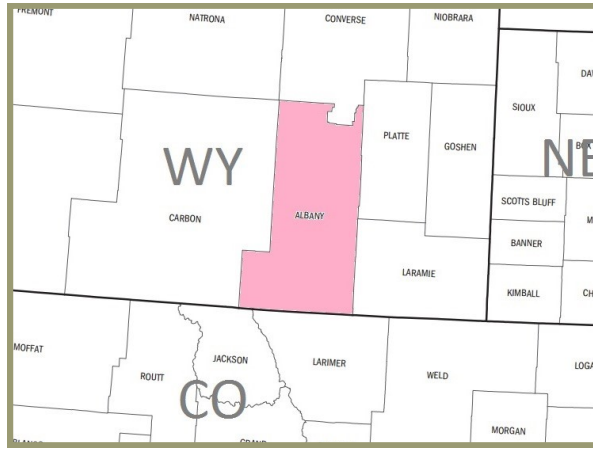


# Annual Plan of Work



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*To provide leadership for the conservation of Albany County’s soil and water, promote and protect the quality of Albany County’s waters, and promote sustained use of Wyoming’s water and all other natural resources. Preserve and enhance wildlife habitat, protect the tax base and promote the health, safety, and general welfare of the citizens of Albany County through a responsible conservation ethic.*

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# FY 2016 - 2017 Annual Budget

Approved at Budget Hearing on July 20, 2016

Our proposed expenses for the coming year are as follows:

Administration	\$ 314,365.32
Operations	\$ 490,330.00
Fixed Costs	\$ 43,982.57
Capital Outlay/Cash reserve	\$ 491,322.67
<b>TOTAL</b>	<b>\$ 1,340,000.56</b>

We anticipate revenue from the following sources.

County Appropriations	\$ 485,469.00
Equipment Rental	\$ 2,000.00
Labor	\$ 3,000.00
Seedling Tree Sales	\$ 7,000.00
Biennial State Grant - WY Dept. of Ag	\$ 8,823.00
DEQ 319 Non Point Source Pollution	\$ -
USFWS Safe Harbor Grant	\$ -
Education Grants	\$ 24,500.00
Wildlife/CRM Grants	\$ 25,000.00
Interest	\$ 1,500.00
Miscellaneous Receipts	\$ 1,000.00
Donations	\$ -
Tree Survival Aids	\$ 10,000.00
WACD/WDA Water Quality Grant	\$ 2,132.00
N. Cedar Grants	\$ 200,000.00
Forest Stewardship	\$ -
Locally Led Income	\$ 4,000.00
Community Projects	\$ -
Cash reserve	\$ 565,576.56
<b>TOTAL</b>	<b>\$ 1,340,000.56</b>

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<i>Actual Cash on July 1</i>	
Petty Cash	\$250.00
Bank of West money mkt	\$195,134.30
CD 1 Security First	\$113,674.96
CD 2 Security First	\$54,196.48
Money Mkt FIB	\$155,284.43
Checking	\$47,036.39
<b>TOTAL</b>	<b>\$565,576.56</b>

# DISTRICT OPERATIONS

## Goal:

To ensure that all district programs are carried out in a fiscally responsible manner and having accountability for the use of public funds.

Objective	Who
Ensure that LRCD Mission Statement is followed and implemented.	District Personnel Supervisors
Develop and approve Annual Budget with attention to LRCD's fiscal responsibility to the community.	Director District Personnel Supervisors
Review financial reports monthly and continue maintaining accurate bookkeeping with appropriate oversight and internal controls that prevent mismanagement of funds.	Bookkeeper District Personnel Supervisors
Submit required information to Wyoming Department of Agriculture (WDA) and Wyoming Association of Conservation Districts (WACD) to continue receiving state funds.	District Clerk
Pursue grant funding for projects as needed and continue careful management of current grants.	District Personnel
Hold monthly Board of Supervisors meetings to discuss staff activities and obtain board approval for use of district funds, Cost Share grant requests and staff activities.	District Personnel Supervisors
Record minutes of board meetings and forward as required.	District Clerk
Participation in Wyoming Retirement System including submitting monthly contribution reports and payments.	District Clerk
Perform timely updates of LRCD property and properly dispose of items no longer in use.	District Clerk District Personnel
Inform staff and Board of Supervisors on current legislative issues that affect Conservation Districts and contact legislators to inform them of LRCD board position on current issues as necessary.	Director District Personnel

## District Operations Continued

Objective	Who
Perform annual performance reviews and update job descriptions.	Director Supervisors
Plan and coordinate continuing education/training opportunities for LRCD staff and supervisors.	District Personnel Supervisors
Review Memoranda of Understanding agreements annually.	District Personnel Supervisors
Develop an Annual Report and Annual Plan of Work and distribute to relevant parties and the public.	District Clerk Director
Maintain LRCD website and Facebook page with updated information and announcements	District Clerk District Personnel
Publish a Newsletter providing information and LRCD event announcements.	District Clerk District Personnel
Review LRCD Policy Manual and Employee handbook for necessary revisions.	District Clerk Director
Attend annual area meeting and State convention.	District Personnel Supervisors

## Facilities & Staffing

### Goal:

Examine staffing and facility requirements and adjust as necessary to meet administrative, education outreach and technical operations in a fiscally responsible manner.

