

# Lander County Conservation District

## FY 2016-17 DRAFT ANNUAL PLAN OF WORK

July 1, 2016 to June 30, 2017

### 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.
  - 3. Provide Agenda item for various cooperating agencies to report to district
- 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 FY 16-17. 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. 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.

Shannon Berumen, UNCE Exec. Sec. III/LCCD District Clerk will coordinate with private property owners to inform them of project plans.

- J. Work with private contractors to spray noxious weeds, as funds and needs dictate.
- K. Collaborate on Fire Creek Project with Private land owner, BLM, and other agencies.

**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.
- C. Sponsor interested students to the Annual Range Camp.
- D. Award scholarships 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

**3. MANAGEMENT & ADMINISTRATION**

- A. Develop the annual Grant for District Clerk Salary and operation costs for Lander County Conservation District and submit to the Lander County Commission in February, 2017.
- B. Pay dues to NACD and NvACD as funding allows.
- C. Regular meetings will be held at a minimum three times per year. Special Meetings will be called as the need arises. Invite cooperating agencies that have requested notice 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 2017-2018 Proposed Annual Work Plan and Budget by June 1, 2017.
- G. Prepare and submit the District's FY 2015-2016 Annual Year End Report and Financial Report by September 30<sup>th</sup>, 2016.
- H. Hold supervisor's elections in first ten days of November 2016.
- I. Prepare and submit the District's Election Report within one week of election in November 2016.
- J. Submit minutes of District meetings to the Nevada Division of CD's within 30 days of meeting.
- 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 of Nevada Conservation 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

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Date

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

For the Fiscal Year July 1, 2016- June 30, 2017

<b>RECEIPT SOURCE</b>	<b>AMOUNT</b>
State Funds	\$ 3,700.00
Additional State Funds	
County Funds-Operating/DC Salary	\$ 23,175.90
City Funds	\$ -
Other Government Funds (specify)	\$ -
Administrative Income (specify)	\$ -
Interest – CD, Savings and Checking	\$ -
Grants For Projects (specify)	
County Sage Grouse	\$ 20,000.00
BLM Weeds	\$ 30,000.00
Rental Income (equipment, etc.)	\$ 100.00
Contributions	\$ -
Building/Property Rental Fees	\$ -
Other Sources of Income	\$ -
Tree Sales	\$ -
<b>TOTAL INCOME</b>	<b>\$ 76,975.90</b>

**Lander County CONSERVATION DISTRICT****ESTIMATE OF EXPENDITURES**

For the Fiscal Year July 1, 2016- June 30, 2017

<b>EXPENDITURE</b>	<b>AMOUNT</b>
Employee Salary	\$ 13,068.05
Fringe Benefit Expense	\$ 5,667.85
Travel	\$ 500.00
Building Rent	\$ -
Telephone	\$ 100.00
Insurance	\$ -
Postage	\$ 50.00
Copying Expense	\$ 800.00
Office Supplies	\$ 100.00
Education & Information Expenses	\$ 2,000.00
Equipment Purchase	\$ -
Equipment Expenses (maintenance, repair, operation)	\$ -
Dues – NvACD	\$ 600.00
Dues – NACD	\$ 775.00
Dues – Other (RC & D)	\$ -
Mileage	\$ -
Investments (specify)	\$ -
Internet	\$ 150.00
Bond and Insurance Expenses	\$ -
Project Costs:	\$ -
Grant #1 Cost Share Program	\$ 5,000.00
Grant #2 Contract Spraying	\$ 32,500.00
Grant #3 Range Camp	\$ 200.00
Grant #4 Sage Grouse	\$ 25,000.00
Other Expenses	\$ 270.00

<b><i>TOTAL EXPENSES</i></b>	<b>\$</b>	<b>86,780.90</b>
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# Lander County Conservation District

## FY 2016-17 DRAFT ANNUAL REPORT

July 1, 2016 to June 30, 2017

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

- A. Provided for involvement of other agencies, organizations and/or individuals in the annual planning and implementation of district operations, programs and projects.
  - 1. Provided assistance on irrigation & rangeland improvements as needed.
  - 2. Provided cooperators with use of available Conservation District equipment and advertised its availability.
  - 3. Provided Agenda item for various cooperating agencies to report to district in regular scheduled meetings.
- B. Discussed progress on the work plan at a regular meeting of the District Board.
- C. Long Range Plan objectives discussed in a regular meeting.
- D. Provided information, in conjunction with the Natural Resource Conservation Service, to ensure 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. Continued involvement in Sage Grouse Initiative, State and County  
Offered and paid Project funding for enhancement and/or sustainment of Sage Grouse Priority areas to private landowners in Lander County.
- I. Collaborated on Indian Creek Weed Project  
Used 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, as well as follow up on Crum/Hilltop Canyon  
Hired a spray contractor to carry out the following treatment work for the BLM – Mount Lewis Field Office and other agencies during FY 16-17. 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 planned to coincide with vulnerable stages of plant development during a four to eight week growing period prior to seed production. The project area is a checkerboard pattern of alternating public and private land. The majority of the treatments will be conducted on private land.  
Partnerships on this project with the BLM, Anna O'Brien, Lander County Road & Bridge, Barrick Mining Corporation, Nevada Department of Wildlife, and private landowners.
- J. Worked with private contractors to spray noxious weeds, as funds and needs dictate.

