

# Lander County Conservation District

## FY 2014-15 DRAFT ANNUAL PLAN OF WORK

July 1, 2014 to June 30, 2015

### 1. **PLANNING & SERVICE**

- A. Provide for involvement of other agencies, organizations and/or individuals in the annual planning and implementation of district operations and programs.
  - 1. Provide assistance on irrigation & range land improvements as needed.
  - 2. Provide cooperators with use of available Conservation District equipment and advertise its availability.
- B. Review and appraise progress on the work plan at regular meetings of the District Board.
- C. Long Range Plan objectives are identified and correlated into the Annual Plan of Work.
- D. Work with the Natural Resource Conservation Service to insure that all land users, including minorities, are aware of available assistance programs.
- E. Provide conservation planning assistance to the following cooperators:  
Cooperators in Lander County
- F. Provide conservation practice application assistance to land users on irrigated systems, range improvement, mined land rehabilitation and others upon request.
- G. Assist cooperators in the use of current resource inventories, available to the District by cooperating agencies, to facilitate resource planning and implementation with the District.
- H. Stay involved in Sage Grouse Initiative, State and County
- I. Collaborate on Indian Creek Weed Project

The Lander County Conservation District (LCCD) will use funding provided by the Bureau of Land Management (BLM), under the referenced financial assistance agreement (L12AC20498), to conduct management of the Phase I Indian Creek Watershed Project, Phase II Concentrate Areas on Ferris Creek and Phase III follow up on Indian Creek.

The LCCD proposes to hire a weed contractor to carry out the following treatment work for the BLM – Mount Lewis Field Office and other agencies during FY13-14. The attached figure illustrates the project area and the extent of hoary cress infestation in the watershed to be treated. The estimated 2,800 acres of noxious weed infestations is based on the estimated miles of perennial streams (23 miles) and a buffer (500 feet). Hoary cress treatment will be planned to coincide with vulnerable stages of plant development during a four to eight week growing period prior to seed production (typically in April and May). The project area is a checkerboard pattern of alternating public and private land (figure 2). The majority of the treatments will be conducted on private land.

The LCCD will partnership on this project with the BLM, Lander County Road & Bridge, Barrick Mining Corporation, Nevada Department of Wildlife, and private landowners.

Rodney Davis, UNCE Extension Educator/LCCD County Representative will coordinate with private property owners to inform them of project plans, as well as promoting their participation in the project.

University of Nevada County Extension Educator/ LCCD County Representative, Rod Davis will work with the LCCD Chairman, Jerry Annis, in the performance of

administrative work required in the preparation of reimbursement submittals, grant tracking reports, and any other administrative work required to effect prudent grant management.

- J. Work with private contractors to spray noxious weeds, as funds and needs dictate.
- K. Collaborate on Fire Creek Project

## **2. INFORMATION PROGRAM**

- A. Submit articles to the local media relative to District activities as a means of informing the community of district services and programs.
- B. Educate citizens on cost sharing opportunities for the control and management of invasive weeds and range improvement projects on private lands by November 2013.
- C. Sponsor interested students to the Annual Range Camp.
- D. Award two scholarships, one new and one returning, annually to students in Lander County, who are studying agriculture, conservation, or renewable natural Resource management or related fields.
- E. Continue to provide information about the district and its functions to the Lander County Commissioners and general public.

Information Committee:

Shannon Berumen  
Rod Davis

## **3. MANAGEMENT & ADMINISTRATION**

- A. Develop the annual budget for Lander County Conservation District and submit to the Lander County Commission in February, 2014.
- B. Pay dues to NACD and NvACD as funding allows.
- C. Regular meetings will be held quarterly. Special Meetings will be called as the need arises. Invite cooperating agencies to participate in board meetings.
- D. Meeting notices will be posted according the Nevada open meeting law regulations.
- E. Provide for clerical assistance for District operations and assist the NRCS Office.
- F. Prepare and submit the District's FY 2014-2015 Annual Work Plan and Budget by June 1, 2014.
- G. Prepare and submit the District's FY 2014-2015 Annual Report and Financial Report by September 30<sup>th</sup>, 2014.
- H. Hold supervisor's elections in appropriate years.
- I. Prepare and submit the District's Election Report in appropriate years.
- J. Submit minutes of District meetings to the Nevada Division of CD's and NRCS.
- K. Review Memoranda of Understanding with cooperating agencies each year.
- L. Provide for representation at meetings of NvACD and other resource related meetings sponsored by other agencies and organizations to keep supervisors informed on legislation and other actions affecting the District. Currently the board does not have a representing member of the Nevada State Conservation Commission.

