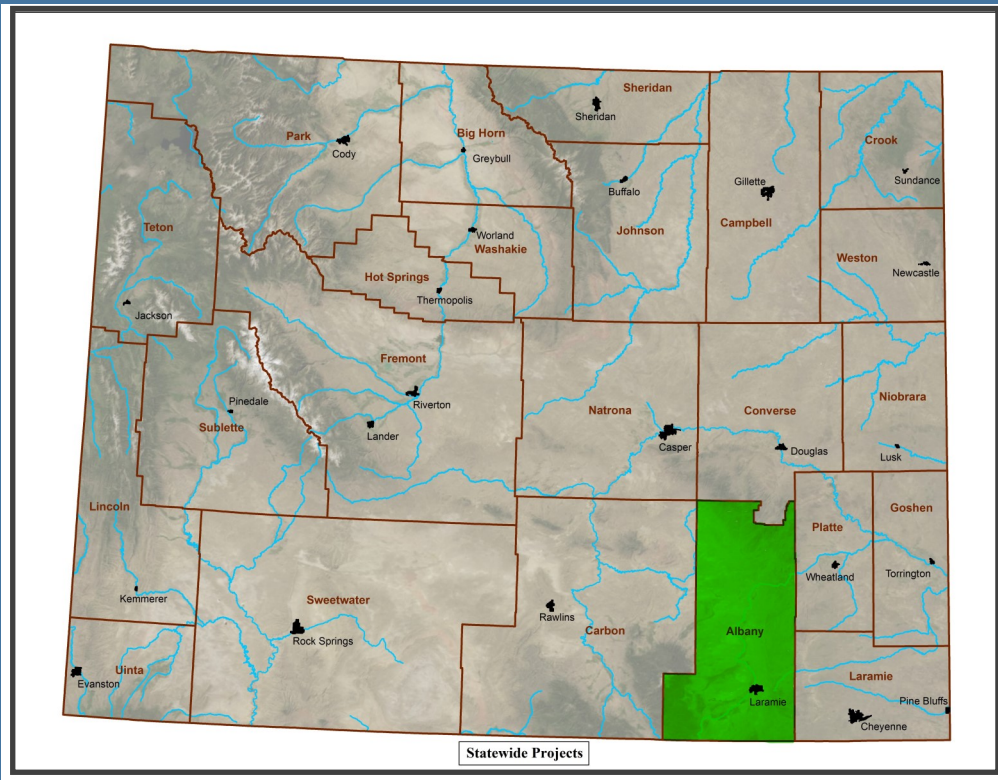


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# Annual Plan

January 1, 2021 - December 31, 2021



Providing 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

## Laramie Rivers Conservation District 2020-2021 Budget Approved July 16, 2020

Budget Message per Wyoming Statute 16-14-104-c

**Our proposed expenses for the coming year are as follows:**

Administration	\$357,623
Operations	\$513,050
Fixed Costs	\$43,300
Capita Outlay	\$433,726
Reserve Account	\$259,400
<b>Total</b>	<b>\$1,607,099</b>

**We anticipate revenue from the following sources:**

County Appropriations	\$571,868
Equipment Rental	\$2000
Labor	\$3000
Seedling Tree Sale	\$7000
Biennial State Grant	\$8823
WWDC Small Water	\$35,000
WACD/NRCS Tech Fund	\$90,000
Education Grants	\$2000
Wildlife/Natural Resource Grants	\$212,000
Interest	\$1500
Miscellaneous Receipts	\$1000
Donations	\$300
Tree Survival Aides	\$7000
WACD/WDA Water Quality Grant	\$1000
Locally Led Income	\$1000
Cash on Hand	\$663,608
<b>TOTAL</b>	<b>\$1,607,099</b>

### Cash on Hand as of July 1, 2020

Petty Cash	\$25
Bank of the West	\$179,172
CD1/Security 1st	\$116,553
CD2.Security 1st	\$112,138
Money Market/FIB	\$171,306
Checking	\$84,188
<b>TOTAL</b>	<b>\$663,608</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
<b>Mission Statement</b> - Make sure that all activities and funding follow LRCD's mission.	All staff and supervisors
<b>Budget</b> - Develop an annual budget with high importance placed on fiscal responsibility to the local community.	All staff and supervisors
<b>Financial Reporting</b> - Review of monthly finances to ensure proper oversight and internal controls that prevent mismanagement of funds.	Bookkeeper Supervisors
<b>Compliance Reporting</b> - Compile and submit operations information to Wyoming Department of Agriculture (WDA) and Wyoming Association of Conservation Districts (WACD) to receive state funds and fulfill Special District reporting responsibilities.	District Clerk
<b>Grant Funding</b> - Pursue grant funding for projects and continue management and reporting of current grants.	All Staff
<b>Legislative Updates</b> - All LRCD members stay informed on current legislative issues that affect conservation districts and board members submit statements of position as necessary on natural resource issues.	All staff and Supervisors



