

2010 CDEA Annual Training Session and “Water Quality Symposium”

Presented By:

New York State Conservation District Employees' Association, Inc.
and
New York State Soil and Water Conservation Committee

March 9-12, 2010

**Holiday Inn Arena
Hotel and Conference Center
Binghamton, NY**



*"Providing Today,
Protecting Tomorrow"*

New York State Conservation District
Employees' Association

New York State
Soil & Water
Conservation Committee

General Information

Training Session Dates: Tuesday, March 9, 2010 1:00 pm - Friday, March 12, 2010 11:30 am

Registration Deadline: February 12, 2010 (**Please register early**)

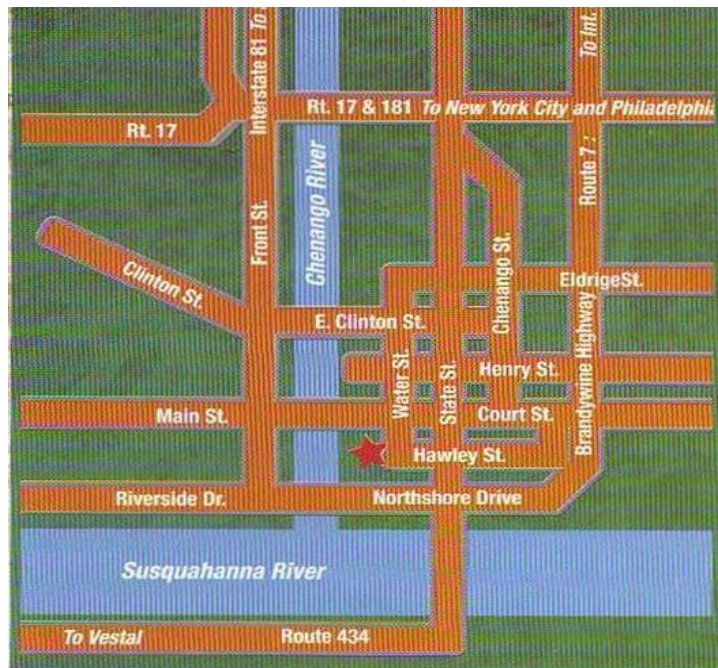
Location: Holiday Inn Arena, Hotel and Conference Center
2-8 Hawley Street
Binghamton, NY 13901-3199
<http://www.holidayinnbinghamton.com>

Hotel Telephone: (607) 722-1212

Hotel Fax: (607) 722-6063

General Directions:

http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=holiday+inn+arena,+binghamton+ny&sl=37.0625,-95.677068&ssp=53.345014,114.169922&ie=UTF8&cd=1&hq=holiday+inn+arena.&hnear=Binghamton,+NY&ll=42.097824,-75.913897&spn=0.024679,0.055747&z=15



Parking: Parking is provided at the facility

Hotel Facilities: Passes to YMCA
In Room Coffee Makers, Hair Dryers, Iron/Ironing Board
Hi speed Internet, Wireless Internet

2010 Water Quality Symposium Schedule of Events

Time	Tuesday, March 9	Wednesday, March 10	Thursday, March 11	Friday, March 12
7:00-8:15		Breakfast	Breakfast	Breakfast: 7:30 – 9:00 am
8:30-12:00	Registration	1. CNMP Certification (begins. at 8:00) 4. NYS Stormwater Updates 8. Powerful Presentations 9. So you want to be a Notary 10. Do you have a District Roadmap 11. Concepts of Watershed Hydrology 12. Roof Runoff design	1. CNMP Certification (begins. at 8:00) 15. Photography to Express your Best 16. Employee Performance 17. New Engineering Hydrology 18. Be a Superior (and Tactful) Communicator! 19. Basic Agronomy 20. Ag Waste 21. CPESC review*(offsite)	1. CNMP Certification (cont. at 8 am) <hr/> <i>Concurrent sessions begin at 9 am</i> 23. Conservation Education 24. Working with Horse Farms 25. Ag Plastics Programs 26. Urban Drainage 27. Clerks Forum –Earned Income Programs 28. Managers Forum – Calendar Management
12:00-1:00		Lunch (Div. meetings are held at lunch)	Lunch	Classes end at 11:30 am, <u>except CNMP</u> Check-out
1:30-4:30 PM <i>CNMP ends at 5 pm</i>	Opening Session 1 – 1:30 pm	<i>Courses continue from morning:</i>	<i>Courses continue from morning:</i>	
	<i>Concurrent Sessions begin at 1:30 pm</i>	1. CNMP Certification (cont.) 4. NYS Stormwater Updates 8. Powerful Presentations 10. Do you have a District Roadmap 11. Concepts of Watershed Hydrology 13. Modified Accrual Accounting 14. Culvert Design	1. CNMP Certification (cont.) 15. Photography to Express the Best 16. Employee Performance 17. New Engineering Hydrology 18. Be a Superior (and Tactful) Communicator! 19. Basic Agronomy 21. CPESC* review (offsite) 22. District BMP showcase	
Resource Fair 4:30 -8:00				
5:30	Dinner (5:30 - 6:30)	Dinner/CDEA Annual Meeting (6:00 - 8:00)	<i>Reception - 6 pm</i> with Raffle and Auction results <i>Banquet – 7 pm</i> with Recognition Awards Followed by camaraderie and entertainment	
7:00-?	Entertainment at 9:00 at the bar	Entertainment at 9:00 at the bar		

