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manual

providing the tools and resources to
aid in protecting our watersheds.

Produced by Canaan Valley Institute for the WV Watershed Network.
Cover photos by Chain-Wen Wang: *Downstream Alliance stream monitoring, Friends of Deckers Creek.* Revised by the WVCA Watershed Resource Center 4/2006.



HOW TO USE THIS MANUAL

This manual is not intended to serve as a comprehensive resource to assist your efforts in forming and operating a watershed association. It is designed to serve as an outline of the basic steps necessary to successfully build a strong, formal organization that will allow you and your members to get things done.

The environmental and economic issues of every community will vary, but the basic steps outlined in this manual are the same for every group that wants to form a watershed association. Detailed information and assistance on building an organization is available through the resource providers listed in the manual and by contacting the Canaan Valley Institute by mail, phone, or email. The Institute will serve as the clearinghouse for this manual and maintains a library of videos, written material, and compact discs on all watershed-related topics. These materials are available to all watershed groups in the Allegheny Highlands. See the address at the front of the manual.

Take the time to look over the list of resource providers. They are listed first by issue or problem area that you may be needing assistance with. All of the people available through the agencies listed make up an army of professionals with information and direct technical assistance to help you make the changes and improvements that you desire for your watershed. Be sure to organize your ideas and be able to articulate exactly what you want before contacting anyone—and above all, be persistent when seeking assistance. If you are not sure who you need to call, volunteers with the Rivers Coalition, The West Virginia Stream Partners Program, and Canaan Valley Institute are available to help you get organized and decide where to go for what.

The items in the appendix are merely examples of some of the kinds of announcements and organizational materials you will need. No doubt, they will inspire you to create your own materials or to invent new ways of doing things. The WATERSHED TIME CARDS, designed by Betty Wiley with the Dunkard Creek Watershed, are a neat way for the members of your organization to keep track of their volunteer hours and what kinds of activities they do. Number each row of boxes by writing a number in the first box and then marking an x in as many boxes in that row as the number of hours that were spent on a given task. On the back side of the card, write the number of the row and the activity that was done. There are several good reasons for keeping a record of volunteer hours, but one of the most important reasons is for calculating in-kind services that are needed when applying for grants.

Please let us know if this manual has been helpful to you—AND—what other items you would like to see included. If your organization has developed a good strategy for getting things done, which would be helpful to other watershed groups, we would like to include it in the manual. Also, the list of watershed groups in West Virginia will have to be updated periodically. New groups are forming all the time. We will maintain a list of every organization the booklet is sent to, so that each one will receive updates as they are made.

We hope this manual will provide enough guidance and information to help empower your organization to better work towards sustainable solutions to all of your watershed problems.

ACKNOWLEDGEMENTS

We wish to thank the many people who have contributed ideas and written material for this manual. We want to especially thank Sara Pritchard and Greg McNamara with the West Virginia University National Research Center for Coal and Energy. Sara and Greg creatively organized the material, confirmed web pages and addresses, and filled in some of the blanks. Without their dedication, this manual would not have been completed. We also wish to acknowledge that the Sample Permission to Enter and Sample Release from Liability forms in the appendix are from *A Watershed Primer for Pennsylvania: A Collection of Essays on Watershed Issues*, edited by Janette M. Novak and William H. Woodwell, Jr. The list of watershed groups across West Virginia (section 5) was compiled by the West Virginia Rivers Coalition and made available to the WV Watershed Network website by the WV Stream Partners Program.

THE WEST VIRGINIA WATERSHED NETWORK

Paint Creek, West Virginia (Lower Paint Creek Association)

You can't clean up that nasty creek. To try would break your back.
The people won't come out and help. They just don't have the knack.

The tires and trash! Appliances! The junk is just too much!
The people won't come out and help. They just don't have the touch.

The mines are draining acid right down into the stream.
The people won't come out and help. They just don't have that dream.

The loggers cause that muddy mess, and no one cares at all.
The people won't come out and help. They haven't heard the call.

What's this? A fishing pier, you say? And fixed for handicap?
The people won't come out and help. They just don't have the snap.

A picnic place! A boat ramp, yet! A hiking trail desired?
The people won't come out and help. They just aren't that inspired.

And stocking fish? OH, NO! What's next? I just don't think you can.
The people won't come out and help. They'll never lift a hand.

A few good men and women with determination tried.
The people DID come out and help, and labored side by side.

We started with a clean-up. (We have one every year.)
The patch towns joined together with an atmosphere of cheer.

We came from towns and hollows, in friendship, hand in hand.
And from that rough beginning, we formed a mighty band.

The stream is clean. The pier is here. The boat dock's coming soon.
The ones who didn't have the faith now sing a different tune.

And we're not finished yet, you know. We've still a lot to do.
Our people WILL come out and help, 'cause they're Paint Creekers, true!

We'll clean the creek and stock the fish and monitor every mile.
And we, who knew it could be done, will fill with pride—and smile!

