

ANNUAL REPORT

2023-2024

WITH ANNUAL PLAN & BUDGET



OUR MISSION

Protecting Sheridan County's water and land quality through assistance programs, information and outreach, monitoring, and planning.

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01 ANNUAL REPORT

The Annual Report describes the programs and activities completed by the SCCD from July 2023-June 2024.

11 ANNUAL PLAN

The Annual Plan defines the specific activities intended to satisfy the goals and objectives outlined in the 2025-2029 Long Range Plan.

21 ANNUAL BUDGET

The Annual Budget represents the best estimate of funding necessary and available for program delivery in 2024-2025.

DISTRICT OPERATIONS

The foundation of the conservation program is the local office. Sheridan County Conservation District (SCCD) personnel oversee programs and provide technical assistance and other services. SCCD also administers the funding for its programs, most of which is provided through state and federal grants.

BOARD OF SUPERVISORS

Conservation districts are under the direction of a locally elected Board of Supervisors. These supervisors are unpaid volunteers dedicated to providing guidance for local conservation programs and services. In addition to monthly board meetings, supervisors participate in other local, regional, and state meetings, outreach events, and field activities.



Pictured from left to right: Orrin Connell, Edith Heyward, Stephanie Masters, Emerson Scott, and Jessica Western

Board supervisors continued to serve on the Bridger Plant Material Center Board, the Bighorn National Forest Steering Committee, and the Acme Working Group, and participated in discussions on the USDA Forest Service National Old Growth Amendment. Supervisors completed certification requirements as required by the Department of Audit throughout the year. Jessica Western filled the at-large position in December.

SCCD & NRCS STAFF

SCCD works in close partnership with the USDA Natural Resources Conservation Service (NRCS). SCCD shares office space, equipment, and personnel with the NRCS and often works with the NRCS to help fund projects that cannot be fully funded through USDA programs.

Pictured from left to right: Oakley Ingersoll, Spencer Burkett, Andrew Cassidy, Chelsea Winslow, Carrie Rogaczewski, Jackie Turner



PARTNERSHIPS

District staff continued to coordinate and/or serve as representatives with various groups.

- Big Goose Watershed Control Plan Committee
- WCDEA Annual Training Committee, Area Rep
- Chamber Ag & Natural Resources Committee
- Rancher Collaborative Coordinators Network
- Working Lands Collaborative
- Acme Working Group
- Sheridan Tree Board



STAFFING & ADMINISTRATION

District staff participated in numerous trainings and meetings throughout the year.

- WCDEA Annual Employee Training
- WACD Area Meeting
- WACD Annual Convention
- WDEQ Water Quality Conference
- SRM "Change on the Range" Annual Meeting
- WGF Woody Encroachment Summit
- NRCS Local Working Group Meeting
- NRCS CD/CART Beginner Training
- EPA Region 8 Grantees Meeting
- ArcGIS Pro Essential Workflows
- Elected Official Training





FUNDING

In Wyoming, conservation districts are funded through a variety of sources including mill levies or appropriations, state and federal grants, private grants, and others. In 1987, the Wyoming Legislature authorized conservation districts to impose a tax of up to 1 mill, subject to approval by voters. The mill levy question has been on the ballot in Sheridan County four times from 1990-2008; all attempts failed by a margin of approximately 40-60%. While the SCCD has not ruled out the possibility of another attempt, the current focus is on expanding potential funding through other sources.

SCCD relies upon grants and local funding sources from Sheridan County, the City of Sheridan, the Towns of Ranchester, Dayton, and Clearmont, and private donations through an annual membership drive.

