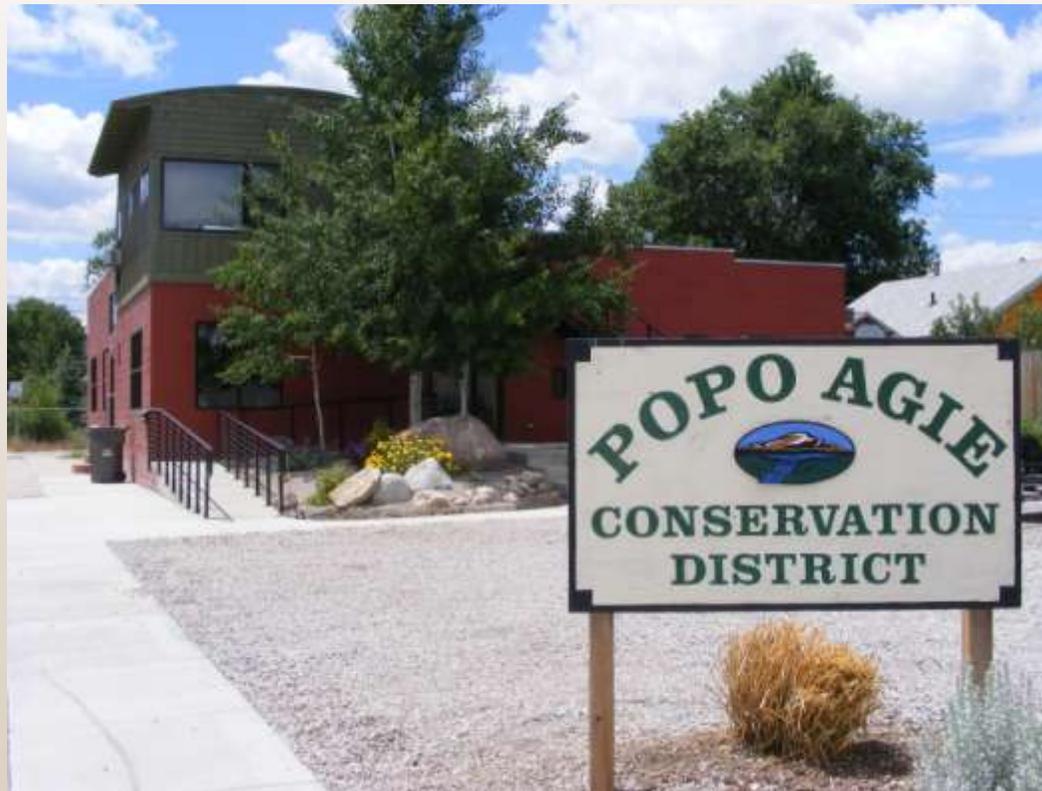


221 South 2nd Street, Lander, WY 82520

# Work Plan FY 2011-2012



WE SUPPORT THE WISE USE OF OUR NATURAL RESOURCES



WORK PLAN FY 2011-2012

The front portion of this document is in calendar format and will be used by the staff and board to keep us on track.

The back portion of this document lists our objectives and how we will achieve our goals by assigned tasks.



Go team!



Diana Olson, Bryan Hamilton, Dave Morneau, Steve Dutcher, Tim Wilson, Jeri Trebelcock, Jack Corbet, Gerald Caskey



## Work Plan FY 2011-2012

### SPECIAL EMPHASIS IN JULY

NEWSLETTER—July is the month to send out the next newsletter. (Diana)

WATER QUALITY MONITORING—Sample the Middle Fork of the Popo Agie River every Tuesday during the recreational season (June through September). (Dave and Diana)

LIVING SNOW FENCE—Maintain current living snow fences during the summer months. Weed and water this month. (Dave)

FILE QUARTERLY REPORTS— July is the month to file 941 federal tax, workers compensation, unemployment insurance. (Jeri)

BUDGET HEARING —Publish public notice in the newspaper. Send copies of approved budget to WACD and WDA. (Jeri)

STATE GRANT REPORTS—Final and Interim reports due to WDA and WACD July 31st. (Jeri)

WACD AWARDS NOMINATIONS—Prepare nominations for Area and State awards due to WACD August 1st. (Board and Staff)

REVIEW QUARTERLY BANK RECONCILIATIONS—This is the month to review the quarterly bank reconciliations at the Board of Supervisor's meeting. (Diana prepare, Board review)

COMMUNITY ENHANCEMENT AND RESOURCE ENHANCEMENT COST SHARE PROGRAMS—Our goal is to have one or two applications. Applications must be submitted one week prior to the Feb/May/Aug/Nov Board Meetings to be considered. (Jeri)





