CONSERVATION

A Call to Duty

"If you find what you do each day seems to have no link to any higher purpose, you probably want to rethink what you're doing."

Ronald Heifetz

CONSERVATION

Employee Training

August 11 - 14, 2014 | Greenville

Special thanks to these sponsors:

NCDA&CS Division of Soil & Water Conservation
N.C. Association of Soil & Water Conservation Districts
N.C. Conservation District Employees Association
N.C. Foundation for Soil & Water Conservation
USDA Natural Resource Conservation Service

Cover quote taken from “The Practice of Adaptive Leadership: Tools and Tactics for Changing Your Organization and the World”

Message from Commissioner Troxler

On behalf of the N.C. Department of Agriculture and Consumer Services, I would like to welcome you to Conservation Employee Training. I thank you for your commitment to your district and I hope you will gain plenty of tools and ideas to take back with you.

Your job is important, and I appreciate the theme that John Langdon chose to represent his term. Public service is indeed a calling. Serving our fellow North Carolinians is a privilege and we have an important duty to serve our state efficiently and effectively. Soil and Water Conservation districts lead the way for conservation and preservation of our state's farms, forestlands and open spaces that maintain our state's top business as well as the natural environmental beauty.

I hope you have a great time with fellow district employees and learn a lot to implement once you get back to your district.

Sincerely,

Message from the Division Director

To build on President John Langdon's theme for 2014, "*Conservation: Call To Duty,*" the Division continues to raise the bar and seeks opportunities for improvement internally as an organization, and externally in our support of efforts such as the 2014 Conservation Employees Training. The *Call to Duty* for the Division along with core partners, the N.C. Conservation District Employees Association and the Natural Resources Conservation Service, is to bring the needed and relevant training to CET participants for improved delivery of services at the local level. I believe this year's lineup of topics and quality speakers meets the *Call*. You, the CET participants, have met the *Call* by your presence. Together we're rising to the *Call of Duty* to protect Soil and Water Conservation – Yours for Life!

Message from the NCASWCD President

I have selected as my theme for 2014 **Conservation: Called to Duty** because it captures, in a few words, my personal view on why we as soil and water district supervisors and professionals do what we do. I am convinced that we are personally called to be good stewards of our natural resources.

Being called is not about having extraordinary powers or being extraordinary people. Rather, it is about being common people who do ordinary things in an extraordinary way. Being called is having a deep rooted commitment to develop and promote a cause in a way that makes a difference. Our cause happens to be that of soil and water conservation; a cause and calling among the most important.

Ordinary people doing extraordinary things . . . that is what I want 2014 to be remembered for. Will you do your part? I pledge to do mine.

Sincerely,

Monday, August 11, 2014

8 a.m. – 5 p.m. City Hotel & Bistro – Lobby
Registration Open

9 a.m. – 5 p.m. Salon 1
Pond Design
Angela Greene, Watauga Engineering
Daphne Cartner, DSWC

*This two-day training session will cover both embankment pond and excavated pond designs, as well as requirements for a farm-pond-dam design including surveys, soil 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. **Bring your own laptop, if you have one. CCP Credits approval pending*

This training is sponsored by the Environmental Enhancement Grant Program, funded by the 2000 Smithfield Foods Agreement with the NC Attorney General and the NC Foundation for Soil and Water Conservation.

1 – 5 p.m. Alice F. Keene Park*
Field/Class Workshop on Grassed Waterway Design
Joy Sherrod, USDA NRCS
PJ Andrews, Pitt SWCD

*This will be a 1 ½ day field and class training with take home guides to assist with the design of grass waterways. On-site training will go in-depth 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. **Bring your own laptop, if you have one. CCP Credits approval pending.*

Monday, August 11, 2014

1 – 5 p.m. Salon 2

New Employee Orientation

Dick Fowler, NCASWCD
Kim Livingston, DSWC
Cost Share Staff, DSWC
Alan Walker, USDA NRCS
Renee Melvin, USDA NRCS

This session is designed for employees with less than three years of service or employees who want a refresher. Participants will learn about the history of soil and water in North Carolina, 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 Tuesday.

1 – 7 p.m. Pitt County Ag Center*

WOW! – Wonders of Wetlands

Susan Woodard, Johnston SWCD
Sheila Jones, Wake SWCD

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 and a meal will be included.

6:30 p.m. – until Pitt County Convention Center*

Pig Pickin'

NC Conservation District Employees Association's fund raising Pig-Picking and Pound Cake Bake-Off, all with old fashioned homemade ice cream and corn hole. The event will be next door to the hotel under the tent behind the Pitt County Convention Center. Bring a folding chair if you have one. Separate fee.

Tuesday, August 12, 2014

7:30 a.m. – 5 p.m. City Hotel & Bistro – Lobby
Registration Open

8 a.m. – 5:30 p.m. Salon 1
Pond Design
Continuation of Monday's session.

8 a.m. – 5:30 p.m. Alice F. Keene Park*
Field/Class Workshop on Grassed Waterway Design
Continuation of Monday's session.