- M. Provide for contact and comments to the Lander County Commission, State Legislators and the Nevada Congressional Delegation on matters relative to CD operations.
- N. Support to the Humboldt Watershed CWMA when needed.
- O. Provide technical assistance and financial assistance (when possible) for weed control in the Lander County Humboldt River Basin and other pre-determined areas in Lander County.
- P. Create, maintain, and update Lander County Conservation District web site.

Submitted by:

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Shannon Berumen, District Clerk/Secretary-Treasurer

\_\_\_\_\_  
Date

**Lander County CONSERVATION DISTRICT**  
**ESTIMATE OF RECEIPTS**

For the Fiscal Year July 1, 2014- June 30, 2015

<b><u>RECEIPT SOURCE</u></b>	<b><u>AMOUNT</u></b>
<b>State Funds</b>	<b>\$3,500</b>
<b>Additional State Funds</b>	
<b>County Funds</b>	<b>20,000</b>
<b>City Funds</b>	<b>0</b>
<b>Other Government Funds (specify)</b>	
<b>Administrative Income (specify)</b>	<b>0</b>
<b>Interest – CD, Savings and Checking</b>	<b>0</b>
<b>Grants for projects (specify)</b>	<b>10,000</b>
<b>Rental Income (equipment, etc.)</b>	<b>200</b>
<b>Contributions</b>	<b>0</b>
<b>Building/Property Rental Fees</b>	<b>0</b>
<b>Other Sources of Income</b>	<b>0</b>
<b>Tree Sales</b>	<b>0</b>
<b><i>TOTAL INCOME</i></b>	<b><i>\$33,700.00</i></b>

**Lander County CONSERVATION DISTRICT**

**ESTIMATE OF EXPENDITURES**

For the Fiscal Year July 1, 2014- June 30, 2015

<b>EXPENDITURE</b>	<b>AMOUNT</b>
<b>Employee Salary</b>	<b>13,200.00</b>
<b>Fringe Benefit Expense</b>	<b>6,800.00</b>
<b>Travel</b>	<b>150.00</b>
<b>Building Rent</b>	<b>0</b>
<b>Telephone</b>	<b>100.00</b>
<b>Insurance</b>	<b>0</b>
<b>Postage</b>	<b>25.00</b>
<b>Copying Expense</b>	<b>450.00</b>
<b>Office Supplies</b>	<b>100.00</b>
<b>Education &amp; Information Expenses</b>	<b>2,000.</b>
<b>Equipment Purchase</b>	<b>0</b>
<b>Equipment Expenses (maintenance, repair, operation)</b>	<b>0</b>
<b>Dues – NvACD</b>	<b>600.00</b>
<b>Dues – NACD</b>	<b>775.00</b>
<b>Dues – Other (RC &amp; D)</b>	<b>0.00</b>
<b>Mileage</b>	<b>0</b>
<b>Investments (specify)</b>	<b>0</b>
<b>Internet</b>	<b>300.</b>
<b>Bond and Insurance Expenses</b>	<b>0</b>
<b>Project Costs:</b>	<b>0</b>
<b>Grant #1 Cost Share Program</b>	<b>5,000.</b>
<b>Grant #2 Contract Spraying</b>	<b>3,750.</b>
<b>Grant #3 Range Camp</b>	<b>180.00</b>
<b>Other Expenses</b>	<b>270.00</b>
<b>TOTAL EXPENSES</b>	<b>\$33,700.00</b>

# Lander County Conservation District

## FY 2014-15 DRAFT ANNUAL REPORT

July 1, 2014 to June 30, 2015

### 1. **PLANNING & SERVICE**

- A. Provided for involvement of other agencies, organizations and/or individuals in the annual planning and implementation of district operations and programs.
  - 1. Provided assistance on irrigation & range land improvements as needed.
  - 2. Provided cooperators with use of available Conservation District equipment and advertised its availability.
- B. Reviewed and appraised progress on the work plan at regular meetings of the District Board.
- C. Set and worked on Long Range Plan objectives are identified and correlated into the Annual Plan of Work.
- D. Worked with the Natural Resource Conservation Service to insure that all land users, including minorities, were aware of available assistance programs.
- E. Provided conservation planning assistance to the following cooperators:  
Cooperators in Lander County
- F. Provided conservation practice application assistance to land users on irrigated systems, range improvement, mined land rehabilitation and others upon request.
- G. Assisted cooperators in the use of current resource inventories, available to the District by cooperating agencies that facilitated resource planning and implementation with the District.
- H. Stayed involved in the Sage Grouse Initiative with State and County
- I. Collaborated on Indian Creek Weed Project
- J. Worked with private contractors to spray noxious weeds, as funds and needs dictated.
- K. Collaborated on Fire Creek Project ideas.