# July 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4  Office closed	5 Water quality monitoring	6 Board of Supervisors Mtg. Review quarterly reconciliations	7	8	9
10	11	12 Water quality monitoring	13	14	15	16
17	18	19 Water quality monitoring	20 Budget Hearing	21	22	23
24	25	26 Water quality monitoring	27	28	29 State grant reports due	30
31						

Every Tuesday  
Water Quality Monitoring  
Middle Fork, Popo Agie River

First Wednesday every month  
**Board of Supervisor's Meeting**  
4:00pm

Budget Hearing  
July 20th  
5:00pm



## Work Plan FY 2011-2012

### SPECIAL EMPHASIS IN AUGUST

**WATER QUALITY MONITORING**—Sample the Middle Fork of the Popo Agie River during recreational season (June through September) (Dave and Diana)

**LIVING SNOW FENCE**—Maintain current living snow fences during the summer months. Weed and water this month. (Dave)

**EDUCATION**—Send out letters and emails to public, private, and home school groups summarizing what lessons we offer to come and teach; also remind them of the resources we have that they can check-out from our office. Order any supplies such as beads and bracelet materials. (Diana)

**WACD AWARDS NOMINATIONS**—Nominations for Area and State awards due to WACD August 1st.

**ANNUAL REPORT AND ANNUAL PLAN OF WORK**—Work on reports this month. Due to WACD October 1. (Diana)

**STATE FUNDING FINANCIAL REQUIREMENTS**—Due to WDA and WACD August 31st. **Proof of bonding, Risk Management Practices, proof of workman's compensation and unemployment insurance coverage, proof of Local Government Liability Insurance.** (Jeri)

**WATER WORKS**—Teach the "Blue Traveler" lesson and the "Watershed" lesson at the Lander Children's Museum. (Diana)



# August 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Nominations due to WACD	2 Water quality monitoring	3 Board of Supervisors Mtg.	4	5 Water Works @ Children's Museum	6
7	8	9 Water quality monitoring	10	11	12	13
14	15	16 Water quality monitoring	17	18	19	20
21	22	23 Water quality monitoring	24	25	26	27
28	29	30 Water quality monitoring	31 State funding reports due			

Every Tuesday  
Water Quality Monitoring  
Middle Fork, Popo Agie River

First Wednesday every month  
**Board of Supervisor's Meeting**  
4:00pm

WACD Nominations  
Due August 1st

Water Works  
**Children's Museum**  
August 5th  
10:00am to 3:00pm

State Funding Reports  
Due to WDA and WACD  
August 31st.



## Work Plan FY 2011-2012

### SPECIAL EMPHASIS IN SEPTEMBER

**WATER QUALITY MONITORING**—Sample the Middle Fork of the Popo Agie River during recreational season (June through September) (Dave and Diana)

**WORLD WATER MONITORING DAY**—Teach basic water quality monitoring to fifth graders in September (Dave)

**AQUATIC MACRO INVERTEBRATE LESSON**— Teach basic identification of aquatic insects in a lab setting to third graders in September (Dave)

**OUTDOOR EDUCATION DAY**— Annual event where fourth grade students gather at CWC Sinks Canyon Center to learn outdoor skills. Jeri will help coordinate and take photos, Diana will provide the passport document used at each station and she will help man the stream trailer at the Weather and Water station. (Jeri and Diana)

**ANNUAL REPORT AND ANNUAL PLAN OF WORK**—Work on reports this month. Due to WACD October 1. (Jeri and Diana)

**AREA IV MEETING**— Saratoga September 9th. (Board and Staff)

**WYOMING NON-POINT SOURCE PROJECT**— Section 205(j) proposal due. (Jeri and Dave)

**CENSUS FINANCIAL REPORTS**—Survey of Local Governments, F-32 due September 30th to the Department of Audit. (Jeri)



# September 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5  Office closed	6 Water quality monitoring	7 Board of Supervisors Mtg.	8	9 Area IV Meeting Saratoga	10
11	12	13 Water quality monitoring	14	15 205(j) proposal due	16	17
18 World Water Monitoring Day	19	20 Water quality monitoring	21	22	23	24
25	26	27 Water quality monitoring	28	29	30 Outdoor Ed Day Census Financial Reports due	

Every Tuesday  
Water Quality Monitoring  
Middle Fork, Popo Agie River

First Wednesday every month  
**Board of Supervisor's Meeting**  
4:00pm

Area IV Meeting  
Saratoga  
September 9th

205(j) Non-Point Source  
Proposal due  
September 15th

Outdoor Education Day  
CWC Sinks Canyon Center  
Fourth graders  
September 30th

Census Financial Reports  
Due September 30th



## Work Plan FY 2011-2012

### SPECIAL EMPHASIS IN OCTOBER

NEWSLETTER—October is the month to send out the next newsletter. (Diana)

AG EXPO— Host a station at the expo to teach soil conservation concepts and the importance of agriculture to third graders October 7th. (Diana)

FILE QUARTERLY REPORTS— October is the month to file 941 federal tax, workers compensation, unemployment insurance. (Jeri)

