

# LARAMIE COUNTY CONSERVATION DISTRICT ANNUAL PLAN OF WORK 2024-25

1923 Whitney Road, Cheyenne WY 82007 - 307-772-2600 - lccdnet.org



2024 Cheyenne Business Parkway Natural Area Fishing Pond on Dry Creek project

## LARAMIE COUNTY CONSERVATION DISTRICT ANNUAL PLAN OF WORK FISCAL YEAR 2024-2025

# Administration and Financial

### Laramie County Conservation District Mission Statement

The Laramie County Conservation District provides local leadership on natural resource issues and the management of lands within Laramie County. LCCD conservation projects use local tax funds as a match for federal and state monies. The LCCD will continue to be accountable with public funds to ensure that all LCCD programs utilize tax dollars in a fiscally responsible manner.

### Goals

- ② Provide opportunities for the LCCD staff to communicate with the LCCD Board of Supervisors and with other staff in a more open manner, through staff meetings, board meetings, and mid-year evaluations.
- ② Address alternative funding resources for future LCCD projects and expenses.

### Special projects of the Laramie County Conservation District

- ② Complete monitoring, oversight, and ownership of the Cheyenne Business Parkway Natural Area. – **LCCD Manager**
- ② Proceed with management of the LCCD headquarters. – **LCCD Manager/Financial Coordinator**

### Weekly

- ② Hold weekly staff meetings to provide updates, deliver announcements, solicit feedback, share information and work as a team to address and achieve conservation goals. – **LCCD Manager**
- ② Attend weekly staff meetings to determine workload priorities and time management. – **LCCD Manager/Financial Coordinator**
- ② Update and improve public information in the HQ lobby. – **Financial Coordinator/LCCD staff**

### Monthly

- ② Invoice customers; send out monthly reminder statements; follow-up on unpaid accounts. – **Financial Coordinator**
- ② Reconcile LCCD bank accounts. – **Financial Coordinator/LCCD Manager**
- ② Complete monthly reports (Sales Tax, Workers Comp, Wyoming Retirement, Deferred Comp, and Labor Statistics). – **Financial Coordinator**
- ② Complete monthly financial statements and provide copies to the LCCD Board of Supervisors and LCCD staff. – **Financial Coordinator**
- ② Compile monthly LCCD activities/narratives and email to LCCD Board of Supervisors. – **LCCD Manager**

- 🕒 Email LCCD Board of Supervisors monthly meeting agenda to NRCS, FSA, Laramie County Commissioners and LCCD Associate Supervisor. – **LCCD Manager**
- 🕒 Assemble LCCD Board of Supervisor monthly to conduct regular business of the LCCD. – **LCCD Manager**
- 🕒 Develop monthly LCCD event calendars for LCCD Board of Supervisors. – **Financial Coordinator**
- 🕒 Attend monthly meetings of Laramie County Commissioners, Weed and Pest District, City and Town Councils, as needed to promote LCCD policy and mission statement. – **LCCD Manager**
- 🕒 Meet with LCCD staff to review progress on goals. – **LCCD Manager**
- 🕒 E-mail approved LCCD Board of Supervisors minutes to WACD, WDA, NRCS, and Laramie County Commissioners. – **Financial Coordinator**
- 🕒 Monitor and inform LCCD Board of Supervisors of state and national issues affecting Wyoming conservation districts. – **LCCD Manager**
- 🕒 Complete monthly narrative to inform LCCD Board of Supervisors of Administration & Financial Program/LCCD activities. – **LCCD Manager/Financial Coordinator**
- 🕒 Attend the monthly LCCD Board of Supervisors meeting to keep supervisors informed of LCCD program details. – **LCCD Manager/Financial Coordinator**
- 🕒 Hold a monthly meeting with NRCS to update conservation practices/cost share and discuss/address conservation goals in Laramie County – **LCCD Manager**

#### **Bi-Monthly**

- 🕒 Complete payroll and electronic payroll tax deposits. – **Financial Coordinator**
- 🕒 Create employee timesheets and leave requests for each pay period. – **Financial Coordinator**
- 🕒 Review and approve employee timesheets, leave, and comp requests. – **LCCD Manager**