Objective	Who
Explore options for procuring adequate facilities to house District and NRCS operations.	Director District Clerk Supervisors
Determine staffing needs and hire seasonal Personnel as needed.	Director District Personnel Supervisors
Continue clean-up of Refinery Property.	Director Resource Specialist

# Information & Education

## Goal:

Provide accurate and useful information to educate the public about the importance of resource conservation, instill a conservation ethic in our youth, and support local conservation projects that benefit land & community.

Objective	Who
Plan and implement outreach programs that educate the public about conservation issues and practices.	District Personnel
Engage and connect youth with conservation by teaching land stewardship ethics and practices.	Education Coordinator
Assist Albany County teachers with incorporating natural resource education into their curriculum.	Education Coordinator
Collaborate with educational and agriculture organizations on events that further conservation efforts in the local schools.	Education Coordinator
Develop and assist elementary school staff with creating school gardens and establishing a gardening curriculum.	Education Coordinator
Coordinate activities for Ag Expo, Arbor Day, Migratory Bird Day and other observed conservation event days.	Education Coordinator
Inform the public about programs offered by the district through newsletter, brochures, posters, radio and newspaper ads and event displays.	District Clerk
Offer adult education workshops including small acreage, trees, range monitoring, gardening, and plant identification walks.	District Personnel
Participate in the coordination of the Wyoming Small Acreage Issue Team	Director Resource Specialist
Contribute articles for Barnyards & Backyards.	District Personnel
Contribute how-to videos for small Acreage website.	Resources Specialist
Conduct interpretive hikes for Senior-on-the-Go	Director
Educate the community about resource conservation, renewable energy and recycling.	District Personnel
Organize and participate in an biennial Conservation Expo for the community.	District Clerk District Personnel

## Water Quality and Conservation

### Goal:

Foster the wise use of water resources, monitor water quality, and promote activities that improve water quality in Albany County.

Objective	Who
Educate residents on wellhead and groundwater protection through LRCD programs and outreach.	District Personnel
Promote wellhead protection and testing of private water wells through cost share program	District Clerk
Monitor water quality of the Upper Laramie River Watershed in concert with WYDEQ and provide data as needed.	Director
Work with individual landowners to implement water development projects identified in Upper Laramie Watershed Study.	Director Resource Specialist
Work with landowners to address impaired stream segments in Albany County.	Director
Offer technical assistance and equipment for drip irrigation methods.	Resource Specialist Education Coordinator
Offer technical and logistical assistance to community for rainwater capture for landscape irrigation.	District Personnel
Reduce non-point-source contributions from sediments and nutrients by Animal Feeding Operations (AFOs) by implementation of Best Management Practices (BMPs) through EQIP and Rural Cost Share programs.	Resource Specialist Supervisors NRCS-DC
Promote water wise landscaping (Xeriscapes, low-water grasses) through education and cost share programs.	District Personnel
Assist Albany County School District teachers/staff with water quality and macroinvertebrate monitoring through training and providing equipment.	Education Coordinator
Utilize LaBonte Outdoor Learning Center as a tool for educating the public on water quality issues.	Education Coordinator

# Tree Program

## Goal:

Promote planting of trees and shrubs as conservation tools by providing information, low-cost plant material, and technical expertise.

Objective	Who
Educate and encourage landowners and residents to plant and maintain trees and shrubs.	Resource Specialist District Personnel
Hold annual spring sale of low-cost seedling shrubs and trees.	Resource Specialist District Personnel
Assist public with selection of species, planting recommendations and care strategies and needed.	District Personnel
Diagnose tree problems.	District Personnel
Provide financial assistance for shelterbelts and tree planting through the Cost Share program.	District Personnel Supervisors
Publish articles in district newsletters covering tree topics.	Resource Specialist District Clerk
Design living snow fence, windbreaks and drip irrigation systems for landowners.	Resource Specialist
Assist landowners with living snow fence maintenance as needed.	Resource Specialist
Attend training sessions to improve technical ability.	Resource Specialist Education Coordinator



## Rangeland Quality, Soil Conservation and Noxious Weed Control

### Goal:

Promote holistic range management practices on private and public land. Foster rangeland and pasture improvements and assist landowners with creating and implementing grazing plans. Support upland riparian monitoring and improvements. Educate landowners and public about noxious and invasive weeds.

