

2014 Conservation Employee Training



CET Preliminary Course Descriptions and Workshop Activities

Registration now open... http://www.ncagr.gov/SWC/professional_development/CET.html

Base Registration Cost - \$105

Includes Tuesday lunch buffet & evening welcome reception, Wednesday break and evening Team Building buffet, Thursday closing banquet; cost for workshop supplies and use of meeting facilities

Commuter Daily Registration Costs – Monday \$20, Tuesday \$25, Wednesday \$20, Thursday \$20

*Includes Tuesday's lunch & Wednesday's morning break, plus the cost of workshop supplies and use of meeting facilities
-Does not include any evening receptions or meals.*

Education Pre-Workshop – Monday \$25

Includes Monday supper, no other daily registration required, but workshop fee is in addition to base registration fee - Criteria I credit for EE Certification

Developing Baseline & Easement Stewardship – Thursday \$10

Includes Thursday's lunch in the field. This fee is in addition to daily registration cost or base registration fee.

NC CDEA Networking – Separate registration

*Support the NC Conservation District Employees Association, NCCDEA, by participating in these activities that are also great fundraisers for the association! Separate registration and details available at –
http://www.ncagr.gov/SWC/professional_development/CET.html*

Activities at a glance...

MONDAY – 8.11.2014

Morning – specialty training activity

Afternoon – pre-workshop training activities

Evening – NC District Employees Association Pig Picking (separate registration) *Bring folding chair.*

TUESDAY – 8.12.2014

Morning – focused track training

Buffet lunch provided with commuter & base registration cost

Afternoon – focused track training

Evening – welcome Reception *provided with registration cost*, NC Envirothon Committee meeting, DEA Board meeting, NC SWC Commission work session

WEDNESDAY – 8.13.2014

Morning – general session and NC Soil and Water Conservation Commission meeting

Afternoon – focused track training

Evening – Team Building Buffet *provided with base registration cost*, NC CDEA Networking –After Hours & Such (separate registration)

THURSDAY – 8.14.2014

Morning – focused track training

Afternoon – focused track training

Evening – banquet *provided with base registration cost*

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MONDAY – 8.11.2014

MORNING

- 8:00 – 5:00 – Conference Registration – Conference Hotel
- 9:00 – 12:00 – Pond Design – City Hotel & Bistro

*This training will be two full days discussing both embankment pond and excavated pond designs. It will cover the requirements for a farm pond dam design including surveys, soils, and spillway design. There will be an overview of NRCS WinPond Software. Participants will have the opportunity to size the spillway system, estimate earthfill/excavation volumes, review construction plans, construction checks and as-built survey requirements. If you attended the **Planning a Pond** Training in the spring please bring your notebook. This training will continue to build upon that event, but prior attendance in **Planning a Pond** is not required to participate in this training. Be sure to bring your own **laptop**, if you have one. If you do not have a laptop be sure to indicate this during workshop registration. There will be a limited number of NCDAs laptops available for use. Certified Conservation Planner Credits approval pending.*

AFTERNOON

- 1:00 – 5:00 – Pond Design – Conference Hotel
Continuation of morning's session.
- 1:00 – 5:00 – Field/Class Workshop on Grassed Waterway Design – Alice F. Keene Park, 4561 County Home Road, Greenville, 252-902-1975. "Community School"
*This will be a 1 ½ day field and class training with take home guides to assist with the design of grass waterways. This training will go in-depth on an actual site with collection of data and the design of a grassed waterway and a pipe structure at the waterway outlet. The new design procedures in the revised Chapter 7 of the Engineering Field Handbook will be discussed. A review of the hydrology calculation procedures in EFH2 will be covered and instructions on data input for the waterway design in Engineering Field Tools (EFT). Be sure to bring your own **laptop**, if you have one. If you do not have a laptop be sure to indicate this during workshop registration. There will be a limited number of NCDAs laptops available for use. Certified Conservation Planner Credits approval pending.*
- 1:00 – 5:00 – New Employee Orientation – Conference Hotel
This session is designed for employees with less than three years of service or employees who want a refresher. The participants will learn about the history of soil and water in NC, the organization of the partnership, the job approval authority process and the Professional Conservation Employees Program. Through a facilitated process the employees will be able to develop their own training program. Participants are asked to bring their district's strategy plan and their Job Approval Record if available. This session continues on Tuesday morning.
- 1:00 – 7:00 – WOW! – Wonders of Wetlands – Pitt County Ag Center, Kitchen, 403 Government Circle
This workshop will help you to bring creative and resourceful wetland activities, information, and ideas onto the school grounds and into the classrooms. WOW! includes: over 50 hands-on multidisciplinary activities in lesson plan format, extensive background information on wetlands, ideas for student action projects, and a wetlands resource guide. Get a jump start on this year's conservation school contest theme: "Wetlands are Wonderful". This workshop qualifies for Criteria 1 NC Environmental Education Certification credit. Supper included with the \$25 registration fee. Limit 20 participants.

