

ANNUAL PLAN OF WORK

RUBY VALLEY CONSERVATION DISTRICT

The following constitutes the Ruby Valley Conservation District Annual Plan of Work for the 2017 Fiscal Year (July 1, 2016 – June 30, 2017).

Mission Statement: To take available technical, financial, and educational resources, whatever their source, and focus or coordinate them so that they meet the needs of the local land user for conservation of soil, water and related resources.

Planning and Service

Provide for involvement of other agencies, organizations and individuals in the annual planning and implementation of district operations and programs.

- A. Identify and prioritize resource concerns within the District in order to coordinate with the NRCS in resource planning and program implementation.
- B. Invoke Cooperating Agency status with Federal and State agencies in order to monitor and have input into, upcoming resource management issues that will affect the District.
- C. Coordinate with agencies on addressing resource management issues.
- D. Continue cooperation with all agencies on water quality and quantity problems when identified within the District.
- E. Manage the district equipment program for benefit of cooperators in implementing conservation practices.
- F. Provide technical and chemical help for cooperators within the District on noxious weed and rodent concerns, and develop a plan of action accordingly.
- G. Provide input to the county requesting the grading of the right-of-ways cease. The grading is creating weed-beds that the District then has to spray. Promote the idea of reseeded newly graded right-of-ways.
- H. Provide Weed Identification Handbooks to all cooperators upon request.
- I. Provide technical assistance to land-users on planning and implementation of conservation practices.
- J. Assist NRCS on outreach programs to insure that all land-users are aware of available assistance.
- K. Purchase equipment to add to the equipment program available to the Ruby Cooperators as needed.

Information and Education Program

- A. Consider sponsoring interested participants to the annual Range Camp.
- B. Provide assistance to schools within the District on conservation education as requested.
- C. Sponsor a Range Monitoring Workshop for cooperators and other CD supervisors in Elko County.

Management and Administration

- A. Pay dues to NvACD and NACD.
- B. Hold regular meetings to which all cooperating agencies are invited.
- C. Pay Ruby Valley CD's share to employ a Clerk to help keep the CD in good standing with the state.
- D. Submit all reports and financial statements to the Nevada Conservation District Programs by due date.
- E. Review Memorandums of Agreements with cooperating agencies each year.
- F. Provide representation at Elko County Association of Conservation Districts, Nevada Association of Conservation Districts, and other meetings to keep supervisors informed on activities affecting the district and provide input for decision making for locally led conservation.
- G. Continue contact with the Elko County Commission to solicit County participation in resource management concerns.

Ruby Conservation District:

Tyler Livingstone, Chairman

Michael Irish, Treasurer

Marlow Dahl

Emily Neff

Susie Wines

This Plan of Work was approved at the Ruby Valley Conservation District meeting held April 15, 2016..

PROPOSED BUDGET
RUBY VALLEY CONSERVATION DISTRICT
ESTIMATE OF EXPENDITURES

For the Fiscal Year Ending June 30, 2017

Expenditure	Amount
Employee Support: wages, office supplies, postage	1000.00
Education & Information Expenses	1500.00
Equipment Purchase	0.00
Equipment Expenses: maintenance, repair, operation	1000.00
Dues: NvACD	600.00
Dues: NACD	250.00
Mileage	0.00
Investments (specify)	0.00
Bond and Insurance Expenses	0.00
Project Costs:	0.00
Grant #1 – Elko County Weed Cooperative Agreement Right-of-Way application	5000.00
Grant #2	
Grant #3	
Other expenses: Herbicides for on-farm weed treatment	150.00
TOTAL EXPENSES	9500.00

PROPOSED BUDGET
RUBY VALLEY CONSERVATION DISTRICT
ESTIMATE OF RECEIPTS

For the Fiscal Year Ending June 30, 2017

Receipt Source	Amount
State Funds	4,000.00
County Funds – Elko County Weed Cooperative Agreement	5,000.00
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	500.00
Contributions	0.00
Building/Property Rental Fees	0.00
Other Sources of Income	0.00
TOTAL INCOME	9,500.00

This Proposed Budget was approved at the Ruby Valley Conservation District meeting held April 15, 2016.

**RUBY VALLEY CONSERVATION DISTRICT
ANNUAL REPORT
Fiscal Year 2017
July 1, 2016 – June 30, 2017**

The following details the activities of the Ruby Valley Conservation District during this 2017 fiscal year.

