

# **Annual Plan of Work**

## **Duck Valley Conservation District**

Fiscal Year 2018 (July 1, 2017 - June 30, 2018)

The following constitutes the Duck Valley Conservation District's Annual Plan of Work for the 2018 fiscal year.

### **Mission Statement**

To take available technical, financial and educational resources, whatever their source, and focus or coordinate them so they meet the needs of the local land user for conservation of soil, water and related resources.

### **Planning and Service**

Provide for involvement of other agencies, organizations and individuals in the annual planning and implementation of district operations and programs.

- A. Identify and prioritize resource concerns within the District in order to coordinate with the NRCS in resource planning and program implementation.
- B. Assist USDA/NRCS on outreach programs to ensure that all land users are aware of available technical and financial assistance.
- C. Provide information to the public regarding the Farm Bill and State Legislation that may impact Duck Valley Conservation District and/or local producers.
- D. Provide technical assistance to assignment holders on planning and implementation of conservation practices and plans.
- E. Assist in implementing Farm Bill programs when requested by cooperators.
- F. Manage the District equipment program for benefit of cooperators in implementing conservation practices.
- G. Cooperate with other agencies on water quality and quantity problems when identified within the District.
- H. Actively assist the Shoshone-Paiute Tribes Pesticide Program.
- I. Attend and participate in the Intertribal Ag Council Annual Symposium.
- J. Assist and work with the UNR Cooperative Extension Indian Reservation Program coordinators.
- K. Utilize CAT Challenger to assist the District in helping local farmers and ranchers put acres back into production on the Duck Valley Indian Reservation.
- L. Participate as a cooperating agency with the BLM and Forest Service.
- M. Collaborate with the State of Nevada Sagebrush Ecosystem Council on projects for habitat preservation and restoration.

### **Information and Education Program**

- A. Sponsor participants from the District requesting attendance to the annual Range Camp.
- B. Continue with the Duck Valley CD Scholarship program.
- C. Provide assistance to Owyhee Combined School within the District on conservation education as requested, including supporting the NDF/FFA plant sale.

### **Management and Administration**

- A. Hold regular meetings to which all cooperating agencies and public are invited (in accordance with NRS 241.020-3(b)).
- B. Submit all reports and financial statements to the Nevada Conservation Districts Program by their respective due dates.
- C. Review Memorandums of Agreements and other documents requiring annual review with cooperating agencies each year.
- D. Provide representation at the NvACD, ECACD and other meetings to keep supervisors informed on all activities affecting the district and provide input for decision making for locally led conservation.
- E. Pay dues to the Nevada Association of Conservation Districts (NvACD), National Association of Conservation Districts (NACD), and the Elko County Association of Conservation Districts (ECACD).
- F. Contact elected representatives as needed to provide support and funding for the resource management concerns.

*Approved at the Duck Valley Conservation District meeting held April 25, 2017.*

**PROPOSED BUDGET Fiscal Year 2018**  
**DUCK VALLEY CONSERVATION DISTRICT**  
**ESTIMATE OF EXPENDITURES**

For the Fiscal Year July 1, 2017 to June 30, 2018

<b>Expenditure</b>	<b>Amount</b>
<b>Employee Support (ECACD dues):</b> wages, office supplies, postage	<b>1000.00</b>
<b>Education &amp; Information Expenses</b>	<b>1000.00</b>
<b>Equipment Purchase</b>	<b>0.00</b>
<b>Equipment Expenses:</b> maintenance, repair, operation	<b>1500.00</b>
<b>Dues:</b> NvACD	<b>600.00</b>
<b>Dues:</b> NACD	<b>0.00</b>
<b>Mileage, Per Diem and Workshop Costs</b>	<b>400.00</b>
<b>Investments (specify)</b>	<b>0.00</b>
<b>Bond and Insurance Expenses</b>	<b>0.00</b>
<b>Project Costs:</b>	<b>0.00</b>
<b>Grant #1 –</b> Elko County Weed Cooperative Agreement	<b>5000.00</b>
<b>Grant #2</b>	
<b>Grant #3</b>	
<b>Other expenses:</b>	<b>0.00</b>
<b>TOTAL EXPENSES</b>	<b>9500.00</b>

**PROPOSED BUDGET Fiscal Year 2018**  
**DUCK VALLEY CONSERVATION DISTRICT**  
**ESTIMATE OF RECEIPTS**

For the Fiscal Year July 1, 2017 to June 30, 2018

<b>Receipt Source</b>	<b>Amount</b>
<b>State Funds</b>	<b>4000.00</b>
<b>County Funds – Elko County Weed Cooperative Agreement</b>	<b>5000.00</b>
<b>City Funds</b>	<b>0.00</b>
<b>Other Government Funds (specify)</b>	<b>0.00</b>
<b>Administrative Income (specify)</b>	<b>0.00</b>
<b>Interest – CD, Savings and Checking</b>	<b>0.00</b>
<b>Grants for projects (specify)</b>	<b>0.00</b>
<b>Rental Income: Equipment</b>	<b>500.00</b>
<b>Contributions</b>	<b>0.00</b>
<b>Building/Property Rental Fees</b>	<b>0.00</b>
<b>Other Sources of Income</b>	<b>0.00</b>
<b>TOTAL INCOME</b>	<b>9500.00</b>