Course Descriptions

For clarity, the course numbers on the Registration Form and Schedule of Events correspond with the numbers in the course descriptions below.

Opening Session

Tuesday, March 9, 1:00 p.m. - 1:30 p.m.

Welcome and Opening Remarks:

Mike Latham, Director, NYSSWCC, Division of Soil and Water, NYS Dept. of Ag and Markets, and Steve Lorraine, President, NYS Conservation District Employees' Association

Training Session Orientation:

Jim Lieberum, Vice President, NYS Conservation District Employees' Association

Conservation District Employees' Association – Nominations for Officers

1. Comprehensive Nutrient Management Plan (CNMP) Planner Certification (NRCS Level 2)

Instructors: Personnel from USDA-Natural Resources Conservation Service; Cornell; NYS Department of Environmental Conservation; NYS Soil & Water Conservation Committee; and AEM Certified Planners.

Date and Time: Tuesday, March 9th **1:30 p.m. to 5:00 p.m.**; Wednesday, March 10th **8:00 a.m. to 5:00 p.m.**; Thursday, March 11th **8:00 a.m. to 5:00 p.m.**; Friday, March 12th **8:00 a.m. to 12:00 Noon**

Description: An intensive, four-day training on the development of Comprehensive Nutrient Management Plans (CNMP). The training is required for planners seeking certification to sign CNMPs for CAFOs or AEM or NRCS Planning Certification. The session is divided into components to allow currently certified Planners to attend portions of the training as an update. Training components include:

Tues., 3/9 pm –	Policy, Planning Procedures, Standards, and DEC Permits
Wed., 3/10 am –	NY 312, Watersheds, Farm Business Goals & Erosion Control
Wed., 3/10 pm –	Nutrient Management (NY-590)
Thurs., 3/11 am –	Resource problems & solutions: concentrated sources, pastures, pathogens & feed management
Thurs., 3/11 pm-	Resource problems & solutions: Manure storage, transfer & treatment; Emergency Action Plan; Neighbor Relations
Fri., 3/12 am-	Planner Responsibilities and Tour of a CNMP

Application has been made for CCA CEUs.

***Note extended instruction times for this course.**

2. Introduction to Soil Health and Management

Instructors: Dr. Harold van Es, Dr. Bianca Moebius-Clune, Bob Schindelbeck, *Cornell University, Soil Health Team*

Date and Time: Tuesday, March 9th 1:30 p.m. to 4:30 p.m.

Description: Soil health deals with the integration of the physical, chemical, and biological properties of soil for improved productivity and environmental quality. When soil is not functioning to its full capacity due to soil constraints, then sustainable productivity, farm profits, and environmental quality are jeopardized. This session will explore the recognition and measurement of soil constraints and link them to cost effective management solutions that can lead to greater productivity, profits, and environmental quality, by reducing compaction, erosion, runoff, nutrient inputs, and pest pressure. Discussion will include how these same principles can be applied to urban and suburban soils.

3. Animal and Farmstead Health

Instructor: Kathy Finnerty, Coordinator, *NYS Cattle Health Assurance Program*

Date and Time: Tuesday, March 9th 1:30 p.m. to 4:30 p.m.