-Marty Pritchard



Watershed Manual

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<http://www.wvca.us/wvwn/>



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Incorporation and Tax Tools

Tax Exempt Status Information Sheet
Instructions for Filing Articles of Incorporation
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Section 1—Introduction

[NOTE: The *Watershed Manual* was produced by the Canaan Valley Institute for the West Virginia Watershed Network. The WV Watershed Network is a group of individuals from nonprofit organizations as well as State and federal agencies whose mission is to ensure that efforts to assist watershed associations are coordinated and that duplication of effort is eliminated. The Network envisioned the *Watershed Manual* as a tool for fledgling watershed associations. Based on the experiences of successful watershed groups throughout the State, the *Watershed Manual* will help you get your watershed association going. The looseleaf notebook format was chosen for the *Watershed Manual* so that it can be customized and updated, and grow and respond to the needs of its users.]

Never doubt that a small group of thoughtful, committed citizens can change the world.

Indeed, it is the only thing that ever has. —Margaret Mead

Grassroots is a term often used to describe the sort of community activism that the distinguished anthropologist Margaret Mead was referring to in the above remark. Grassroots organizations are groups of everyday people who share common concerns and work together to identify specific problems and find ways of bringing about positive change. The *Watershed Manual* is intended to serve as a resource for organizing grassroots efforts to identify ecological risks in your community and to set goals for natural resource protection and restoration.

Like many people across West Virginia, you probably realize that our streams and their associated landscapes provide our primary life support system; thus, they need our attention and care. Without the support of a healthy ecosystem, even the best organized communities and social systems cannot function properly. Our watersheds and related ecosystems supply water for release during dry summer months, filter harmful materials from the water, provide habitat for fish and other wildlife, modulate stream flow to reduce the incidence and severity of floods, and provide drinking water and recreational opportunities.

Unfortunately, human activity within and across watersheds has significantly altered the healthy functioning of our streams and rivers. Industry such as mining, construction, farming, and timbering are some of the activities that have impaired our streams. When these and many other activities are carried out without careful planning and regard for the environment, they seriously disrupt the ecological functions of watersheds.

In response to this crisis, many communities are forming watershed associations or coalitions that are organized grassroots efforts to restore and protect their ecosystems.

There are already many effective watershed associations established in West Virginia with memberships ranging from less than ten to more than one-hundred concerned citizens. In support of these groups, there are at least twenty-five State and federal organizations that offer training and education, meeting facilitation, water quality monitoring, financial aid, and other services. The West Virginia Watershed Network was formed to help these watershed groups connect, communicate, and identify resources.

You don't need any money to start a watershed association, but you do need commitment, direction, and patience. This manual is designed to provide you with the basic information necessary to form a strong, well-organized association that can leverage the work that needs to be done and access appropriate support services. One of the greatest resources that the manual offers is collective experience. In the spirit of grassroots cooperation, successful groups such as the Lower Paint Creek Association Inc., Kelly's Creek Community Association, and Friends of the Cheat have provided information to help you set goals, conduct meetings, and understand legal conventions. The Resource Service Providers Guide in section 4 assembles private and governmental resources that can assist your watershed group with everything from basic organization to environmental issues. In section 5, you'll find a directory of all the watershed associations in West Virginia.

The Canaan Valley Institute and the West Virginia Watershed Network are grateful for the dedicated labors of West Virginia's watershed associations. Their work and their extraordinary successes are testimony to the words of Margaret Mead. We hope that this manual will assist West Virginia's watershed associations in their endeavors, encourage the formation of new groups, and help demonstrate that seemingly insurmountable ecological crises can be resolved through organized effort and public commitment to progressive change. As a watershed association, you can make a difference!

Look for information about *Watershed Manual* updates on the WVCA website at <http://www.wvca.us/wvwn/>, send email to jthompson@wvca.us, or call 800/682-7866.



Section 2—Getting Started: Forming a Watershed Association



What's a Watershed?

All land masses on Earth have been carved into watershed systems primarily through the erosive forces of rainfall and the movement of rainwater across the land over the course of eons. Within the span of a few hundred or a thousand years, the size and shape of watersheds generally do not change significantly. The National Wildlife Federation (NWF) provides the following widely accepted definition of a watershed:



A watershed is the geographic region in which water drains into a water body, like a bay, river, or lake. The watershed includes the land as well as the water body. Also called a drainage basin.

The State of West Virginia is divided into seven major river basins or watershed basins. These are the Kanawha River, Monongahela River, Potomac River, Little Kanawha River, Guyandotte River, Big Sandy-Tug Fork Rivers, and the Ohio River. These seven major basins are divided into about 32 watersheds (based on US Geological Survey/Natural Resources Conservation Service hydrologic unit code), which are fed by many smaller streams (see figure 2.1 on next page). Whether you live near a small headwater stream in the mountains or along the banks of the Kanawha River, your watershed address is connected with one of those 32 watersheds and one of the seven major watershed basins.

You can determine the boundaries of the watershed in which you live by identifying all the water that flows into your stream from the highest ridge to the mouth of your stream and all the land from the ridgetops to the water's edge. You can do this by walking the boundaries or marking them on a US Geological Survey (USGS) topographical map. County maps also depict all of the streams in a given county. Whether your stream is two miles long or eighteen miles long, the water flowing from your watershed will ultimately flow into one of the state's major river basins and on to either the Atlantic Ocean or the Gulf Coast.