REVIEW QUARTERLY BANK RECONCILIATIONS—This is the month to review the quarterly bank reconciliations at the Board of **Supervisor's meeting. (Diana prepare, Board review)**

PACD ANNUAL REPORT AND WORK PLAN—Distribute our reports to mailing list Jeri provides. (Diana)

SECTION 319 GRANT—Section 319 Non-Point Source Pollution Control Program Final Report due October 31st. (Dave)

COMMUNITY ENHANCEMENT AND RESOURCE ENHANCEMENT COST SHARE PROGRAMS—Our goal is to have one or two applications. Applications must be submitted one week prior to the Feb/May/Aug/Nov Board Meetings to be considered. (Jeri)



# October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Board of Supervisors Mtg. Review quarterly reconciliations	6	7 Lander Ag Expo	8
9	10 Office closed 	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Section 319 report due.					



First Wednesday every month  
**Board of Supervisor's Meeting**  
4:00pm

**Lander Valley Cattlewomen's**  
Ag Expo  
October 7th

Section 319 Non-Point Source  
Pollution Control Program  
Final Report  
Due October 31st



## Work Plan FY 2011-2012

### SPECIAL EMPHASIS IN NOVEMBER

WACD CONVENTION—We will host this years convention in Lander at the Fremont County Pioneer Museum. (Board and Staff)

- |       |  |
|-------|--|
| 11/14 | WACD Board of Directors Meeting  |
| 11/15 | WACD Board of Directors Meeting,<br>WCDEA/WACD Leadership Training<br>Welcome Reception at Fremont County Pioneer Museum   |
| 11/16 | Opening Ceremony, Keynote Speaker Chad Pregracke, President of Living Lands & Waters<br>WACD Awards Luncheon<br>WACD Committee Meetings<br>Auction, Social Hour, Dance |
| 11/17 | Breakout Sessions<br>WACD Business Meeting   |

TAYLOR WATERSHED IMPROVEMENT DISTRICT BOARD OF DIRECTORS ELECTION—Publish proclamation of Election between November 20th and December 10th. (Jeri)

BARNYARDS & BACKYARDS—Host planning meeting in November. (Staff)



# November 2011



First Wednesday every month  
**Board of Supervisor's Meeting**  
4:00pm

WACD Convention  
16th and 17th

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Board of Supervisors Mtg.	3	4	5
6	7	8	9	10	11 Office closed	12
13	14	15	16	17	18	19
WACD Convention Activities						
20	21 First day to publish proclamation for Taylor WID.	22	23	24 Office closed	25	26
27	28	29	30			



## Work Plan FY 2011-2012

### SPECIAL EMPHASIS IN DECEMBER

SEEDLING TREES— Prepare for seedling tree sales.

- Choose varieties and set prices. (Staff)
- Order trees from nursery. (Diana)
- Update spreadsheets and QuickBooks. (Diana)
- Create customer order form. (Diana)

DEPARTMENT OF AUDIT REPORTS—Due by December 31st. Reports include: Local Government Annual Report Summary, Proof of Cash Form, Self Audit Form, Internal Control Evaluation Form. (Jeri)

WDA AND WACD REPORTS—Due by December 31st. Reports include: State Funding Requirements, Copy of Budget, Proof of Budget Hearing, Department of Audit Requirements, Long Rang Plan etc. One-page summary of accomplishments submitted electronically with photos. (Jeri)

TAYLOR WATERSHED IMPROVEMENT DISTRICT BOARD OF DIRECTORS ELECTION—Candidates can file for Director from December 20th through January 9th. (Jeri)

BARNYARDS AND BACKYARDS—Host planning meeting this month. (Staff)

FARM AND RANCH DAYS—Attend planning meeting this month. (Jeri)

SAP (SAMPLING AND ANALYSIS PLAN)/QAPP (QUALITY ASSURANCE PROGRAM PLAN) - Work on developing these documents. (Dave)



# December 2011



First Wednesday every month  
**Board of Supervisor's Meeting**  
4:00pm

End of Year Reports  
Due December 30th

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 Board of Supervisors Mtg.	8	9 Last day to publish proclamation for Taylor WID.	10
11	12	13	14	15	16	17
18	19	20 First day candidates can file for Taylor WID.	21	22	23	24
25	26 Office closed	27	28	29	30 End of Year Reports due	31



## Work Plan FY 2011-2012

### SPECIAL EMPHASIS IN JANUARY

NEWSLETTER—January is the month to send out the next newsletter; include water conservation article. (Diana)

SEEDLING TREES— Promote in the quarterly newsletter and on the website, track orders and inventory, receive money. (Diana)

WATER CYCLE LESSON—Teach this lesson to third graders in January. (Diana)

MAPPING SKILLS LESSON—Teach this lesson to second graders in January. (Diana)