## District Operations Continued...

<p><b>Agency Cooperation</b> - Coordinate with other government and local non-profit agencies on projects that advance conservation efforts in Albany County.</p>	
<p><b>Annual Report and Annual Plan of Work</b> - develop annual reports and plans in order to assure LRCD projects align with the mission and the district provides ample operational transparency to the public.</p>	District Clerk
<p><b>Policy &amp; Procedure Manual/ Employee Handbook</b> - review and updated annually to remain compliant with any changes in Human Resources policies and to show the most up-to-date benefit information.</p>	District Clerk
<p><b>Continuing Education</b> - Staff and board seek educations opportunities that increase expertise and help them stay current with technology and emerging issues in natural resource conservation.</p>	All staff and Supervisors
<p><b>Memoranda of Understanding</b> - perform annual review of working agreements with cooperating agencies.</p>	Director and Supervisors
	
<p><b>Board Meetings</b> - conduct monthly public meetings of the Board of Supervisors so that they may review projects, discussing and guide staff activities, and obtaining approve monthly financial transactions and funding requests.</p>	All Staff and Supervisors
<p><b>Record of Meeting Minutes</b> - record meeting minutes and provided approved and signed copies to supervising officials, agencies, and partners.</p>	District Clerk

## 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.



<p><b>K-12 Conservation Education</b> - Teach local youth natural resource conservation and land stewardship practices through incorporating lessons into school curriculum, collaborating with educational and agricultural organization on events , and coordinating activities for local and nationally observed conservation events.</p>	<p>Education Coordinator</p>
<p><b>School and LaBonte Learning Center Gardens</b> - Utilize vegetable gardens as a teaching tool in K-12 schools and provide youth with hands on learning about how food is grown and the importance of wise use of natural resources to feed society.</p>	<p>Education Coordinator</p>
<p><b>Conservation Programs</b> - Plan and implement programs and events that educate the public about conservation issues and practices including adult education workshops, small acreage events, range monitoring, cost share programs, plant identification, and noxious weed education and management.</p>	<p>All Staff</p>
<p><b>Wyoming Small Acreage Issue Team</b> - Participate and coordinate with the team in providing educational material and events with information relevant to urban, rural small acreage, and agriculture operations.</p>	<p>Staff as needed</p>
<p><b>Increasing Awareness of LRCD and Conservation Issues</b> - Inform the public about programs offered by the district through biannual newsletter, brochures, radio and newspaper ads, social media, agency website, and event displays.</p>	<p>District Clerk</p>
<p><b>Barnyards &amp; Backyards Magazine</b> - Contribute articles to this UW Extension publication on current conservation topics.</p>	<p>All Staff</p>
<p><b>Participation in Community Organizations</b> - seek opportunities for participation in community groups and non-profits that fit LRCD mission in order to share technical expertise and assist with projects and programs that advance conservation efforts throughout the community.</p>	<p>All Staff</p>

## Water Quality & Conservation

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

Objective	Who
<b>Groundwater Protection</b> - Educate residents on well and groundwater protection through LRCD programs and outreach.	All Staff
<b>Water Quality Monitoring</b> - Perform testing of water quality of the Upper Laramie River Watershed together with WYDEQ and provide data as needed.	Director
<b>Small Water Projects</b> - Work with individual landowners implementing water development projects identified in Upper Laramie Watershed Study.	Director Resource Specialist
<b>Impaired Streams</b> - Establish watershed steering committee then work with DEQ & landowners to address impaired stream segments in Albany County.	Director
<b>Drip Irrigation</b> - Offer technical assistance and equipment for drip irrigation methods.	Resource Specialist
<b>Landscape Irrigation</b> - Offer technical assistance for better management of stormwater to assist in landscape irrigation and reduce runoff pollution.	All Staff
<b>Reduce non-point-source pollution</b> - Assist ag operators in using Best Management Practices through EQIP and Rural Cost Share to reduce sediments and nutrients of animal feeding operations. (AFOs) programs.	Resource Specialist Supervisors NRCS-DC



