

**Lander County Conservation District
FY 2017-18 DRAFT ANNUAL PLAN OF WORK**

July 1, 2017 to June 30, 2018

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) through July 30th 2017 and then through new financial assistance agreement beginning August 1, 2017, 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 17-18. 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.

**Lander County Conservation District
FY 2017-18 DRAFT ANNUAL PLAN OF WORK**

July 1, 2017 to June 30, 2018

2. INFORMATION PROGRAM

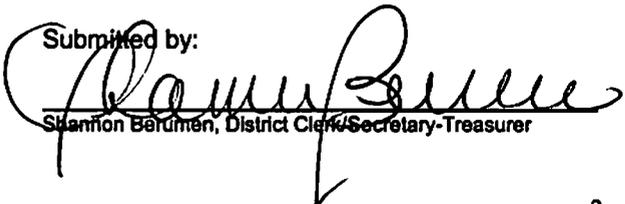
- A. Submit articles to the local media relative to District activities as a means of informing the community of district services and programs.
- B. Educate citizens on cost sharing opportunities for the control and management of invasive weeds and range improvement projects on private lands.
- C. Sponsor 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 District and submit to the Lander County Commission in February, 2018.
- B. Pay dues to NACD and NvACD as funding allows.
- C. Regular meetings will be held in July, September, November, January, March, May unless there is no business needing to be completed. Special Meetings held as the need arises. Cooperating agencies that have requested notice to participate in board meetings to be notified.
- 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 2018-2019 Proposed Annual Work Plan and Budget by June 1, 2018.
- G. Prepare and submit the District's FY 2016-2017 Annual Year End Report and Financial Report by September 30th, 2017.
- H. Hold supervisor's elections in first ten days of November 2018.
- I. Prepare and submit the District's Election Report within one week of election in November 2018.
- 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. Maintain and update Lander County Conservation District web site.

Submitted by:


Shannon Berumen, District Clerk/Secretary-Treasurer

5/31/17
Date

LANDER COUNTY CONSERVATION DISTRICT
Draft PRE-FISCAL YEAR ESTIMATES
JULY 1, 2017- JUNE 30, 2018

ESTIMATE OF RECEIPTS

RECEIPT SOURCE	AMOUNT
State Operating Grant #1	\$ 4,000.00
Additional State Funds	
County Grant-Operating/DC Salary #2	\$ 23,175.90
City Funds	\$ -
Other Government Funds (specify)	\$ -
Administrative Income (specify)	\$ -
Interest - CD, Savings and Checking	\$ -
Grants For Projects (specify)	
County Sage Grouse #3	\$ 50,000.00
BLM Weeds #4	\$ 39,000.00
Rental Income (equipment, etc.)	\$ 100.00
Contributions	\$ -
Building/Property Rental Fees	\$ -
Other Sources of Income	\$ -
Tree Sales	\$ -
TOTAL INCOME	\$ 116,275.90

ESTIMATE OF EXPENDITURES

EXPENDITURES	AMOUNT
Employee Salary	\$ 11,561.27
Fringe Benefit Expense	\$ 7,115.35
Travel	\$ 1,000.00
Building Rent	\$ -
Telephone	\$ 200.00
Insurance	\$ -
Postage	\$ 600.00
Copying Expense	\$ 1,000.00
Office Supplies	\$ 500.00
Education & Information Expenses	\$ 2,000.00
Equipment Purchase	\$ 300.00
Equipment Expenses (maintenance, repair, operation)	\$ -
Dues - NvACD	\$ 600.00
Dues - NACD	\$ 775.00
Dues - Other (RC & D)	\$ -
Mileage	\$ -
Investments (specify)	\$ -
Internet/Website	\$ 50.00
Bond and Insurance Expenses	\$ -
Project Costs:	\$ -
Grant #1 & 2 Cost Share Program	\$ 5,000.00
Grant #4 Contract Spraying	\$ 39,000.00
Grant #2 Range Camp	\$ 400.00
Grant #3 Sage Grouse	\$ 50,000.00
Other Expenses-	
misc	\$ 270.00
chemical purchase	\$ 500.00
TOTAL EXPENSES	\$ 120,871.62