COMMUNITY ENHANCEMENT AND RESOURCE ENHANCEMENT COST SHARE PROGRAMS—Our goal is to have one or two applications. Applications must be submitted one week prior to the Feb/May/Aug/Nov Board Meetings to be considered. (Jeri)

MAIL DISTRICT REORGANIZATION FORMS—(Jeri)

FILE QUARTERLY REPORTS— January is the month to file 941 federal tax, workers compensation, unemployment insurance. (Jeri)

LEGISLATIVE SESSION BEGINS—Contact our legislators to update them on issues we face within our district. (Jeri)

ENTERPRISE WATERSHED IMPROVEMENT DISTRICT BOARD OF DIRECTORS ELECTION—Publish proclamation of Election between January 15th and February 4th. (Jeri)

PAWMA (POPO AGIE WEED MANAGEMENT AREA)—Host planning meeting this month. (Jeri and Dave)

BARNYARDS AND BACKYARDS—Host planning meeting this month. (Staff)

REVIEW QUARTERLY BANK RECONCILIATIONS—This is the month to review the quarterly bank reconciliations at the Board of Supervisor's meeting. **(Diana prepare, Board review)**

NACD ANNUAL MEETING— Attend meeting in Las Vegas January 29—February 1. (Jeri and Board)

SAP (SAMPLING AND ANALYSIS PLAN)/QAPP (QUALITY ASSURANCE PROGRAM PLAN) - Work on developing these documents, due first part of February. (Dave)

DISPLAY BOARD—Get display board ready for Farm and Ranch Days Feb 1st and 2nd. (Dave and Diana)



# January 2012



First Wednesday every month  
**Board of Supervisor's Meeting**  
4:00pm

NACD National Convention  
Las Vegas  
Jan 29th—Feb 1st

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2  Office closed	3	4 Board of Supervisors Mtg. Review quarterly reconciliations	5	6	7
8	9 Last day candidates can file for Taylor WID.	10	11	12	13	14
15	16  Office closed	17 First day to publish Enterprise WID proclamation	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NACD National Convention in Las Vegas



## Work Plan FY 2011-2012

### SPECIAL EMPHASIS IN FEBRUARY

FARM AND RANCH DAYS—Host a booth at this event February 1st and 2nd. (Dave and Diana)

Ocean Pollution Lesson—Teach about water conservation and pollution issues to second graders this month. (Diana)

ENTERPRISE WATERSHED IMPROVEMENT DISTRICT BOARD OF DIRECTORS ELECTION—Candidates can file for Director from February 14th through March 5th. (Jeri)

TAYLOR WATERSHED IMPROVEMENT DISTRICT BOARD OF DIRECTORS ELECTION—Request list of qualified electors and landowners from the County Clerk February 3rd. Last day Clerk can send the mailing list is February 18th. Edit erroneous entries and duplicates from mailing list, create mailing labels, begin mailing ballots on February 23rd. (Diana)

BARNYARDS AND BACKYARDS OUTDOOR RESOURCES FAIR—Plan to have event sometime this month (Staff)

UPDATE BOARD POLICY BOOK— (Jeri)

FREE RURAL WELL WATER TESTING—Set dates to offer free testing. (Jeri)



# February 2012



First Wednesday every month  
**Board of Supervisor's Meeting**  
4:00pm

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Board of Supervisors Mtg.	2	3 Last day to publish Enterprise WID proclamation	4
			Farm and Ranch Days			
5	6 Request mailing list from Clerk for Taylor WID.	7	8	9	10	11
12	13	14 First day candidates can file for Enterprise WID.	15	16	17 Last day Clerk can send mailing list for Taylor WID.	18
19	20 Office closed 	21	22	23 Begin mailing ballots for Taylor WID.	24	25
26	27	28	29			



## Work Plan FY 2011-2012

### SPECIAL EMPHASIS IN MARCH

**WINTER FAIR**—Host a booth at this event which historically is in March. The date has not been set as of yet. (Dave and Diana)

**SOIL AND WATER STEWARDSHIP WEEK/POSTER CONTEST**— Go to fifth grade and high school classrooms early this month to promote the poster contest and talk about natural resource conservation. Posters due to PACD by April 2, 2012. (Diana)

**ENTERPRISE WATERSHED IMPROVEMENT DISTRICT BOARD OF DIRECTORS ELECTION**—Request list of qualified electors and land-owners from the County Clerk March 30th. Last day Clerk can send list is April 14th (Diana).

**TAYLOR WATERSHED IMPROVEMENT DISTRICT BOARD OF DIRECTORS ELECTION**—Last day to mail ballots is March 4th (Diana). First day to publish sample ballot is March 5th (Jeri). Last day to publish sample ballot is March 9th (Jeri). Count ballots after 4:00pm on Election Day March 20th (Staff). Deadline for canvass is March 27th (Board).