### 2. **INFORMATION PROGRAM**

- A. Submitted announcements to the local media relative to District activities as a means of informing the community of district services and programs.
- B. Educated citizens on cost sharing opportunities for the control and management of invasive weeds and pests on private lands.
- C. Offered funding sponsorship to interested Youth to the Annual Range Camp.
- D. Provided Scholarship Award Notice and Packet to high schools in Lander County and to GBC to post on Scholarship site. Awarded two scholarships to students in Lander County that met scholarship criteria.
- E. Continued to provide information about the district and its functions to the Lander County Commissioners and general public.

Information Committee:  
Shannon Berumen  
Rod Davis

### 3. **MANAGEMENT & ADMINISTRATION**

- A. Developed the annual budget for Lander County Conservation District and submitted to the Lander County Commission in February, 2015.
- B. Paid dues to NACD and NvACD.
- C. scheduled and held Regular meetings. Invited cooperating agencies to attend board meetings.
- D. Meeting notices were posted according the Nevada open meeting law regulations to include the new state posting website.
- E. Provided clerical assistance for District operations and worked with NRCS Office.
- F. Prepared and submitted the District's FY 2015-2016 Annual Work Plan and Budget by June 1, 2015.
- G. Prepared and submitted the District's FY 2014-2015 Annual Report and Financial Report by September 30<sup>th</sup>, 2015.
- H. Held supervisor's elections in November 2014.
- I. Prepared and submitted the District's Election Report in November 2014.
- J. Submitted minutes of District meetings to the Nevada Conservation Districts Program Department of Conservation and Natural Resources.
- K. Reviewed Memoranda of Understanding with any cooperating agencies.
- L. Unable to provide representation at NvACD annual meeting. Provided presence at other resource related meetings sponsored by other agencies and organizations to keep supervisors informed on legislation and other actions affecting the District. Currently the board does not have a representing member of the Nevada State Conservation Commission.
- M. Made available for contact and comments to the Lander County Commission, State Legislators and the Nevada Congressional Delegation on matters relative to CD operations.
- N. Supported the Humboldt Watershed CWMA when needed.
- O. Provided technical assistance and financial assistance for weed control in the Lander County Humboldt River Basin and other pre-determined areas in Lander County.
- P. Created and updated Lander County Conservation District web site.

Submitted by:

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Shannon Berumen, District Clerk/Secretary-Treasurer

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Date

# LANDER COUNTY CONSERVATION DISTRICT

## SUMMARY OF RECEIPTS

For the Fiscal Year Ending June 30, 2015

<u>RECEIPT SOURCE</u>	<u>AMOUNT</u>
<b>State Funds</b>	<b>\$3,604.72</b>
<b>Additional State Funds</b>	<b>\$0.00</b>
<b>County Funds</b>	<b>\$0.00</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-Lander County#1</b>	<b>\$20,000.00</b>
Personnel-Salary&Fringe	\$15,560.00
Operating	\$4,440.00
<b>Grants for projects (specify)</b>	<b>\$4,707.14</b>
State CC Sage Grouse#2	\$2,857.14
Barrick Weed hardware/software#3	\$1,850.00
BLM#4	\$0.00
<b>Rental Income (equipment, etc.)</b>	<b>\$100.00</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>Tree Sales</b>	<b>\$0.00</b>
	\$0.00
<i>Total In Checking Account</i>	<i>12,851.86</i>
<b>TOTAL INCOME</b>	<b>\$28,411.86</b>



