

# AREA V

## EMPLOYEE SUPPORT REFERENCE LIST

In the following pages you will find several sections:

- Administrative
- Technical
- Education
- Watershed Dams

These charts can be used as a point of contact. Feedback is always welcome and the information can be updated at any time. If you would like to make a change or include additional information, please contact Kelly Snoddy at Peter Francisco SWCD, (434) 983-7923 or [Kelly.snoddy@vaswcd.org](mailto:Kelly.snoddy@vaswcd.org).

Please NOTE: A check mark was placed only if you expressed in the survey that your proficiency level in that area was a 4 or greater OR you contacted us directly and asked us to update something.

Our goal is to publish this on the VASWCD website and ultimately to include other Areas.

Thank you again!

Deanna Fehrer, VACDE President  
Kelly Snoddy, Area V VACDE Representative  
E.B Watson, Peaks of Otter SWCD

**AREA V: ADMINISTRATIVE STAFF**

**Proficiency Level 4+**

	Halifax	Blue Ridge	Lake Country	Peaks of Otter	Peter Francisco	Piedmont	R.E. Lee	Southside	Patrick
<i>Attachment E</i>	✓	✓	✓	✓	✓	✓	✓	✓	
<i>Record Retention</i>						✓			
<i>QuickBooks</i>	✓	✓			✓	✓	✓	✓	✓
<i>Preparing Audit</i>	✓		✓	✓	✓	✓	✓		
<i>In-house Payroll</i>			✓	✓		✓	✓		
<i>VRS</i>				✓	✓		✓		

**Administers or has experience with:**

	Halifax	Blue Ridge	Lake Country	Peaks of Otter	Peter Francisco	Piedmont	R.E. Lee	Southside
<i>Health Care Plan</i>			✓		✓			
<i>Direct Deposit Payroll</i>			✓		✓		✓	
<i>Supervisory Role</i>				✓	✓	✓	✓	
<i>FOIA</i>	✓	✓	✓	✓		✓	✓	✓
<i>Unemployment Audit</i>				✓	✓			
<i>FMLA</i>		✓				✓		✓

## AREA V: TECHNICAL STAFF

### Certifications

	Blue Ridge	Halifax	Lake Country	Peaks of Otter	Peter Francisco	Piedmont	R.E. Lee	Southside
<i>EJAA</i>	✓	✓	✓	✓	✓	✓	✓	✓
<i>NRCS CP</i>	✓			✓	✓	✓		
<i>NMP</i>	✓	✓		✓		✓		
<i>RMP Writer</i>				✓		✓		
<i>ESC</i>		✓	✓		✓			review only
<i>CNMP</i>				✓				

### Design – Proficiency Level 4+

	Blue Ridge	Halifax	Lake Country	Peaks of Otter	Peter Francisco	Piedmont	R.E. Lee	Southside
<i>Stream Crossing</i>	✓	✓		✓		✓		
<i>Grassed Waterway</i>	✓	✓	✓					
<i>Spring Development</i>	✓		✓					
<i>Gravity Water System</i>	✓			✓				

### Tools – Proficiency Level 4+

	Blue Ridge	Halifax	Lake Country	Peaks of Otter	Peter Francisco	Piedmont	R.E. Lee	Southside
<i>RUSLE2</i>	✓	✓		✓		✓		
<i>EFH2</i>	✓	✓		✓		✓		
<i>Manning</i>	✓			✓		✓		
<i>AutoCAD</i>	✓					✓		
<i>Total Station</i>	✓			✓				
<i>ArcGIS</i>	✓	✓		✓	✓	✓	✓	✓
<i>Logi</i>	✓				✓			
<i>DCR Cons. Planning</i>	✓	✓				✓		
<i>NRCS Toolkit</i>	✓					✓		

Technical Staff continued:

**Specialized Knowledge/Experience**

	Blue Ridge	Halifax	Lake Country	Peaks of Otter	Peter Francisco	Piedmont	R.E. Lee	Southside
<i>Grazing Systems</i>	✓			✓		✓	✓	
<i>Cropping</i>	✓	✓	✓				✓	
<i>Forestry</i>							✓	
<i>Poultry</i>					✓	✓		
<i>Beef Cattle</i>	✓	✓			✓	✓	✓	
<i>Dairy</i>	✓			✓			✓	
<i>Swine</i>			✓					