Figure 2.1—West Virginia Watersheds



The Importance of Protecting Your Watershed

Think of your address as more than just a street or box number. Our homes have an ecological or "watershed address" which is equally if not more important than our jurisdictional address. The environmental health of the watershed system in which you live influences the quality of



your life. People work, live, play, and raise their children in watersheds. Our drinking water comes from watersheds. Every activity occurring in your watershed influences the environmental and economic potential of the landscape. More and more people are organizing local watershed coalitions in order to have a direct influence on the improvement and management of the environmental health of their own neighborhoods.

What Can I Do to Help Protect My Watershed?



Common Threats to Watersheds

Pollution is generated as a consequence of our day-to-day activities. Individuals and industries generate pollution. Trash, sewage, soil erosion, manufacturing by-products, and agricultural waste and chemicals are all examples of things that can become watershed pollutants if they are not dealt with properly. Streams that are severely polluted lose their ability to sustain aquatic life, including fish, and the water becomes unsafe for recreation and consumption.

Polluted watersheds are the result of inadequate management and control of pollutants. In some cases, pollution reduction is necessary for restoring the health of a stream, but before pollution can be controlled, it must be identified. Sometimes identifying all of the sources of pollutants and finding ways to remove them is not easy, but in most cases, financial and technical resources are available to citizens who want to stop pollution and improve the quality of their watersheds. The real key to improving water quality and maintaining a healthy watershed environment is community involvement and commitment: an organized, active grassroots effort.



Why Form a Watershed Association?



Local watershed associations can be one of the most effective means of making improvements and maintaining the health of a watershed. When a diverse group of local homeowners, community leaders, and business owners organizes to work toward a common goal, solutions to environmental issues can be resolved cooperatively. In most instances, these solutions meet the basic needs of each *stakeholder*. Some common actions or activities sponsored by watershed associations include streamside cleanups, buffer strip planting for flood and erosion control, education, and community outreach. With assistance from private and governmental agencies, a well-organized, hard-working community organization can tackle most environmental and economic concerns effectively. A watershed association gives your movement credibility and focus, while setting measurable objectives as you work toward your watershed goals, and a formal watershed association is more likely to obtain monetary grants and awards than a small group of individuals.

***stakeholder**—anyone with a stake or vested interest in the watershed and who wishes to have some input into a watershed plan. A good mix of people will help steer the success of the group.*



Five Steps in Forming a Watershed Association

- 1. Identify your issues.** Organizing a watershed association often begins with an idea or issue of concern that two or more individuals have in common.
- 2. Identify your "core" stakeholders.** To begin the transition from idea to action, identify a core group of people (5-10) who are interested in the issues and who are willing to work on a watershed approach to resolving problems.
- 3. Involve more stakeholders.** The core group should focus on involving more stakeholders in the watershed association. A group composed of people with different backgrounds can be very beneficial. By forming a watershed association, you form a "task force" of individuals, businesses, and other stakeholders who are committed to accomplishing common goals.
- 4. Set a date and time for a public meeting** as a first step to establish stakeholder interest and foster more participation and

involvement. The primary focus of your first few meetings should be a discussion of the issues and concerns that your group would like to work on.

5. **Formulate a mission statement.** One of the most important steps you want to take fairly early in building your organization is to establish a mission statement (see page 2.6).



The First Meeting

The first meeting is critical to establishing communication and trust. The primary focus of your first meeting should be organization. Be sure that the core group is aware of and knowledgeable about the concerns or threats to your watershed that are to be addressed. Whether the issues are to enhance the beauty of the community; impact economic stability; or work toward a healthier, cleaner environment for the next generation, nearly everyone present will want to become involved and contribute what they can.

Before the first meeting, the core group needs to determine the agenda and desired outcome of the meeting. If possible, arrange for a meeting facilitator to help you plan and conduct your first meeting. Trained facilitators are available to help your group get off to a good start, and will work with you through the various stages of your organizing. See the Resource Service Providers Guide in section 4 of this manual for a list of organizations that provide a meeting facilitation service.

A meeting notice including the meeting agenda should be circulated to all residents of the watershed. The agenda should include the beginning and ending times, location, topics for discussion, and a contact person's name and phone number. See the appendix for a sample meeting agenda and a sample set of rules for a successful meeting. These models were developed by grassroots watershed groups like yours.

What Should Be Accomplished During This First Meeting?

In general, strive to accomplish the following:

1. Learn each other's backgrounds, skills, perceptions, and interests.

2. Get participants' suggestions regarding the following:
 - What are the issues?*
 - What things have changed in the watershed, or what water quality standards are not being met?*
 - What expectations do people have for the future of the watershed?*
 - What other stakeholders need to be involved?*
3. Determine what background information is needed in order to recognize and understand problems, and identify resources.
4. Invite interested persons to volunteer for a coordinating committee that will further shape the watershed organization.
5. Determine if the group is willing to commit to inclusiveness and consensus.

