through information and education in order to understand and adopt conservation values and practices.

The general public must understand their stake in conservation and contribute their financial, political, and volunteer support to district programs. Local, state, and federal legislators must also be informed about the conservation implications of issues they address.

#### General Public

District directors work with many audiences, including landowners and landusers, community leaders, civic clubs, and cooperating agency personnel. Here are a few methods to consider in reaching each audience:

#### Legislators

Legislators are a unique adult audience. District programs are often directly affected by local, state or federal laws. The Rhode Island Association of Conservation Districts (RIACD), and the National Association of Conservation Districts (NACD), are principal educational arms to reach legislators on behalf of the conservation districts. Therefore, directors should communicate regularly with them and inform them of legislative concerns.

Directors can assist the RIACD and NACD in their legislative educational efforts by:

- Learning how the legislative process works and getting to know backgrounds and conservation views of representatives.
- Making personal contact with representatives through concise, well thought out letters and phone calls.
- Giving testimony in formal meetings or hearings on conservation issues.

#### Youth

A major goal in conservation education is to heighten awareness and enrich conservation values. Youth offer one of the most fertile grounds for enriching the general public's conservation values. Whether working with a large youth population or small specific groups, it is important to always be conscious of the special needs of different audiences. To be most effective, think about the age and environment of the group and present the information for the appropriate level. For example: teens vs. kindergartners'; agricultural vs. urban. Consider these methods:

- Develop conservation programs and projects which can involve youth
- Sponsor the Rhode Island Envirothon

- Provide educational materials for conservation components of youth group programs
- Consider youth group leaders as associate members
- Provide youth conservation education scholarships
- Seek sponsors for awards and other conservation programs for youth

The NACD has a variety of ready-made educational materials developed by other groups, such as Project Learning Tree, and Project Wild, which provide adult instructors with readymade conservation activities.

### **Strategic Planning**

Strategic planning is used by the district to provide guidance, direction and focus to enable a district to seek funding for programs. Directors, staff and district clients participate to determine a vision and supporting goals. A strategic plan allows a district to ready itself for the future, to accomplish change, and to be pro-active instead of reactive.

### **Technical Assistance**

Districts are provided technical assistance from a variety of federal, state and local agencies. The following are agencies commonly providing this assistance:

#### US Army Corp of Engineers

The US Army Corp of Engineers plans and constructs reservoirs and local measures to control floods and improve navigation. It is active in flood control, wetland protection, hydroelectric power, municipal and industrial water supplies, and recreation as well as planning for all functions of water resource development.

#### Cooperative Extension (CE)

CE is unique in that it received local, state and federal funds for public education and outreach into communities. Its educational efforts include outreach to children and schools, farm and consumer groups.

#### Environmental Protection Agency

The US EPA carries out federal pollution control laws. It also provides technical assistance to reduce and control air, water, and land pollution. The EPA provides funding to develop and install pollution treatment facilities, develop and implement environmental education programs and funds environmental justice projects.

#### Fish and Wildlife Service (US FWS)

The FWS is responsible for wild bird, mammals, (except certain marine mammals), and inland sport fisheries. The FWS conducts research activities, environmental impact assessments, and manages wildlife refuges.

#### Farm Services Agency (FSA)

The FSA manages the farm loan program. It also provides aerial photos for conservation work, assistance for land treatment and development, and natural disaster relief.

#### Forest Service (USFS)

The USFS has federal responsibility for forestry. The USFS sponsors cooperative programs through state forestry agencies, the Natural Resources Conservation Service and conservation districts to control fires, stabilize gullies, improve forest growth, plant trees, and control forest pests.

#### National Park Service (NPS)

The NPS administers national parks, monuments, historic sites, and recreational areas for the enjoyment and education of citizens. It also helps states, local governments, and citizen groups develop

park areas, protect nature, and preserve historic properties.

#### National Association of Conservation Districts (NACD)

The NACD is a non-profit nongovernmental organization representing over 3,000 districts and their state associations in the 50 states, Puerto Rico, and the Virgin Islands. It lobbies for federal conservation legislation and funding in congress and provides member districts extensive support through brochures, reports, conservation films, training and education.

#### Natural Resources Conservation Service (NRCS)

The USDA NRCS has a long extensive history of working hand-in-hand with conservation districts. It provides free technical assistance with soils, conservation practices, and planning to land users and others. NRCS administers soil survey, watershed, rural abandoned mine, and resource conservation and development programs.

#### Rhode Island Association of Conservation Districts (RIACD)

The RIACD is a state-wide, non-profit organization composed of the three conservation districts and their directors. It provides districts with a forum for the exchange of ideas among districts, and

speaks with a single, unified voice on behalf of all districts in Rhode Island.

#### US Geological Survey (USGS)

The USGS conducts studies on public lands as well as research in geology, geophysics, hydrology, cartography, and related sciences. It also studies natural hazards, such as earthquakes and volcanoes, and identifies flood hazard areas.

#### Private Organizations, Businesses, and Associations

Private industries are often interested in conservation as a matter of improving their business climate. These organizations can be excellent resources for volunteers and advisory roles.

#### Towns and Cities

Towns and cities can provide funding, co-sponsorship for watershed projects and responsibility for operation and maintenance. Resource contacts include: administrators, council members, planning commissions, water supply boards, zoning and others.