#### **Quarterly**

- 🕒 Compile 941 and unemployment insurance quarterly reports. – **Financial Coordinator**
- 🕒 Administer LCCD budget; provide copies of budget report. – **LCCD Manager/Financial Coordinator**
- 🕒 Administer LCCD grants; complete all necessary reports; and keep LCCD Board of Supervisors informed of grant activity. – **LCCD staff**
- 🕒 Administer WDA Water Quality Supplies and Education Grant. – **Financial Coordinator /LCCD Manager**

#### **June-July**

- 🕒 Submit regular and special meeting notices. – **Financial Coordinator**
- 🕒 Amend final budget and submit for review/approval by LCCD Board of Supervisors. – **LCCD Manager**
- 🕒 Submit final LCCD budget to the Wyoming Department of Audit for review. – **LCCD Manager**

- 🕒 Submit the final approved LCCD budget to the Wyoming Department of Agriculture, Laramie County Commissioners, Wyoming Association of Conservation Districts, and the Laramie County Clerk. – **LCCD Manager**
- 🕒 Advertise budget. – **Financial Coordinator**
- 🕒 Conduct budget hearing. – **Financial Coordinator/LCCD Manager/LCCD Board of Supervisors**
- 🕒 Complete salary documentation forms for LCCD staff. – **Financial Coordinator**
- 🕒 Complete Annual Plan of Work. – **LCCD Manager**

### **August**

- 🕒 Update, if warranted, LCCD Rule Book. – **LCCD Manager**
- 🕒 Compile information for LCCD financial rules, submit to WDA and WACD. – **Financial Coordinator**
- 🕒 Submit LCCD Board of Supervisor candidate information to the Laramie County Clerk. – **Financial Coordinator**
- 🕒 Submit eligible LCCD employee award nominations to the Wyoming Association of Conservation Districts.  
– **LCCD Manager**
- 🕒 Assist Laramie County residents with natural resource projects that can obtain funding through the Laramie County Conservation District's Community Enhancement program. – **LCCD Manager/Financial Coordinator**
- 🕒 Complete LCCD Annual Report.

### **September**

- 🕒 Coordinate audit, compile audit information, complete F32 form; and send reports to WACD, WDA, DEQ, and Department of Audit. – **Financial Coordinator/LCCD Manager**
- 🕒 Attend Area II meeting of conservation districts in southeast corner of the state. – **LCCD Board of Supervisors, LCCD Manager, Financial Coordinator**
- 🕒 Complete LCCD Executive Summary. – **LCCD Manager**

### **October**

- 🕒 Organize and coordinate Local Work Group meeting with NRCS. – **LCCD Manager/NRCS**
- 🕒 Schedule annual LCCD awards banquet and notify award recipients. – **LCCD Manager/Financial Coordinator**
- 🕒 Submit Annual Report, Annual Plan and Executive Summary to WACD and WDA. – **LCCD Manager**

### **December-January**

- 🕒 Compile email addresses for seedling tree order form notification. – **Financial Coordinator**
- 🕒 Organize legislative luncheon and compile natural resource issues for legislative attendees. – **LCCD Manager**
- 🕒 Participate in local science fairs and provide natural resource awards at the Laramie County School District, All City Science Fair. – **LCCD staff**

### **January-February**

- ② Inform Wyoming legislators of LCCD Board of Supervisors stance regarding legislative issues involving natural resources in Wyoming. – **LCCD Manager**
- ② Conduct Local Work Group meeting with NRCS and Laramie County residents in identifying natural resource concerns within the county. – **LCCD Manager**

### **April-May**

- ② Develop a proposed budget for the upcoming fiscal year. Submit proposed budget to LCCD Board of Supervisors for review. – **LCCD Manager/Financial Coordinator**
- ② Submit proposed LCCD budget to Wyoming Department of Audit for review/approval. – **LCCD Manager**
- ② Submit approved, proposed LCCD budget to the County Clerk and Laramie County Commissioners. – **LCCD Manager**