Description: This course will present basic information about how NYSCHAP operates and the benefits to the producer followed by the critical biosecurity best management practices that are recommended to decrease pathogen loads on farms (dairy and beef). As time permits, Kathy will also discuss the common diseases that NYSCHAP focuses on (Johnes, leukosis, mastitis, calf scours, etc), how they are transmitted and the resulting management practices to limit spread.

4. New York State Stormwater Updates

Instructors: Angus Eaton, Ellen Hahn, Dave Gaspar, Christina Falk, Robert Capowski, *NYSDEC*

Date and Time: Tuesday, March 9th 1:30 p.m. to 4:30 PM, Wednesday March 10th 8:30 – 4:30

Description: Stormwater technology and regulations are changing. Here's your opportunity to learn more. This course begins with DEC stormwater personnel providing an overview of Green Infrastructure technologies that can be incorporated into construction sites. Updates to the Stormwater Management Design Manual will also be covered with hands-on examples. The course will also cover the revisions to the new stormwater permits and will be taught by NYSDEC personnel.

5. Effective Grant Writing

Instructor: Lauren Prezorski, *NYS SWCC*

Date and Time: Tuesday, March 9th 1:30 p.m. to 4:30 p.m.

Description: In these difficult economic times, competitive grant writing has never been more important. This class will offer some tips to writing a proposal that will get noticed. Learn how to interpret requests for proposals, the essential areas to cover and techniques for making your proposal stand out. Get the edge on what grant reviewers look for and how to make a first impression.

6. QuickBooks Update – Are you prepared?

Instructors: Deb Kelley, *Chautauqua County SWCD* and Vicki Hendrix, *Tompkins County SWCD*

Date and Time: Tuesday, March 9th 1:30 p.m. to 4:30 p.m.

Description: Deb and Vicki have been working together on a new QuickBooks manual based on QB2009. This course will be covering all aspects of QB including payroll and budgeting and how to incorporate the new changes from the comptroller in to your QB chart of accounts to basic check writing. This course will benefit new clerks as well as helping the seasoned ones. A manual will be provided to each district attending the class, and a review is incorporated.

7. Do or Die for Districts

Instructors: William Cooke, *Citizens Campaign for the Environment Director of Government Relations, Communications and Fund Raising*; Judy Littrell, Executive Director, *NYACD*; Dave Wick, District Manager, *Warren County Soil and Water Conservation*; Rich Lewis and Barb Silvestri, *NYSSWCC*

Date and Time: Tuesday, March 10th 1:30 p.m. to 4:30 p.m.

Description: In order to not lose ground and safeguard your District's future, you will need to focus on critical components of outreach and messaging to key interests strategically throughout the coming year. In this workshop you will gain a deeper understanding of the current state funding situation and ways to survive and even thrive in these tough economic times. We will examine communication and marketing methods that have been successful and why. You will learn from a pro the intricacies of getting to 'YES' on funding, gain vital timing tips to manage your calendar and leave with an action plan to most effectively communicate your message with your key interests. Topics of discussion will also include the important link to Strategic Planning, empowering District Directors, and the most effective use of District Newsletters, Annual Reports, Photos, Press Releases and News Stories to convey your message and obtain your goals.

8. Powerful Presentations

Instructor: Fred Ashforth, *Ashforth Associates*

Date and Time: Wednesday, March 10th 8:30 a.m. to 4:30 p.m.

Description: Conservation District staff, like other professionals, can have brilliant ideas but if they can't get them across, their ideas won't get them anywhere. The need to stand up and speak in a way that effectively represents your District and promotes your programs is more important than ever.

This full-day interactive workshop will improve presentation skills at any level, and help you to be more confident and effective in getting your message heard. The program will address attitude, technique and behavior as it relates to speaking, and also address how to best make that transition from 'outside worker' to 'inside presenter.'

Response from Fred Ashforth's session provided in March 2009 was tremendous. This program will introduce new tips and techniques for effective speaking whether you're in the field, in the boardroom or beyond. As past attendees say, "*Great information that you can use today and every day when meeting and speaking with people.*"

This course will count for 6 hours toward Competency #1 in the Management Certification Program.

9. So you want to be a Notary.....

Instructor: Gary Schanz, *Broome Community College*

Date and Time: Wednesday, March 10th 8:30 a.m. to noon

Description: Prepare yourself for the New York State notary public licensing exam in this review workshop. The background of laws pertaining to affidavits, acknowledgements, certifications and authentication of acknowledgements are discussed as well as the various forms used in the notary process. This course is not required for the notary exam; rather it is a study aid for those who wish to gain additional insight into legal processes and terminology as a preparation for the role of a notary. It is not meant to review specific questions on the exam. A copy of the Notary Public License Law booklet is mailed to each participant. This should be reviewed prior to the course (there are no refunds available to the CDEA once these booklets are mailed).