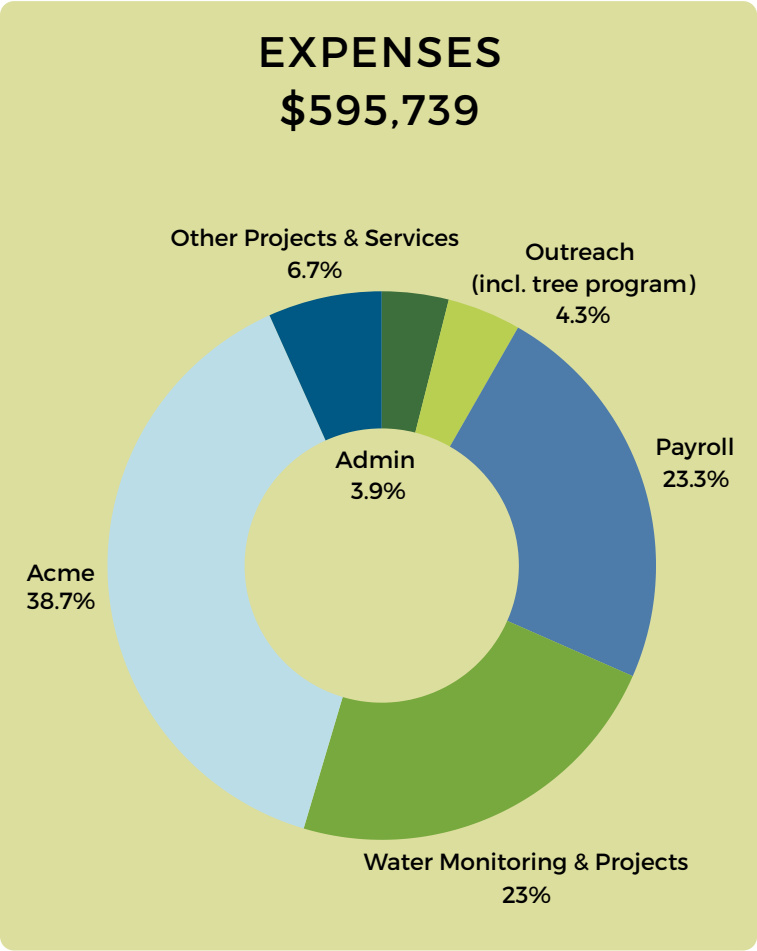
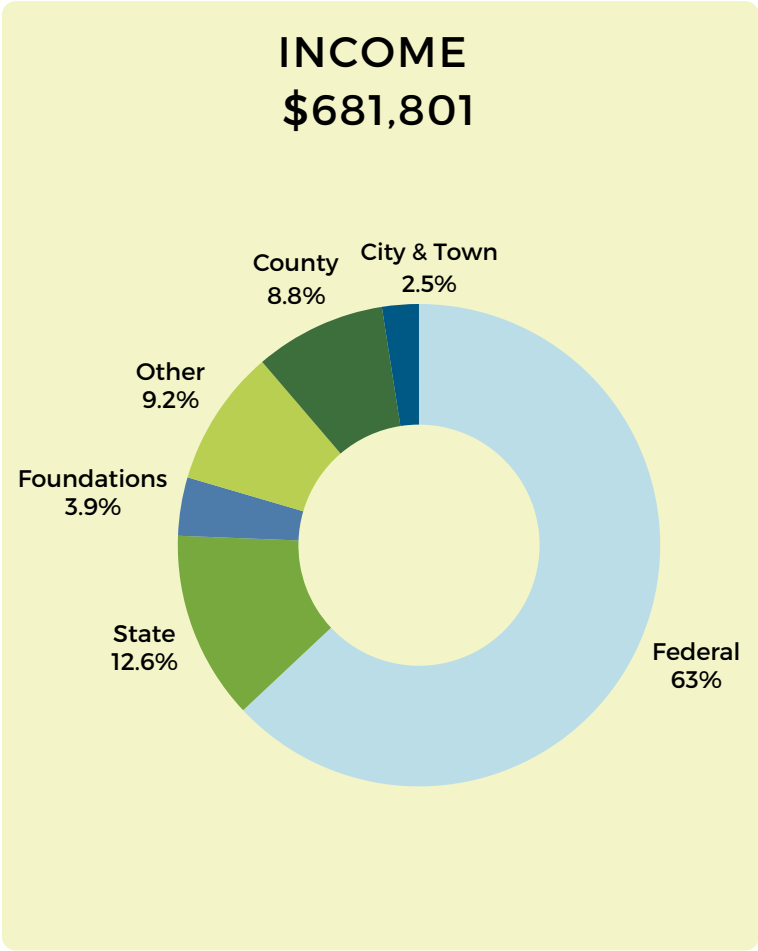
These funds, as well as grants from other groups and organizations, are used as match for federal and state grants, which are put toward natural resource improvement projects and administration.