### **On-Going**

- ② CoCoRaHS data collection. – **LCCD Manager**
- ② Complete deposits (receipt all checks, record information digitally, copy and deposit). – **Financial Coordinator/LCCD Manager**
- ② Complete accounts payable (categorize bills, write checks, type vouchers). – **Financial Coordinator**
- ② Mail completed bills; make and file copies of vendor receipts, file completed vouchers. – **Financial Coordinator**
- ② Update LCCD services and price list for lobby. – **Financial Coordinator**
- ② Review and sign NRCS/FSA Conservation Plans. – **LCCD Manager**
- ② Coordinate with NRCS on joint projects and avoid duplication of effort. – **LCCD Manager/LCCD staff**
- ② Assist in general office procedures (filing, typing, and clerical duties). – **Financial Coordinator/LCCD staff**
- ② Maintain office supplies in sufficient quantities. – **Financial Coordinator/LCCD staff**
- ② Address conservation concerns via phone, email, and HQ visitors. – **LCCD staff**
- ② Management of the LCCD HQ. – **LCCD Manager/Financial Coordinator**
- ② Assist with sale of seedling trees, and fabric mulch. – **LCCD staff**
- ② Prepare LCCD correspondence as pertinent issues arise. – **LCCD Manager/LCCD staff**
- ② Assist with the natural development and maintenance of the Cheyenne Business Parkway Natural Area. – **LCCD Manager/Financial Coordinator**

## LARAMIE COUNTY CONSERVATION DISTRICT ANNUAL PLAN OF WORK 2024-2025

# Public Outreach and Education Program

### Laramie County Conservation District Mission Statement

The Laramie County Conservation District is committed to providing natural resource conservation educational opportunities to Laramie County residents of all ages, stressing multiple use and voluntary conservation practices. The LCCD will drive to increase the natural resource conservation awareness of Laramie County residents.

### Goals

- ② Utilize print, radio, and social media to highlight the Laramie County Conservation District activities.
- ② Continue conservation education and information through social media on a as needed basis.
- ② Expand the trail system at the Cheyenne Business Parkway Natural Area.
- ② Teach a Natural Resource/Conservation concept to 1,000 Laramie County residents.
- ② Address alternative funding resources for future LCCD projects and expenses.

### Special projects of the Laramie County Conservation District

- ② Completion of three informative sessions to Laramie County residents of the LCCD's mission statement through television, radio, public spots, social media, and civic clubs. – **LCCD staff**

### Weekly

- ② Improve website with current activities and information. – **Financial Coordinator/LCCD staff**
- ② Update social media avenues; website, Facebook, Instagram, and YouTube, to inform Laramie County residents of natural resource education topics. – **Financial Coordinator/LCCD staff**

### Monthly

- ② Monitor and secure back up copy of website online to Google Drive to LCCD account. – **Financial Coordinator**
- ② Provided natural resource education to Laramie County School District #1 and #2 students. – **LCCD staff**

### Quarterly

- ② Complete newspaper inserts regarding conservation topics. – **LCCD Manager/LCCD staff**
- ② Present programs at the Paul Smith Children's Village. – **LCCD staff**

### August

- ② Provide conservation education opportunities at the Laramie County Fair. – **LCCD staff**

### September

- ② Present natural resource material at the Cowbelles Ag Expo. – **LCCD staff**

## **October**

- 🌀 Order information/education materials. – **LCCD staff**
- 🌀 Publicize/sponsor National Water Monitoring Month. – **LCCD staff**

## **December-January**

- 🌀 Participate in local science fairs and provide Natural Resource awards at the All-City Science Fair. – **LCCD staff**
- 🌀 Develop newspaper inserts. – **LCCD Manager**

## **February-April**

- 🌀 Host booth at the Southeast Wyoming/Albin Farm show. – **LCCD staff**
- 🌀 Host booth at the Farm and Ranch show. – **LCCD staff**
- 🌀 Host booth at Home and Garden Show. – **LCCD staff**
- 🌀 Host booth at the Sportsman's Expo. – **LCCD staff**
- 🌀 Host booth at the Master Gardeners Annual Plant sale. – **LCCD staff**
- 🌀 Publicize and provide educational materials for Soil and Water Stewardship Week. – **LCCD staff**