***inclusiveness**—to invite and make welcome into the association all persons who reside in and who have a stake or interest in the watershed community.*

***consensus**—coming to an agreement that everyone can live with; finding common ground on the goals and projects that the group wishes to pursue.*

6. Bear in mind that the reason for forming a watershed group is to get the stakeholders to help shape the broad, general purposes of the organization.



Mission Statement

Before the watershed coalition can really move forward to work together to make changes, the members need to establish a mission statement. It will be helpful if the group can start the process of creating a mission statement during one of the first few meetings. Not all groups are going to reach this step immediately, but the sooner your organization can agree on specific goals, the sooner you can establish workable objectives.

The watershed group's effectiveness relies on building partnerships that include all stakeholders moving toward a common goal. A mission statement defines this common goal and gets stakeholders moving in the same direction. Without a mission statement, separate self-interests tend to override group interests. The mission statement establishes a boundary within which the watershed organization will focus.

The following elements should be considered as guidelines for developing the mission statement:

- *What would the group like to accomplish?*
- *The scope of the work (how big, how many projects, what will this cost?)*
- *Clarity (mission statement should be easy to understand)*
- *A good mission statement should be limited to one sentence.*

To begin the process, brainstorm and list important phrases or words that begin to describe the things that the stakeholders want to do or see happen. Then consolidate the most important factors and begin to refine the mission statement. In the process of refining the mission statement, realize that discussion and conflict resolution are important elements of formulating a precise mission statement.

Mission statements are part of the organizational process. Don't expect to develop a "polished" mission statement after only one meeting. Words in the mission statement are important because they convey the message of what the watershed group wants to do, but groups should avoid the pitfall of striving for the "perfect words." Be sure that the direction you want your organization to take is made clear in the mission statement. It may take several meetings to reach consensus among stakeholders.

Following are three examples of actual mission statements of WV Watershed Associations.

1. Lower Paint Creek Association Inc., Whittaker, WV: *"to return Paint Creek Watershed to a place of recreational beauty with clean water and a sparkling environment"*
2. Davis Creek Watershed Association, Charleston, WV: *"to restore stream habitat; improve, protect and monitor water quality in Davis Creek; eliminate littering and illegal dumping in the watershed; and, to educate watershed residents about better land management practices and stream ecology"*



Section 3—Developing a Formal Organization

At some point, members will need to decide if they want to organize formally to become a legal entity. This includes adopting bylaws and filing articles of incorporation. Before members make this decision, the watershed group should have developed a broad base of community support and the stakeholders should have a chance to become involved. A great deal of thought should go into defining the organization's purpose, structure, and activities.



Bylaws

The bylaws of an organization are the governing rules specifying how the organization will be managed, who will be the officers, and how they will be chosen. Bylaws describe the purpose of the organization and the rules for how various matters will be handled. Even if you decide not to incorporate, bylaws are an important tool.

The intent of rules is to establish order and structure within the organization. The bylaws are rules that protect members of the organization, regardless of whether they are absent or present when decisions are made. Bylaws outline the duties and responsibilities of the officers; spell out the mission of the organization and how that mission will be accomplished; and indicate how decisions are made, how committees function, and how the organization will be structured.

Bylaws may be as simple or extravagant as the organization chooses. In the appendix of this manual, you will find sample bylaws that contain the minimum recommended information.



Incorporation

Incorporation is a legal matter. To fully understand the pros and cons of incorporation for your organization, consider discussing the subject with an accountant or attorney. Generally, if an organization is handling substantial funds, incorporation should be considered. There are organizations with the skills and knowledge to help you proceed with the process of incorporation as a non-profit organization. (See the resource guide in section 4.)

The articles of incorporation should contain only as much information as the state statutes require. If the watershed organization chooses to incorporate, it must have bylaws. As mentioned in the section on bylaws, the main organizational rules should be contained in

the bylaws, and each state government will have certain provisions dictated by state statutes that must be contained in the bylaws.

To file for incorporation, there are standard forms that are provided by the Secretary of State. The forms necessary for filing in the state of WV are included in the appendix of this manual. You may wish to call the office of the Secretary of State (304/558-8000) to be sure you receive the most up-to-date forms.

If your organization is incorporating as non-profit, the following list notes some of the special characteristics of non-profit organizations



Special Characteristics of Non-Profit Organizations

- 1 The primary purpose of a non-profit organization is not to generate profits for its members, directors, or officers.
- 2 Non-profit organizations are organized for certain specific purposes and activities. They can be charitable, educational, civic, literary, cultural, etc.
- 3 WV State law prohibits paying dividends or distributing income or profits to members, officers, or directors of non-profit organizations, but payment of reasonable compensation is permitted.
- 4 Since WV State law prohibits a non-profit corporation from issuing stock, a non-profit organization has members rather than shareholders.
- 5 A non-profit organization has democratic control. That is, one member, one vote.
- 6 If desired, a non-profit corporation can be organized without members and contain only a board of directors.
- 7 In WV, a non-profit corporation can engage in profitable business activities that further its primary purposes.
- 8 A nonprofit corporation must pay taxes on profits or surplus in the same manner as a for-profit corporation, UNLESS tax exemption is obtained.



