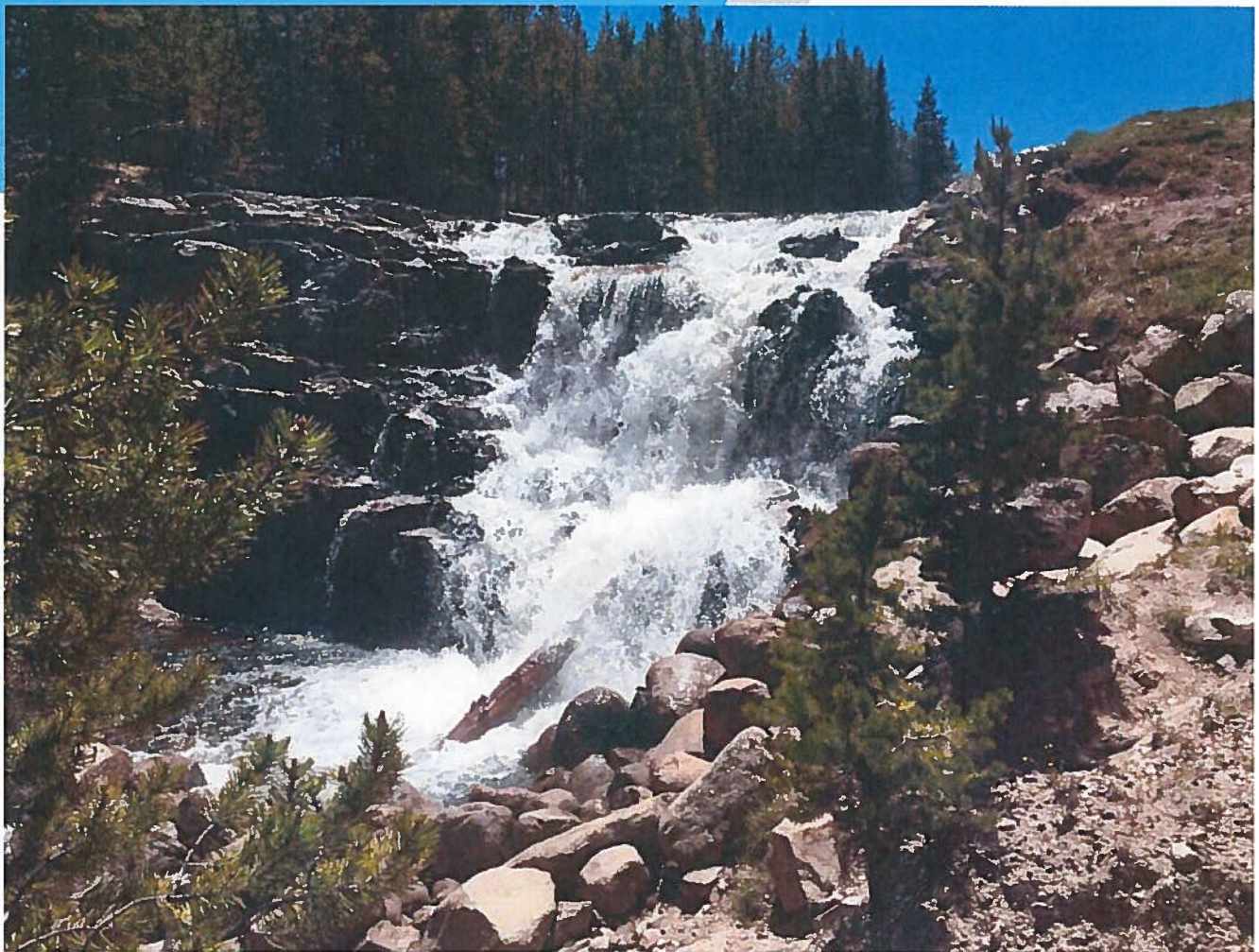


**South Big Horn  
Conservation District**

Email: [sbhcd1@gmail.com](mailto:sbhcd1@gmail.com)

Website: [www.sbhcd.org](http://www.sbhcd.org)

