

BIG MEADOW CONSERVATION DISTRICT
110 American Boulevard
Lovelock, NV 89419

ANNUAL WORK PLAN

Fiscal Year July 1, 2012 to June 30, 2013

INTRODUCTION

The Big Meadow Conservation District is a unit of state government that provides advice and counsel on natural resource issues. The District provides guidance and sets priorities for technical assistance of the cooperating agencies.

A board consisting of five (5) elected supervisors, and two (2) appointed supervisors manages the Big Meadow Conservation District. They are as follows:

| | |
|----------------------------|------------------|
| Chairman | Robert Depaoli |
| Vice Chairman | Vance Vesco |
| Member..... | Carl Clinger |
| Member..... | Leighton Krisley |
| Member..... | vacant |
| City Representative | Mac Moezzi |
| County Representative..... | Steve Foster |

This plan defines the objectives of the Big Meadow Conservation District. It implements the District's long-range program by specifying those policies and activities that will receive emphasis for the coming year.

MISSION STATEMENT

To provide technical assistance and services to the private sector and public agencies through education and management programs to promote wise use of resources.

GOALS

1. DEVELOP A DETAILED LIST OF RESOURCE CONCERNS FOR PERSHING COUNTY AND IDENTIFY PRACTICES PERTAINING TO THOSE RESOURCE CONCERNS.
2. IMPROVE WEED CONTROL PROGRAM FOR PERSHING COUNTY – ONGOING
3. IMPROVE PUBLIC AWARENESS OF THE DISTRICT AND ITS FUNCTION – ONGOING
4. HAVE THE DISTRICT RECOGNIZED AS A LEADER IN CONSERVATION PRACTICES
5. DEVELOP SUPERVISORS AND FILL VACANCIES

PLANNING FOR SERVICE

1. CONSERVATION

The District will:

- A. Develop, with the Local Work Group, a comprehensive list of resource concerns and work with NRCS to develop and justify practices to address the resource concerns of Pershing County.
- B. Provide technical assistance to cooperators to address resource concerns including but not limited to the following: water quantity/quality, soil erosion, plant health and vigor, air quality, rangeland health, wildlife, ag sustainability, bio-fuels, septage, etc.
- C. Serve as an advocate for producers and take a leadership role in government cost share and other funding programs that may become available.
- D. Maintain a close liaison with the FSA, NRCS, Pershing County Water Conservation District and the Cooperative Extension Service. Emphasis will be placed on planning and application of conservation practices.
- E. Actively promote the education and planting of trees and shrubs.
- F. Improve the weed control program in the District in coordination with the Nevada State Department of Agriculture. Take a leadership role promoting coordination with other county, state and federal agencies, private industry and landowners.
- G. Analyze staff needs and secure assistance from cooperating agencies and local sources.
- H. Develop and maintain Big Meadow Conservation District website to facilitate and promote items 1-A through 1-F.

2. PROGRAM DEVELOPMENT

The District will:

- A. Take an active part in the State Technical Committee meetings.
- B. Take an active part in the National Association of Conservation Districts (NACD) and the Nevada Association of Conservation Districts (NvACD). Dues will be paid to both organizations. Members of the Board will attend the Northeast Area District Meeting.
- C. Review equipment and staffing needs monthly to ensure that District objectives are met. Cooperators will be interviewed to ensure that the equipment program is effective.
- D. Prepare and review the District calendar to ensure timely action.
- E. Sponsor the NvACD poster contest in the elementary school.
- F. Develop Big Meadow Conservation website.

3. INFORMATION AND EDUCATION

The District will:

- A. Sponsor programs on conservation subjects.
- B. Work with local media to publicize the District programs.
- C. Continue annual tree planting, including sales and providing trees for the yearly school program (pre-K through 6th grade for all of Pershing County).

ORGANIZING FOR SERVICE

1. LIAISON

The District will:

- A. Invite public and cooperating agencies to meet with the BMCD Board on a regular basis.
- B. Maintain contact with local, state and federal officials regarding District plans and programs.
- C. Study current legislative activities and advise their representatives of the effect of legislation on District activities.
- D. Review District correspondence to keep informed on regional and national issues.