**Lander County Conservation District
FY 2017-18 ANNUAL REPORT**

July 1, 2017 to June 30, 2018

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.
 - 3. Provided Agenda item for various cooperating agencies to report to district
- B. Reviewed and appraised progress on the work plan at regular meetings of the District Board.
- C. Long Range Plan objectives were 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, to facilitate resource planning and implementation with the District.
- H. Stayed involved in Sage Grouse Initiative, State and County
- I. Collaborated on Weed Projects

The Lander County Conservation District (LCCD) used funding provided by the Bureau of Land Management (BLM), under the referenced financial assistance agreement (L15AC00080) through July 30th 2017 and then through new financial assistance agreement beginning August 1, 2017, conducting management of the Indian Creek Watershed, Crum Canyon, and Ferris Creek.

The LCCD contracted with a weed management company to carry out the treatment work. Hoary cress treatment was coincided with vulnerable stages of plant development. The project area is a checkerboard pattern of alternating public and private land. The majority of the treatment was conducted on private land in partnership with the landowners.
- J. Worked with private contractors to spray noxious weeds, as funds and needs dictated.

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.
- C. Sponsored interested students to the Annual Range Camp.
- D. Awarded scholarships to students in 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.

Lander County Conservation District

FY 2017-18 ANNUAL REPORT

July 1, 2017 to June 30, 2018

3. **MANAGEMENT & ADMINISTRATION**

- A. Developed the annual Grant for District Clerk Salary and operation costs for District and submitted to the Lander County Commission in February 2018.
- B. Paid dues to NACD and NvACD.
- C. Held Regular meetings in September, January, March, May. Cooperating agencies that have requested notice to participate in board meetings were notified.
- D. Meeting notices were posted according the Nevada open meeting law regulations.
- E. Provided for clerical assistance for District operations and assisted the NRCS Office when needed.
- F. Prepared and submitted the District's FY 2018-2019 Proposed Annual Work Plan and Budget by June 1, 2018.
- G. Prepared and submitted the District's FY 2017-2018 Annual Year End Report and Financial Report by September 30th, 2018.
- H. Submitted minutes of District meetings to the Nevada Division of CD's within 30 days of meeting
- I. 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.
- J. Provided 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 as necessary.
- K. Provided support to the Humboldt Watershed CWMA as needed.
- L. Provided technical assistance and financial assistance for weed control in the Lander County Humboldt River Basin and other pre-determined areas in Lander County.
- M. Maintained and updated Lander County Conservation District web site.

Submitted by:


Shannon Berumen, Executive Secretary III/District Clerk/Treasurer

9/27/2018
Date

LANDER COUNTY CONSERVATION DISTRICT

SUMMARY OF RECEIPTS

For the Fiscal Year Ending June 30, 2018

<u>RECEIPT SOURCE</u>	<u>AMOUNT</u>
State Funds	\$4,542.86
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	\$73,180.00
Personnel-Salary&Fringe	\$18,740.00
Operating	\$4,440.00
Sage Grouse	\$50,000.00
Grants for projects (specify)	\$34,000.00
#2	\$0.00
#3	\$0.00
#4 BLM Weed Management	\$34,000.00
Rental Income (equipment, etc.)	\$100.00
Contributions	\$0.00
Building/Property Rental Fees	\$0.00
Other Sources of Income- Reimbursement	\$500.00
Tree Sales	\$0.00
	\$0.00
<i>Total In Checking Account</i>	<i>93,582.86</i>
TOTAL INCOME	\$112,322.86

LANDER COUNTY CONSERVATION DISTRICT
SUMMARY OF EXPENDITURES
Fiscal Year Ending June 30, 2018