10. Do You Have a Road Map for Where Your District is Going?

Instructors: Les Travis and Rich Lewis, *NYS SWCC staff*

Date and Time: Wednesday, March 11th 8:30 a.m. to 4:30 pm

Description: “If you don’t know where you are going, any path will do.” A well thought out business plan or strategy is the road map toward long-term success. It can help you to set your annual action plan and reduce the stresses of hard economic times and budget struggles.

Participants will learn the processes of developing a District strategy that addresses local needs and opportunities including methods to assess where your District is and where your District wants to go by evaluating the resources you have and the information you need to set goals and objectives. Components needed to garner public and political understanding and support will be included.

11. Concepts of Watershed Hydrology

Instructor: Dr. Peter Black, *SUNY College of Environmental Science & Forestry at Syracuse*

Date and Time: Wednesday, March 10th 8:30 a.m. to 4:30 p.m.

Description: This course is an introduction to the distribution and movement of water through a watershed in relation to weather, climate, soils, topography, vegetation, and management. Students will explore topics including water budgets, storage, and flow through the watershed (precipitation, evaporation, runoff, soil storage, etc.). The course will increase your understanding of water in the environment allowing you to participate in sound watershed management decisions and BMP selection. This is a required course in the new Technical Development Curriculum for both technicians and planners. **Note:** *If you have not had an introductory hydrology course, it is recommended to take Concepts of Watershed Hydrology (#11) prior to New Engineering Hydrology (#17)..*

12. Roof Runoff Design

Instructor: Don Lynch, design engineer

Date and Time: Wednesday, March 10th 8:30 p.m. to Noon.

Description: What is one of the best ways to treat dirty barnyard water? Answer: Prevent the clean water from becoming dirty. This course will assist designers and planners with interpreting, understanding and designing roof runoff systems through the *Roof Runoff Structure* standard. This will include sizing roof areas, calculating the runoff, fascia installations, 5 & 6” gutter sizing and proper installations and drip trench design.

13. Modified Accrual Accounting

Instructors: Vicki Hendrix, *Tompkins County SWCD* and Deb Kelley, *Chautauqua County SWCD*

Date and Time: Wednesday, March 10th 1:00 p.m. to 4:30 p.m.

Description: What is Modified Accrual Accounting and why do we need to do it? How are you tracking the mounds of information and data that you are collecting in your AEM program? Can you find this information when it is time to access it for a grant application? This course will look at some of the systems being used around the state and how they may work for you. Fellow district staff will show how they have been doing it and where they hope to take their data tracking systems in the future.

14. Culvert Designs

Instructor: Ron Young , *USDA-NRCS*

Date and Time: Wednesday, March 10th 1:00 p.m. to 4:30 p.m.

Description: How do you select the proper culvert and what do you need to consider in the design? The list is long and variable, but this course will assist you in selecting the correct entrance coefficient, inlet and outlet elevations, Manning's N, culvert capacity, head pressure, head and tail walls and splash apron. Bring questions!

15. Photography to Express your Best

Instructor: Lisa Walsh – *Lisa Walsh Photography*

Date and Time: Thursday, March 11th 8:30 a.m. to 4:30 p.m.

Description: How many times have you taken a picture in the field and realized in the office that it didn't turn out too well? Do you have representative images that are presentable to your staff, Board or Supervisors? Well, this is a fun, hands on, and informative photography class. Professional instructor Lisa Walsh will conduct this course and will focus on (no pun intended) but not be limited to: lighting, shadows, focus, standpoints, exposure, composition, direction, shooting great before & after pictures, using photos for displays, reports, & media, software programs and photography do & don'ts. **You will need to bring a camera** and any questions that you may have.

16. Employee Performance Appraisals and Time Management - A lesson in how, when and why.

Instructors: Michael Klein, *Personnel Officer for the Broome County Dept of Personnel*, Greg Mc Kurth, *Wyoming County District Manager*, Steve Lorraine, *Madison County District Manager and NYSCDEA President* and Brian Wohnsiedler, *Jefferson County Executive Director*

Date and Time: Thursday, March 11th 8:30 a.m. to 4:30 p.m.