Tax Exempt Status

Every organization knows someone with a horror story about obtaining tax exempt status. While it is true that getting tax-exempt status can be somewhat complicated, it is often well

worth the effort. Look at the guidelines of almost any foundation and you will see "IRS 501(c)(3) status" at the top of the requirements for awarding funds. Without it, your organization will find it difficult to qualify for grant money and will have to rely on personal donations. Organizations that qualify for tax-exempt status are in the business of charitable work (religious, scientific, educational, etc.), so money previously earmarked for federal income taxes can instead be used to further the charitable purpose of the organization, such as protecting your watershed.

All entities (corporations, partnerships, trusts, associations, etc.) are subject to federal income taxation unless the organization qualifies for an exception to the tax rules under the Internal Revenue Code. These exceptions are not automatic. You must apply for the exception to the Internal Revenue Service. The exception under IRC 501(c)(3) states in part that corporations or other groups "organized and operated exclusively for religion, charitable, scientific . . . or educational purposes" are exempt from federal income taxation.

If your organization does not appear to fit within the above definition, do not give up hope. Section 501(c)(3) has many subsections, each defining different types of organizations that qualify for tax-exempt status. As mentioned earlier, the members of the association might want to consult with a lawyer or accountant to get a better understanding of the pros and cons of tax-exempt status. Additional information on obtaining forms and assistance is available in the appendix of this manual.



Section 4—Resource Service Providers

This resource guide was prepared to provide access to a cross-section of private and governmental agencies that assist local community groups in improving the environmental quality of their watersheds. These agencies can provide technical, regulatory, organizational, financial, and educational resources related to watershed issues.

Section 4A—Index to Resource Service Providers lists providers by categories. The same information is presented in table format in *Section 4B—Resource Service Providers at a Glance* on page 4.4. In *Section 4C—Resource Service Provider Contact Guide*, beginning on page 4.5, contact and descriptive information, including website address, when available, is given for each provider (listed in alphabetical order). Section 4D is a list of additional website addresses that may be of interest to watershed associations.



Section 4A—Index to Resource Service Providers

1. **Acid Mine Drainage**
Office of Abandoned Mine Lands and Reclamation
WV Division of Environmental Protection (WV DEP) /
Non Point Source Program
WVU National Mine Land Reclamation Center
US Office of Surface Mining
WV Water Research Institute

2. **Agricultural Erosion and Land Use**
Local Soil Conservation Districts
National Park Service Resource Management Training Center (NPS RMTC)
Natural Resource Conservation Service (NRCS)
WV Conservation Agency

3. **Bylaws and Incorporation**
Canaan Valley Institute (CVI)
River Network
WV Rivers Coalition (WVRC)
WV Stream Partners Program (WVSP)

(continued)

4. Community-Based Planning

Canaan Valley Institute (CVI)
National Park Service, Rails, Trails, & Conservation Assistance (NPS RTCA)
Natural Resources Conservation Service
WV Rivers Coalition (WVRC)
WV Stream Partners Program (WVSPP)
WV Watershed Management Framework
WV Bureau for Public Health (SWAP) Program

5. Education and Outreach

Capon Institute
Canaan Valley Institute (CVI)
[WV DEP] Environmental Advocate
Freshwater Institute
National Park Service Resource Management Training Center (NPS RMTC)
Project Wet
River Network
Save Our Streams (SOS)
WV Department of Environmental Protection Nonpoint Source Program
WV Stream Partners Program (WVSPP)
WV Watershed Management Framework
WV Bureau for Public Health (SWAP) Program

6. Fish Habitat and Recreation

Trout Unlimited
WV Division of Natural Resource
NPS Rails, Trails, and Conservation Assistance

7. Flood Programs and Erosion Control

Local Soil Conservation Districts
National Park Service Resource Management Training Center (NPS RMTC)
Natural Resources Conservation Service (NRCS)
WV State Conservation Agency
WV Office of Emergency Services
Federal Emergency Management Agency
Local Planning and Development

8. Geology & Hydrology

WV Geological Survey (WVGS)
Hydrology Research Center (HRC)
WV Bureau for Public Health (SWAP) Program

9. **Meeting Facilitation**

Canaan Valley Institute (CVI)
National Park Service, Rails, Trails, & Conservation Assistance (NPS RTCA)
National Park Service Resource Management Training Center (NPS RMTC)
WV Rivers Coalition
WV Stream Partners Program (WVSPP)

10. **Monitoring /Water Quality**

WV DEP Watershed Assessment Program
WV Water Research Institute
Cacapon Institute
Freshwater Institute
National Park Service Resource Management Training Center (NPS RMTC)
Trout Unlimited
Save Our Streams (SOS)
WV Bureau for Public Health

11. **Open Dumps**

WV DEP's Office of Waste Management, Pollution Prevention, and Open Dumps
Local Solid Waste Authority

12. **Sewage**

County Health Departments
National Small Flows Clearinghouse
WV Bureau for Public Health
WV Division of Forestry
WV Soil Conservation Agency

14. **Streamside Litter Cleanup**

Make It Shine Program
WV DEP Office of Waste Management, Pollution Prevention, and Open Dumps