2. ADMINISTRATION

The District will:

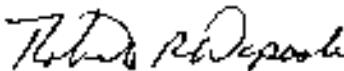
- A. Hold at least three meetings annually with special meetings to be called as necessary. The agenda will be mailed or e-mailed to each board member at least one week prior to the meeting. Agendas will be posted in accordance with the Open Meeting Law requirements.
- B. Outline the Annual Work Plan in the spring and submit as required.
- C. Review the plan and budget quarterly and monitor programs.
- D. Prepare the Annual and Financial Reports and submit as required. The report will also be sent to interested local, state and federal agencies.
- E. Review all Memoranda of Understanding. Discuss at least one Memorandum of Understanding with an appropriate agency representative each year.

3. FINANCIAL

The District will:

- A. Prepare an annual budget.
- B. Receive a report of the financial status at scheduled meetings.
- C. Invest funds prudently.
- D. Maintain equipment properly.
- E. Explore state and federal grants and other monies that are available to carry out the District's long-range objective.
- F. Conduct an annual audit in conjunction with the preparation of the annual report.
- G. Generate a report of the financial status of the District at the end of the fiscal year and post the results.

Respectfully submitted,



Robert Depaoli
BMCD Chairman

BIG MEADOW CONSERVATION DISTRICT
110 American Boulevard
Lovelock, NV 89419

Proposed Budget for Fiscal Year 2012-2013

RECEIPT SOURCES

| | |
|--|-------------------|
| Legislative Funds | \$2,500.00 |
| Equipment Rental Fees | 2,000.00 |
| Bank Account Interest | 5.00 |
| Tree Sales | 100.00 |
| Insurance Funding from County | 425.00 |
| TOTAL RECEIPTS ESTIMATED FOR BUDGET | \$5,030.00 |

EXPENDITURES

| | |
|--|-------------------|
| Contract Labor | \$1,450.00 |
| Travel Expenses | 625.00 |
| Office Supplies/Postage | 30.00 |
| Equipment Expenses (Maintenance/Repairs) | 500.00 |
| Dues (NACD) | 150.00 |
| Dues (NvACD) | 300.00 |
| Trees and Related Expenses | 600.00 |
| Poster Contest | 150.00 |
| Annual Dinner Meeting | 400.00 |
| Annual Audit | 400.00 |
| Insurance | 425.00 |
| TOTAL EXPENSES ESTIMATED FOR BUDGET | \$5,030.00 |

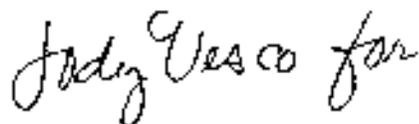
BIG MEADOW CONSERVATION DISTRICT

Proposed In Kind Budget for Fiscal Year 2012-13

| | |
|-------------------------------|--------------------|
| Rent Paid to NRCS | \$1,316.00 |
| Labor | 5,500.00 |
| Travel | 625.00 |
| Weeds | 2,500.00 |
| Insurance from County | 425.00 |
| TOTAL IN KIND RECEIPTS | \$10,366.00 |

| | |
|-------------------------------|--------------------|
| Rent Paid to NRCS | \$1,316.00 |
| Labor | 5,500.00 |
| Travel | 625.00 |
| Weeds, PCCWMA/LVWS | 2,500.00 |
| Insurance from County | <u>425.00</u> |
| TOTAL IN KIND EXPENSES | \$10,366.00 |

Respectfully submitted,



Robert Depaoli
BMCD Chairman

BIG MEADOW CONSERVATION DISTRICT

110 American Blvd.
Lovelock, NV 89419

Annual Report

July 1, 2012 to June 30, 2013

INTRODUCTION

Supervisors and appointed officers of the board for the past year were:

| | |
|-----------------------|------------------|
| Chairman | Robert Depaoli |
| Vice Chairman | Vance Vesco |
| County Representative | Steve Foster |
| City Representative | Mac Moezzi |
| Member | Carl Clinger |
| Member | Leighton Knisley |
| Member | John Shank |
| Secretary | Jody Vesco |

Leighton Knisley was appointed to the board. Leighton brings a young farmer perspective to the discussion. John Shank joined the board as an appointment to fill the last vacancy. John furthers diversifies our board with his knowledge in green house production.