## **On-Going**

- 🌀 Photograph LCCD activities and events. – **LCCD staff**
- 🌀 Write newspaper and magazine articles. – **LCCD staff**
- 🌀 Maintain LCCD website. – **Financial Coordinator**
- 🌀 Maintain press notebook. – **Financial Coordinator**
- 🌀 Contact radio and television to inform them of LCCD events. – **LCCD staff**
- 🌀 Present natural resource education programs at Laramie County schools. – **LCCD staff**
- 🌀 Distribute non-point source pollution materials at all public events. – **LCCD staff**
- 🌀 Provide lawn water guidance brochure and rain gauges to residents. – **LCCD staff**
- 🌀 Keep educators informed and promote the LCCD Education Program. – **LCCD staff**
- 🌀 Address conservation concerns via phone, email, and HQ visitors. – **LCCD staff**
- 🌀 Provide educational programs: Boy Scouts, Girl Scouts, WY Ag Day, 4-H groups, The Boys & Girls Club and Laramie County School District #1 and #2. – **LCCD staff**
- 🌀 Management of the LCCD HQ. – **LCCD Manager/Financial Coordinator**

## LARAMIE COUNTY CONSERVATION DISTRICT ANNUAL PLAN OF WORK 2024-2025

# Water Program

### Laramie County Conservation District Mission Statement

The Laramie County Conservation District focuses on how to conserve, enhance, and sustain Laramie County's surface and groundwater resources through the promotion of healthy watersheds and sustainable use of water quantity.

### Goals

- ② Submit water projects through the Wyoming Water Development Commission/Small Water Project program.
- ② Continue water quantity and quality monitoring programs to measure BMP effectiveness.
- ② Work with the City of Cheyenne and other groups to raise awareness and funding for the Dry Creek Restoration project.
- ② Educate Laramie County residents on the awareness and benefits of water-wise landscaping.
- ② Address alternative funding resources for future LCCD projects and expenses.

### Special projects of the Laramie County Conservation District

- ② Finalize study of Buffalo grass species survival at various locations throughout Cheyenne. – **Water Specialist**

### Weekly

- ② Attend weekly staff meetings to determine workload priorities and time management. – **Water Specialist**

### Monthly

- ② Complete monthly narrative to inform LCCD Board of Supervisors of Water Program/LCCD activities. – **Water Specialist**
- ② Attend the monthly LCCD Board of Supervisors meeting to keep supervisors informed of program details. – **Water Specialist**

### Quarterly

- ② Draft informational articles to address conservation related issues. – **Water Specialist**
- ② Administer Small Water Program Contracts. – **Water Specialist**

### August

- ② Assist Laramie County residents with natural resource projects that can obtain funding through the Laramie County Conservation District's Community Enhancement program. – **Water Specialist**

### September

- ② Develop Small Water project proposals for Wyoming Water Development Commission. – **Water Specialist**
- ② Attend Area II meeting of conservation districts in Wyoming. – **Water Specialist**



## **November**

- 🌀 Implement Dry Creek stream restoration and identify design features. – **Water Specialist**
- 🌀 Secure more funding for Dry Creek Restoration work. – **Water Specialist**

## **December**

- 🌀 Prepare and submit Small Water project applications to WWDC. – **Water Specialist**
- 🌀 Participate in local science fairs and provide natural resource awards at the LCSD All City Science Fair.  
– **Water Specialist**

## **January-June**

- 🌀 Prepare permitting for Dry Creek stream restoration. – **Water Specialist**
- 🌀 Prepare for low-tech stream structure/BDA projects within Laramie County. – **Water Specialist**
- 🌀 Finalize permitting and implement stream restoration on Dry Creek phase 3. – **Water Specialist**

## **February**

- 🌀 Write annual data reports and distribute them to qualifying agencies and partners. – **Water Specialist**

## **March-June**

- 🌀 Continue low-tech structure implementation on Dry Creek project, phase one and two. – **Water Specialist**
- 🌀 Continue vegetative channel monitoring along Dry Creek project, phase one and two. – **Water Specialist**

## **May-June**

- 🌀 Continue monitoring Lodge Pole Creek riparian pasture project for increased stream health. – **Water Specialist**

## **On-Going**

- 🌀 Measure flow rates on streams within Laramie County to develop rating curves in assisting the State Engineers Office in capturing flow data. – **Water Specialist**
- 🌀 Develop and install BMPs throughout Laramie County with immediate focus on the Cheyenne Business Park Natural Area.  
– **Water Specialist**
- 🌀 Develop small water projects throughout Laramie County to improve cattle distribution on rangeland, protecting riparian areas and watersheds, and increasing wildlife and aquatic habitat. – **Water Specialist**
- 🌀 Monitor the Laramie County Library bio-retention basin/water-wise pollinator garden. – **Water Specialist**
- 🌀 Assist with the natural development and maintenance of the Cheyenne Business Parkway Natural Area.  
– **Water Specialist**
- 🌀 Address conservation concerns via phone, email, and HQ visitors. – **Water Specialist**
- 🌀 Management of the LCCD HQ. – **Water Specialist**