This year, over 60% of SCCD's budget went to on-the-ground projects aimed at improving land and water quality in Sheridan County. In addition to local and state appropriations, the District administered multiple grants in 2023-2024 (see next page).

2023-2024 GRANTS ADMINISTERED

WATER QUALITY GRANTS		ACME GRANTS
NACD TECHNICAL ASSISTANCE GRANTS	USEPA CLEAN WATER ACT 205J FOR HUME DRAW	WOLF CREEK CHARITABLE ACME SUPPORT
WWDO SMALL WATER PROJECT PROGRAM GRANTS	USEPA CLEAN WATER ACT 319 PHASE 7 WATER QUALITY IMPROVEMENTS/MONITORING /OUTREACH	FEDERAL CLEANUP DOLLARS (EPA CLEANUP GRANT & WDEQ/WBC REVOLVING LOAN FUND)
USDA NWQI FOR GOOSE CREEK AND TONGUE RIVER WATERSHEDS	WY DEPARTMENT OF AGRICULTURE WATER QUALITY GRANTS	ACME DIVERSION (WGF, TNC, WWNRT, MUSSER, NWTF, RLF)

2023-2024 INCOME & EXPENSES





NATURAL RESOURCE PROGRAMS

SCCD and NRCS work together to provide programs that benefit natural resources in Sheridan County. Natural resource needs met through the SCCD and NRCS office include those of water, rangelands, soils, and conservation trees. By addressing resource concerns, the SCCD and NRCS can provide quality technical and financial assistance to land users in Sheridan County.

WATER RESOURCES

The top priority for the SCCD is the water resources program. Through this program, the SCCD conducts water quality monitoring and planning efforts and provides technical and cost-share assistance on watershed improvement projects deemed appropriate through monitoring and planning efforts.

WATER QUALITY MONITORING

SCCD conducts water quality monitoring on the Tongue River, Goose Creek, and Prairie Dog Creek watersheds on a 3-year rotation. The water quality database, which houses all of the District's water quality data collected since 1996, continues to be updated as new data is collected. Interim monitoring was completed in the Prairie Dog Creek watershed from May-October 2023. Monitoring in the Goose Creek watershed began in May including 16 sites in the Little Goose, Big Goose, and Goose Creek subwatersheds.

WATERSHED PLANNING

The Tongue River, Prairie Dog Creek, and Goose Creek watersheds each have either a TMDL or EPA Watershed-Based Plan in place and continue to be eligible for funds through Sec. 319 of the Clean Water Act.

WATERSHED PLANNING (CONTINUED)

This funding allows the SCCD to continue work with landowners and municipalities in Sheridan County to improve water quality through Best Management Practices (BMPs). Watershed meetings were held in March and April to review progress towards planned goals.

In partnership with the City of Sheridan, SCCD received a grant to develop an improvement plan for Hume Draw and the associated ponds and wetlands. Information will be used to develop a plan that describes existing conditions and outlines proposed alternatives for improvements to the Hume Draw system that will benefit water quality in Goose Creek.

WATER QUALITY IMPROVEMENT PROJECTS

The SCCD and NRCS provide cost-share assistance for improvement projects that have a significant benefit to water quality. Technical and cost-share assistance is also provided on projects that improve ecological condition, rangeland health and productivity, and native plant communities through grazing management, stockwater development, fencing or other practices.

From July 2023-June 2024, SCCD provided technical assistance for 11 projects in varying phases of planning or contracting, including nine fencing and/or stockwater projects and two irrigation infrastructure projects. Cost-share funding assistance was provided on four completed projects (below). In addition, several site visits were completed throughout the year for various project requests.

Through parts of two NACD Technical Assistance Grants, District staff serviced an additional 17 USDA customers and/or walk-ins and provided support for USDA Program participants including 36 Environmental Quality Incentive (EQIP) contracts, 5 Conservation Stewardship Program (CSP) contracts, and design and installation of 68 EQIP practices.





NATURAL RESOURCE PROGRAMS

OIL RECYCLING

The Used Oil Recycling program provides locations in Clearmont and Dayton for rural residents to recycle used motor oil free of charge.