# LANDER COUNTY CONSERVATION DISTRICT

## SUMMARY OF EXPENDITURES

For the Fiscal Year Ending June 30, 2015

EXPENDITURE	AMOUNT
Travel-Hotel/Motel	\$0.00
Building Rent	\$0.00
Telephone	(\$32.89)
Insurance	\$0.00
Postage	\$0.00
Copying Expense	(\$1,382.74)
Office Supplies	\$0.00
Education-Scholarships	(\$1,000.00)
Outreach	\$0.00
Equipment Purchase	\$0.00
Equipment Expenses (maintenance, repair, operation)	\$0.00
Dues – NvACD	(\$600.00)
Dues – NACD	(\$775.00)
Registrations – meetings	\$0.00
Mileage/Airfare	\$0.00
Investments (specify)	\$0.00
Internet	\$0.00
Bond and Insurance Expenses	\$0.00
Grant Expenditures:	(\$50,150.90)
Grant #1 Lander County	(\$18,571.82)
Employee Salary	(\$10,654.95)
Fringe Benefit Expense	(\$3,587.88)
Operating-Cost share, Pesticide Training Refresh	(\$4,328.99)
Grant #2 Sage Grouse	\$0.00
Grant #3 Purchase Trimble Weed Juno3B	(\$1,579.08)
Grant#4 Contract Weed Spray	(\$30,000.00)
TOTAL CHECKING EXPENDITURES	(\$39,698.70)
<b>TOTAL EXPENSES</b>	<b>(\$53,941.53)</b>

# LANDER COUNTY CONSERVATION DISTRICT

## FINANCIAL SUMMARY

For the Fiscal Year Ending June 30, 2015

<b>1 BEGINNING OF YEAR FUND BALANCE:</b>	
<i>(Must Equal Funds Reported From End of Previous Fiscal Year)</i>	
<b>a. List all bank accounts:</b>	
Certificate of Deposit.....	
Checking Account.....	\$ 40,686.61
Savings Account.....	
<b>b. Cash on hand.....</b>	<b>\$ -</b>
<b>c. Total fund balance.....</b>	<b>\$ 40,686.61</b>
<b>d. Accounts receivable .....</b>	<b>\$12,851.86</b>
<b>e. Accounts payable.....</b>	<b>(\$39,698.70)</b>
<b>f. Total funds available.....</b>	<b>\$ 13,839.77</b>
<b>2 END OF YEAR FUND BALANCE:</b>	
<b>a. List all bank accounts:</b>	
Checking Account.....	\$ 13,839.77
Savings Account.....	
<b>b. Cash on hand.....</b>	<b>\$ -</b>
<b>c. Total fund balance.....</b>	<b>\$ 13,839.77</b>
<b>d. Accounts receivable.....</b>	<b>\$100.00</b>
State Funds	\$3,604.72
Grants:	
1. Grant #1- Lander County	\$4,440.00
2. Grant #2- State CC Sage Grouse	\$2,857.14
3. Grant #3-Barrick Weed hardware/software	\$1,850.00
4. Grant#4- BLM	\$0.00
<b>e. Accounts payable.....</b>	
1. Item #1 - See Total Checking on Expenditures page	(\$39,698.70)
2. Item #2 -	\$ (832.70)
<b>f. Total funds available.....</b>	<b>\$ (13,839.77)</b>
<b>3 SUMMARY:</b>	
a. Beginning of year fund balance (1.c. above).....	\$ 40,686.61
b. Plus total receipts (from Receipt Summary).....	\$ 12,851.86
c. <i>Less total expenditures (from Expense Summary)....</i>	<i>(\$39,698.70)</i>
d. Must equal end-of-year fund balance (2.c. above)....\$	\$ 13,839.77
<b>4 ASSETS:</b> List all assets (equipment, land, buildings, etc.) and estimate their value:	
a. 300 Gallon Tank with spray gun on trailer	\$ 2,406.61
b. ....	
c. ....	

**LANDER COUNTY CONSERVATION DISTRICT**  
**USE OF STATE APPROPRIATED MONEY**

**For the Fiscal Year Ending June 30, 2015**

<b>Amount of State Appropriated Money:</b>	\$	<b>6,461.86</b>
<b>Money Spent:</b>		
Education & Information Expenses	<b>(\$1,000.00)</b>	
Cost Share	<b>\$0.00</b>	
Other Expenses	<b>(\$2,790.63)</b>	
Fire Creek Sage Grouse Project	<b>\$2,857.14</b>	
<b>Matching Funds Spent:</b>	<b>(\$2,671.23)</b>	
<b>Balance Remaining:</b>	\$	<b>2,857.14</b>

Shannon Berumen, District Clerk

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Authorized Signature: Name & Title

Lander County Conservation District