CONSERVATION

The District continued to provide technical assistance to cooperators in order to improve irrigation water management and erosion control. Preparation for the EQIP programs was a high priority. District cooperators participated in the AMA, EQIP and WHIP programs.

The Board has cooperated with all Coordinated Resource Management Planning (CRMP) activities in Pershing County. One Supervisor from the District attended and participated in the NRCS State Technical Committee (NSTC) meeting. Two supervisors attended the NvACD meeting held in Winnemucca, Nevada November 23 and 24, 2012.

A Local Work Group meeting was not held this year.

The District continues with the annual Arbor Day tree-planting program at Lovelock Elementary School, Imlay Elementary School and the Little Feathers Daycare. The District furnished 500 flowering plum bare rootstock trees and soil. BMCD Supervisors,

NRCS staff and two volunteers from the community instructed the children on planting and caring for their trees.

Close liaison was maintained with NRCS, NDOW, Division of Forestry, Nevada Department of Ag, FSA, Pershing County Water Conservation District, Humboldt Weed Management Committee, Nevada Weed Management Association, University of Nevada, Reno, Nevada Cooperative Extension, and the Nevada Farm Bureau. The District took the leadership role in the Pershing County Cooperative Weed Management Area (PC-CWMA), a countywide weed management organization and participation in the statewide Nevada Weed Management Association (NWMA). The BMCD maintained membership in NvPAW (Nevada's People for Animal Welfare) to continue our work on responsible management of animals, both feral and domestic. The District's Annual Work Plan was reviewed and updated.

The conservation programs that were presented traditionally at the local school were not conducted this year due to old (technology) information and the lack of someone to conduct the classes. The poster contest was held this year sending three posters to the state competition.

ADMINISTRATION AND FINANCE

The District held meetings in July, September, October and November for 2012; January, April and May 2013 at the USDA Service Center in Lovelock, Nevada.

The Board reviews the Memorandum of Understanding and Agreements that it has with the aforementioned agencies.

The Board analyzed equipment and staff needs regularly to insure the District Objectives were being met. Staff was provided to manage the equipment rental program and district administration.

Correspondence was reviewed at all regular meetings.

Dues were not paid to NACD due to reduction of funding.

District funds were prudently invested; personnel were bonded and, personnel and equipment were insured. Financial reports were updated regularly and reviewed at each regular meeting. Espinoza Bookkeeping conducted an audit of the BMCD books for four years with no problems found.

Respectfully submitted,

Robert Depaoli
BMCD Chairman

YEAR-END FINANCIAL REPORT
BIG MEADOW CONSERVATION DISTRICT
SUMMARY OF RECEIPTS

For the Fiscal Year Ending June 30, 2013

RECEIPT SOURCE **AMOUNT**

| | |
|--|----------------|
| State Funds | 2659.49 |
| | |
| County Funds | |
| | |
| City Funds | |
| | |
| Other Government Funds (specify) | |
| | |
| Administrative Income (specify) | |
| | |
| Interest – CD, Savings and Checking | 5.67 |
| | |
| Grants for projects (specify) | |
| | |
| Rental Income (equipment, etc.) | 390.00 |
| | |
| Contributions | |
| | |
| Bank Maintenance Fee Return | 2.07 |
| | |
| Other Sources of Income | |
| Dinner Guest Reimbursement | 20.00 |
| Transfer From Savings Account | 3000.00 |
| | |
| TOTAL INCOME | 6077.23 |

YEAR-END FINANCIAL REPORT

DRAFT REPORT DUE JULY 15TH AND FINAL FINANCIAL REPORT DUE SEPT. 30TH

**TO: STATE CONSERVATION COMMISSION
DIVISION OF CONSERVATION DISTRICTS,
901 S. STEWART STREET #5004, CARSON CITY, NV 89701
PHONE (775) 684-2760 FAX- (775) 684-2761**