(continued)

Section 4B- Resource Service Providers at a Glance

	<i>Acid Mine Drainage</i>	<i>Agricultural Erosion & Land Use</i>	<i>By-Laws & Incorporation</i>	<i>Community-Based Planning</i>	<i>Education & Outreach</i>	<i>Fish Habitat & Recreation</i>	<i>Flood Prevention & Erosion Control</i>	<i>Geology/Hydrology</i>	<i>Meeting Facilitation</i>	<i>Monitoring/Water Quality</i>	<i>Open Dumps</i>	<i>Sewage</i>	<i>Stream Bank Stabilization</i>	<i>Stream Litter Clean-Up</i>	<i>Trails</i>	<i>Toxic Sites</i>
AGENCY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
[WVDEP] Environmental Advocate					X											
[WVDEP] Office of Waste Manage...										X						
Cacapon Institute					X				X							
Canaan Valley Institute			X	X	X			X				X				
Capitol Conservation District		X			X		X	X	X			X	X			
Freshwater Institute									X							
Nat. Small Flows Clearinghouse											X					
Natural Resource Conservation Serv.	X	X		X			X					X				
NPS Rails, Trails & Conservation...				X				X							X	
NPS Resource Manage. Training Ctr.		X			X		X	X	X			X				
Project Wet					X											
River Network			X		X											
Save Our Streams					X				X							
Trout Unlimited						X			X							
U.S. EPA																X
WV Bureau for Public Health									X		X					
WV Conservation Agency		X			X		X		X			X				
WV DEP Make It Shine Program										X			X			
WV Div. Of Envir. Protect. (WVDEP)	X															X
WV Div. of Natural Resources	X					X						X				
WV Geological Survey								X								
WV Rivers Coalition			X	X					X							
WV Scenic Trails Assoc.															X	
WV Stream Partners Program			X	X	X				X							
WV Watershed Management Fram...				X	X					X						
WV. Div. Of Forestry												X				

13. Stream Bed and Stream Bank Stabilization

Canaan Valley Institute (CVI)
National Park Service Resource Management Training Center (NPS RMTC)
Natural Resources Conservation Service (NRCS)

15. Trails

National Park Service, Rails, Trails, & Conservation Assistance (NPS RTCA)
WV Scenic Trails Association

16. Toxic Sites

US Environmental Protection Agency (US EPA)
WV Division of Environmental Protection (WV DEP), Office of Environmental Remediation



Section 4C-Resource Service Providers Contact Guide



Cacapon Institute
Highview, WV 26808
304/856-1385

Help Categories: 5, 10

Maintains a water quality testing lab certified to run a variety of chemical and bacteriological tests. Also does outreach and education programs on water quality and watershed issues for local schools.



Canaan Valley Institute (CVI)
PO Box 673
Davis, WV 26260
800/922-3601

www.canaanvi.org

Help Categories: 3, 4, 5, 9, 13

Created to foster local decision-making in support of sustainable watersheds in the Mid-Atlantic Highlands. CVI provides monetary and technical assistance to watershed groups at all levels of organization. The assistance includes local capacity building, organizational development, problem identification, solution development, and project implementation. Geographic information systems (GIS) mapping services available. Grants up to \$5,000 available on a quarterly basis.

(continued)



[WV DEP] Environmental Advocate (OEA) www.wvdep.org

Office of Environmental Advocacy
WV Department Of Environmental Protection (DEP)
601 57th St., SE
Charleston, WV 25304
304/926-0495 or 800/654-5227

Help Categories: 5

Provides direct citizen contact with various agencies and personnel within the DEP. Provides citizens with a direct line to information about the laws and activities of the DEP as well as to the services and resources provided by DEP.



Freshwater Institute www.conservationfund.org/conservation/freshwater/

PO Box 1746
Shepherdstown, WV 25443
304/876-2815

Help Categories: 5, 10

Works toward sustainable solutions to environmental and conservation challenges through a variety of projects and partners. Works with groups to develop and validate innovative and sustainable solutions that provide the capacity to solve a variety of wastewater issues.



Make It Shine

WV DEP
Rehabilitation Environmental Action Program
601 57th St., SE
Charleston, WV 25304
800/322-5230

Help Categories: 14

Strives to involve all segments of society to work toward making West Virginia one of the cleanest states in the nation. Three main facets: environmental education (printed literature, workshops, etc.); environmental stewardship recognition; and cleanup. The cleanup program assists groups to organize cleanup efforts. These can range from open dump cleanups to river and stream cleanups to historical site cleanups.



National Park Service/Rails, Trails & Conservation Assistance (RTCA) www.wvrtc.org

WV Division of Forestry
PO Box 6125
Morgantown, WV 26506-6125

304/293-2947, ext. 2446

Help Categories: 4, 9, 15

Program of the National Park Service that works outside of the parks with nonprofit groups, other community groups, and government agencies. Provides support for broad-based watershed planning and information about watershed issues and efforts. Assists groups through consultations and helps build partnerships that result in long-term project involvement. Other services include meeting facilitation, information about funding sources, consensus building, and assistance with developing rails-to trails greenway projects.