EVENING

- 6:30 – until – NC Conservation District Employees Association's fund raising Pig-Picking, Pound Cake Bake-Off, all with old fashioned homemade ice cream and corn hole. **Bring a folding chair.**

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TUESDAY – 8.12.2014

MORNING

- 7:30 – 5:00 – Conference Registration – Conference Hotel
- 10:00 – 12:15 – Employee Development and Human Resources topics of interest – Conference Hotel
Please join us as we hear from the Director of Training and Development for Pitt County Government regarding systems and approaches to equip, motivate, and oversee employees. Techniques for fostering a good work ethic in the district, and effective approaches to manage and resolve conflicts, will be covered.
- 10:00 – 12:15 – Amphibians - “Wetlands are Wonderful” Contest Theme Resource – Conference Hotel
North Carolina is home to some of the greatest diversity of amphibian species of anywhere in North America. Our state has more than 60 species of salamanders, as well as 29 species of frogs. This session will cover the wetland habitat requirements, population ranges and human interactions with these species. It will also include helpful hints to identify them in the wild. This engaging session will be led by Mike Campbell, Wildlife Resource Commission Educator.
- 10:00 – 12:15 – Mobile Soils Classroom – Conference Hotel
Get the first peek at the new mobile soils lab trailer and demonstrations. There will be multiple sessions to allow all interested to participate.
- 8:00 – 12:15 – New Employee Cost Share Orientation – Conference Hotel
This session is continued from Monday afternoon and is designed for employees with less than three years of service or employees who want a refresher. The division staff will review the basics of the division cost share programs, CREP, the online contracting system and commission policies including program reviews and compliance. The division staff will also be available to answer your cost share questions.
- 8:00 – 12:15 – Pond Design – Conference Hotel
Continuation of Monday’s session.
- 8:00 – 12:00 – Grassed Waterways – Alice F. Keene Park, 4561 County Home Road, Greenville, 252-902-1975
Continuation of Monday’s session.
- 12:30 – 1:30 – Lunch Buffet at Conference Hotel or Deli Lunch at Alice F. Keene Park
Provided with commuter daily and base conference registration

AFTERNOON

- 1:30 – 5:30 – Pond Design – Conference Hotel
Continuation of Monday’s session.
- 1:00 – 5:30 – Grassed Waterways – Alice F. Keene Park, 4561 County Home Road, Greenville, 252-902-1975
Continuation of Monday’s session.