## Water Quality & Conservation Continued. . .

<b>Water-wise Landscapes</b> - Promote water conservation on urban landscapes through education and technical assistance with resource conserving and protection designs and selection of plants, grasses, shrubs, and trees.	District Clerk Education Coordinator
<b>Macroinvertebrate monitoring</b> - Assist Albany County School District teachers with water quality education by providing lesson plans, equipment, and coordinating educational field trips.	Education Coordinator
<b>LaBonte Outdoor Learning Center</b> - Provide education to the public on water quality issues at the outdoor learning center.	Education Coordinator
<b>Aquifer Protection</b> - Continue assisting Albany County and the Pilot Hill project with protection of the Casper Aquifer as needed.	Director



## Tree Program

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



Objective	Who
<b>Tree Planting</b> - Educate and encourage landowners and residents to plant and maintain trees and shrubs.	All Staff
<b>Seedling Tree Sale</b> - Hold annual spring sale of low-cost seedling shrubs and trees.	Resource Specialist
<b>Tree &amp; Shrub Education</b> - Assist public with selection of species, planting recommendations and care strategies as needed.	All Staff
<b>Tree Problems</b> - Diagnose tree diseases and pests or direct residents to other experts in UW Extension or the City Arborist	All Staff
<b>Cost Sharing</b> - Provide financial assistance for living snow fences and tree planting through the Regular Cost Share program.	All Staff Supervisors
<b>Living Snow Fences/Shelterbelts</b> - Design and install living snow fences, windbreaks and drip irrigation systems for landowners.	Resource Specialist
<b>Continuing Education</b> - Attend training sessions to improve technical skills and knowledge on trees for conservation.	Resource Specialist Education Coordinator District Clerk



## Range Quality, Soil Health, 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
<b>Range Monitoring</b> - Assist federal agencies and local land owners with range monitoring and grazing plans that mitigate any negative effects of livestock grazing and to sustain wildlife habitat on private and public lands in Albany County.	Resource Specialist Supervisors
<b>Farm Bill Programs</b> - Cooperate with the NRCS in recruiting cooperators and implementing EQIP, CSP, AMA, ACEP, and RCPP.	Resource Specialist Supervisors
<b>Native and Rangeland Seeding</b> - Offer seed recommendations and rental equipment for reseeding small areas that	Resource Specialist
<b>Soil Health</b> - Promote soil conservation and erosion control through best management practices and assist with project funding through the Cost Share program.	All Staff Supervisors



## Range Quality, Soil Health, and Noxious Weed Control CONT...

<p><b>NEPA Review</b> - Review National Environmental Policy Act documents pertinent to wildlife and range, report to Board as needed, comment as needed.</p>	<p>Director Resource Specialist Supervisors</p>
<p><b>Invasive Species Control</b> - educate and assist the public with the identification and control of invasive species through newsletter articles, LRCD website, Barnyards &amp; Backyards magazine, and field visits.</p>	<p>Resource Specialist Education Coordinator District Clerk</p>
<p><b>Weed Spray Day</b> - Continue the multi-year project to treat and control Spotted Knapweed and Whitetop in Rock River area.</p>	<p>Resource specialist Supervisors</p>
<p><b>Albany County Weed &amp; Pest</b> - Coordinate with ACWP on emerging weed issues.</p>	<p>Resource Specialist</p>



## Energy Conservation

**Goal:** Promote energy conservation and renewable energy production. Encourage the use of local sources for wind, solar, and woody biomass.



<p><b>Renewable Energy Education</b> - Instruct the public on renewable energy sources through articles and biennial Conservation Expo.</p>	<p>All Staff</p>
<p><b>Funding</b> - Provide cost-share grants for the development of residential solar and wind power, or other energy conserving practices.</p>	<p>All Staff Supervisors</p>
<p><b>Wind Farms</b> - Work with the Albany County Planner, land owners and other entities to encourage responsible wind development.</p>	<p>Director Supervisors</p>

## Wildlife

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



Objective	Who
<b>NRCS Wildlife Habitat Improvement</b> - Work with NRCS in recruiting cooperators and reviewing applications for programs that preserve and enhance wildlife habitat.	Director Resource Specialist
<b>Wildlife Projects with Cooperating Agencies</b> - Work with the US Fish and Wildlife Service and the WY Game and Fish Department on wildlife habitat conservation and improvements including the Pilot Hill Project.	Director Resource Specialist
<b>Wyoming Toad Recovery</b> - Participate in the USFWS Wyoming Toad Recovery Team & Safe Harbor program.	District Clerk
<b>Wildlife and Natural Resource Trust</b> - Pursue projects that fit the WNRT funding requirements.	Director Resource Specialist
<b>K-12 Education</b> - Assist educators with class curriculum that teaches K-12 students about wildlife and habitat.	Education Coordinator

## Land Use Planning

**Goal:** Work with private landowners and agencies to balance development, both urban and industrial, with the needs of wild-life and natural resources taken into consideration.