**Urban BMPs**

	Blue Ridge	Halifax	Lake Country	Peaks of Otter	Peter Francisco	Piedmont	R.E. Lee	Southside
<i>Rainwater Harvesting</i>	✓			✓		✓		
<i>Riparian Buffers</i>	✓						✓	
<i>Residential Septic</i>	✓				✓	✓		
<i>Native Plants</i>						✓		
<i>Rain Gardens</i>						✓		

## AREA V: EDUCATION STAFF

### District Programs

	Blue Ridge	Halifax	Lake Country	Peaks of Otter	Peter Francisco	Piedmont	R.E. Lee	Southside
<i>Scholarship</i>	✓	✓		✓	✓	✓	✓	✓
<i>MWEE</i>	✓				✓			✓
<i>Env. Camps</i>					✓	✓		✓
<i>Ag. Awareness Days</i>	✓					✓		
<i>Poster Contest</i>					✓	✓		
<i>Classroom Programs</i>	✓				✓	✓		✓
<i>Teacher Workshops</i>	✓					✓	✓	
<i>Rain Barrels</i>	✓				✓	✓		

### Facilitators

	Blue Ridge	Halifax	Lake Country	Peaks of Otter	Peter Francisco	Piedmont	R.E. Lee	Southside
<i>Project WET</i>	✓					✓		
<i>Save Our Streams</i>	✓				✓			

### Outreach Utilized

	Blue Ridge	Halifax	Lake Country	Peaks of Otter	Peter Francisco	Piedmont	R.E. Lee	Southside
<i>Website</i>	✓	✓	✓	✓	✓	✓	✓	
<i>Facebook</i>						✓		
<i>Farm Tours</i>	✓					✓	✓	✓

### Experience with:

	Blue Ridge	Halifax	Lake Country	Peaks of Otter	Peter Francisco	Piedmont	R.E. Lee	Southside
<i>Grant writing/ Administration</i>	✓					✓		
<i>Riparian Buffer Program</i>							✓	
<i>Bulk Mailing</i>	✓					✓		
<i>Microsoft Publisher</i>	✓			✓	✓	✓		

**Specialty and Background:**

**Blue Ridge:** Class 1 Water Operator License, Master Gardener, PLT, WILD, DEQ Watershed Education Institute Certification; **Peter Francisco:** 4H leaders, Girl Scout leader, tree ID; **Piedmont:** Landscape for Life trainer, Master Gardener

**AREA V: WATERSHED DAMS- May 2016**

**Dam Repairs**

Type of Repair	Blue Ridge	PFSWCD	Piedmont	R.E. Lee	Southside
<i>Wave Berm Repair</i>		✓		✓	
<i>Graded Filter Drain</i>	✓		✓	✓	✓
<i>Gates</i>	beaver screens	stem replace/opening	replace/opening	replace/opening	
<i>Access Road</i>	✓	gate installation	culvert pipe replacement		
<i>Other</i>		trash rack	Rock replenish outfall pool		

**Process – Proficiency Level 4+**

	Blue Ridge	PFSWCD	Piedmont	R.E. Lee	Southside
<i>Invitation for Bid</i>	✓	✓	State Docs	✓	✓
<i>Preparing Contract Docs.</i>		✓	✓		✓
<i>Bid Advertising</i>	✓	✓	✓		✓
<i>Administering Contract</i>		✓	✓	✓	✓
<i>Easements</i>		✓			
<i>Landowner Relationships</i>	✓	✓		✓	✓

**Experience with:**

	Blue Ridge	PFSWCD	Piedmont	R.E. Lee	Southside
<i>Tabletop Exercises (EAPs)</i>	✓	✓	✓		✓
<i>Landowner Meetings</i>	✓	✓	✓		✓
<i>O&amp;M with Locality</i>	✓	✓	✓		✓
<i>Locality Ordinance- DBIZ</i>	✓	✓	✓		✓

**Charts, forms, and files willing to share:**

**Peter Francisco:** landowner meeting info, reference charts by dam, landowner contact info, gate details, six-part folder for files

**Piedmont:** rainfall/stage initiation chart, staff gauge reader instructions, certification/hazard class, notebook/dam files, condensed notebook for emergencies