OIL RECYCLED FROM JULY 2023-JUNE 2024	
Dayton Tank	1370 gallons

CONSERVATION SEEDLINGS

Each fall, the SCCD offers low-cost seedling trees, shrubs, and perennials for conservation purposes. 2023-2024 sales included:

BARE ROOT	CONTAINER	PERENNIALS
2150	2210	195

LIVING SNOW FENCES

SCCD offers technical assistance in planning windbreaks/living snow fences, as well as cost-share assistance for windbreaks/snow fences that may benefit state highways (depending on funding availability). SCCD administered a \$30,157 grant for a living snow fence project at Ucross, in partnership with the Ucross Foundation, the Nature Conservancy, the Wyoming State Forestry Division, and, the Wyoming Department of Transportation.



COMPOST BINS

SCCD piloted a compost bin program to help reduce food waste and improve soil health, selling compost bins to 18 customers in April/May.

LAND USE PLANNING

Per Wyoming State Statute (W.S. 11-16), SCCD is mandated to review and provide recommendations for proposed subdivisions in Sheridan County. This process entails a review of the plat and soils information from the USDA Soil Survey for the Sheridan County area. The review and comments are provided to developers for a nominal fee. The District completed six subdivision reviews and soils maps from July 2023 to June 2024.

ACME POWER PLANT RECLAMATION PROJECT

The former Acme Power Plant sites on 5.8 acres situated along the banks of the Tongue River, near the old Acme townsite. The site houses a coal-fired power plant that operated from 1910 to 1976.

Environmental assessments confirmed asbestos, lead-based paint, petroleum hydrocarbons and other concerns in groundwater, surface soils, sediments, and building materials throughout the site.

In 2023-2024, the diversion removal was completed by WWC Engineering, and exterior debris removal was completed by WLM Excavation.

As of June 2024, nearly 1.4 million dollars has been applied from a combination of state and federal programs, grants, donations, local sources, and other partner contributions. Direct assessment and reclamation activities constitute nearly 80% of project costs. As the project transitions into active cleanup, additional non-federal sources will be needed as matching funds. A fund campaign was launched in the fall of 2023 to help.





INFORMATION & OUTREACH

The information and outreach program encourages the development of conservation practices and a greater respect and appreciation for our natural resources through newsletters, classroom visits, workshops, tours, and demonstration projects.



INFORMATION

The SCCD provides information to the community through a website, a Facebook and Instagram page, a semi-annual newsletter, and annual newsletters for residents living in the Goose Creek, Prairie Dog Creek, and Tongue River watersheds. The SCCD also has a website for the Acme Power Plant Reclamation Project including site history, gallery, recent updates, and other project information.

District Website: www.sccdwy.org

Acme Website: www.acmeprojectwyoming.org

OUTREACH ACTIVITIES

The SCCD continues to meet natural resource education and outreach goals by offering a variety of water quality, agricultural, and natural resource related activities (see next page). Many of SCCD's outreach activities are repeated on an annual basis, but are also available by request, dependent upon staff availability.

ACTIVITIES COMPLETED FROM JULY 2023-JUNE 2024

WHEN	WHAT
JULY	<ul style="list-style-type: none"> Water quality sampling demonstration for Tongue River Middle School (TRMS) 8th graders for Science Fair Field Day
AUGUST	<ul style="list-style-type: none"> Working Lands Workshop featuring Nicole Masters with nearly 100 attendees Water quality demonstration with 100+ participants at SCLT's Unplugged event Water quality sampling assistance with over 50 7th graders from TRMS Natural Resources Panel for Leadership Sheridan County
SEPTEMBER	<ul style="list-style-type: none"> City council update Water cycle demo for over 200 4th graders at Ag Expo Assisted with Saluting Branches in Buffalo
OCTOBER	<ul style="list-style-type: none"> Macroinvertebrate sampling with 11 students from Sheridan College Public Pulse with Sheridan Media on Acme updates SCLT Explore History Program on Acme (two events) Town of Clearmont update
NOVEMBER	<ul style="list-style-type: none"> Legislative forum update
FEBRUARY	<ul style="list-style-type: none"> Working Lands & Public Benefit Event w/Western Landowners Alliance Enviroscape watershed demo for 40 Big Horn Elementary 5th graders
MARCH	<ul style="list-style-type: none"> Carbon Markets session w/Working Lands Collaborative with 30 attendees Annual updates to the Towns of Ranchester and Dayton
APRIL	<ul style="list-style-type: none"> Booth with stormwater display at Harvest Wyoming event
MAY	<ul style="list-style-type: none"> Butter demo and food origins activity with 56 Meadowlark students Enviroscape watershed demo for 50 4th graders at Sagebrush Outdoor Lab
JUNE	<ul style="list-style-type: none"> Updates to the Ranchester and Dayton Town Councils
ONGOING	<ul style="list-style-type: none"> Ranchers Collaborative monthly calls Lunchtime Conversations on Open Spaces Quarterly updates to the Sheridan County Commissioners and City of Sheridan