<u>EXPENDITURE</u>	<u>AMOUNT</u>
Building Rent	\$0.00
Telephone	(\$270.04)
Stewardship	\$0.00
Postage	(\$504.46)
Copying Expense	(\$273.95)
Office Supplies	(\$297.31)
Education-Higher Ed Scholarships & Range Camp	(\$200.00)
Outreach-notecard purchase	\$0.00
Equipment Purchase-Hardware/Software	\$0.00
Equipment Expenses (maintenance, repair, operation)	\$0.00
Dues – NvACD	(\$600.00)
Dues – NACD	(\$775.00)
Internet-website	\$0.00
Bond and Insurance Expenses	\$0.00
Donations-NVACD Meeting expenses	\$0.00
Miscellaneous-Deposit Book Purchase/Petty Cash	(\$154.00)
Cost Share Total	(\$3,078.97)
Noxious Weed	(\$69.98)
Pests	(\$3,008.99)
TRAVEL Expenditures Total	\$0.00
Registrations	\$0.00
Hotel/Motel	\$0.00
Mileage/Airfare	\$0.00
Per Diem	\$0.00
Grant Expenditures Total:	(\$75,180.00)
Grant #1 Lander County Total	(\$23,180.00)
Employee Salary	(\$14,020.38)
Fringe Benefit Expense	(\$4,334.33)
Operating-Cost share,etc	(\$4,825.29)
Sage Grouse	\$0.00
Grant #2	\$0.00
Grant #3	\$0.00
Grant#4 BLM Weed Management	(\$52,000.00)
TOTAL CHECKING EXPENDITURES	(\$58,153.73)
TOTAL EXPENSES	(\$76,508.44)

LANDER COUNTY CONSERVATION DISTRICT

FINANCIAL SUMMARY

For the Fiscal Year Ending June 30, 2018

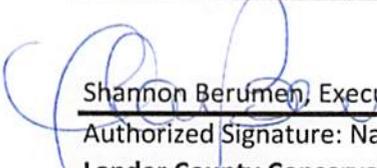
1 BEGINNING OF YEAR FUND BALANCE:	
(Must Equal Funds Reported From End of Previous Fiscal Year)	
a. List all bank accounts:	
Certificate of Deposit.....	
Checking Account.....	\$ 61,147.44
Savings Account.....	
b. Cash on hand.....	
	\$ -
c. Total fund balance.....	
	\$ 61,147.44
d. Accounts receivable	
	\$ 93,582.86
e. Accounts payable.....	
	(\$58,153.73)
f. Total funds available.....	
	\$ 96,576.57
2 END OF YEAR FUND BALANCE:	
a. List all bank accounts:	
Checking Account.....	\$ 96,576.57
Savings Account.....	
b. Cash on hand.....	
	\$ -
c. Total fund balance.....	
	\$ 96,576.57
d. Accounts receivable.....	
	\$92,982.86
State Funds	
	\$4,542.86
Grants:	
1. Grant #1- Lander County	\$54,440.00
2. Grant #2-	\$0.00
3. Grant #3-	\$0.00
4. Grant#4- BLM Weed Management	\$34,000.00
e. Accounts payable.....	
1. Item #1 - See Total on Expenditures page	(\$58,153.73)
2. Item #2 -	\$ -
f. Total funds available.....	
	\$ 224,388.56
3 SUMMARY:	
a. Beginning of year fund balance (1.c. above).....	\$ 61,147.44
b. Plus total receipts (from Receipt Summary).....	\$ 93,582.86
c. <i>Less total expenditures (from Expense Summary)....</i>	(\$58,153.73)
d. Must equal end-of-year fund balance (2.c. above).....	\$ 96,576.57
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 FUNDS

For the Fiscal Year Ending June 30, 2018

Amount State Appropriated Funds	\$	4,542.86
Funds Expended:		
Education & Information Expenses	(\$200.00)	
Cost Share	(\$3,078.97)	
Other Expenses	(\$1,263.89)	
	\$0.00	
	\$0.00	
Matching Funds Spent:	(\$4,542.86)	
Balance Remaining:	\$	(0.00)


Shannon Berumen, Executive Secretary III/District Clerk/Treasurer

Authorized Signature: Name & Title

Lander County Conservation District