8 a.m. – 12:15 p.m. Salon 3
New Employee Cost Share Orientation
Division Cost Share Staff
This session is continued from Monday afternoon. 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. Division staff will also be available to answer your cost share questions.

10 a.m. – 12:15 p.m. Salon 2
Employee Development and Human Resources topics of interest
Nicole Hall-Wilkins, Pitt County
Please join us as we hear about 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 a.m. – 12:15 p.m. Directors Room
Amphibians - "Wetlands are Wonderful" Contest Theme Resource
Mike Campbell, N.C. Wildlife Resource Commission
North Carolina is home to the 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.

12:30 – 1:30
Lunch Buffet Ivy Room, Hotel
Deli Lunch for Field/Class Alice F. Keene Park

Tuesday, August 12, 2014

1:30 – 5:30 p.m. Directors Room

Wetland Activities & 'A Peek at Pocosins'

Holly Denham - NC Division of Water Resources
Marie English, APNEP

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 who has been working on creating special fresh water wetland lessons about one of the country's most unique wetland environments, pocosins. They act as habitat for more than 300 wildlife species, including large mammals like black bears and red wolves. Pocosins are found along North Carolina's 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.

1:30 – 3:30 p.m. Hotel Parking Lot*

Mobile Soils Classroom

Richard Hayes, NCASWCD
Dr. Carl Crozier, NCSU
Teresa Hice, Wake SWCD

*Get the first peek at the new mobile soils lab trailer and participate in demonstrations and lessons. Learn the logistics of checking out this new resource to use for your district field days or educational outreach. There will also be sessions on Wednesday afternoon and Thursday morning to allow all interested to participate. **Bring a folding chair if you have one.*

1:30 – 5:30 p.m. Salon 2

Planning for Your District's Success

David Williams, DSWC
Alan Walker, NRCS
Julie Elmore, NRCS
Greg Walker, NRCS

IImplementing a comprehensive conservation program that addresses the highest priority resource needs in a district requires 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.

Tuesday, August 12, 2014

1:30 – 5:30 p.m. Salon 3

Basic Survey Training Using Levels

Daphne Cartner, DSWC

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. 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, reducing notes and checking closure (accuracy). The session on Tuesday afternoon will discuss the field book layout and good field practices. The Wednesday afternoon session will be a hands-on training using the equipment and learning what to do with the data you collect.
***CCP Credits approval pending.*

5:45 – 6:45 p.m. Ivy Room

Welcome Reception

Provided with appropriate conference registration fees.

7 – 8:30 p.m. Salon 1

State Envirothon Committee Meeting

7 – 8:30 p.m. Salon 2

NC SWC Commission Work Session Meeting

7 – 8:30 p.m. Salon 3

NC District Employees Association Board Meeting

Wednesday, August 13, 2014

7:30 a.m. – 2 p.m. City Hotel & Bistro – Lobby
Registration Open

8:30 – 10 a.m. Salon 1 & 2
General Session

Welcome
David Williams, NCDA&CS DSWC

Conservation Planning, JAA, CCP
Pat Harris, DSWC
Tim Beard, NRCS
Mike Doxey, Currituck SWCD

Emergency Response & Reporting (iFarm)
Sharron Stewart, NCDA&CS Emergency Programs
Natalie Woolard, DSWC

NC Conservation District Employees Association Meeting
Mike Doxey, NCCDEA President

10 – 10:30 a.m.
Break
Includes refreshments & time for networking

10:30 a.m. – 12:30 p.m.
NC Soil & Water Conservation Commission Meeting

Vicky Porter, Cabarrus SWCD – Chairwoman
Tommy Houser, Lincoln SWCD – Past President
John Langdon, Johnston SWCD – President
Manly West, Currituck SWCD – 1st Vice President
Bill Yarborough, Haywood SWCD – Mountain Region
Craig Frazier, Randolph SWCD – Piedmont Region
Charles Hughes, Lenoir SWCD – Coastal Region

12:30 – 1:30 pm
Lunch on your own

Wednesday, August 13, 2014

1:30 – 5:30 p.m. Directors Room

Conservation District Educators' Share Fair

Facilitator: Sara Hammonds, Columbus SWCD

Join as district educators share tips and classroom activities. Get the 'Wetlands are Wonderful' contest theme correlation to the SCOS along with this year's contest theme resources.

1:30 – 3:30 p.m. Hotel Parking Lot*

Mobile Soils Classroom

Richard Hayes, NCASWCD
Dr. Carl Crozier, NCSU
Teresa Hice, Wake SWCD

Get the first peek at the new mobile soils lab trailer and participate in potential demonstrations and lessons. Learn about the logistics of checking out this new resource to use for your district field days or educational outreach. There will be another session Thursday morning. Bring a folding chair if you have one.