## LARAMIE COUNTY CONSERVATION DISTRICT ANNUAL PLAN OF WORK 2024-2025

# Wildlife and Range Program

### Laramie County Conservation District Mission Statement

The Laramie County Conservation District recognizes that livestock are the most effective tool in managing multiple use rangeland ecosystems and endorses efforts to utilize scientific grazing principles and favors the development of grazing systems and improved practices.

The LCCD recognizes that wildlife is an important natural resource for the county and adds value to the community, thus strives to improve habitat across the county for multiple wildlife species.

The LCCD recognizes that noxious weeds are causing major environmental impacts in the county and strives to provide technical assistance in weed control and management.

### Goals

- 🌀 Raise landowner awareness of the most serious weed problems in Laramie County (Dalmatian toadflax, cheat- grass) and promote control and management methods.
- 🌀 Improve public awareness, through social media, of the LCCD's technical assistance for wildlife habitat improvements in rural and urban settings.
- 🌀 Encourage proper grazing management to protect the soil and decrease weed issues within Laramie County.
- 🌀 Address alternative funding resources for future LCCD projects and expenses.

### Special projects of the Laramie County Conservation District

- 🌀 Host a weed workshop identifying troublesome weeds found in Laramie County including control updates.  
– **Wildlife & Range Specialist**
- 🌀 Host a workshop on small acreage grazing and management. – **Wildlife & Range Specialist**
- 🌀 Cheatgrass management, control, and monitoring at Curt Gowdy State Park. – **Wildlife & Range Specialist**

### Weekly

- 🌀 Attend weekly staff meetings to determine workload priorities and time management. – **Wildlife & Range Specialist**

### Monthly

- 🌀 Complete monthly narrative to inform LCCD Board of Supervisors of Wildlife & Range Program/LCCD activities.  
– **Wildlife & Range Specialist**
- 🌀 Attend the monthly LCCD Board of Supervisors meeting to keep supervisors informed of program details.  
– **Wildlife & Range Specialist**

## **Quarterly**

- 🕒 Draft informational articles to address conservation related issues. – **Wildlife & Range Specialist**

## **June-September**

- 🕒 Work with the U.S. Forest Service in monitoring grazing utilization on Pole Mountain, which validates the benefits of BMP's that are installed to improve watershed quality. – **Wildlife & Range Specialist**
- 🕒 Refurbish, as needed, water developments in the Pole Mountain area. – **Wildlife & Range Specialist**
- 🕒 Assist Laramie County residents with natural resource projects that can obtain funding through the Laramie County Conservation District's Community Enhancement program. – **Wildlife & Range Specialist**

## **September**

- 🕒 Attend Area II meeting of conservation districts in Wyoming. – **Wildlife & Range Specialist**

## **April-October**

- 🕒 Provide seeding recommendations to establish healthy vegetation on rangeland, reduce noxious weeds, and re-establish vegetation on disturbed soils for existing and newly established subdivisions of Laramie County. – **Wildlife & Range Specialist**
- 🕒 Manage communication of no-till drill rental, for Laramie County landowners. – **Wildlife & Range Specialist**
- 🕒 Complete maintenance and repairs as necessary on no-till drill. – **Wildlife & Range Specialist**

## **December-January**

- 🕒 Participate in local science fairs and provide natural resource awards at the LCSD All City Science Fair. – **Wildlife & Range Specialist**

## **March**

- 🕒 Promote, recruit, and educate students for competition at Wyoming Youth Resource Education Days (WYRED). – **Wildlife & Range Specialist**

## **May-June**

- 🕒 Recruit and support a range judging team to compete at WYRED. – **Wildlife & Range Specialist**
- 🕒 Work with Nature Conservancy in promoting/installing wildlife friendly fences. – **Wildlife & Range Specialist**
- 🕒 Monitor and address cheatgrass control at Curt Gowdy State Park. – **Wildlife & Range Specialist**

