

*SOUTH BIG HORN CONSERVATION
DISTRICT*

ANNUAL PLAN OF WORK

2008- 2009



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Administration

Intent: To provide accountability to the South Big Horn County citizens and promote the efficiency and effectiveness of all District programs.

Action Plan:

- ❖ Provide Board of Supervisors with accurate financial information for decision making.
- ❖ Develop and maintain accurate and legal district budget.
- ❖ Conduct regular inventories of District property and keep appropriate records of such on file.
- ❖ Develop Annual Report and Annual Plan of work.
- ❖ Implement tasks in Long Range Plan.

Finance

Action Plan:

- ❖ Bank statement will be reconciled quarterly at board meeting and approved by attending supervisors.
- ❖ Complete accounts payable (write checks with two signatures required, type vouchers, and mail checks and file vouchers).
- ❖ Reconcile checking and savings accounts and balance petty cash account.
- ❖ Complete deposits (receipt all checks, enter into computer and deposit).
- ❖ Complete monthly financial statements and provide to board.
- ❖ Complete reports (sales tax to Wy. Dept. of Revenue, 941 IRS reports, unemployment, and workman's compensation).
- ❖ Prepare annual budget, submit budget to Commissioners, WDA, and WACD; and advertise for budget hearing.
- ❖ Maintain active board participation in the appropriate use and distribution of mill levy funds for District programs.

Meetings

Action Plan:

- ❖ Complete minutes and agendas.

- ❖ Prepare and attend monthly board meetings.
- ❖ The District Board of Supervisors and staff will attend local, area, and state District meetings, seminars and conventions.
- ❖ Invite the public to meet with the District Board of Supervisors as needed.
- ❖ Adhere to the long range objectives as stated in the Long Range Plan.
- ❖ Work directly with the USDA-Natural Resources Conservation Service to review, and if necessary, update their Memorandum of Understanding.
- ❖ Report on regular inventories of District property and keep appropriate records of such on file.
- ❖ Advertise meeting in newspaper in the Community Calendar.

Other

Action Plan:

- ❖ Prepare District and board correspondence as pertinent issues arise.
- ❖ Offer training opportunities for board and staff members.
- ❖ Maintain a strong working relationship with NACD, WACD, RC & D, WDA, NRCS, and FSA.
- ❖ Encourage participation with Weed & Pest, Forest Service, BLM and any other appropriate agencies.
- ❖ Participate in WACD award programs.
- ❖ Answer telephone; assist walk-in customers and provide clerical support to NRCS and FSA.
- ❖ Strive to achieve quality work, image and actions.
- ❖ Maintain District mailing list.
- ❖ Continue to work on subdivision reviews for the county.
- ❖ Review Cooperative Agreement and statutes pertaining to District activities on a yearly basis.
- ❖ Contact legislators throughout the year through all supervisors about issues affecting conservation and the Conservation District.

- ❖ Remain aware of any changes in state and federal legislation concerning the District and USDA Natural Resources Conservation Services.
- ❖ Continue to work with the Shell Valley Watershed Improvement District Board of Directors and conduct the elections in March.
- ❖ Continue to have District Manager act as polling superintendent for Watershed District elections.
- ❖ Educate invitees on current issues pertinent to the Conservation District.
- ❖ Maintain financial records for the Shell Valley CRM.

Water Quality

Intent: Due to the listing of all streams within the District for fecal coliform water monitoring will continue to be a top priority.

Action Plan:

- ❖ Establish updated and credible data in a useable format.
- ❖ Educate the public on stream health and best management practices.
- ❖ Continue to have data analyzed by professionals in the field.
- ❖ Provide educational materials to the public regarding water quality concerns.
- ❖ Attend the Water Quality trainings for continuing education for water monitoring on the rivers and creeks in the district.
- ❖ Establish and maintain water monitoring sites.
- ❖ Encourage landowners to utilize pipelines, gated pipe, turbulent fountains, pivots and other irrigation efficient conservation practices.
- ❖ Continue work with the steering committee to target water quality efforts.
- ❖ Promote xeriscaping practices as advanced landscaping alternatives.

Seedling Tree Program

Intent: Promote and establish tree planting for energy conservation, soil erosion reduction, environmental benefits and wildlife.

Action Plan:

- ❖ Provide assistance for the planting of windbreaks.
- ❖ Provide assistance to area landowners to improve tree health and establishment.
- ❖ Attend educational tree workshops.
- ❖ Educate the public on tree species, care and planting.
- ❖ Encourage installation of drip irrigation systems for plantings.
- ❖ Enhance wildlife habitat and livestock protection.
- ❖ Promote and administer the tree planting program and provide products and services to increase the survival of the trees in cooperation with USDA Natural Resources Conservation Service.
- ❖ Provide assistance in the design of windbreaks and drip systems.
- ❖ Sell seedling trees, shrubs and planting materials to the public at a low cost.
- ❖ Provide informational articles to address tree related issues for newsletters and newspapers.
- ❖ Provide tree planter for public use.
- ❖ Continue to support the activities of the Bridger Plant Materials Center.

