

Lander County Conservation District

FY 2013 DRAFT ANNUAL PLAN OF WORK

July 1, 2013 to June 30, 2014

The following is the Lander County Conservation District Annual Plan of Work for fiscal year 2013-2014.

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. Participate as a member of the Locally Lead Group as it relates to the EQIP program.
- I. Cooperate with NRCS to maintain the Snotel site on Mt. Lewis.
- J. Stay involved in Sage Grouse Initiative, State and County
- K. Collaborate on Indian Creek Weed Project
- L. Work with private contractors to spray noxious weeds, as funds and needs dictate.

Planning & Service Committee:

Erik Taylor

Paul Tomera

Gerrit Baker

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. Publish a quarterly District newsletter.
- D. Sponsor interested students to the Annual Range Camp.
- E. 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.

- F. 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 30th, 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.. Update the Lander County Conservation District web site.

Submitted by:

Shannon Berumen, District Clerk/Secretary-Treasurer

Date

Lander County CONSERVATION DISTRICT
ESTIMATE OF RECEIPTS

For the Fiscal Year July 1, 2013- June 30, 2014

<u>RECEIPT SOURCE</u>	<u>AMOUNT</u>
State Funds	2,250
Additional State Funds	
County Funds	20,000
City Funds	0
Other Government Funds (specify)	
Administrative Income (specify)	0
Interest – CD, Savings and Checking	0
Grants for projects (specify)	30,000
BLM weed grant Indian Creek	
Rental Income (equipment, etc.)	0
Contributions	0
Building/Property Rental Fees	0
Other Sources of Income	0
Tree Sales	0
<i>TOTAL INCOME</i>	<i>\$52,250</i>

Lander County CONSERVATION DISTRICT

ESTIMATE OF EXPENDITURES

For the Fiscal Year Ending June 30, 2013

EXPENDITURE	AMOUNT
Employee Salary	13,200
Fringe Benefit Expense	6,800
Travel	0
Building Rent	0
Telephone	100
Insurance	0
Postage	25.00
Copying Expense	200.00
Office Supplies	100.00
Education & Information Expenses	0
Equipment Purchase	0
Equipment Expenses (maintenance, repair, operation)	0
Dues – NvACD	600.00
Dues – NACD	775.00
Dues – Other (RC & D)	0.00
Mileage	0
Investments (specify)	0
Internet	0
Bond and Insurance Expenses	0
Project Costs:	0
Grant #1 Cost Share Program	0
Grant #2 Contract Spraying	30,000
Grant #3 Range Camp	180.00
Other Expenses	270.00
TOTAL EXPENSES	\$52,250

Lander County Conservation District

FY 2013-14 DRAFT ANNUAL REPORT

July 1, 2013 to June 30, 2014

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 advertise 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 as identified and correlated into the Annual Plan of Work.
- D. Worked with the Nevada and National Natural Resource Conservation Service to insure that all land users, including minorities, are 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, to facilitate resource planning and implementation with the District.
- H. Participated as a member of the Locally Lead Group as it relates to the EQIP program.
- I. Cooperated with NRCS to maintain the Snotel site on Mt. Lewis.
- J. Stayed involved in Sage Grouse Initiative, State and County
- K. Collaborated on Indian Creek Weed Project with BLM and other entities.
- L. Worked with private contractors to spray noxious weeds, as funds and needs dictate.

Planning & Service Committee:

Erik Taylor

Paul Tomera

Gerrit Baker

2. **INFORMATION PROGRAM**

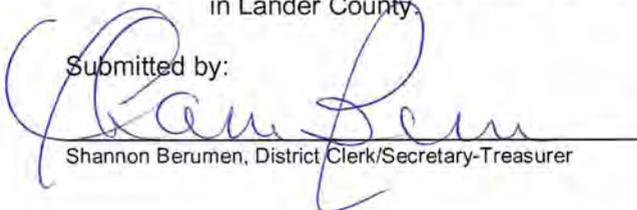
- A. Submitted articles to the local media relative to District activities as a means of informing the community of district services and programs.
- B. Educated citizens on cost sharing opportunities for the control and management of invasive weeds and range improvement projects on private lands by November 2013.
- C. Offered Sponsorship to interested students to the Annual Range Camp.
- D. Awarded two scholarships, one new and one returning, annually to students in
 - i. Lander County, who are studying agriculture, conservation, or renewable natural resource management or related fields.

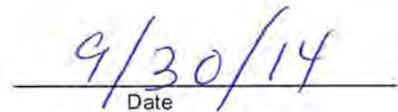
- E. Continued to provide information about the district and its functions to the Lander County Commissioners and general public.
 - 1. Information Committee:
Shannon Berumen
Rod Davis

3. MANAGEMENT & ADMINISTRATION

- A. Developed the annual budget for Lander County Conservation District and submit to the Lander County Commission in February, 2014.
- B. Paid dues to NACD and NvACD as funding allows.
- C. Regular meetings held quarterly. Special Meetings called as needed. Invited cooperating agencies to participate in board meetings.
- D. Meeting notices posted according the Nevada open meeting law regulations.
- E. Prepared and submitted the District's FY 2014-2015 Annual Work Plan and Budget by June 1, 2014.
- F. Prepared and submitted the District's FY 2014-2015 Annual Report and Financial Report by September 30th, 2014.
- G. Held supervisor's elections in first 10 days of November.
- H. Prepared and submitted the District's Election Report.
- I. Submitted minutes of District meetings to the Nevada Division of CD's.
- J. Reviewed Memoranda of Understanding with cooperating agencies.
- K. Provided 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.
- L. Provided for contact and comments to the Lander County Commission, State Legislators and the Nevada Congressional Delegation on matters relative to CD operations as needed.
- M. Supported the Humboldt Watershed CWMA when needed.
- N. Provided 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.