# March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Last day to mail ballots for Taylor WID.	3
				Winter Fair????		
4	5 First day to publish sample ballot for Taylor WID. Last day candidates can file for Enterprise WID.	6	7 Board of Supervisors Mtg.	8	9 Last day to publish sample ballot for Taylor WID.	10
11	12	13	14	15	16	17
18	19	20 Taylor WID Election Day.	21	22	23	24
25	26	27 Deadline to Canvass results for Taylor WID.	28	29	30 Request mailing list from Clerk for Enterprise WID.	31



First Wednesday every month  
**Board of Supervisor's Meeting**  
4:00pm  
(Board and Staff)



## Work Plan FY 2011-2012

### SPECIAL EMPHASIS IN APRIL

NEWSLETTER—April is the month to send out the next newsletter; include water conservation article, promote septic rehab program. (Diana)

SOIL AND WATER STEWARDSHIP WEEK/POSTER CONTEST— Posters due to PACD by April 2, 2012. Go to schools and pick up posters. (Diana)

EARTH DAY BRACELETS— Coordinate with the middle school teachers to distribute bracelet kits. (Diana)

WATERSHED LESSON— Teach this lesson utilizing the Enviroscape model to fifth graders this month. (Diana)

ADOPT-A-TREE— Fourth graders participate in the Adopt-A-Tree program in April. Teach the Tree Factory lesson in conjunction with the program. (Diana)

SEEDLING TREES—Delivery date April 25th. (Staff)

WATER QUALITY MONITORING—Prepare for this coming season of sampling: TAG Meeting, order supplies. (Dave)

FILE QUARTERLY REPORTS— April is the month to file 941 federal tax, workers compensation, unemployment insurance. (Jeri)

ENTERPRISE WATERSHED IMPROVEMENT DISTRICT BOARD OF DIRECTORS ELECTION—Edit erroneous entries and duplicates from mailing list, create mailing labels, begin mailing ballots on April 19th. Last day to mail ballots is April 29th (Diana) First day to publish sample ballot is April 30th (Jeri).

REVIEW QUARTERLY BANK RECONCILIATIONS—This is the month to review the quarterly bank reconciliations at the Board of **Supervisor's meeting. (Diana prepare, Board review)**

COMMUNITY ENHANCEMENT AND RESOURCE ENHANCEMENT COST SHARE PROGRAMS—Our goal is to have one or two applications. Applications must be submitted one week prior to the Feb/May/Aug/Nov Board Meetings to be considered. (Jeri)



# April 2012



First Wednesday every month  
**Board of Supervisor's Meeting**  
4:00pm

Soil and Water Stewardship  
Week Poster Contest  
Posters due April 2nd

Seedling Tree Delivery Day  
April 25th

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Posters due	3	4 Board of Supervisors Mtg. Review quarterly reconciliations	5	6	7
8	9	10	11	12	13 Last day Clerk can send mailing list for Enterprise WID.	14
15	16	17	18	19 Begin mailing ballots for Enterprise WID.	20	21
22 Earth Day	23	24	25 Seedling Tree Delivery Day	26	27 Last day to mail ballots for Enterprise WID.	28
29	30 First day to publish sample ballot for Enterprise WID.					

Soil and Water Stewardship Week



## Work Plan FY 2011-2012

### SPECIAL EMPHASIS IN MAY

SOIL AND WATER STEWARDSHIP WEEK/POSTER CONTEST— Posters judged by the Board of Supervisors at this months meeting. (Board)

DECAL MARKERS— Coordinate with fifth grade teachers to have the students help maintain the Storm Drain decals. (Diana)



PRELIMINARY BUDGET—Present the draft budget to the Board at this months meeting. (Jeri)

ENTERPRISE WATERSHED IMPROVEMENT DISTRICT BOARD OF DIRECTORS ELECTION—May 4th last day to publish sample ballot (Jeri). Count ballots after 4:00pm on May 15th Election Day (Staff). May 22nd deadline for canvass (Board).

LIVING SNOW FENCE—Site visit to the living snow fences. Spray for weeds. (Dave)



# May 2012



First Wednesday every month  
**Board of Supervisor's Meeting**  
4:00pm

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Board of Supervisors Mtg. Judge posters	3	4 Last day to publish sample ballot for Enterprise WID.	5
		Soil and Water Stewardship Week				
6	7	8	9	10	11	12
13	14	15 Enterprise WID Election Day	16	17	18	19
20	21	22 Deadline to canvass results for Enterprise WID.	23	24	25	26
27	28 Office closed	 29	30	31		



## Work Plan FY 2011-2012

### SPECIAL EMPHASIS IN JUNE

WATER QUALITY MONITORING—Sample the Middle Fork of the Popo Agie River during recreational season (June through September) (Dave and Diana)

LIVING SNOW FENCE—Maintain current living snow fences during the summer months. Weed and water this month. (Dave)

