

# ANNUAL PLAN OF WORK

## RUBY VALLEY CONSERVATION DISTRICT

The following constitutes the Ruby Valley CD Annual Plan of Work for the **2014/15** Fiscal year (July 1, 2014 – June 30, 2015).

**Mission Statement:** To take available technical, financial, and educational resources, whatever their source, and focus or coordinate them so that 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. Invoke Cooperating Agency status with Federal and State agencies in order to monitor and have input into, upcoming resource management issues that will affect the District.
- C. Coordinate with agencies on addressing resource management issues.
- D. Continue cooperation with all agencies on water quality and quantity problems when identified within the District.
- E. Manage the district equipment program for benefit of cooperators in implementing conservation practices.
- F. Provide technical and chemical help for cooperators within the District on noxious weed and rodent concerns, and develop a plan of action accordingly.
- G. Provide input to the county requesting the grading of the right-of-ways cease. The grading is creating weed-beds that the District then has to spray. Promote the idea of reseeded newly graded right-of-ways.
- H. Provide Weed Identification Handbooks to all cooperators upon request.
- I. Provide technical assistance to land-users on planning and implementation of conservation practices.
- J. Assist NRCS on outreach programs to insure that all land-users are aware of available assistance.
- K. Purchase equipment to add to the Equipment program available to the Ruby Cooperators as needed.

### **Information and Education Program**

- A. Sponsor participants to the annual Range Camp who are interested in attending.
- B. Provide assistance to schools within the District on conservation education as requested.
- C. Sponsor a Range Monitoring Workshop for cooperators and other CD supervisors in Elko County.

### **Management and Administration**

- A. Pay dues to NvACD and NACD.
- B. Hold regular meetings to which all cooperating agencies are invited.

- C. Pay Ruby Valley CD's share to employ a Clerk to help keep the CD in good standing with the state.
- D. Submit all reports and financial statements to the Nevada Division of CD's by due date.
- E. Review Memorandums of Agreements with cooperating agencies each year.
- F. Provide representation at Elko County Association of Conservation Districts, Nevada Association of Conservation Districts and other meetings to keep supervisors informed on activities affecting the district and provide input for decision making for locally led conservation.
- G. Continue contact with the Elko County Commission to solicit County participation in resource management concerns.

**Ruby Conservation District:**

Lance Knudsen, Chair

Albert Frehner, Vice-Chair

Jared Sorensen, Treasurer

Marlow Dahl, Supervisor

Michael Irish, Supervisor

Justin Sorensen, Alternate Supervisor

\*\*This Plan was approved on March 13, 2014 during an official Conservation District Meeting.\*\*

# PROPOSED BUDGET

\_\_\_\_Ruby Valley\_\_\_\_ CONSERVATION DISTRICT

## ESTIMATE OF RECEIPTS

For the Fiscal Year Ending June 30, 2015\_

<u>RECEIPT SOURCE</u>	<u>AMOUNT</u>
State Funds	3500.00
County Funds	5000.00
City Funds	0.00
Other Government Funds (specify)	0.00
Administrative Income (specify)	0.00
Interest – CD, Savings and Checking	0.00
Grants for projects (specify)	0.00
Rental Income (equipment, etc.)	0.00
Contributions	0.00
Building/Property Rental Fees	0.00
Other Sources of Income	
<b>TOTAL INCOME</b>	<b>8500.00</b>

**(INCOME ESTIMATE MUST EQUAL EXPENSE ESTIMATE)**

**SAMPLE FORMAT**

**SUBMIT BY JUNE 1<sup>ST</sup> TO: DIVISION OF CONSERVATION DISTRICTS,**

**901 S. STEWART STREET #5004, CARSON CITY, NV 89701**

**PHONE (775) 684-2760 FAX- (775) 684-2761**

\_Ruby Valley\_ CONSERVATION DISTRICT

ESTIMATE OF EXPENDITURES

For the Fiscal Year Ending June 30, \_2015\_

<b>EXPENDITURE</b>	<b>AMOUNT</b>
Employee Salary	1000.00
Fringe Benefit Expense	0.00
Travel	0.00
Building Rent	0.00
Telephone	0.00
Insurance	0.00
Postage	0.00
Copying Expense	0.00
Office Supplies	0.00
Education & Information Expenses	1000.00
Equipment Purchase (specify)	0.00
Equipment Expenses (maintenance, repair, operation)	500.00
Dues – NvACD	600.00
Dues – NACD	250.00
Dues - Other	0.00
Mileage	0.00
Investments (specify)	0.00
Internet	0.00
Bond and Insurance Expenses	0.00
Project Costs:	0.00
Grant #1	5000.00
Grant #2	0.00
Grant #3	0.00
Other Expenses (specify)	150.00
<b>TOTAL EXPENSES</b>	<b>8500.00</b>

**(INCOME ESTIMATE MUST EQUAL EXPENSE ESTIMATE)**

**SAMPLE FORMAT**

**SUBMIT BY JUNE 1<sup>ST</sup> TO: DIVISION OF CONSERVATION DISTRICTS,  
901 S. STEWART STREET #5004, CARSON CITY, NV 89701  
PHONE (775) 684-2760 FAX- (775) 684-2761**

**RUBY CONSERVATION DISTRICT  
ANNUAL REPORT  
FISCAL YEAR ENDING JUNE 30, 2015**

The following details the activities of the Ruby Conservation District during the past fiscal year.