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TUESDAY – 8.12.2014

- 1:30 – 5:30 – Wetland Activities & ‘A Peek at Pocosins’ – Conference Hotel
Spend an afternoon with Holly Denham, NC Division of Water Resources’ Project Wet coordinator. Holly has designed a set of complementary lessons to help the District educator bring the ‘Wetlands are Wonderful’ theme to local classrooms. Joining her will be Marie English, APNEP who has been working on creating special fresh water wetland lessons and activities for our own ‘Pocosins’. North Carolina is lucky to be home to some of the country’s most unique wetland environments, Pocosins! Providing large, unbroken tracts of land, they act as habitat for over 300 wildlife species including large mammals like black bears and red wolves. Pocosins are found along our coast and are defined by acidic peat soils, low shrubs, and pond pines. This makes them great for teaching plant adaptations (carnivorous plants!), wetland classification, ecosystem restoration and many other topics. After demonstrations of the six hands-on stations of “A Peek at Pocosins”, you will leave with materials about educating others on this important natural resource.
- 1:30 – 5:30 – Mobile Soils Classroom – Conference Hotel
Get the first peek at the new mobile soils lab trailer and demonstrations. There will be multiple sessions to allow all interested to participate.
- 1:30 – 5:30 – Planning for Your District’s Success – Conference Hotel
Implementing an effective comprehensive conservation program that addresses the highest priority resource needs in a district requires effective local leadership and coordination. The Local Workgroup process can be a very helpful method to obtain valuable input to influence districts priorities and program implementation. This interactive session will discuss some effective strategies to plan, promote, and operate an effective local workgroup process involving local stakeholders. The session will also include a mock local workgroup meeting.
- 1:30 – 5:30 – Basic Survey Training Using Levels – Conference Hotel
This track is intended for new employees and those who need some refresher or reinforcement training in the area of surveying with an engineer’s level or a laser level. The attendees are encouraged to bring the equipment they have available for their daily use. Areas to be covered include field book format and use, setting a level, peg checks, surveying a profile, cross-section, closed loop/traverse and a small grid survey (if time permits), reducing notes and checking closure (accuracy). There will be a short session on Tuesday afternoon to discuss the field book layout and good field practices. Wednesday afternoon will be a hands-on training using the equipment and what to do with the data you collect. Certified Conservation Planner Credits approval pending.

EVENING

- 5:45 – 6:45 – Welcome Reception – Conference Hotel
Provided only with base conference registration
- 7:00 – 8:30 – State Envirothon Committee Meeting – Conference Hotel
- 7:00 – 8:30 – NC District Employees Association Board Meeting – Conference Hotel
- 7:00 – 8:30 – NC SWC Commission Work Session Meeting – Conference Hotel

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WEDNESDAY – 8.13.2014

MORNING

- 7:30 – 2:00 – Conference Registration – Conference Hotel
- 8:30 – 12:30 – General Session – Conference Hotel
This session will include the NC Soil & Water Conservation Commission meeting, the NCCDEA employee meeting, Emergency Response & Reporting- iFarm – information, and Conservation Planning JAA and CCP updates along with a fellowship break in mid morning.
- 12:30 – 1:30 – Lunch on your own

AFTERNOON

- 1:30 – 5:30 – Conservation District Educators Share Fair – Conference Hotel
Join as other District Educators share tips and classroom activities; Get the ‘Wetlands are Wonderful’ contest theme correlation to the SCOS along with other contest resources
- 1:30 – 5:30 – Mobile Soils Classroom – Conference Hotel
Get the first peek at the new mobile soils lab trailer and demonstrations. There will be multiple sessions to allow all interested to participate.
- 1:30 – 5:30 – Public Records and Document Retention – Conference Hotel
Soil and water conservations districts are independent units of local government that are subject to the Open Meetings Law, and NC Public Records Law. Join us as we hear from authorities regarding Open Meetings Law requirements (posting, minutes, closed sessions, and more), and Public Records Requests (including federal considerations related to 1619 and FOIA). The draft Document Retention Schedule for districts (created by the NC Department of Cultural Resources) will be shared.
- 1:30 – 5:30 – Cost Share Programs Updates – Conference Hotel
This session is designed for all district staff who work with cost share programs, CREP and/or within the online contracting system. Division staff will review the comprehensive cost share programs manual, updated commission policies and highlight changed or new best management practices. Division staff will identify where district staff can locate information online and will be available to answer questions regarding cost share programs and online contracting.
- 1:30 – 5:30 – Basic Surveying – Alice F. Keene Park, 4561 County Home Road, Greenville, 252-902-1975
Continuation of Tuesday afternoon’s session.
- 1:30 – 5:30 – Pond Sediment Removal – Offsite at Boys & Girls Club
*This will be a hands-on demonstration of the recommended method to estimate/measure the sediment to be removed from a farm. Participants will have the opportunity to participate in measuring the depth of sediment, review of estimating side slopes, setting up grid survey of the pool area and calculated the sediment to be removed. Also included, will be a review of the BMP policy requirements and discussion of possible permitting issues. Due to the nature of the hands-on training planned, **the number of participants will be capped at 25.** Bring a folding chair*