National Park Service Resource Management

Training Center (NPS RMTc)

wvsca.org/npsrmtc2.htm

c/o Cedar Lakes Conference Center

Ripley, WV 25271

304/372-7880 OR 800/682-7866

fax: 304/372-7887

email: npsrmtc@wvsca.org

Help Categories: 2, 5, 7, 9, 10, 13

The NPS RMTc is willing to coordinate training programs for watershed associations on water quality, landowner stream banks management, agriculture, construction, oil and gas exploration, and forestry. If possible, the NPS RMTc will assist in coordination of other topics.



Natural Resources Conservation Service (NRCS)

www.nrcs.usda.gov

United States Department of Agriculture

75 High Street

Morgantown, WV 26505

304/291- 4151

Help Categories: 1, 2, 4, 7, 13

Works with private landowners and communities to help them protect their natural resources. Works in close cooperation with conservation districts, emphasizes voluntary, science-based assistance that helps solve problems at the community level. A few areas where this agency offers special assistance include stream bank restoration and stabilization, wetland reconstruction, and flood control/mitigation. NRCS also helps form new watershed associations and offers cost-share assistance on natural resource problems. There are 31 NRCS field offices in West Virginia.

(continued)

**National Small Flows Clearinghouse (NSFC)****www.nsfc.wvu.edu**

PO Box 6064

West Virginia University

Morgantown, WV 26506-6064

800/624-8301

Help Categories: 12

Non-profit US EPA-funded environmental health program that provides free and low-cost information about small community wastewater treatment. Achieves this goal through a variety of services, including a product catalog, two newsletters, a technical journal, technical assistance, and a website with discussion groups and general information.

**[WV DEP] Office of Waste Management,****Pollution Prevention, and Open Dumps****www.wvdep.org**

WV Division of Environmental Protection (DEP)

1201 57th St., SE

Charleston, WV 25304

304/926-0457

Help Categories: 11, 14

Regulates solid and hazardous waste facilities, underground storage tanks, and abandoned waste sites. Reviews and designs landfills, investigates illegal dumping and potential waste problems, and administers dump cleanup programs.

**Project Wet****www.ProjectWET.org**

WV Department of Environmental Protection

Public Information Office

601 57th St. SE

Charleston, WV 25304

304/926-0499 ext. 1036

Help Categories: 5

Comprehensive Grades K-12 curriculum of hands-on learning activities designed to instruct students about the role and importance of the earth's water cycle, fresh water and marine ecology, ground water hydrology, and all aspects related to water use and water conservation. Training programs available to teachers and citizens involved with educating youth.

**River Network****www.teleport.com/~rivernet**

4000 Albemarle Street, North West

Suite 303

Washington, DC 20016
202/364-2550

Help Categories: 3, 5

Furnishes information on all areas of river and watershed conservation. Provides training and information on issues like fundraising and organizational capacity building.



Save Our Streams

www.wvdep.org

Office of Water Resources
WV Department of Environmental Protection (WVDEP)
601 57th St., SE
Charleston, WV 25304
304/926-0499 ext.1040

Help Categories: 5, 10

Citizen stream monitoring training workshops are coordinated through this office. Web site includes a comprehensive West Virginia watershed atlas.



Trout Unlimited -West Virginia Council

www.tu.org

State Chairman
124 Ohio Avenue
Westover, WV 26505-4039
304/296-0672

Help Categories: 6, 10

National and statewide non-profit organization dedicated to the conservation, protection, and restoration of cold water fisheries and their watersheds.



US Environmental Protection Agency (EPA)

www.epa.gov

Office of Watershed Management OR
Water Protection Division
650 Arch Street
Philadelphia, PA 92103
215/814-5707

(continued)

Help Categories: 1, 16

Coordinates the protection of the environment and human health by working with state and local governments to control and abate a wide range of pollution problems. Typically, EPA provides technical, financial, coordination and enforcement support related to its authorities.



WV Bureau for Public Health

www.wvdhhr.org/bph

Environmental Health Services

Room 702

350 Capitol Street

Charleston, WV 25301-3712

304/558-2971

Help Categories: 10, 12

Responsible for public health, including drinking water, regulation of septic systems, wastewater treatment, and wellhead protection.



West Virginia Bureau for Public Health

Office of Environmental Health Services

Source Water Assessment and Protection (SWAP) Program

Capitol and Washington Streets

1 Davis Square Suite 200

Charleston, WV 25301-1798

(304) 558-2981

Help Categories: 4, 5, and possibly 8

The SWAP program is a voluntary proactive program to improve or maintain high quality source water for West Virginia's public water supply system. The SWAP program staff will assist local community efforts with available resources including education and outreach aimed at maintaining or improving their local water resources.



WV Department of Environmental Protection (WV DEP)

www.wvdep.org

Division of Water and Waste Management

601 57th St., SE

Charleston, WV 25304

304/926-0495

Help Categories: 1, 16

The Division of Water Resources enforces state and federal laws, issues water pollution permits, administers a grant and loan program for sewage treatment facilities, performs analysis on water samples, and leads a multiagency effort to control non-point sources of pollution.