Submitted by:


Shannon Berumen, District Clerk/Secretary-Treasurer


Date

LANDER COUNTY CONSERVATION DISTRICT

SUMMARY OF RECEIPTS

For the Fiscal Year Ending June 30, 2011

<u>RECEIPT SOURCE</u>	<u>AMOUNT</u>
State Funds	\$3,500.00
Additional State Funds	\$289.11
County Funds	\$4,440.00
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.)	\$25.00
Contributions	\$0.00
Building/Property Rental Fees	\$0.00
Other Sources of Income	\$45.00
Tree Sales	\$0.00
	\$0.00
TOTAL INCOME	\$8,299.11

LANDER COUNTY CONSERVATION DISTRICT

SUMMARY OF EXPENDITURES

For the Fiscal Year Ending June 30, 2011

<u>EXPENDITURE</u>	<u>AMOUNT</u>
Employee Salary	(\$9,245.60)
Fringe Benefit Expense	(\$1,849.12)
TOTAL PAYROLL	(\$11,094.72)
Travel-Hotel/Motel	\$0.00
Building Rent	\$0.00
Telephone	\$0.00
Insurance	\$0.00
Postage	\$0.00
Copying Expense	(\$472.01)
Office Supplies	\$0.00
Education & Information Expenses	(\$1,000.00)
Equipment Purchase File Cabinet	\$0.00
Equipment Expenses (maintenance, repair, operation)	(\$615.39)
Dues – NvACD	(\$600.00)
Dues – NACD	(\$891.73)
Registrations – meetings	(\$70.00)
Mileage/Airfare	(\$443.84)
Investments (specify)	\$0.00
Internet	\$0.00
Bond and Insurance Expenses	\$0.00
Project Costs:	\$0.00
Grant #1 Cost Share Program	(\$1,258.27)
Grant #2 Contract sage grouse work	(\$50,000.00)
Grant #3 Pesticide refreshment	\$0.00
Other Expenses Range Camp Sponsorship	\$0.00
TOTAL CHECKING EXPENDITURES	(\$55,351.24)
TOTAL EXPENSES	(\$66,445.96)

LANDER COUNTY CONSERVATION DISTRICT

FINANCIAL SUMMARY For the Fiscal Year Ending June 30, 2013

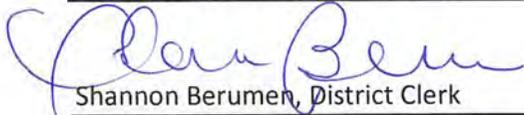
1 BEGINNING OF YEAR FUND BALANCE:	
(Must Equal Funds Reported From End of Previous Fiscal Year)	
a. List all bank accounts:	
Certificate of Deposit.....	
Checking Account.....	\$ 87,738.74
Savings Account.....	
b. Cash on hand.....	
	\$ -
c. Total fund balance.....	
	\$ 87,738.74
d. Accounts receivable	
	\$8,299.11
e. Accounts payable.....	
	(\$55,351.24)
f. Total funds available.....	
	\$ 40,686.61
2 END OF YEAR FUND BALANCE:	
a. List all bank accounts:	
Checking Account.....	\$ 40,686.61
Savings Account.....	
b. Cash on hand.....	
	\$ -
c. Total fund balance.....	
	\$ 40,686.61
d. Accounts receivable.....	
1. Grant #1- State of Nevada	\$3,789.11
2. Grant #2- Lander County	\$4,440.00
3. Grant #3-Rental fees	\$25.00
	\$0.00
e. Accounts payable.....	
1. Item #1 - See Expenditures page	(\$55,351.24)
2. Item #2 -	
f. Total funds available.....	
	\$ (6,410.52)
3 SUMMARY:	
a. Beginning of year fund balance (1.c. above).....	\$ 87,738.74
b. Plus total receipts (from Receipt Summary).....	\$8,299.11
c. Less total expenditures (from Expense Summary)....	(\$55,351.24)
d. Must equal end-of-year fund balance (2.c. above).....\$	\$ 40,686.61
4 ASSETS: 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, 2014

Amount of State Appropriated Money:	\$3,789.11
Money Spent:	
Education & Information Expenses	(\$1,000.00)
Cost Share	(\$1,258.27)
Other Expenses	(\$2,905.84)
Range Camp Sponsorship	\$0.00
Matching Funds Spent:	\$1,375.00
Balance Remaining:	\$0.00



Shannon Berumen, District Clerk

Authorized Signature: Name & Title
Lander County Conservation District