

Your reports should be well-written, accurate and submitted on time. It must follow the recommended **content** guidelines provided herein. You must write in complete sentences and use correct grammar; use spell-check and proofread the document before submitting it. Keep in mind that this is public information and can be shared at any time with the citizens of West Virginia.

An example report from Piney Creek Watershed Association and the Coal River Group is provided below.

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### **General Administration and Capacity Building:**

1. Membership: No significant update.
2. I received and processed our quarterly tax documents and mailed the check and all documents.

### **Projects:**

1. YMCA Soccer Field. Nothing significant to report. Weather is hampering the project right now.
2. Stream Monitoring. Nothing significant to report.
3. Convention Center/Little League Project. I received the first bid, from CENTEC for \$5,500 for the design. I also met with Alliance this week at the Convention Center and they are going to submit their bid. I also presented information at the Beckley-Raleigh County Convention Center Board of Directors about the project. I should have an answer next week on their approval to move forward on the project. I still must meet with Aspen about the project.
4. Pet Waste Stations (NPS 1600 and BSB project). I received the pet waste carabiners this week. I plan to develop a distribution plan soon.
5. New River Drive Barren Land Restoration Project. No significant update.
6. Adopt-A-Highway: No significant update.
7. Earth Day 2017: I conduct a Litter Index with members of the Earth Day Committee (Sherrie Hunter, Susan Landis, and Kate Sopher). We drove all through Raleigh County and identified high litter areas that I hope to turn into projects for Earth Day. We have three confirmed sponsors so far: WWHS Earth Club (YMCA Trails), Concord University (Rails to Trails), and Raleigh County Make-it-Shine (Harper Rd). Other sponsors are ready to commit but I have not signed up for specific projects.

### **Grants:**

1. Watershed Pilot Program and §319 grants: I received and deposited the reimbursement checks. We had a WPP conference call.
2. Stream Partners: No significant update.
3. Mountain RC&D. No significant update.
4. BAF Grant. No significant update.

**Fundraising:** No significant update.

### **Outside Engagement and Training:**

1. I attended the Raleigh County Make-it-Shine monthly meeting.
2. I sent out the email version of the newsletter; I have received positive feedback from several people.

**Events for week of January 30 – February 3**

- 23 Jan Planned Hours (6): 9:00 – 3:00
- 24 Jan Planned Hours (6.5): 9:00 – 3:00  
9:00 Health Alliance Kickoff
- 25 Jan Planned Hours (6): 9:00 – 3:00
- 26 Jan Planned Hours (6): 9:00 – 3:00  
10:00 Webinar on Marketing for Small Communities
- 27 Jan Planned Hours (4): 9:00 – 1:00

**Hours worked this pay period:**

Month	Budget Hours	Actual Hours
July	117	116.5
August	117	121
September	117	114.5
October	117	119.5
November	117	94.5
December	112	112.5
January	112	100.5
TOTAL	809	791

I worked 22 hours this week bringing me to 100.5 hours of 112 hours for the month (90%). Hours on WPP Grant: 791 hours used of 1350 hours available (58.6%). Note: the 112 for December is the new monthly projected per month requirement to complete the 1350 hours.

**Key priorities and tasks:**

- 319 YMCA Soccer Complex Project
- Earth Day
- QAPP
- Pet Waste Stations
- Convention Center Project

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**Coal River Group**  
08/22/2019

**General Administration:**

- CRG Project Manager and Chairman spoke to WVDEP members and REAP on the future projects planned for the Coal Rivers. Members of this group were very interested in the 319 grants and septic projects that were completed.
- Did not complete water sampling for the month of August. Browns Creek and Angel Fork was almost completed dried up. Will pick up the water sampling as soon as rain comes through the area.
- Completed some water sampling on the Coal Rivers.

**Projects:**

- Robinette Septic replacement has been completed, reimbursement has been sent in and ready for contractor payment.
- Met with 2 landowners this week and have everything completed and ready to install the systems.

## Watershed Pilot Reporting

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### Grants:

- Continuing current 319 septic grant.
- Awaiting to hear about multiple grants with WVDOH.
- Sent in proposal for the 319 Phase 2 grant proposal.
- Completed mid-term report for Stream Partners grant. Working to finish spending rest of the grant.
- Completed WPP annual report.

### Upcoming Plans:

- Continuing to work with CRG Grants.
- Complete 319 phase 2 for Browns Creek Angel Fork.
- Complete current 319 grant.
- Planning for the upcoming river rally conference in Texas.
- Working on the fall festival for Boone County Schools.

Date	Time	Hours	Date	Time	Hours
1-Aug	8-4pm	8	16-Aug	8-4pm	8
2-Aug	8-4pm	8	17-Aug	8-4pm	8
3-Aug	8-4pm	8	18-Aug	off	0
4-Aug	8-4pm	8	19-Aug	8-4pm	8
5-Aug	off	0	20-Aug	8-4pm	8
6-Aug	off	0	21-Aug	8-4pm	8
7-Aug	8-4pm	8	22-Aug	8-4pm	8
8-Aug	8-4pm	8	23-Aug		
9-Aug	8-4pm	8	24-Aug		
10-Aug	8-4pm	8	25-Aug		
11-Aug	8-4pm	8	26-Aug		
12-Aug	off	0	27-Aug		
13-Aug	8-4pm	8	28-Aug		
14-Aug	8-4pm	8	29-Aug		
15-Aug	8-4pm	8	30-Aug		
			31-Aug	<b>Total</b>	<b>144</b>