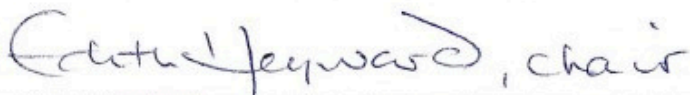
ANNUAL PLAN & BUDGET

2024-2025

SIGNATURES

The Sheridan County Conservation District Board of Supervisors is committed to providing the residents of Sheridan County a sound natural resource conservation program.

We, the Supervisors of the Sheridan County Conservation District (Sheridan, Wyoming), as duly authorized by Wyoming Conservation District Law, hereby adopt and accept this 2024-2025 Annual Plan on October 1, 2024 as the guideline for work priorities in the Sheridan County Conservation District.



Edith Heyward, Chair



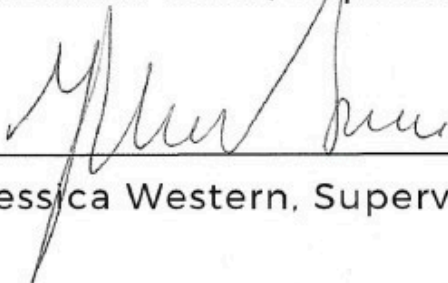
Stephanie Masters, Vice Chair



Orrin Connell, Secretary-Treasurer



Emerson Scott, Supervisor



Jessica Western, Supervisor



DISTRICT OPERATIONS

The foundation of a local conservation program encompasses the human, financial, and technical resources needed to address current and future natural resource challenges. SCCD serves the local community and assists other government agencies, including the NRCS. Board Supervisors and other personnel serve as local representatives of the entire County and are accountable to their constituents.

OBJECTIVES

- Provide information, training, and professional development to enable Board members and staff to make informed decisions, develop policy, and convey a consistent message.
- Uphold a sense of accountability and responsibility among current and prospective Board members and staff through being prepared for board meetings, involved in District events and activities, and informed about local, state, and national current affairs.
- Recognize opportunities to support and partner with local governments, state and federal agencies, and other entities to expand SCCD's capacity to implement programs and outreach, including:
- Foster positive, regular media relationships with Sheridan Media, Sheridan Press, Bighorn Radio Network, County 3 News, and others to promote programs and improve public awareness.
- Collaborate with NRCS and outside technical resources to increase SCCD's capacity to lead conservation efforts in Sheridan County.
- Use incentives, promotional items, and sponsorships in public events to increase recognition of SCCD's logo and name among the community.
- Pursue direct, local funding from local governments including Sheridan County, the City of Sheridan, and the Towns of Ranchester, Dayton, and Clearmont.
- Augment traditional grant funding sources (CWA 319, WDA WQ) with other creative approaches that expand the scope and type of projects and assistance offered.

DISTRICT OPERATIONS TASKS

ADMINISTRATION & PLANNING

July	Submit final FY25 budget report
Aug.	Submit financial policy documents to WDA
Sept.	Submit Dept. of Audit reports & documentation & county records report
Dec.	Submit base policy documents to WDA, including update of Long Range Plan (2025-2029) Finalize Diversity, Equity, & Inclusion Plan as part of 2023 NACD TA Grant requirements
Jan.	Perform staff evaluations Dispose/archive records per retention schedule Conduct policy reviews with Board
April	Submit Board member info to county
June	Submit draft FY26 budget

PARTNERSHIPS & RELATIONSHIPS

Sept.	Attend Area I Meeting Provide updates to City Council and Clearmont
Nov.	Attend WACD Annual Convention
Dec.	Host Partner Reception
March	Update Towns of Ranchester and Dayton