SEEDLING TREES— Invoice Payments Due to WACD. (Jeri)

WACD BOARD OF DIRECTORS MEETING—Liaison between WACD and WCDEA; June 7th and 8th in Evanston. (Jeri)

BUDGET—Prepare draft budget. (Jeri)



# June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Water quality monitoring	6 Board of Supervisors Mtg.	7 WACD Board of Directors Meeting	8	9
10	11	12 Water quality monitoring	13	14	15	16
17	18	19 Water quality monitoring	20	21	22	23
24	25	26 Water quality monitoring	27	28	29	30



Every Tuesday  
Water Quality Monitoring  
Middle Fork, Popo Agie River

First Wednesday every month  
**Board of Supervisor's Meeting**  
4:00pm

WACD Board of Directors  
Meeting  
Evanston  
7th and 8th

End of FY 2011-2012

Hang in  
there!





## Work Plan FY 2011-2012

### DISTRICT OPERATIONS

Objective: Carry out the duties established by statutes, the local public, and Board of Supervisors to maintain a structurally stable and functioning District utilizing our local funding to address identified priority programs and concerns.

This will be achieved by: Conducting regularly scheduling meetings to identify emerging issues; developing programs; reviewing all financial and operational functions.

- Board of Supervisors meeting held the first Wednesday of every month. (Board and Staff)
  - Elect officers annually. (Board)
- Weekly staff meeting to review projects and establish priorities. (Jeri)
- Prepare, distribute, and maintain a file of all board meeting minutes and supporting documents. (Diana)
- Manage all financial and operation aspects of the District. (Jeri)
  - Prepare and submit financial reports: 941 federal tax, workers compensation, unemployment insurance, proof of bonding, Survey of Local Governments F-32, Proof of Cash Form, Self Audit Form, Internal Control Evaluation Form.
  - Prepare and submit to WACD and WDA all base funding requirements.
  - Prepare and submit to the Wyoming Department of Audit required documents.
  - Prepare monthly payroll.
  - Develop an annual budget for Board approval.
  - Prepare monthly financial statements to board members.



## DISTRICT OPERATIONS

- Manage petty cash receipts and fund. (Diana)
- Complete monthly accounts payable. (Diana)
- Receive and receipt all District funds. (Diana)
- Deposits and enter into accounting system all funds received. (Jeri)
- Reconcile District bank accounts. (Diana)
- Seek additional funding and grant opportunities. (Staff)
- Prepare and submit the Annual Report and Work Plan documents to WACD and WDA. (Jeri and Diana)
- Participate in Area IV, State, and National Conservation District meetings and conventions. (Board and Staff)
- Meet with local legislators to update them on District priorities, current projects and planning efforts. (Board and Jeri)
- Identify and plan for staff development. (Jeri)
- Maintain office building and grounds. (Staff)
- Supervise, coordinate, and organize timelines to meet District goals. (Jeri)



## EDUCATION PROGRAM

### ADULT EDUCATION

Objective: Provide educational opportunities and resources for natural resource issues.

This will be achieved by: Hosting workshops; conducting tours; utilizing our display booth, website, and newsletter; maintaining a resource library.

- **Manage the “check-out” process of the library of resources we loan out. (Diana)**
- Host an educational booth at the Winter Fair, the County Fair, and Farm and Ranch Days. (Dave and Diana)
- Keep website up to date with current issues and events. (Diana)
- Plan, host, and implement an outdoor resource fair utilizing the Barnyards and Backyards model during late winter or early spring. (Staff)
- Utilize the Squaw Creek Bioengineering Demonstration video, Popo Agie Watershed Poster, Rural Living Handbook, magnetic bookmarks as educational resources. (Staff)



## EDUCATION PROGRAM

### YOUTH EDUCATION

Objective: Provide educational opportunities and resources for area youth on natural resource issues.

This will be achieved by: Coordinating with educators in Fremont County School Districts #1, #14 and #21, private schools, home school groups, and local youth clubs and organizations to provide hands-on activities and lessons focusing on natural resource conservation while meeting local school standards.

- **Manage the “check-out” process of the library of resources we loan out. (Diana)**
- Communicate with educators at the beginning of the school year to list the lessons and resources offered. (Diana)
- **Host two stations at “Water Works” at the Lander Children’s Museum. (Diana)**
- High School—Teach Aquatic Macro Invertebrate lesson to AP Environmental Science class (Dave). Encourage participation in the poster contest to the art students for Soil and Water Stewardship Week (Diana).
- Middle School— **Coordinate distribution of “Earth Day” bracelet kits. Develop a “Wise Water” campaign. (Diana)**
- 5th Grade—Teach basic water monitoring in coordination with World Water Monitoring Day (Dave), Watershed lesson (Diana). Encourage participation in the poster contest for Soil and Water Stewardship Week (Diana). Coordinate Pet Waste/Storm Drain marker campaign (Diana). Science Fair judging (Jeri and Dave).
- 4th Grade—Teach the Tree Factory lesson in coordination with the Adopt-A-Tree Program (Diana). **Participate in “Outdoor Education Day” at CWC Sinks Canyon Center (Jeri and Diana).**
- 3rd Grade—Teach Water Cycle lesson (Diana), Aquatic Macro Invertebrate lesson (Dave), “The Wonders of Soil” lesson at the annual Lander Valley Cattlewomen’s Ag Expo (Diana).
- 2nd Grade—Mapping Skills lesson (Diana), Ocean Conservation & Water Pollution lesson (Diana).