**Annual Plan of Work  
2018-2019**



# CONTENTS

- Administration and Finance .....2
- Meetings.....3
- Information and Education .....4
- Range and Wildlife Program .....5
- Seedling Tree Program .....6
- Special Projects.....7
- Urban/Suburban Issues .....8
- Water Quality .....9
- Affiliations .....10
- Signature Page.....11

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

**District Manager shall:**

- ❖ Provide Board of Supervisors with accurate financial information for decision-making
- ❖ Prepare District and Board correspondence as pertinent issues arise and maintain District mailing lists
- ❖ Assist clients on phone and in office
- ❖ Conduct regular inventories of District property and keep appropriate records on file
- ❖ Assist in the development of the Annual Report, Annual Plan of Work and Long Range Plan
- ❖ Bank statement will be reconciled quarterly at board meetings and approved by attending supervisors
- ❖ Complete accounts payable
  - Write checks and require two signatures
  - Type vouchers
  - Mail checks
  - File vouchers
- ❖ Reconcile checking and savings accounts and balance petty cash account
- ❖ Deposit checks and enter into bookkeeping system
- ❖ Complete monthly financial statements and provide to Board in a timely manner at or before the monthly meeting
- ❖ Complete payroll and sales tax reporting
- ❖ Prepare annual budget and advertise for budget hearing
- ❖ Submit budget to Big Horn County Commissioners, WDA, WACD, and DOA
- ❖ Assist with grant writing, implementation, and reporting
- ❖ Educate local watershed districts about election law changes
- ❖ Conduct elections for the Shell Valley Watershed Improvement District and the Nowood Watershed Improvement District

# Meetings

❖ *Intent: To meet regularly and conduct business*

## **District Manager shall:**

- ❖ Complete minutes and agenda
- ❖ Email minutes to Board members for review no later than 10 days after meeting
- ❖ Prepare information for monthly meetings
- ❖ Attend monthly meetings and act as secretary
- ❖ Advertise meetings on the Facebook page and the webpage
- ❖ Attend local, area, and state meetings, seminars and conventions

## **Supervisors**

- ❖ Attend local, area, and state meetings, seminars and conventions
- ❖ Maintain an open door policy and encourage the public to meet with the Board
- ❖ Adhere to the Long Range objectives as stated in the Long Range Plan
- ❖ Conduct District business in compliance with the Open Meetings Act
- ❖ Work directly with the USDA Natural Resources Conservation Service
  - Review and update the MOU on a regular basis
  - Conduct the Local Work Group meeting
  - Participate in Local Work Group Meetings with the NRCS to identify and address local resource concerns

***Intent: Educate the public on natural resource issues within the district***

❖ Youth/Teacher Education

- Visit local schools with natural resource conservation education programs
- Develop an outdoor classroom
- Educate the schools about World Water Monitoring Day

❖ Public Education

- Photograph district activities and events and publicize conservation efforts through the local media, brochures, handouts and via the internet
- Update website and monitor Facebook page
- Promote natural resource and agriculture success stories

***Intent: To maintain and enhance rangeland for livestock and wildlife use***

- ❖ **WWDC Small Water Program**
  - Support new applications for WWDC small water project funding
  - Act as a pass-through agency for funds when necessary
- ❖ **Russian Olive/Salt Cedar**
  - Continue support and education for NRCS, Wyoming Game and Fish, and Big Horn County Weed and Pest removal efforts
  - Act as a pass-through agency for funds when necessary
  - Encourage tree planting and/or re-vegetation after Russian Olive and Salt Cedar removal
  - Encourage the enhancement of wildlife habitat
- ❖ **Rangelands**
  - Encourage BMP's that promote improving range health
  - Promote and encourage rangeland monitoring programs
  - Support educational and cooperative efforts related to range issues
  - Stay abreast of the WDA Rangeland Monitoring Program

# Seedling Tree Program

***Intent: Promote and establish tree planting for energy conservation, soil erosion reduction and habitat enhancement***

- ❖ Promote and administer the tree program
  - Sell seedling trees, shrubs and planting materials
  - Promote the use of the tree planter
  - Attend educational tree workshops when available
- ❖ Provide tree planting assistance
  - Educate potential clients on tree species, care and planting
  - Provide assistance for the planting of windbreaks and drip systems
  - Provide assistance with the windbreak design
  - Provide assistance to area landowners to improve tree health and establishment