FUNDING

Quarterly	Submit reports for NACD TA and Acme grants
Sept.	Submit NACD TA 2024 Request Apply for S.C. Water Quality Improvement #9
Oct.	Submit MBE/WBE/Financial Reports for 319, 205j, EPA grants Submit Final Report for Water Quality Imp. #7
Nov.	Submit WWDO Small Water Project Program applications Distribute membership renewals
March	Submit funding renewals to County, City, and Towns Submit WWNRT Fund requests

ONGOING

- Participate monthly on Chamber Ag & Natural Resources Committee and Sheridan Tree Board
- Submit monthly reimbursement requests (319, 205j, NWQI, Acme)
- Submit reports and payments for Workers Comp/Unemployment, sales tax, and payroll taxes quarterly
- Meet w/County Commissioners and City of Sheridan
- Explore options for non-NRCS technical and engineering support to deliver resource improvements
- Identify and participate in professional development opportunities as funding and schedules allow, including:
 - WACD Water Quality Training
 - WACD Certification Training
 - Legislative sessions
- Continue to maintain an effective partnership between SCCD and the Sheridan NRCS office
- Work with local media to publicize programs and meetings
- Explore and continue partnerships with local and state agencies and organizations that may provide options for natural resource protection
- Explore creative funding opportunities through grants and additional partnerships
- Summarize WACD and other updates for board members



INFORMATION & OUTREACH

Information and outreach increases the awareness on potential impacts to natural resources, facilitates positive changes in land management practices, and encourages participation in programs. Information and outreach materials need a thoughtful, direct, and proactive approach that focuses on quality more than quantity. Effective communication among partners and collaborative efforts will ensure delivery of a consistent messaging. Urban and residential audiences need to be able to recognize conservation practices occurring around them, even if they are not direct participants in the program.

OBJECTIVES

- Provide useful and recent technical information on natural resources, practical and/or creative land management practices and technologies, funding programs, projects, deadlines, and other announcements through high quality newsletters, an updated website, and social media.
- Demonstrate soil and water quality concepts, the value of production agriculture, and other conservation themes to local youth, educators, and parents through classroom activities, field days, displays, tours, and other activities.
- Provide presentations and seminars on water quality, land management practices, improvement opportunities, and other conservation topics through local community groups, such as:
 - Sheridan College, Chamber Ag and Natural Resources Committee, Stockgrowers Association Cattlewomen's Ag Expo, Sheridan Community Land Trust, and others.
- Identify and address specific information needs for small acreage landowners and urban residents to prevent problems that occur with conversion of agriculture land to residential development.
- Include information on relevant topics in newsletters, on website, and on social media, such as:
 - Soil management, horse and livestock grazing management, small acreage challenges, agriculture-food/products, water quality, irrigation water management, urban impacts, and more.

INFORMATION & OUTREACH TASKS

July	Judge NACD poster contest entries if any received
August	Water quality monitoring demonstration for Sheridan Community Land Trust's "Mud, Bugs, and Fish" event Host 3rd annual Working Lands Workshop
September	Water cycle demonstrations for 4th graders at Sheridan County Cattle Women's' Ag Expo Assist with Saluting Branches
October	Host field day for Highland Park 5th grade students on water quality and habitat Publish the Annual Report as an insert in the Sheridan Press Macroinvertebrate sampling with Sheridan College Survey of Natural Resource Management class
November	Develop and distribute semi-annual newsletter
December	Update informational display posters and watershed progress registers
January	Distribute annual watershed newsletters to residents in the Goose Creek, Tongue River, and Prairie Dog Creek watersheds
April	Advertise and update website for NACD poster contest
May	Develop and distribute semi-annual newsletter Watershed and point and non-point source pollution demonstration for 4th graders at Sagebrush Outdoor Lab Re-establish annual open house and community outreach for soil and water stewardship week

ONGOING

- Submit press release on District activities each month
- Provide updates and interviews on Sheridan Media's Public Pulse program quarterly
- Update and maintain SCCD's Facebook, Instagram, and website
- Provide information on issues and project updates through social media
- Collaborate with the Northeast Wyoming Invasive Grasses Working Group on educational opportunities to help locate and control Ventenata and Medusahead
- Coordinate and participate in the Chamber Ag and Natural Resources committee's Lunchtime Conversations series
- Coordinate Sheridan Working Lands Collaborative meetings and plan for future events
- Participate in Third Thursday Street Festival to promote awareness of impacts on stormwater runoff as staffing and schedules allow
- Participate in other community events, like Dayton Days, Harvest Wyoming, etc., as staffing and schedules allow



NATURAL RESOURCE PROGRAMS

Technical and financial assistance programs enable landowners to implement land use practices to improve water and land quality. This involves more than just agriculture producers; urban and rural subdivision residents also have an impact. Healthy lands not only provide benefits to water quality, but also improve forage quality for livestock and offer valuable wildlife habitat.