PLANNING FOR SERVICE

In an effort to operate efficiently and provide coordination of effort, the District provided for involvement of other agencies and organizations on natural resource management as follows:

- A. Continued Memorandums of Agreement with Elko County and multiple agencies on noxious weed control.
- B. Continued the district weed-spraying program. Supplied chemical and expertise to cooperators within the district and continued treatment of infestations along county roads.
- C. Continued support for USDA programs that benefit management of private land resources.
- D. Managed the district equipment program for the benefit of cooperators in implementing conservation practices. Reviewed and updated the District's equipment list and rental rates.
- E. The District continued support on the 1985 Food Security Act, and the current Farm Bill.

INFORMATION AND EDUCATION ACTIVITIES

- A. The District supported NRCS efforts on a minority outreach program to insure that all land users are aware of available assistance programs. The NRCS reviewed the Civil Rights policy with the district.
- B. Continued a relationship with the Ruby Valley 4-H club.
- C. The District sponsored an annual dinner for cooperators that included education on soil health and water resource management.

MANAGEMENT AND ADMINISTRATION ACTIVITIES

- A. Developed a Proposed Budget and Plan of Work for fiscal year 2018 and submitted them by the due date.

- B. Held the required number of meetings and submitted the minutes to NRCS and the Nevada Division of Conservation Districts.
- C. Dues were paid to the Nevada Association of Conservation Districts and the Elko County Association of Conservation Districts.
- D. Meeting notices were posted in accordance with the state open meeting law.

Tyler Livingstone
Chairman

This report was approved at the Ruby Valley Conservation District Meeting held (date).

Ruby Valley Conservation District Financial Report

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

Summary of Receipts

Receipt Source	Amount
Federal Appropriation	
State of Nevada Grant Appropriation	\$ 4,000.00
Elko County Appropriation	\$ 5,000.00
State Additional Funding	
Grant Project	
Grant Match	
Equipment Rental	\$ 150.00
Sale of the seed drill	\$ 6,800.00
TOTAL RECEIPTS	\$ 15,950.00

Ruby Valley Conservation District
Summary of Expenditures
For the fiscal year ending June 30, 2017

Expenditure	Amount
Registration and travel: NvACD meeting Nov. 2016	\$ 917.51
Project : Noxious Weed Management Herbicide Noxious Weed Spraying Labor	\$ 3,044.71
Education: Annual dinner and meeting	\$ 750.00
Office Supplies:	
Equipment purchase: backpack sprayer	\$ 74.96
Equipment expenses (maintenance, repair, operations)	\$ 2,689.94
Donations: NvACD and RV Friendship Club	\$ 150.00
Demonstrations	
Dues (NvACD) for 2016 and 2017	\$ 1,200.00
Dues (NACD)	
Dues (ECACD) clerical fund for 2016 and 2017	\$ 2,000.00
Bank Fees	
Miscellaneous	
TOTAL Expenditures	\$ 10,827.12

Ruby Valley Conservation District
Financial Summary
For the fiscal year ending June 30, 2017

1. BEGINNING OF THE YEAR FUND BALANCE:

a. List of all Bank Accounts:	
Equipment Account	
Checking Account	\$ 24,720.54
Certificate of Deposit	
b. Cash on Hand	
c. Total Fund Balance	\$ 24,720.54
d. Accounts receivable	
e. Accounts payable	
f. Total Funds Available	\$ 24,720.54

2. END OF THE YEAR FUND BALANCE

a. List of all Bank Accounts:	
Equipment Account	
Checking Account	\$ 27,763.09
Certificate of Deposit	
b. Cash on Hand	
c. Total Fund Balance	\$ 29,843.42
d. Accounts receivable	
e. Accounts payable	
f. Total Funds Available	\$ 29,843.42

3. SUMMARY

a. Beginning-of-year fund balance	\$ 24,720.54
b. Plus Total Receipts (from receipt summary - sheet 1)	\$ 15,950.00
c. Minus Total Expenditure (from expense summary)	\$ 10,827.12
d. Must Equal End of the Year Fund Balance (2f)	<u>\$ 29,843.42</u>

Ruby Valley Conservation District
USE OF STATE APPROPRIATED MONEY
Fiscal Year 2017

State Appropriated Money:		\$ 4,000.00
Elko County contribution:		<u>\$ 5,000.00</u>
	Total received	\$ 9,000.00
Money Spent:		\$ 10,827.12

Equipment list

Sprayer (2)
Mist sprayer
Backpack sprayer
4-wheel sprayer
Aerator

This report was approved at the Ruby Valley CD meeting held September 26, 2017.