**PLANNING FOR SERVICE**

In an effort to operate efficiently and provide coordination of effort, the District provided for involvement of other agencies and organizations on natural resource management as follows:

- A. Continued Memorandums of Agreement with Elko County and multiple agencies on noxious weed control.
- B. Continued the district weed-spraying program. Supplied chemical and expertise to cooperators within the district and continued treatment of infestations along county roads.
- C. Continued support for USDA programs that benefit management of private land resources.
- D. Managed the district equipment program for the benefit of cooperators in implementing conservation practices. Reviewed and updated the District's equipment use agreement.
- E. The District continued support on the 1985 Food Security Act, and the current Farm Bill.

**INFORMATION AND EDUCATION ACTIVITIES**

- A. The District supported NRCS efforts on a minority outreach program to insure that all land users are aware of available assistance programs. The District reviewed the Civil Rights policy and posted a notice in the Elko office.
- B. Continued a relationship with the Ruby Valley 4-H club. No projects were done this year.
- C. The District sponsored an annual dinner for cooperators that included education on weed management nutrient application.
- D. The District organized a presentation by Ken Hamilton and Scott Merrill about how to use the nature biology of the ground to fertilize in place of chemical fertilizer.

## **MANAGEMENT AND ADMINISTRATION ACTIVITIES**

- A. Developed an Annual Budget and Work Plan for the 2016 FY and submitted them by the due date.
- B. Held the required number of meetings and submitted the Minutes to NRCS and the Nevada Division of Conservation Districts.
- C. Dues were paid to the Nevada Association of Conservation Districts (NvACD).
- D. Meeting notices were posted in accordance with the state open meeting law.

Tyler Livingstone  
Chairman

*This report was approved at the Ruby Valley Conservation District Meeting held September 24, 2015.*

**Summary of Receipts**  
For the Fiscal Year Ending June 30, 2015

page 1 of 4

**Ruby Conservation District**

<b>Receipt Source</b>	<b>Amount</b>
Federal Appropriation	
State of Nevada Grant Appropriation	\$ 3,604.72
Elko County Appropriation	
State Additional Funding	
Grant Project	
Grant Match	
Equipment Rental	\$ 100.00
Weed Cost share reimbursements	
<b>TOTAL RECEIPTS</b>	<b>\$ 3,704.72</b>

**Summary of Expenditures**  
For the year ending June 30, 2015

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**Ruby Conservation District**

<b>Expenditure</b>	<b>Amount</b>
Travel (per diem - mileage)	
Registration - meetings	
Project : Noxious Weed Management	
Noxious weeds- Cost share reimbursement	
Herbicide (purchased 6/8/15)	\$ 3,037.00
Noxious Weed Spraying -	
Education :	
Office Supplies/Postage	
Equipment purchase:	
Equipment expenses (maintenance, repair, operations)	
Donations:	
Demonstrations	
Annual dinner and meeting	\$ 1,000.00
Dues (NvACD)	
Dues (NACD)	
Dues (ECACD) clerical fund	
Other Dues	
Bank Fees - Cashier's check to close Nevada State Bank Account	\$8.00
Miscellaneous	
<b>TOTAL Expenditures</b>	<b>\$ 4,045.00</b>

# Financial Summary

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For the Fiscal year ending June 30, 2015

## Ruby Conservation District

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

a. List of all Bank Accounts:	
Equipment Account	
Checking Account	\$ 22,496.27
Certificate of Deposit	
b. Cash on Hand	
<b>c. Total Fund Balance</b>	<b>\$ 22,496.27</b>
d. Accounts receivable	
e. Accounts payable	
<b>f. Total Funds Available</b>	<b>\$ 22,496.27</b>

### 2. END OF THE YEAR FUND BALANCE

a. List of all Bank Accounts:	
Equipment Account	
Checking Account	\$ 25,192.99
Certificate of Deposit	
b. Cash on Hand	
<b>c. Total Fund Balance</b>	<b>\$ 25,192.99</b>
d. Accounts receivable	
e. Accounts payable (Herbicide - cleared after June 30th)	\$ 3,037.00
<b>f. Total Funds Available</b>	<b>\$ 22,155.99</b>

### 3. SUMMARY

a. Beginning-of-year fund balance	\$ 22,496.27
b. Plus Total Receipts (from receipt summary - sheet 1)	\$ 3,704.72
c. Minus Total Expenditure (from expense summary)	\$ 4,045.00
d. Must Equal End of the Year Fund Balance (2 c)	<u>\$ 22,155.99</u>

**Ruby Conservation District**

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**Fiscal Year 2015**

Amount of State Appropriated Money: \$ 3,604.72

Match: Elko County

Total received \$ 3,604.72

Money Spent: \$ 4,045.00

*This report was approved at the Ruby Valley CD meeting held September 24, 2015.*