1:30 – 5:30 p.m. Salon 1

Public Records and Document Retention

Tom Vincent & Kurt Brenneman,
NC Department of Cultural Resources
Jerry Raynor – USDA NRCS
Kimberly Hines & Janis Gallagher, Pitt County
Mike Pardue, Wilkes SWCD
Division Cost Share Program Staff

Soil and water conservations districts are independent units of local government that are subject to the Open Meetings Law, and N.C. 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 p.m. Salon 2

Cost Share Programs Updates

Division Cost Share Program Staff

This session is designed for district staffs who work with cost share programs, CREP and/or within the online contracting system. This session 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.

Wednesday, August 13, 2014

1:30 – 5:30 p.m. Alice F. Keene Park*

Basic Surveying

Continuation of Tuesday afternoon's session.

1:30 – 5:30 p.m. Boys & Girls Club *

Pond Sediment Removal

Ricky Hayes, Wilson SWCD
Josh Pate, Wilson SWCD
Carl Dunn, DSWC

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 calculate the sediment to be removed.
***Bring a folding chair if you have one*

6 – 7 p.m. Ivy Room

Team Building Buffet Supper

Provided with appropriate conference registration fees.

7 – 9 p.m. Salon 3

NC CDEA After-Hours & Such Fund Raiser

Come join your co-workers for a fun night of networking. Separate fee.

Thursday, August 14, 2014

7:30 – 10 a.m. City Hotel & Bistro – Lobby
Registration Open

8:00 – 11:30 a.m. Salon 3
Financial Administration for Districts
Jim Burke, NC Department of State Treasurer
Kim Dozier, Albemarle SWCD
Kristina Fischer, DSWC
Duane Holder, Pitt County
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 N.C. 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.m. Directors Room
A Morning with Joanna McPhatter
Joanna McPhatter, Robeson SWCD
Joanna has agreed to share more of her quick and easy lessons and classroom activities with conservation district educators. Last year's session was a rousing success.

8:30 – 10:30 a.m. Hotel Parking Lot*
Mobile Soils Classroom
Dr. Carl Crozier, NCSU
Teresa Hice, Wake SWCD
*Get the first peek at the new mobile soils lab trailer and participate in demonstrations and lessons. Learn about the logistics of checking out this new resource to use for your district field days or educational outreach. **Bring a folding chair if you have one.*

8 a.m. – 5 p.m. Salon 2
Conservation Planning - AgWRAP
Josh Spencer, USDA NRCS
Daphne Cartner, NCDA&CS DSWC
Facilitator: Natalie Woolard, DSWC
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 the conservation planning policies, programmatic changes to preliminary site assessments, identifying resource concerns, writing a good narrative and the basic fundamentals of conservation planning.

THURSDAY, August 14, 2014

8 a.m. – 5 p.m. Salon 1

Conservation Planning: Grazing/Pasture Management

Robert Horton, USDA NRCS
Amanda Schaller, USDA NRCS
Facilitator: Joe Hudyncia, DSWC

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 the conservation planning policies, identifying resource concerns, writing a good narrative and the basic fundamentals of why conservation planning is important. CCP Credits approval pending.

8 a.m. – 5 p.m. Blount Property*

Developing Baseline & Easement Stewardship

Kim Livingston & Kent Vaughn, DSWC
Tatum Justice, Coastal Land Trust
Jennifer Rogers Avesing, Coastal Land Trust

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. Lunch provided onsite with separate fee.

11:30 a.m. – 1 p.m.

Lunch on your own

1 – 5 p.m. Salon 3

Financial Administration for Districts

Jim Burke, NC Department of State Treasurer
Andy Miller, Davidson SWCD
Richard Clark, DSWC
Eric Wayne, N.C. Department of Revenue

Building on the morning sessions; review basic accounting practices (as required by the LGBFCA), and legal budgeting requirements and practices (including public hearings). The N.C. Department of Revenue will share requirements related to sales taxes for districts that are selling conservation-related goods or services as a means to generate revenue.

1 – 5 p.m. Directors Room

More on Marshes & Wetlands

Terri Kirby-Hathaway, Coastal Studies Institute

Discover more ways to teach about marshes and wetlands. Activities 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.

6:30 – 8 p.m. Salon 2 & 3

Banquet

Provided with appropriate conference registration fees.

*Offsite locations:

Alice F. Keene Park Community School
4561 County Home Road
Greenville, NC
Phone: 252-902-1975.

Pitt County Ag Center
Kitchen
403 Government Circle
Greenville, NC
Phone: 252-902-1700

Mobile soil classroom
Hotel parking lot just outside meeting room doors

Blount Property
3251 Old River Rd
Greenville, NC

Boys & Girls Club
621 West Firetower Rd.
Winterville, NC 28590
Phone: 252-355-2345

Pitt County Convention Center
303 SW Greenville Boulevard
Greenville, NC
Phone: 252-329-4200

CHECK IT OUT

Mobile Soils Classroom

Get the first peek at the new mobile soils lab trailer and participate in demonstrations and lessons. Learn about the logistics of checking out this new resource to use for your district field days or educational outreach. Workshops daily. See the agenda for times.