EVENING

- 6:00 – 7:00 – Team Building Buffet – Conference Hotel
Provided with daily and base conference registration
- 7:00 – 9:00 – NC CDEA After-Hours & Such – Conference Hotel
Come join your co-workers for a fun night of networking; separate cost/registration

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THURSDAY – 8.14.2014

MORNING

- 7:30 – 10:00 – Conference Registration – Conference Hotel
- 8:00 – 11:30 – Financial Administration for Soil and Water Conservation Districts – Conference Hotel
Learn the basic requirements of the Local Government Budget and Fiscal Control Act (LGBFCA), and review 'Frequently Asked Questions' from districts related to LGBFCA implementation. Hear from the NC Department of State Treasurer regarding implementation of the LGBFCA and required forms. Explore the 'Internal Audit' options provided under NC General Statute, Chapter 139-7, and review tools related to this provision. This will be a "can't miss" session for districts that manage their own finances.
- 8:00 – 11:30 – A Morning with Joanna McPhatter – Conference Hotel
Joanna has agreed to bring another set of her quick and easy lessons & classroom activities to share with other conservation district educators.
- 8:00 – 11:30 – Mobile Soils Classroom – Conference Hotel
Get the first peek at the new mobile soils lab trailer and demonstrations. There will be multiple sessions to allow all interested to participate.
- 8:00 – 11:30 – Conservation Planning - AgWRAP – Conference Hotel
This session is designed to provide participants with interactive activities regarding conservation planning policies and how it relates to eligible AgWRAP practices. Discussions and activities will include but may not be limited to the conservation planning policies, programmatic changes to preliminary site assessments, identifying resource concerns, writing a good narrative and the basic fundamentals of why conservation planning is important.
- 8:00 – 11:30 – Conservation Planning – Grazing and Pasture Management – Conference Hotel
This session is designed to provide participants with interactive activities regarding conservation planning policies and how it relates to grazing and pasture management. Discussions and activities will include but may not be limited to the conservation planning policies, identifying resource concerns, writing a good narrative and the basic fundamentals of why conservation planning is important. Certified Conservation Planner Credits approval pending.
- 8:00 – 11:30 – Developing Baseline & Easement Stewardship –Offsite Stokes
*Do you need more information about what to do with conservation easements? This in-the-field training will guide you through exercises on how to develop a baseline document and how to properly monitor a conservation easement. This training will increase confidence for your District to acquire and manage conservation easements. Due to the nature of the hands-on training planned, **the number of participants will be capped at 25.***
- 11:30 – 1:00 – Lunch on your own

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AFTERNOON

- 1:00 – 5:00 – Financial Administration for Soil and Water Conservation Districts (continued)– Conference Hotel
Building on the morning sessions; review basic accounting practices (as required by the LGBFCA), and legal budgeting requirements and practices (including public hearings). The NC Department of Revenue will share requirements related to sales tax, for districts that are selling conservation related goods or services as a means to generate revenue.
- 1:00 – 5:00 – More on Marshes & Wetlands– Conference Hotel
Discover more ways to teach about marshes and wetlands from Terri Kirby-Hathaway of the Coastal Studies Institute (CSI). Learn five additional activities that will reinforce concepts learned in “WOW! The Wonders of Wetlands” workshop earlier in the week. Featured activities include “Edible Estuary” and “Mystery Marsh Water” – so bring your curiosity and base knowledge and test your wetlands IQ.
- 1:00 – 5:00 – Conservation Planning - AgWRAP– Conference Hotel
Continuation of Thursday morning’s session.
- 1:00 – 5:00 – Conservation Planning – Grazing and Pasture Management– Conference Hotel
Continuation of Thursday morning’s session.
- 1:00 – 5:00 – Developing Baseline & Easement Stewardship– TBD - Offsite
Continuation of Thursday morning’s session.

EVENING

- 6:30 – 8:00 – Banquet– Conference Hotel
Provided with daily and base conference registration