*Approved at the Duck Valley Conservation District meeting held April 25, 2017..*

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***Duck Valley Conservation District***  
***Annual Report Fiscal Year 2018***  
*July 1, 2017 – June 30, 2018*

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1. Assisted local Duck Valley residents with equipment use and technical assistance.
2. Provided information to the public regarding the Farm Bill and State Legislation which may impact Duck Valley CD or local producers.
3. Assisted USDA/NRCS on outreach programs to insure that all land users are aware of available assistance.
4. Provided technical assistance to assignment holders on planning and implementation of conservation practices and plans.
5. Submitted reports and minutes to the Nevada Conservation Commission.
6. Paid dues to support the Nevada Association of Conservation Districts and Elko County Association of Conservation Districts.
7. Managed the district equipment program for benefit of cooperators in implementing conservation practice.
8. Supported the local Weeds Summit workshop to educate cooperators.
9. Assisted in implementing Farm Bill Programs when requested by cooperators.
10. Actively provided assistance to Owyhee Combined School within the District on conservation education as requested.
11. Actively participated in the Nevada Indian Ag Committee.
12. Assisted and worked with the UNR Cooperative Extension Indian Reservation Program Coordinators Randy Emm and Reginald Premo.
13. Utilized CAT Challenger to assist the district in helping local farmers and ranchers put multiple acres back into production on the Duck Valley Indian Reservation.
14. Hired contractor to treat county roadway for weeds.

James Blossom, Duck Valley CD Chairman

*This report was approved at a Duck Valley Conservation District meeting August 22, 2018.*

**Duck Valley Conservation District**  
**Financial Report FY 2018**  
**Summary of Receipts**  
Fiscal Year July 1, 2017-June 30, 2018

<b>Receipt Source</b>	<b>Amount</b>
Federal Appropriation	
State of Nevada Grant Appropriation	\$ 4,542.86
Elko County Appropriation	\$ 5,000.00
State Additional Funding	
Grant Project	
Grant Match	
Equipment Rental	
<b>TOTAL RECEIPTS</b>	<b>\$ 9,542.86</b>

**Duck Valley Conservation District**  
**Summary of Expenditures**  
 Fiscal year ending June 30, 2018

<b>Expenditure</b>	<b>Amount</b>
Meetings: travel and per diem registration fee	
Roadside weed spraying	\$ 2,990.00
<b>Spraying 2017 - claimed 2017 FY, cleared this year</b>	<b>\$ 5,788.00</b>
Education: Co-op extension luncheon	
Office Supplies/Postage	
Equipment purchase:	
Equipment expenses (maintenance and repair)	\$ 683.66
Donations:	
NvACD dues 2018 (has not cleared account)	\$ 600.00
NACD dues	
ECACD dues (clerical fund) (has not cleared account)	\$ 1,000.00
Bank Fees	\$ 54.00
Miscellaneous	
Total Expenditures cleared FY 2018	\$ 11,115.66
<b>Total Expenditures allowed to claim FY 2018 report</b>	<b>\$ 5,327.66</b>

**Duck Valley Conservation District**  
**Financial Summary**  
Fiscal year ending June 30, 2018

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**1. BEGINNING OF THE YEAR FUND BALANCE:**

a. List of all Bank Accounts:		
Savings Account		
Checking Account	\$	32,625.18
Certificate of Deposit		
b. Cash on Hand		
<b>c. Total Fund Balance</b>	<b>\$</b>	<b>32,625.18</b>
d. Accounts receivable		
e. Accounts payable		
<b>f. Total Funds Available</b>	<b>\$</b>	<b>32,625.18</b>

**2. END OF THE YEAR FUND BALANCE**

a. List of all Bank Accounts:		
Savings Account		
Checking Account	\$	32,652.38
Certificate of Deposit		
b. Cash on Hand		
<b>c. Total Fund Balance</b>	<b>\$</b>	<b>32,652.38</b>
d. Accounts receivable		
e. Accounts payable: NvACD & ECACD dues had not cleared	\$	1,600.00
<b>f. Total Funds Available</b>	<b>\$</b>	<b>31,052.38</b>

**3. SUMMARY**

a. Beginning-of-year fund balance	\$	32,625.18
b. Plus Total Receipts (from receipt summary - sheet 1)	\$	9,542.86
c. Minus Total Expenditure (from expense summary)	\$	11,115.66
d. Must Equal End of the Year Fund Balance (2 c)	\$	31,052.38

**Duck Valley Conservation District**  
**USE OF STATE APPROPRIATED MONEY**

**Fiscal Year 2018**

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Amount of State Appropriated Money:	\$	4,542.86
Match: Elko County	\$	5,000.00
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Total received	\$	9,542.86
Money Spent:	\$	5,327.66

Equipment list and value	
Cat Challenger	\$15,000.00
Weed sprayer	\$5,000.00
D8A bulldozer (1971)	\$10,000.00
Dump truck	\$5,000.00

*This report was approved at the Duck Valley Conservation District meeting August 22, 2018.*