BIG MEADOW CONSERVATION DISTRICT
SUMMARY OF EXPENDITURES

For the Fiscal Year Ending June 30, 2013

| EXPENDITURE | AMOUNT |
|--|------------------|
| Employee Salary | \$1571.25 |
| Fringe Benefit Expense | |
| Travel | 281.00 |
| Audit (4 years) | 600.00 |
| Bank Maintenance Fee | 2.07 |
| Insurance | 1675.52 |
| Postage | 9.00 |
| Copying Expense | |
| Office Supplies | |
| Education & Information Expenses (Poster Contest) | 45.00 |
| Equipment Purchase (specify) | |
| Equipment Expenses (maintenance, repair, operation) | 1042.31 |
| Dues – NvACD | 900.00 |
| Dues – NACD | |
| Dues - Other | |
| Mileage | 493.20 |
| Investments (specify) | |
| Annual Dinner | 423.84 |
| Bond and Insurance Expenses | |
| Project Costs: | |
| Grant #1 | |
| Grant #2 | |
| Grant #3 | |
| Other Expenses (specify) | |
| Tree Planting | 469.76 |
| Range Camp Sponsorship | 180.00 |
| TOTAL EXPENSES | 7692.95 |

DRAFT REPORT DUE JULY 15TH AND FINAL FINANCIAL REPORT DUE SEPT. 30TH
TO: STATE CONSERVATION COMMISSION
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BIG MEADOW CONSERVATION DISTRICT FINANCIAL SUMMARY

For the Fiscal Year Ending June 30, 2013

1. BEGINNING OF YEAR FUND BALANCE:

(Must Equal Funds Reported From End of Previous Fiscal Year)

| | |
|---|--------------------|
| a. List all bank accounts: | |
| Certificate of Deposit | \$ <u>0.00</u> |
| Checking Account | \$ <u>4631.12</u> |
| Savings Account | \$ <u>11881.23</u> |
| b. Cash on hand | |
| | \$ <u>0.00</u> |
| c. Total fund balance..... | |
| | \$ <u>16512.35</u> |
| d. Accounts receivable grants..... | |
| | \$ <u>0.00</u> |
| e. Accounts payable..... | |
| | \$ <u>0.00</u> |
| f. Total funds available..... | |
| | \$ <u>16512.35</u> |

2. END OF YEAR FUND BALANCE:

| | |
|---|--------------------|
| a. List all bank accounts: | |
| Checking Account | \$ <u>3009.73</u> |
| Savings Account | \$ <u>8886.90</u> |
| b. Cash on hand | |
| | \$ <u>0.00</u> |
| c. Total fund balance..... | |
| | \$ <u>11896.63</u> |
| d. Accounts receivable grants..... | |
| | \$ <u>0.00</u> |
| 1. Grant #1 _____ - \$ _____ | |
| 2. Grant #2 _____ - \$ _____ | |
| e. Accounts payable..... | |
| | \$ <u>0.00</u> |
| 1. Item #1 _____ - \$ _____ | |
| 2. Item #2 _____ = \$ _____ | |
| f. Total funds available..... | |
| | \$ <u>11896.63</u> |

3. SUMMARY:

| | |
|---|--------------------|
| a. Beginning of year fund balance (1.c. above) | \$ <u>16512.35</u> |
| b. Plus total receipts (from Receipt Summary) | \$ <u>6077.23</u> |
| c. Less total expenditures (from Expense Summary) | \$ <u>7692.95</u> |
| 1. Less adjustment..... | \$ <u>3000.00*</u> |
| d. Must equal end-of-year fund balance (2.c. above) | \$ <u>11896.63</u> |

*Adjustment is funds transferred from 1.a. savings to 3.b. receipts (money counted twice).

4. ASSETS: List all assets (equipment, land, buildings, etc.) and estimate their value:

| | |
|--------------------------|-------------------|
| a. Trencher | \$ <u>6500.00</u> |
| b. PCCWMA..... | \$ <u>2000.00</u> |

DRAFT REPORT DUE JULY 15TH AND FINAL FINANCIAL REPORT DUE SEPT. 30TH

*TO: STATE CONSERVATION COMMISSION
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