Objective	Who
Assist federal agencies and local land owners with range monitoring and grazing plans to mitigate any negative effects of livestock grazing and to sustain wildlife habitat on private and public lands in Albany County.	Resource Specialist Supervisors
Cooperate with the NRCS in recruiting cooperators and implementing Farm Bill programs.	Resource Specialist Supervisors
Offer seed recommendations and rental equipment for reseeding small areas that have been disturbed.	Resource Specialist District Clerk
Promote soil and water conservation through best management practices; assist with project funding through the rural Cost Share program.	District Personnel Supervisors
Review NEPA documents pertinent to wildlife and range, report to Board as needed, comment as needed.	Director Resource Specialist
Educate and assist the public with the identification and control of invasive species through newsletter articles, LRCD website, Barnyards & Backyards magazine, and field visits.	Resource Specialist Education Coordinator
Continue the multi-year project to treat and control Russian Knapweed and Whitetop in Rock River area.	Resource specialist

## Wildlife & Wildlife Habitat Conservation

### Goal:

Encourage wildlife habitat conservation and improvement while maintaining wildlife viability through education and cooperation with private and public stakeholders.

Objective	Who
Work with NRCS in recruiting cooperators and reviewing applications for programs that preserve and enhance wildlife habitat.	Director Resource Specialist
Work with the US Fish and Wildlife Service and the WY Game and Fish Department on wildlife habitat conservation and improvements.	Director Resource Specialist
Investigate solutions to challenges related to candidate, threatened, and endangered species.	Director Resource Specialist
Participate in the USFWS Wyoming Toad Recovery Team & Safe Harbor program.	Director
Pursue Natural Resource Trust Fund projects.	Director Resource Specialist
Assist educators with class curriculum that teaches K-12 students about wildlife and habitat.	Education Coordinator

## Energy Conservation

### Goal:

Promote energy conservation and renewable energy production.

Encourage the use of local sources for wind, solar, and woody biomass.

Objective	Who
Educate the public on renewable energy sources through articles and biennial Conservation Expo.	District Personnel
Provide cost-share grants for the development of residential solar and wind power, or other energy conserving practices.	District Personnel Supervisors
Work with the County Planner, land owners and other entities to encourage responsible wind development.	Director Resource Specialist
Explore programs and funding for alternative energy options for LRCD and Albany County	Director District Clerk
Coordinate solar and wind energy programs for schools and summer programs	Education Coordinator
Investigate possible tour or workshop of energy efficient homes and buildings in the Laramie area.	District Clerk

## Community Beautification

### Goal:

Coordinate with local government and agencies in projects for beautification areas. Provide funds and technical assistance to residents and agencies for qualifying beautification projects that will enhance economic development and quality of life in Albany

Objective	Who
Help fund Albany County Annual Cleanup Day, Laramie Community Clean-up Day, and Community Service Day events.	Director Supervisors
Participate in Laramie Area Beautification Committee projects.	Director
Make available funds and technical assistance to residents and agencies for qualified projects, through the cost share program.	District Personnel Supervisors
Collaborate with schools on clean-up projects for K-12 kids	Education Coordinator

## Land Use Planning

### Goal:

Work with private landowners and agencies to balance development, both urban and industrial, with the needs of wildlife and natural resources taken into consideration.

Objective	Who
Perform subdivision reviews for County Planning Commission, County Planner and County Commissioners as needed.	Director
Educate the public on different forms of conservation easements as needed.	Director NRCS-DC Resource Specialist
Participate in Federal land use planning by participating and commenting on proposed projects as needed.	District Personnel Supervisors

## Recycling

### Goal:

Advocate for, help fund, and educate the public about recycling, composting and waste reduction in landfills.

Objective	Who
Minimize office waste going to the landfill by recycling all eligible items.	District Personnel
Educate public about the importance of reducing waste going to landfill through use of recycling and composting.	District Personnel
Continue growing the Laramie ReBuild project with a larger presence on social media and creation of a building materials thrift store that helps keep usable items out of landfill.	District Clerk

# Laramie Rivers Conservation District

5015 Stone Rd., Laramie, WY 82070

## **District Staff**

**Tony Hoch, Director**

**Trish Penny, Education Coordinator**

**Martin Curry, Resource Specialist/Bookkeeper**

**Laura McGinley, District Clerk**

## **Board of Supervisors**

**Larry Munn, Board Chair**

**Ruth Shepherd, Vice-chair**

**Jim Rogers, Secretary/Treasurer**

**Robert Shine, Urban Supervisor**

**Carol Price, Rural Supervisor**

Approved November 22, 2016