## INFORMATION PROGRAM

Objective: **Promote the District's activities and the wise use of our natural resources.**

This will be achieved by: Maintaining the literature holders and the resources library in our office; maintaining an archive of District related news and events; utilizing our newsletters, display board, website, and local media to inform the public of events and projects.

- Develop and submit press releases for PACD programs and activities. (Jeri)
- Archive newspaper clippings, articles, newsletters, etc. to keep a record of what the district is doing. (Diana)
- Photograph District activities and events. (Staff)
- **Update website "Current Events" box on the homepage monthly. Update the rest of the site on an as-needed basis.** (Diana)
- Keep all literature up to date and organized. (Diana)



## IRRIGATION WATER MANAGEMENT PROGRAM

Objective: Improve irrigation water delivery systems to reduce soil erosion, conserve water, and improve water quality.

This will be achieved by: Providing cost-share programs, technical assistance, and education.

- Provide resource enhancement cost-share program for financial assistance. (Jeri)
- Provide technical assistance to implement best management practices. (Dave)
- Provide financial assistance to Parker McBride/North Lateral ditch group to rehabilitate the failed irrigation ditch. (Jeri and Board)
- Plan and host a natural resource fair to provide tools and ideas for irrigation water management. (Staff)



## LAND USE PLANNING

Objective: Participate, coordinate, and implement cooperative planning efforts for land use planning.

This will be achieved by: Participating in land use planning efforts.

- Review proposed subdivisions and provide recommendations to the Fremont County Planning Commission as per Wyoming State Statute 18-5-306(d). (Board & Jeri)
- Participate as a cooperating agency with the Lander BLM Resource Management Plan (RMP). (Bryan)
- Participate with the Popo Agie Weed Management Area (PAWMA) team and annual weed tour. (Jeri and Dave)
- Sponsor and participate with the Sweetwater Watershed Level 1 Study. (Board and Jeri)
- Participate as a cooperating agency in the Shoshone Forest Plan. (Tim)
- Participate as a cooperating agency in the Beaver Creek Coal Bed National Gas EIS. (Jeri)
- Participate with and support the Red Canyon CRM. (Jeri)
- Participate with and support the West Side Green Mountain CRM. (Jeri)
- Update the Popo Agie Watershed Plan. (Staff)
- Participate in the quarterly interagency planning meetings. (Jeri)



## LIVING SNOW FENCE PROGRAM

Objective: Establish living snow fences to provide snow control for the state highways.

This will be achieved by: Coordinating and participating in the planning, installation, and maintenance of the living snow fence sites.

- Provide additional water to the seedling trees throughout the summer months. (Dave)
- Manage weeds. (Dave)
- Replace shade cloths as needed. (Dave)
- Maintain fencing to keep livestock out of planting areas. (Dave)
- Coordinate with the Honor Farm to utilize labor crews for maintenance. (Dave)
- Identify and plan for future project locations. (Dave)



## RANGELAND PROGRAM

Objective: Support range projects and practices for sustainable rangeland health.

This will be achieved by: Offering cost share incentive for BMPs (best management practices); hosting field tours;; providing technical assistance.

- Plan a spring-development tour to provide producers and land management personnel with the tools for successful wildlife and livestock water developments. (Dave)
- **Coordinate a bulk order of 12' tire tanks for upland water developments. (Jeri and Dave)**
- Provide cost-share incentive for range improvements through the Resource Enhancement Program. (Jeri and Board)
- Encourage and support range monitoring by providing technical assistance. (Range/Wildlife Conservationist)



## SEEDLING TREE PROGRAM

Objective: Encourage tree plantings for natural resource conservation and wildlife habitat.

This will be achieved by: Offering conservation grade seedling trees, landscape fabric and staples at nominal costs, providing technical assistance and education.