## **On-Going**

- 🕒 Provide support as a member of the state Small Acreage Issues Team. – **Wildlife & Range Specialist**
- 🕒 Provide support and assistance as a member of the WYRED committee. – **Wildlife & Range Specialist**
- 🕒 Prepare permitting, implementation, and finalizing for reimbursement of small water projects. – **Wildlife & Range Specialist**
- 🕒 Provide technical assistance to livestock producers on grazing management and water improvements. – **Wildlife & Range Specialist**

- ② Provide technical assistance to landowners (pasture health, weed management, erosion control, etc.).  
– **Wildlife & Range Specialist**
- ② Provide technical assistance on wildlife habitat, CRP enhancement, backyard habitat, rodent control, etc.  
– **Wildlife & Range Specialist**
- ② Develop small water projects throughout Laramie County to improve cattle distribution on rangeland, protection of riparian areas and watersheds, and increase wildlife and aquatic habitat. – **Wildlife & Range Specialist**
- ② Provide grazing and monitoring technical assistance to Belvoir Ranch, and Pole Mountain Grazing Association  
– **Wildlife & Range Specialist**
- ② Collaborate with local schools to create and improve outdoor classroom and schoolyard habitats.  
– **Wildlife & Range Specialist**
- ② Collaborate with landowners on improving CRP for wildlife habitat. – **Wildlife & Range Specialist**
- ② Develop applications for Wyoming Water Development Commission/Small Water Program.  
– **Wildlife & Range Specialist**
- ② Address conservation concerns via phone, email, and HQ visitors. – Wildlife & Range Specialist
- ② Management of the LCCD HQ. – **Wildlife & Range Specialist**
- ② Assist with the natural development and maintenance of the Cheyenne Business Parkway Natural Area.  
– **Wildlife & Range Specialist**

## LARAMIE COUNTY CONSERVATION DISTRICT ANNUAL PLAN OF WORK 2024-2025

# Tree Program

### Laramie County Conservation District Mission Statement

The Laramie County Conservation District strives to establish conservation tree plantings and Living Snow Fences in Laramie County. The LCCD continues its conservation efforts with education on community tree health with on-site visits to address tree decline and tree health in the community.

### Goals

- ② Work with the State of Wyoming/Living Snow Fence Committee and Laramie County Public Works in re-acquiring future Living Snow Fence funding for new plantings and maintenance of established Living Snow Fences.
- ② Update Living Snow Fence files into GIS data log to maintain LSF maintenance history.
- ② Facilitate proper tree care maintenance to Laramie County residents.
- ② Address alternative funding resources for future LCCD projects and expenses.

### Special projects of the Laramie County Conservation District

- ② Complete two, tree workshops for Laramie County residents. – **Tree Specialist/Tree Technician**
- ② Complete grant funding in identifying specialized LSF maintenance/fencing needs. – **Tree Technician**
- ② Continue updates of windbreak design inventory utilizing GIS database. – **Tree Specialist/Tree Technician**

### Weekly

- ② Attend weekly staff meetings to determine workload priorities and time management.  
– **Tree Specialist/Tree Technician**

### Monthly

- ② Complete monthly narrative to inform LCCD Board of Supervisors of Tree Program/LCCD activities.  
– **Tree Specialist/Tree Technician**
- ② Attend the monthly LCCD Board of Supervisors meeting to keep supervisors informed of program details.  
– **Tree Specialist/Tree Technician**

### Quarterly

- ② Draft informational articles to address conservation related issues. – **Tree Specialist/Tree Technician**

### June-August

- ② Prepare and submit reimbursement requests to WYDOT, Laramie County Public Works, and Wyoming State Forestry for Living Snow Fence installation and maintenance. – **Tree Technician/Financial Coordinator**
- ② Monitor Living Snow Fence sites for insect and disease concerns. – **Tree Technician/Tree Specialist**

- 🌀 Maintain LSF plantings (mow, weed, disease and pest management, fence maintenance, tree replants and snow fence removal). – **Tree Technician/Tree Specialist**
- 🌀 Order Living Snow Fence identification signs and install on newly established sites. – **Tree Technician**

### August

- 🌀 Submit WYDOT, LSF proposals to State Forestry. – **Tree Technician**
- 🌀 Prepare livestock exclusion fence specifications and designs. – **Tree Technician**
- 🌀 Contact seedling tree nurseries regarding seedling availability for spring sales. – **Tree Specialist**
- 🌀 Assist Laramie County residents with natural resource projects that can obtain funding through the Laramie County Conservation District's Community Enhancement program. – **Tree Specialist/Tree Technician**