OBJECTIVES

- Coordinate watershed monitoring, planning, and improvement efforts through implementation and/or updates to Watershed-Based Plans and/or TMDLs on Tongue River, Goose Creek, and Prairie Dog Creek.
- Provide assistance on watershed improvement projects, including:
 - Livestock confinement and feeding grounds, septic systems, riparian improvements, and urban and residential runoff
- Provide assistance on range projects that improve ecological conditions and rangeland health/productivity through grazing management and/or animal distribution through stockwater development, fencing, or other practices.
- Provide assistance on other projects that improve species composition, habitat and forage quality in riparian corridors and uplands through removal and treatment of Russian Olive, annual grasses, and other invasive species.
- Promote tree planting for conservation purposes through the local tree program and partnerships with Wyoming State Forestry, Wyoming Department of Transportation, and the Sheridan Tree Board.
- Promote recycling of used oil through partnerships with local municipalities and rural recycling facilities.
- Facilitate long-term assessment, reclamation, and redevelopment planning for the former Acme Power Plant through coordination of the Acme Working Group and other partners and participation in the Wyoming Department of Environmental Quality Voluntary Remediation Program and US Environmental Protection Agency Brownfield Programs.

NATURAL RESOURCE PROGRAMS

WATER RESOURCES

July	Advertise fall project application deadline
Sept.	Prioritize and allocate funding
Oct.	Submit 2023 Prairie Dog Creek monitoring report to WDEQ
Nov.	Incorporate WDEQ comments into 2023 Prairie Dog Creek monitoring report
Jan.	Submit 2024 Goose Creek monitoring report to WDEQ Advertise spring project application deadline
Feb.	Initiate 2025 Tongue River watershed monitoring including SAP and site access prep
March	Hold annual watershed meetings Prioritize and allocate project funding

ACME POWER PLANT RECLAMATION PROJECT

July-Aug.	Select asbestos removal contractor and initiate asbestos removal and partial demolition
Aug.	Hold public update and tour at site
June	Coordinate post asbestos removal clearance Initiate soil cleanup

OTHER PROGRAMS

July	Inspect and maintain oil tanks
Oct.	Renew oil tank agreements; inspect and maintain tanks
Nov.	Begin accepting seedling and perennial orders
May	Coordinate seedling and perennial pickup

ONGOING

- Continue to support the City of Sheridan's efforts to restore stream function in Goose Creek
- Provide input on NRCS program plans and contracts
- Continue to participate in and/or serve on local groups, including:
 - Watershed steering committees
 - Bighorn National Forest Steering Committee
 - Bridger Plant Material Center Board of Managers
 - Chamber of Commerce Ag and Natural Resources Committee
 - Big Goose Watershed Control Plan Committee
 - Sheridan Tree Board
 - Acme Working Group
- Provide financial and technical assistance through partnership with NRCS for improvement projects
- Provide input on Sheridan County Hazard Mitigation Plan
- Complete subdivision reviews and recommendations as requested