# Special Projects

***Intent: Provide assistance to address specific resource needs***

- ❖ Educate the public on natural resource issues through the use of news articles, newsletters and Facebook
- ❖ Promote SBHCD Facebook page and website
- ❖ Seek grant funding resources to increase program delivery
- ❖ Provide access to a complete library of resource materials
- ❖ Support Sage Grouse and Raven Research
- ❖ Participating in Level 1 studies with Meeteetse Conservation District on the Greybull River
- ❖ Participating in Level 1 studies on the Big Horn River with Washakie Conservation District
- ❖ Continue involvement as a cooperating agency in federal NEPA actions relating to the Alkali Dam project, the Shell Reservoir project, and any other NEPA projects that pertain to lands in the District



***Intent: Provide assistance to urban, suburban and small acreage landowners on natural resource issues***

- ❖ Make pamphlets available to residents that provide information about the following:
  - Cutting Energy Costs With Trees
  - Pocket Guide To Sagebrush
  - Russian Olive
  - Estimating Soil Moisture By Feel and Appearance
  - Basic Tree Care For Wyoming
  - Trees of Wyoming
  - Drought and Trees
  - Promoting Pollinators on Your Place
  - Wyoming Small Acreage Irrigation
  - A Landowner's Guide to Fences and Wildlife
- ❖ Provide assistance in providing irrigation practices
- ❖ Educate users on water conservation, wildlife issues, grazing management and weed control
- ❖ Promote the Backyard to Barnyards publication

# Water Quality

***Intent: Protect and enhance water quality and quantity for present and users***

- ❖ Water Monitoring
  - Water monitoring is a priority for the South Big Horn Conservation District as most of the streams are listed on the DEQ 303(d) list of impaired waters.
  - Maintain water monitoring sites as recommended by the Wyoming Department of Environmental Quality on the Alamo Watershed as required of the National Water Quality Initiative grant. Data will be analyzed by outside consultants.
- ❖ Water Quality Education
  - Educate the public on stream health and best management practices
  - Encourage landowners to implement acceptable irrigation, septic, and feedlot BMP's to improve over-all water quality
- ❖ TMDL Implementation
  - Assist with educational efforts in regards to the Big Horn River Watershed TMDL
  - Continue focus on the Alamo Watershed for TMDL implementation
- ❖ Other
  - Become familiar with the Suitewater website initiated by WACD.

# Affiliations

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

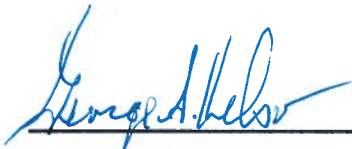
- ❖ Big Horn County Commissioners
- ❖ Big Horn County Landowners
- ❖ Big Horn County Weed & Pest
- ❖ Bureau of Land Management
- ❖ Community of Emblem
- ❖ Department of Environmental Quality
- ❖ Farm Service Agency
- ❖ Greybull NRCS Field Office
- ❖ National Association of Conservation Districts
- ❖ Natural Resources Conservation Services
- ❖ Nowood Watershed Improvement District
- ❖ 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
- ❖ University of Wyoming Extension
- ❖ Wyoming Association of Conservation Districts
- ❖ Wyoming Game & Fish
- ❖ Wyoming Natural Resource Foundation
- ❖ Shell Valley Watershed Improvement District

**Signature Page**

**South Big Horn Conservation District  
July 2018-2019  
Annual Plan of Work  
Board of Directors Signatures**

**George Kelso, Chairman, Rural  
Walter Hibbert, Vice Chairman, Rural  
Ted Zier, Treasurer, Urban  
Linda Hamilton, Secretary, Rural  
Howard Wildman, Member, At-Large**

**We, the supervisors of the South Big Horn Conservation District, as duly authorized by Wyoming Conservation District Law, hereby adopt this fiscal year 2018-2019 Annual Plan of Work as the guide for work priorities in this Conservation District.**



**George Kelso, Chairman**



**Walter Hibbert, Vice Chairman**



**Ted Zier, Treasurer**



**Linda Hamilton, Secretary**



**Howard Wildman, Member**