Information and Education

Intent: The top priority in the District for Big Horn County is education. The key to successful conservation efforts is knowledge. The District is working hard to

promote the wise use and protection of our natural resources. The youth is our future. The better we educate them, the brighter the future will be. Education for adults is just as important as education for the youth. We have to learn to manage and care for what has been given to us if it is going to be passed on to future generations.

Action Plan:

- ❖ Provide educational opportunities
- ❖ Sponsor demonstration projects on new technical practices..
- ❖ Provide conservation information to the public through newsletters, newspapers and brochures.
- ❖ Visit local schools with natural resource conservation education programs.
- ❖ Photograph District activities and events.
- ❖ Publicize conservation efforts through the quarterly Farm Service Center newsletter, local media, and through brochures and handouts.
- ❖ Provide residents information on increasing land productivity and conserving natural resources.
- ❖ Provide sponsorship to Range Camp and range judging.
- ❖ Sponsor a conservation tours to promote conservation practices and programs within the district.

Range and Wildlife Program

Intent: To improve the management of rangeland and pastureland while maintaining and improving wildlife habitat.

Action Plan:

- ❖ Host WyRED
- ❖ Educate land users on proper management.
- ❖ Improve the understanding of rangeland health and biodiversity.
- ❖ Educate the land users on proper management.
- ❖ Provide assistance to livestock producers to help them improve range and land health.
- ❖ Promote and support educational and cooperative efforts related to range issues.

Special Projects

Intent: To provide assistance and information that address specific resource needs. Resource inventory of watersheds is needed. Positive public perception of resource concerns is needed.

Action Plan:

- ❖ Educate the public on natural resources issues.
- ❖ Provide assistance for natural resource related projects that will improve and enhance public areas.
- ❖ Continue improvements on the Big Horn River Riparian Outdoor Classroom.
- ❖ Encourage use of the Outdoor Classroom by students in the district to learn about wildlife in the area and see the different types of grasses, trees, and shrubs that are growing there.
- ❖ Participate in World Water Monitoring Day.
- ❖ Host Annual Cooperator of the Year Banquet and Awards.
- ❖ Provide current information on natural resource issues through the development of a complete library of resource materials and an information clearing house.
- ❖ Sponsor grazing workshop with Fred Provenza.

- ❖ Continue to seek grant funding resources to increase program delivery.
- ❖ Conduct comprehensive watershed inventory and get public input on resource concerns.

Urban

- ❖ Intent: Provide assistance to urban, suburban and small acreage landowners on water quality, drainage, and erosion problems.
- ❖ Information pamphlets will be distributed to provide information in the following areas:
 - ❖ Backyard Conservation
 - ❖ Living On a Few Acres
 - ❖ Species Wildlife Values
 - ❖ Windbreak Maintenance
 - ❖ Provide assistance in improving existing irrigation systems.
 - ❖ Educate users on water conservation and management techniques.
- ❖ Implement storm drain stenciling.

Other Organizations and Affiliates

The District appreciates the assistance from the following agencies in carrying out its programs:

BIG HORN BASIN RC&D
BIG HORN COUNTY COMMISSIONERS
BIG HORN COUNTY LANDOWNERS
BIG HORN WEED & PEST
BUREAU OF LAND MANAGEMENT
COMMUNITY OF EMBLEM
DEPARTMENT OF ENVIRONMENTAL QUALITY
EXTENSION AGENT
FARM SERVICE AGENCY
GREYBULL NRCS FIELD OFFICE
NATIONAL ASSOCIATION OF CONSERVATION DISTRICTS
NATURAL RESOURCE CONSERVATION SERVICE
TOWN OF BASIN
TOWN OF BURLINGTON
TOWN OF GREYBULL
TOWN OF HYATTVILLE
TOWN OF MANDERSON
TOWN OF OTTO
TOWN OF SHELL
UNIVERSITY OF WYOMING
U.S. FOREST SERVICE
WYOMING ASSOCIATION OF CONSERVATION DISTRICTS
WYOMING DEPARTMENT OF AGRICULTURE
WYOMING GAME AND FISH
WYOMING NATURAL RESOURCE FOUNDATION

**South Big Horn Conservation District
July 2008 – June 2009
Annual Plan of Work
Supervisor Signatures**

LINDA HAMILTON – CHAIRMAN
WALTER HIBBERT – VICE CHAIRMAN
GEORGE KELSO – TREASURER
NANCY JOYCE – SECRETARY
TED ZIER – MEMBER

We, the supervisors of the South Big Horn Conservation District, as duly authorized by Wyoming Conservation District Law, hereby adopt this fiscal year 2008 - 2009 Annual Plan of Work as the guide for work priorities in this Conservation District.

Linda Hamilton, Chairman

Walter Hibbert, Vice Chairman

George Kelso, Treasurer

Nancy Joyce, Secretary

Ted Zier, Member