<b>Subdivision Review</b> - Perform reviews for Albany County Planning Commission, County Planner and County Commissioners as needed.	Director
<b>Pilot Hill Project</b> - Continue providing technical expertise for developing land use management plans , Wildlife Habitat Management Area , and weed control plans.	Director Resource Specialist Supervisors
<b>Federal Land Use Planning</b> - Participate in Federal land use planning by participating and commenting on proposed projects as needed.	Director Supervisors
<b>Monolith Ranch</b> - Work with City on Monolith Ranch Planning	Director



## 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 County.

<b>Community clean-up Days</b> - Help fund Albany County Annual Cleanup Day and Laramie Community Clean-up Day,	Supervisors District Clerk
<b>Laramie Improvement</b> - working with Laramie Beautification Committee, Garden Club, Downtown Laramie, etc., as needed or as requested.	All Staff
<b>Urban Landscapes</b> - Provide funding and technical assistance to residents pursuing Eco scaping /xeriscaping projects to enhance properties while following resource conservation practices.	District Clerk

<p>January</p>	<p>Annual Safe Harbor site Land Management Report to USFWS (DR)  Toltec board member phones in to January meeting (DR)  In-classroom conservation lessons and field trips through the spring semester (ED)  Inspect and order supplies for education kits. Develop new lesson plans (ED)  Order vegetable seeds for education gardens Jan-March (ED)  Winter/Spring Newsletter (DC)  Notifications and advertising for Annual Tree Sale preorders (DC)  Save-the-Date and advertising for Conservation Expo (DC) - POSTPONED until 2022 due to Covid  New LRCD Website w/ end of March launch date (DC)  Set up new Resource Specialist computer and assist with installation of ArcGIS and QuickBooks (DC)</p>	<p><b>DR - Director</b>  <b>BK - Bookkeeper</b>  <b>RS - Resource Specialist</b>  <b>ED - Education Coordinator</b>  <b>DC - District Clerk</b></p>
<p>February</p>	<p>Get minutes for Toltec annual meeting – submit to WDA with financial report (DR)  Begin DRAFT budget and obtain increases/decreases to specific line items from staff (DR)  Begin planning and organizing spring field trips (ED)  Begin organizing and planning the gardening program (ED)  Develop new signage and research new teaching information (ED)  Assist Director with the first draft of the budget (BK)  Conservation Expo planning Feb-April (DC) - Postponed  Switch all Office 365 products from Go-Daddy to Microsoft as host and provider DC)</p>	
<p>March</p>	<p>March 1 is Spring deadline for WWNRT grant cycle (DR)  Give board first look at proposed budget (DR)  Get a \$\$ number for annual groundwater monitoring at LYP for budget– contact Ryan Athey at TriHydro (DR)  Annual meeting minutes and F-32 form to Justin Caudill, WDA (DR)  Begin planning and organizing spring field trips (ED)  Science Fair Judging (DR/ED)  Living Snow Fence planning and cost share applications processing (RS)</p>	

<p>April</p>	<p>Conservation Expo - postponed until 2022 (All Staff)  Review the proposed budget in board meeting (DR)  Toltec Board member phones in (DR)  Begin looking at potential guest speakers for the Kids Garden program (ED)  Start vegetable seedlings for gardens (ED)  Final Preparation for Tree Sale (RS)  Consultation on urban conservation Cost Share projects April - October (DC)  Review and adjust annual employee review questionnaires and send to staff (DC)</p>
<p>May</p>	<p>Assist with Tree sale (All Staff)  Approve Proposed Budget in May board meeting (DR)  Proposed Budget Due to Dept of Audit at end of month (DR)  Conduct employee reviews before June pre-board packet – send reviews to appropriate board members (DR)  Confirm gardeners for LaBonte Community Garden. Send community garden rules, leases, and collect plot rental fees (ED)  Begin garden bed preparation (ED)  Assist Director with completing Annual budget for board approval and submission to County and State offices (BK)  Hold the Annual Seedling Tree Sale at the Albany County Fairgrounds (RS)  Install Living Snow Fences May-June (RS)  Renew staff health, dental, vision insurance (DC)</p>
<p>June</p>	<p>Spend out Dept. of Ag Water Quality grant – must request funds from WDA by mid June (DR)  Exec Session to discuss employee reviews – possible adjustments to compensation (DR)  Close out state grants with June 30 deadlines as needed (DR)  Help with Xeriscape gardens as requested (DR)  Local Working Group Meeting (DR)  Projects and field visits June-Oct (RS)  Summer Conservation Kids and Garden programs June - August (ED)  Summer /Fall Newsletter (DC)  Order and set-up new FY binders and supplies (DC)</p>