Description: Please join us Thursday morning for an informative discussion by Personnel Officer Michael Klein. Mr. Klein will discuss the many aspects of the employee performance appraisal process. Topics will include the reasons why Managers should conduct appraisals, how to perform a meaningful appraisal and how to track employee progress. Participants will learn the many ways that the appraisal process helps not only the employer, but also the employee.

The afternoon session will feature Oneida County SWCD Executive Director Kevin Lewis to discuss the time tracking program Dovico. Kevin uses this program to not only track staff hours for programs but also to monitor and manage sick leave and annual time. Following Kevin's presentation, Wyoming County SWCD District Manager Greg McKurth will share his experiences using this program and how it has allowed his office to become more efficient with the management of staff hours towards specific District programs. A roundtable discussion will follow to talk about how the information discussed earlier can be used in your District to improve efficiency throughout many of your programs, and how other District Managers use this information in their offices.

This course will meet the requirements for Management Certification in the future.

17. New Engineering Hydrology

Instructors: Don Lake, P.E., *Dulac Engineering* and Peter Wright, P.E., *USDA-NRCS*

Date and Time: Thursday, March 11th 8:30 a.m. to 4:30 p.m.

Description: We all know that runoff calculations are a mainstay in many aspects of SWCD work whether we're designing a WASCOB or a stormwater detention basin. Recent inquiries were voiced by public officials regarding whether or not the values used for traditional rainfall amounts in designs were valid. Updated data reveals that we are experiencing changes in extreme rainfall. As a result of these concerns, NY NRCS has led an effort with other agencies and states and contracted with the Northeast Regional Climate Center (NRCC) to come up with updated rainfall maps and distributions. These changes will affect the process of quantifying runoff, will impact a wide range of conservation projects and many other design efforts. Don Lake and Peter Wright will team up to explain the new material and methods to help you understand and use the new hydrology confidently to calculate design discharges for your projects. **Note:** *If you have not had an introductory hydrology course, it is recommended to take Concepts of Watershed Hydrology (#11) prior to this course.*

18. Be a Superior (and Tactful) Communicator!

Instructor: Sally Jo Crosiar, *Healthy People*

Date and Time: Wednesday, March 10th 8 a.m. to 4:30 p.m.

Description: Learn and practice some golden rules of communication:

- Tailor your messages to get buy-in and cooperation!
- Learn to listen – deeply, intently, so others know you want to understand!
- Disarm potential opponents and turn them into partners!
- Practice the subtle art of letting someone else get your own way!
- Save time by helping others ‘get it’ the first time you say it!
- Gain greater self-awareness!
- Develop stronger relationships based on appreciation of differences!

This course meets the requirements for Management Certification competencies #1 or 5.

19. Basic Agronomy

Instructors: Nate Herendeen, *Crop Consultant, WNY Crop Management Association*, Karl Czymmek, *Cornell University, Pro-Dairy Program*, Dr. Quirine Ketterings, *Cornell University, Nutrient Management “Spear” Program* and other guest appearances.

Date and Time: Thursday, March 11th 8:30 a.m. to 4:30 p.m.

Description: This course is designed for employees with agricultural conservation responsibilities, but have little formal education and/or experience in agriculture. The session will provide you with the basic background to be conversant with farmers and other agricultural professionals, and will improve your understanding of the challenges, decisions, and economics facing farmers in managing their farms and natural resources. This session should benefit anyone conducting Tier 2 Assessments, developing conservation plans, or designing BMPs that desires an improved agricultural background.

20. Ag Waste Handling and Small Enclosure Safety**Instructor:** Doug Benson, *Patz Equipment***Date and Time:** Thursday, March 11th 8:30 a.m. to 4:30 p.m.

Description: Are all agricultural pumps created equal? Are they all designed for the same purpose? In this course, Doug Benson from *Patz Industrial* will present a variety of pumps and available farm equipment and will discuss their proper use and application, including the new OXy manure treatment system and a shuttle box scraper.

In addition to technical equipment information, *Patz* will outline safety precautions while working in and around confined spaces, learned through the company's 60 years of existence.

21. CPESC Review (Offsite location, Broome County Cornell Cooperative Extension Building)**Instructors:** Ellen Hahn, *NYSDEC* and Phil Griswold, *Seneca County SWCD***Date and Time:** Thursday, March 11th 8:30 a.m. to 5:00 p.m.