**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 pests and range improvement projects on private lands.
- C. Sponsored interested student to the UNCE Range Camp.
- D. Awarded four scholarships to students from 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 public through emails and website.

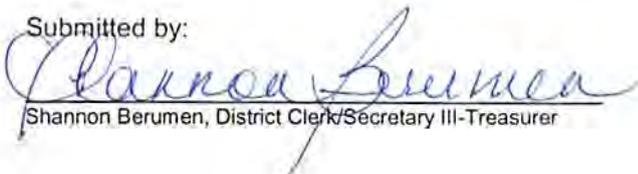
Information Committee:

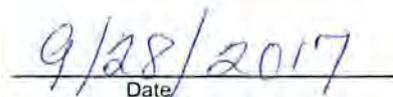
Shannon Berumen

**3. MANAGEMENT & ADMINISTRATION**

- A. Developed the annual Grant to Lander County Commission for District Clerk Salary and operation funding in February 2017 and awarded.
- B. Paid dues to NACD and NvACD.
- C. Regular meetings held at a minimum three times per year. Invited cooperating agencies that have requested notice to participate in board meetings.
- D. Meeting notices posted according the Nevada open meeting law regulations.
- E. clerical assistance available for District operations, and to assist NRCS.
- F. Prepared and submitted the District's FY 2017-2018 Proposed Annual Work Plan and Budget by June 1, 2017.
- G. Prepared and submitted the District's FY 2016-2017 Annual Report and Financial Report by September 30, 2017.
- H. Held supervisor's elections November 9, 2016.
- I. Prepared and submitted the District's Election Report within one week of election in November 2016.
- J. Submitted minutes of District meetings to the Nevada Division of CD's within 30 days of meetings.
- K. Discussed initiating or renewal of Memoranda of Understanding or Interlocal Contract between Public Agencies, with cooperating agencies at regular meeting.
- L. Provided representation at NvACD annual meeting 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. Provided contact and comments to the Lander County Commission, State of Nevada Conservation 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 (when possible) for weed control in the Lander County Humboldt River Basin and other pre-determined areas in Lander County.
- P. Created, maintained, and updated Lander County Conservation District web site.

Submitted by:

  
Shannon Berumen, District Clerk/Secretary III-Treasurer

  
Date

# LANDER COUNTY CONSERVATION DISTRICT

## SUMMARY OF RECEIPTS

For the Fiscal Year Ending June 30, 2017

<u>RECEIPT SOURCE</u>	<u>AMOUNT</u>
State Funds	\$4,000.00
Additional State Funds	\$0.00
County Funds	\$0.00
City Funds	\$0.00
Other Government Funds (specify)	\$0.00
Administrative Income (specify)	\$0.00
Interest – CD, Savings and Checking	\$0.00
Grants-Lander County#1	\$43,180.00
Personnel-Salary&Fringe	\$18,740.00
Operating	\$4,440.00
Sage Grouse	\$20,000.00
Grants for projects (specify)	\$30,000.00
#2	\$0.00
#3	\$0.00
#4 BLM Weed Management	\$30,000.00
Rental Income (equipment, etc.)	\$0.00
Contributions	\$0.00
Building/Property Rental Fees	\$0.00
Other Sources of Income	\$0.00
Tree Sales	\$0.00
	\$0.00
<i>Total In Checking Account</i>	<i>58,440.00</i>
<b>TOTAL INCOME</b>	<b>\$77,180.00</b>