### September-March

- 🌀 Input newly funded WYDOT and LCPW Living Snow Fence sites to GIS files. – **Tree Technician**
- 🌀 Complete and submit Living Snow Fence proposals for Laramie County Public Works. – **Tree Technician**
- 🌀 Complete soil tests for proposed WYDOT Living Snow Fence sites. – **Tree Technician**
- 🌀 Install livestock exclusion fencing for 2024 Living Snow Fence sites. – **Tree Technician/LCCD staff**
- 🌀 Install livestock exclusion fencing for 2024 LSF re-maintenance agreements. – **Tree Technician/LCCD staff**
- 🌀 Attend Area II meeting of conservation districts in Wyoming. – **Tree Specialist/Tree Technician**
- 🌀 Install corn cribbing and tree screens on newly installed LSF sites. – **Tree Technician/Tree Specialist**
- 🌀 Provide technical assistance to Laramie County residents on proper windbreak design criteria.  
– **Tree Specialist/Tree Technician**
- 🌀 Complete windbreak designs per request to assist in selling seedling tree, shrub, and evergreen species.  
– **Tree Specialist/Tree Technician**

### October

- 🌀 Host tree care workshop to Laramie County residents. – **Tree Specialist/Tree Technician**
- 🌀 Flag and fallow WYDOT and LCPW Living Snow Fence sites for spring planting. – **Tree Technician**

### December-January

- 🌀 Update seedling tree online order form. – **Tree Specialist/Tree Technician/Financial Coordinator**
- 🌀 Begin selling seedling trees, shrubs, and evergreen species. – **Tree Specialist/Tree Technician/LCCD staff**
- 🌀 Update Living Snow Fence records. – **Tree Technician**
- 🌀 Participate in local science fairs and provide natural resource awards at the LCSD All City Science Fair.  
– **Tree Specialist/Tree Technician**
- 🌀 Identify and prepare landowner contracts/agreements for proposed Living Snow Fences. – **Tree Technician**
- 🌀 Maintain and repair tree planting equipment. – **Tree Technician/Tree Specialist**

## February

- 🌀 Write news releases and design ads for seedling tree program. – **Tree Specialist/Financial Coordinator**

## March

- 🌀 Submit signed WYDOT Living Snow Fence contracts to Wyoming State Forestry. – **Tree Technician**
- 🌀 Hire temporary employees for tree planting crew. – **Tree Technician**
- 🌀 Mail spring planting confirmation letters and windbreak checklist to tree planting customers. – **Tree Technician**
- 🌀 Flag private windbreak plantings per design. – **Tree Specialist/Tree Technician**
- 🌀 Complete site prep on WYDOT and LCPW Living Snow Fence plantings. – **Tree Technician**

## April-June

- 🌀 Host tree planting workshops targeted towards Laramie County residents. – **Tree Specialist/Tree Technician**
- 🌀 Update tree distribution reminder card, print and email to customers. – **Tree Specialist/Financial Coordinator**
- 🌀 Tree delivery/distribution (unload truck, inventory trees, create customer orders, and distribute). – **LCCD staff**
- 🌀 Plant trees and install conservation fabric mulch as requested. – **Tree Technician/Tree Specialist**
- 🌀 Submit LSF completion reports to WYDOT/State Forestry Committee and Laramie County Public Works Department. – **Tree Technician**
- 🌀 Develop drip irrigation designs for windbreak tree plantings. – **Tree Specialist/Tree Technician**

## On-Going

- 🌀 Provide technical assistance to Laramie County residents on tree related issues (insect control, rodent control, disease management, tree establishment and tree maintenance). – **Tree Specialist/Tree Technician**
- 🌀 Assist with the natural development and maintenance of the Cheyenne Business Parkway Natural Area. – **Tree Specialist/Tree Technician**
- 🌀 Address conservation concerns via phone, email, and HQ visitors. – **Tree Specialist/Tree Technician**
- 🌀 Management of the LCCD HQ. – **Tree Specialist/Tree Technician**

**Laramie County Conservation District**  
**1923 Whitney Road, Cheyenne WY 82007**  
**307-772-2600 - lccdnet.org**