2024-2025 ANNUAL PLAN CALENDAR

MONTH	OPERATIONS	INFORMATION & OUTREACH	PROGRAMS
JULY	<ul style="list-style-type: none"> Submit final FY25 budget report 	<ul style="list-style-type: none"> Judge NACD poster contest entries if any received 	<ul style="list-style-type: none"> Advertise fall project application deadline Select asbestos removal contractor and initiate asbestos removal and partial demolition at Acme site (July-August) Inspect and maintain oil tanks
AUGUST	<ul style="list-style-type: none"> Submit financial policy documents to WDA 	<ul style="list-style-type: none"> Water quality demonstration for SCLT's Unplugged event Host 3rd annual Working Lands Workshop 	<ul style="list-style-type: none"> Hold public update and tour at Acme site
SEPTEMBER	<ul style="list-style-type: none"> Submit Dept. of Audit reports and documentation and county records report Attend Area I meeting Provide updates to City Council and Clearmont Submit 2024 NACD TA Grant request Apply for S.C. Water Quality Improvement #9 	<ul style="list-style-type: none"> Water cycle demonstrations with the water wall for 4th graders at the Cattle Women's Ag Expo Assist with Saluting Branches 	<ul style="list-style-type: none"> Prioritize and allocate project funding
OCTOBER	<ul style="list-style-type: none"> Submit MBE/WBE/Financial Reports for 319, 205j, EPA grants Submit Final Report for Water Quality Improvement #7 	<ul style="list-style-type: none"> Host field day for Highland Park 5th grade students on water quality and habitat Publish the Annual Report insert in the Sheridan Press Macroinvertebrate sampling with Sheridan College Survey of Natural Resource Management class 	<ul style="list-style-type: none"> Submit 2023 Prairie Dog Creek monitoring report to WDEQ Renew oil tank agreements Inspect and maintain tanks
NOVEMBER	<ul style="list-style-type: none"> Attend WACD Annual Convention Submit WWDO Small Water Project Program applications Distribute membership renewals 	<ul style="list-style-type: none"> Develop and distribute semi-annual newsletter 	<ul style="list-style-type: none"> Incorporate WDEQ comments into 2023 Prairie Dog Creek monitoring report Begin accepting seedling and perennial orders
DECEMBER	<ul style="list-style-type: none"> Submit base policies documentation to WDA, including update of Long Range Plan (2025-2029) Finalize Diversity, Equity, & Inclusion Plan as part of 2023 NACD TA Grant requirements Host Partner Reception 	<ul style="list-style-type: none"> Update informational display posters and watershed progress registers 	

2024-2025 ANNUAL PLAN CALENDAR

MONTH	OPERATIONS	INFORMATION & OUTREACH	PROGRAMS
JANUARY	<ul style="list-style-type: none"> Perform annual staff evaluations Dispose/archive records per retention schedule Conduct policy reviews with Board 	<ul style="list-style-type: none"> Distribute annual watershed newsletters to residents in the Goose Creek, Tongue River, and Prairie Dog Creek watersheds 	<ul style="list-style-type: none"> Submit 2024 Goose Creek watershed monitoring report to WDEQ Advertise spring project application deadline
FEBRUARY			<ul style="list-style-type: none"> Initiate 2025 Tongue River watershed monitoring including SAP and site access prep
MARCH	<ul style="list-style-type: none"> Provide updates to the Towns of Ranchester and Dayton Submit funding renewals to County, City, and Towns Submit WWNRT fund requests 		<ul style="list-style-type: none"> Hold annual watershed meetings Prioritize and allocate project funding
APRIL	<ul style="list-style-type: none"> Submit Board member info to county 	<ul style="list-style-type: none"> Advertise and update website for NACD poster contest 	
MAY		<ul style="list-style-type: none"> Develop and distribute semi-annual newsletter Enviroscape watershed and point and non-point source pollution demonstration for 4th graders at Sagebrush Outdoor Lab Re-establish annual open house and community outreach for soil and water stewardship week 	<ul style="list-style-type: none"> Coordinate seedling and perennial order pickup
JUNE	<ul style="list-style-type: none"> Submit draft FY26 budget 		<ul style="list-style-type: none"> Coordinate post asbestos removal clearance and initiate soil cleanup at Acme site

2024-2025 BUDGET

INCOME	
City, Town, County, & State (Including some restricted)	\$85,624.00
Administration (Interest & Registrations)	\$14,000.00
Memberships, Sponsorships, & Other Donations	\$15,000.00
Subdivision Review Fees & Sales (Trees & Compost Bins)	\$14,690.00
State Grants	\$304,750.00
Federal Grants	\$898,167.00
Private/Local Grants/Restricted Donations	\$20,000.00
TOTAL INCOME	\$1,352,231.00
EXPENSES	
Payroll, Payroll Liabilities, & Other Insurance	\$144,090.00
Administration	\$30,295.00
Local Outreach	\$37,900.00
Special Projects (Mostly Acme cleanup expenses)	\$644,525.00
Programs & Services (Includes water monitoring, improvement projects, and others)	\$554,640.00
Operating Equipment & Supplies	\$2,000.00
TOTAL EXPENSES	\$1,413,450.00