- Choose varieties of trees and shrubs to offer and set prices. (Staff)
- Order trees from nursery. (Diana)
- Update spreadsheets and QuickBooks to track orders and inventory. (Diana)
- Create customer order form. (Diana)
- Provide a tree planter and weed barrier machine for public use. (Dave and Diana)
- Encourage installation of drip irrigation systems for water conservation and efficient water delivery to plantings. (Dave and Diana)
- Advertise program utilizing our website, newsletters, and display board. (Diana)
- Distribute orders to our customers on delivery day. (Staff)
- Maintain the Olin Sims seedling tree demo area. (Dave)
- Provide technical assistance for plant selection, soils, planting, and care. (Dave and Diana)



## SPECIAL PROJECTS

Objective: Identify and support emerging and emergency resource concerns. Recognize those who exhibit exemplary management of their natural resources.

This will be achieved by: Promoting cost-share programs utilizing newsletters, press releases, and website; submitting candidate applications to be considered for recognition awards; responding to emergency resource concerns.

- Community Enhancement Program—This program is designed to implement practices that address: soil erosion, water quality and quantity, energy conservation or to improve wildlife habitat, and beautify the natural landscape along public corridors. Seek out applicants to present their application to the Board of Supervisors during meetings held in February, May, August, and November. (Jeri)
- Resource Enhancement Program—**This program provides incentive for landowners, who can't typically qualify for federal farm bill programs** to implement natural resource conservation practices that address soil erosion, water quality and quantity, energy conservation or to improve wildlife habitat. Seek out applicants to present their application to the Board of Supervisors during meetings held in February, May, August, and November. (Jeri)
- Recognize local individuals and organizations for outstanding efforts to promote resource conservation. (Staff)
- Provide funding and technical assistance for emergency conservation needs. (Board and Jeri)
- Sponsor and manage Emergency Watershed Protection (EWP) projects. (Board and Jeri)
- Prepare applications and manage Small Water Project Programs (SWPP). (Jeri)



## WATER QUALITY/QUANTITY

Objective: Maintain, protect and enhance water quality and quantity to sustain its beneficial uses. Mitigate the risks to public safety and property.

This will be achieved by: Monitoring the quality of surface and groundwater resources. Providing technical assistance for **the implementation of Best Management Practices (BMP's). Providing cost-share opportunities for BMP's and septic rehabilitation projects.**

- Collect water samples on the Middle Fork of the Popo Agie River weekly during the recreation season (June through September) to test for total coliform and E. coli bacteria. Process the tests in our office. (Dave and Diana)
- Inventory and order water quality monitoring supplies. (Dave)
- Prepare a final water quality report on the Section 319 Septic Rehabilitation Grant. (Dave) Submit reimbursement request to WDEQ. (Jeri)
- Develop the SAP (Sampling and Analysis Plan) and the QAPP (Quality Assurance Program Plan) for 2012-2014 Middle Fork of the Popo Agie River Planning and Assessment project; WY Non-Point Source Section 205(j). (Dave)
- Provide a free rural well water testing event in the Spring for rural landowners. (Jeri)
- Maintain decals for the Pet Waste and Storm Drain campaign. (Diana)
- **Distribute bookmarks that emphasize our "clean water" message in-house, at the library, and at public events.** (Diana)
- Investigate, coordinate, and participate in flood mitigation planning for the Middle Fork of the Popo Agie. (Board and Jeri)
- **Develop a "Wise Water" campaign with the Middle School students.** (Diana)
- Provide cost-share incentives for water quality/quantity BMPs through the Resource Enhancement and Community Enhancement Programs. (Jeri)



## WATERSHED IMPROVEMENT DISTRICTS

Objective: Provide ongoing support for the formation and management of Watershed Improvement Districts within the Popo Agie Conservation District boundaries.

This will be achieved by: Facilitating and conducting the formation of a Watershed Improvement District; conducting the Board of Directors elections as required by Chapter 26 of the Wyoming Election Code of 1973.

- Provide presentations to ditch groups inquiring about the formation process. (Jeri)
- Conduct and manage the yearly Board of Director elections for the Taylor and Enterprise Watershed Improvement Districts.
  - Prepare and publish the Proclamation of Election. (Jeri)
  - Request list of qualified electors and landowners from the County Clerk. (Diana)
  - Prepare and mail ballots. (Jeri and Diana)
  - Publish sample ballots. (Jeri)
  - Conduct and canvass the election results. (Board and Jeri)



## WILDLIFE & FISHERIES PROGRAM

Objective: Implement and support projects and practices to enhance habitat for fish and wildlife.

This will be achieved by: Maintaining cooperative efforts with other wildlife agencies to achieve common goals and objectives.

- Encourage natural stream channel design concepts as an alternative to traditional design when appropriate. (Board)
- Participate via a cooperative agreement with the Wyoming Game and Fish Department for a stream enhancement project for the Middle Fork of the Popo Agie River. (Jeri)
- Manage a cooperative agreement with the US Fish and Wildlife Service for habitat improvement projects. (Jeri)
- Hire and manage a Range/Wildlife Conservation position to plan, implement, and monitor Farm Bill projects and practices for sage grouse enhancement. (Jeri)
- Identify and coordinate projects for the removal of Russian Olive and other invasive species.