

**July**

1. Draft annual report
2. Submit final financial reports, quarterly reports and taxes
3. District board meeting (elect chairman, vice chair, and secretary-treasurer)
4. Oath of Office for new board members
5. Update signature cards for bank accounts (if needed)
6. Report to NMDA board member's information
7. Continue support of restoration work in watershed
8. District property inventory to be completed
9. Newspaper articles
10. Maintain website
11. Attend Region VI and NMACD Summer meeting
12. Prepare for Eddy County Fair
13. Begin work on District projects
14. Monthly Gopher Tail Bounty program duties
15. Complete quarterly reports

**August**

1. Complete and publish District Annual Report
2. Prior Fiscal Year annual plan, final budget, and report due Sept. 1
3. Publish District Annual newspaper insert
4. Distribute annual Report to NMDA and NRCS
5. District board meeting
6. Eddy County Fair
7. Continue support of restoration work in watershed
8. Update District pamphlets/brochures
9. Newspaper articles
10. Maintain website
11. Monthly Gopher Tail Bounty program duties

**September**

1. Prepare District newsletter
2. Review projects for possible grant applications
3. District board meeting
4. Continue support of restoration work in watershed
5. Continue support for community projects
6. Conduct quarterly Noxious Weed group meeting
7. Newspaper articles
8. Maintain website
9. Monthly Gopher Tail Bounty program duties

**October**

1. Initiate planning and develop funding request for legislative meeting
2. District Board meeting
3. Quarterly reports due
4. Newspaper articles
5. Maintain website
6. Attend NMACD annual conference
7. Monthly Gopher Tail Bounty program duties
8. Complete quarterly reports

**November**

1. District board meeting
2. Update District pamphlets/brochures
3. Newspaper articles
4. Maintain website
5. Monthly Gopher Tail Bounty program duties
6. Tax Dollars at Work newspaper article

**December**

1. Finalize plans for legislative meeting
2. Update mailing list for District newsletter
3. Prepare District newsletter
4. Advertise seedling applications for State Forestry
5. Review community project requests
6. District board meeting
7. Conduct quarterly Noxious Weed group meeting
8. Newspaper articles
9. Maintain website
10. Adopt Open Meetings Act resolution
11. Monthly Gopher Tail Bounty program duties

**January**

1. Update legislators on District's projects
2. Submit Quarterly reports
3. Conduct District board mid-year budget review
4. District board meeting
5. Budget adjustments to DFA
6. Irrigation Workshop
7. Newspaper articles
8. Maintain website
9. Monthly Gopher Tail Bounty program duties
10. Complete quarterly reports

**February**

1. Review awards programs for District participation
2. Review Soil Stewardship material for level of participation
3. Attend legislative conference in Santa Fe
4. District board meeting
5. Update District pamphlets/brochures
6. Annual Planning Meeting
7. Newspaper articles
8. Maintain website
9. Monthly Gopher Tail Bounty program duties

**March**

1. Prepare District newsletter
2. State Forestry seedling delivery
3. District board meeting
4. Conduct quarterly Noxious Weed group meeting
5. Newspaper articles
6. Maintain website
7. Deliver 4<sup>th</sup> Grade Foresters Arbor Day trees
8. Monthly Gopher Tail Bounty program duties
9. Request for Conservation Projects newspaper article

**April**

1. Draft proposed budget for next fiscal year
2. Draft annual work plan for next fiscal year
3. Submit quarterly reports
4. District board review of budget and work plan
- 5. Review/revise District ICIP Deadline August 31<sup>st</sup>**
6. Deliver Soil Stewardship material
7. Annual Mill Levy rate resolution & budget resolution passed & sent to Commission, DFA, County Assessor, etc.
8. District board meeting
9. Newspaper articles
10. Maintain website
11. Monthly Gopher Tail Bounty program duties
12. Complete quarterly reports

**May**

1. District board meeting
2. Update District pamphlets/brochures
3. Newspaper articles
4. Maintain website
5. Prepare and submit resolutions for Region VI meeting
6. NMACD awards selections
7. Monthly Gopher Tail Bounty program duties
8. Tax Dollars at Work newspaper article

**June**

1. Finalize budget and annual plan
2. Complete point system worksheet and submit to NMDA
3. Update mailing list for District newsletter
4. Prepare District newsletter
5. Report recommendations for appointment of supervisors to NMDA
6. District board meeting
7. Conduct quarterly Noxious Weed group meeting
8. Newspaper articles
9. Maintain website
10. Monthly Gopher Tail Bounty program duties