<p>July</p>	<p>Advertise Budget Hearing in Boomerang 1 week before budget hearing (DR)          Hold Budget Hearing within prescribed time frame - we will receive a post card saying when that is. (DR)          Submit Final Budget to Dept of Audit, Commissioners (County Clerk) Dept of Ag and WACD (DR)          Memo to Commissioners requesting Mill Levy (DR)          Harvest gardens July -October          Gathering information for submittal for annual audit review (BK)          Posting required Legal Ad for Public Budget Mtg (DR/DC)</p>
<p>August</p>	<p>Send ANNUAL PLAN/ANNUAL REPORT information to District Clerk (All)          Toltec dam tour with NRCS and Toltec representative – counts as a quarterly Toltec touch-base (DR)          Grant writing and management (RS)          Project planning/review (RS)          Begin working on Annual Report and Annual Plan of Work (DC)          1st half of Compliance Reporting due by Aug 30th (DC)          Review advertising contracts (DC)</p>
<p>September</p>	<p>Sept 1. Is fall deadline for WNRTF fall grant cycle (DR)          WACD Area Meeting ( All Staff)          Get Safe Harbor site photos – do field meetings on management at Safe Harbor properties, keep notes, this is for the annual Safe Harbor land management report, which I usually turn in in January after I get the release/success number from Doug Keinath (DR)          Water sampling at LYP for annual report (DR)          Close out federal grants with Sept 30 deadline as needed (DR)          Garden Clean-up (Sept-Oct)</p>

October	Annual Wyoming Toad Recovery team Meeting Annual Wyoming Water Association Meeting Complete F-32 form for Department of Revenues (BK) State Meeting registration , find auction items, travel plans , and forward info to board (DC)
November	WACD Annual Meeting (DR) Have Toltec call in to board meeting (DR) Legislative function or calls to individual legislators by the end of the year (DR) Finalize Annual Plan of Work and submit for approval (DC)
December	Annual Water Quality report to DEQ for LYP – two more due: in 2021 and 2022 (DR) Confirm annual audit review is completed and submitted to Department of Revenue (BK) 2nd half of Compliance Reporting due by Dec. 31 (DC) Finalize Annual Report, send to printer, and mail to people on newsletter list (DC)
Monthly	Prepare letter , agenda, directors report, and other documents as needed for monthly board meeting. (DR) Review staff credit card purchases prior to board meeting. (DR) Subdivision Reviews as needed (DR) Routine meetings with each staff member – every two months (DR) Small Acreage Issue Team meeting/ Barnyards & Backyards editing (DR) Monthly LaVA Meetings (DR) Review and input bills (BK) Pay all submitted bills (BK) Prepare book for CPA review (BK) Create financial reports for board meeting )BK) Get payments signed and remitted (BK) Submit staff reports, cost share applications, and any other documents as needed for monthly board meeting (ALL) Calculate and submit Wyoming Retirement System contributions (DC) Submit insurance benefit payments for BCBS health, VSP vision, Delta Dental (DC) Submit quarterly WEBT life insurance payment (DC) Record minutes , email the approved minutes from prior month to WACD, WDA, Area II reps, and Albany County Clerk. (DC) Post the monthly public board meeting time and location in local newspaper and online (DC) Update Social media and website as needed (DC) Computers/IT system maintenance and repairs as needed (DC)



Laramie Rivers Conservation District  
5015 Stone Rd., Laramie, WY 82070

**District Staff**

**Vacant, Director**

**Trish Penny, Education Coordinator**

**Martin Curry, Resource Specialist/Bookkeeper**

**Laura McGinley, District Clerk**

**Board of Supervisors**

**Ruth Shepherd - Urban/Board Chair**

**Robert Shine - At-large/Vice Chair**

**Carol Price - Rural/Treasurer**

**Larry Munn - Rural Supervisor**

**Orville Johnson - Rural Supervisor**