**LANDER COUNTY CONSERVATION DISTRICT**  
**SUMMARY OF EXPENDITURES**  
 Fiscal Year Ending June 30, 2017

<u>EXPENDITURE</u>	<u>AMOUNT</u>
Building Rent	\$0.00
Telephone	(\$107.00) x
Stewardship	(\$220.00) x
Postage	\$0.00
Copying Expense	(\$871.93) x
Office Supplies	\$0.00
Education-Higher Ed Scholarships & Range Camp	(\$3,700.00)
Outreach-notecard purchase	(\$356.93) x
Equipment Purchase-Hardware/Software	(\$205.90) x
Equipment Expenses (maintenance, repair, operation)	(\$178.42) x
Dues – NvACD	(\$600.00) x
Dues – NACD	(\$775.00) x
Internet-website	(\$316.15) x
Bond and Insurance Expenses	
Donations-NVACD Meeting expenses	(\$100.00) x
Miscellaneous-Audit Expense	(\$2,500.00) x
Cost Share Total	(\$4,183.64) x
Noxious Weed	(\$627.25)
Pests	(\$3,556.39)
<b>TRAVEL Expenditures Total</b>	(\$1,215.75) x
Registrations	(\$130.00)
Hotel/Motel	(\$598.15)
Mileage/Airfare	(\$300.00)
Per Diem	(\$187.60)
<b>Grant Expenditures Total:</b>	(\$51,463.58)
<b>Grant #1 Lander County Total</b>	(\$21,463.58)
Employee Salary	(\$11,911.14)
Fringe Benefit Expense	(\$4,104.02)
Operating-Cost share,etc	(\$5,448.42)
Sage Grouse	\$0.00
<b>Grant #2</b>	\$0.00
<b>Grant #3</b>	\$0.00
<b>Grant#4 BLM Weed Management</b>	(\$30,000.00)
<b>TOTAL CHECKING EXPENDITURES</b>	(\$45,330.72)
<b>TOTAL EXPENSES</b>	(\$61,345.88)

# LANDER COUNTY CONSERVATION DISTRICT

## FINANCIAL SUMMARY

For the Fiscal Year Ending June 30, 2017

<b>1</b>	<b>BEGINNING OF YEAR FUND BALANCE:</b>	
	(Must Equal Funds Reported From End of Previous Fiscal Year)	
	<b>a. List all bank accounts:</b>	
	Certificate of Deposit.....	
	Checking Account.....	\$ 48,038.16
	Savings Account.....	
	<b>b. Cash on hand.....</b>	
		\$ -
	<b>c. Total fund balance.....</b>	
		\$ 48,038.16
	<b>d. Accounts receivable .....</b>	
		\$ 58,440.00
	<b>e. Accounts payable.....</b>	
		(\$45,330.72)
	<b>f. Total funds available.....</b>	
		\$ 61,147.44
<b>2</b>	<b>END OF YEAR FUND BALANCE:</b>	
	<b>a. List all bank accounts:</b>	
	Checking Account.....	\$ 61,147.44
	Savings Account.....	
	<b>b. Cash on hand.....</b>	
		\$ -
	<b>c. Total fund balance.....</b>	
		\$ 61,147.44
	<b>d. Accounts receivable.....</b>	
		\$58,440.00
	State Funds	\$4,000.00
	Grants:	
	1. Grant #1- Lander County	\$24,440.00
	2. Grant #2-	\$0.00
	3. Grant #3-	\$0.00
	4. Grant#4- BLM Weed Management	\$30,000.00
	<b>e. Accounts payable.....</b>	
	1. Item #1 - See Total on Expenditures page	(\$45,330.72)
	2. Item #2 -	\$ -
	<b>f. Total funds available.....</b>	
		\$ 132,696.72
<b>3</b>	<b>SUMMARY:</b>	
	a. Beginning of year fund balance (1.c. above).....	\$ 48,038.16
	b. Plus total receipts (from Receipt Summary).....	\$ 58,440.00
	c. Less total expenditures (from Expense Summary)....	(\$45,330.72)
	d. Must equal end-of-year fund balance (2.c. above)....	\$ 61,147.44
<b>4</b>	<b>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. ....	

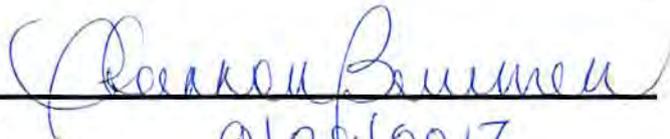
# LANDER COUNTY CONSERVATION DISTRICT

## USE OF STATE APPROPRIATED FUNDS

For the Fiscal Year Ending June 30, 2017

<b>Amount State Appropriated Funds</b>	\$	4,000.00
<b>Funds Expended:</b>		
Education & Information Expenses	\$0.00	
Cost Share	(\$3,556.39)	
Other Expenses	(\$463.93)	
	\$0.00	
	\$0.00	
<b>Matching Funds Spent:</b>	(\$4,031.90)	
<b>Balance Remaining:</b>	\$	(20.32)

Shannon Berumen, District Clerk  
 Authorized Signature: Name & Title  
 Lander County Conservation District

  
 9/28/2017