Description: If you are planning on taking the CPESC exam anytime soon or just need a brush up in Erosion and Sediment Control, then mark this course down! Be prepared to MUSLE through soil loss equations, review erosion and sediment control practices and learn how to figure out pure live seed rates. A CPESC Exam will be held for attendees at a later date. Lunch and breaks will be provided. **Note:** *If you have a week long registration, a \$75.00 fee is charged for this course to cover the required CPESC review manual. If you are taking the CPESC Review course only, the total cost is \$175.00*

22. District BMP Showcase**Instructor:** Dave Reckahn, Moderator, *Essex County SWCD***Date and Time:** Thursday, March 11th 1:00 p.m. to 4:30 p.m.

Description: What do you know about agricultural mixing facilities? What about rain gardens? Forestry BMP's? If you want to understand these and see what Districts across NY are doing in regards to innovative BMP programs then plan on attending this course. A PowerPoint presentation will highlight partners, funding sources, successful techniques and maybe some not so successful techniques to watch out for. This course provides you with some ideas for your own District activities!

23. Conservation Education**Instructors:** Shino Tanikawa, District Manager, *NYC SWCD*, Caitlin Stewart, Cons. Educator, *Hamilton County SWCD*, Dean Moore, Sr. Dist. Tech., *Warren County SWCD***Date and Time:** Friday, March 12th 9:00 a.m. to 11:30 a.m.

Description: If your District doesn't have an educator and you want to take part in classroom conservation education, conservation field days, or any other ideas you may have but need some help getting started, this course is for you. Or if you are an educator but need some new ideas this class could be what you're looking for. There will be three SWCD staff that will bring their knowledge & teaching ideas to share with you. Attendees are encouraged to bring their experience & ideas to the table as well.

24. Working with Horse Farms

Instructor: George Stang, *former NRCS employee and planner for NYC Watershed, East of Hudson*

Date and Time: Friday, March 12th 9:00 a.m. to 11:30 a.m.

Description: Are horse farms really all that different from other livestock operations? In some ways, yes. This class will look at some of these differences; from owners to on-farm concerns. Learn the ABCs of working with horse farms, how to approach them and what common concerns to look for; including manure handling and pasture management.

25. Ag. Plastics Recycling

Instructors: Lois Levitan, *Cornell University* and Stephen Mahoney, *Clinton County SWCD*

Date and Time: Friday, March 12th 9:00 a.m. to 11:30 a.m.

Description: We have all heard a lot of talk lately about the Recycling Ag Plastics Project, but what exactly is it and what is involved? This class will give an overview of the project, including how it works, goals, structure, resources available, and how collected and baled plastics are used. Learn how Districts can be involved, the logistics, liability, and funding opportunities and get a firsthand account of how this project fits in with local District programming.

26. Urban Drainage

Instructor: Ed Hoxsie, *Dutchess County SWCD*

Date and Time: Friday, March 12th 9:00 a.m. to 11:30 a.m.

Description: The word is out about the expertise of Soil and Water Conservation District staff – we know drainage....or do we? When it comes to residential or municipal projects we may be facing new challenges. Hear from fellow SWCD staff about how they handle these requests and about the DEC regulations for culvert replacements. Remember, when it comes to drainage, you can teach an old dog new tricks.

27. Earned Income Programs, A.K.A. How to help the Districts survive

Instructor: Carla Luther, Moderator, *Lewis County SWCD*

Date and Time: Friday, March 12th 9:00 a.m. to 11:30 a.m.

Description: This session was developed to discuss your earned income programs and review the tree poll that was sent to all Districts in November 2009. In an effort to make the most of each District's tree sale (and other income producing programs), an open forum is being held to exchange ideas from each other to improve your own programs (*and what to avoid*). The tree poll results will be reviewed and additional discussions will follow in regards to those results and comments.

What some districts do routinely might be a new idea for another District. By pooling those ideas, Districts can improve their earned income programs.

28. Managers Forum – Calendar Management

Instructors: P.J. Emerick, Moderator, *Ontario County SWCD*

Date and Time: Friday, March 12th 9:00 a.m. to 11:30 a.m.

Description: Organization is the key to success, and utilizing staff time is even more critical these days. Managers and Executive Directors are invited to join a roundtable to discuss and learn how to effectively manage important deadlines, keep track of comp time (*if applicable*) and meeting multiple deadlines at one time. This forum will provide attendees with the ability to learn how various strategies are implemented and how all management techniques are not created equal!