WV Division of Forestry (DOF) www.wvforestry.com
1900 Kanawha Blvd., E.
Charleston, WV 25303
304/558-2788

Help Categories: 13

Provides watershed management and technical assistance to non-industrial, private landowners through the Stewardship Program and Cooperative Forest Management Program. The Stewardship Program's main focus is developing management plans that direct landowners on activities that meet their goals and objectives while utilizing and enhancing forest resources, wildlife, recreation, and water quality. Activities may include tree planting, riparian area development, crop tree release, wildlife habitat improvement, and trail establishment.



WV Geological Survey (WVGS)
www.wvgs.wvnet.edu
Mont Chateau Research Center
P.O. Box 879
Morgantown, WV 26507-0897
800/984-3656 OR 304/594-2331

Help Categories: 8

Does mapping for the state, provides information about the state's bedrock and minerals, and conducts education and outreach programs about the state's geology and geologic history. USGS topographic maps may be purchased directly through the office in Morgantown.



WV Rivers Coalition (WVRC) www.wvrivers.org
801 N. Randolph Avenue
Elkins, WV 26241
304/637-7201

Help Categories: 3, 4, 9

(continued)

Seeks the conservation and restoration of West Virginia's exceptional rivers and streams. WVRC does this through direct issue work and by working with local watershed groups. Publishes *Waternet*. Also assists with meeting facilitation, hosts training, administers a small grants program, and serves as a voice for West Virginia's waterways.



WV Scenic Trails Association
wvsta

www.wvonline.com/

463 Cobun Avenue
Morgantown, WV 26505
304/296-7249|

Help Categories: 15

A statewide organization dedicated to the development and maintenance of hiking trails along rivers in West Virginia.



WV Conservation Agency
(WVCA)

www.wvca.us

1900 Kanawha Boulevard, East
Charleston, West Virginia 25301-0193
304/558-2204

Help Categories: 2, 7, 13

Carries out programs, projects, and educational activities through WV's 14 soil conservation districts to improve and protect WV's natural resources and water quality from non-point sources of pollution from agricultural and construction runoff. The agency also helps address water quantity issues throughout West Virginia.



WV Stream Partners Program

www.wvdep.org

Office of Abandoned Mine Lands & Reclamation
601 57th Street, SE
Charleston, WV 25304
800/654-5227 OR 304/926-0495

Help Categories: 1, 3, 4, 5, 9

The Stream Partners Program is a four-agency cooperative effort involving the DEP, Division of Forestry, Division of Natural Resources, and the WV Conservation Agency. The goal is to foster the development of

community-based watershed associations for the development of watershed improvement projects to restore, protect, and enhance WV's streams. Basin Coordinator(s) available to assist interested parties with organizing, forming partnerships, defining projects, and finding technical and financial resources. Seed Grants of up to \$5,000, are available on an annual basis. The deadline for applying is April 15th.



WV Watershed Management Framework

www.wvdep.org

Watershed Basin Coordinator
601 57th St., SE
Charleston, WV 25304
304/926-0495

Help Categories: 4, 5, 9

This program is a voluntary cooperative effort between many State and federal agencies to work together to better coordinate resources to protect, maintain, enhance, and/or restore the State's water quality. Watershed are prioritization and activities include formation of local development of watershed management strategy, and implementation of projects. Involvement by the local project teams include the public, business, industry, civic groups, environmental groups, watershed associations. The watershed basin coordinators keep track of the status of all activities occurring through the WV Watershed Management Framework and can be a good resource to help identify who you need to talk to concerning your particular watershed.



WV Watershed Network

www.wvca.us

WV Conservation Agency
1900 Kanawha Boulevard, East
Charleston, WV 25301-0193
304/558-0382 / In WV 800/682-7866

Help Categories:

An informal association of interests with a mission to collaboratively support efforts and provide resources necessary to empower local residents to make decisions for sustainable management of their resources. The Network meetings are held quarterly around the state, and watershed associations are welcome to participate. A web home page and bulletin board has been established for the WV Watershed Network by the WVCA Watershed Resource Center and can be viewed at www.wvca.us. A list of watershed groups, along with contact names and addresses across West Virginia, can be found on the WV Watershed Network website. The newsletter *Waternet* can be accessed from the same web address.

(continued)



Section 4D-Additional Website Addresses

The Clean Water Act: An Owner's Manual

- A. River Network: <http://www.rivernetnetwork.org>
 - 1. National Office email: info@rivernetnetwork.org
 - 2. Eastern Office email: rivernet2@aol.com
- B. The National Water Quality Inventory: Report to Congress (Section 305(b)): <http://www.epa.gov/305b/>
- C. List of Impaired Waters (Sect 303(d)): <http://www.epa.gov/OWOW/tmdl/>
- D. US EPA
 - 1. Surf Your Watershed: <http://www.epa.gov/surf/>
 - 2. STORET database: <http://www.epa.gov/STORET/dbtop.html>
 - 3. River Corridors and Wetlands Restoration: <http://www.epa.gov/owow/wetlands/restore/>
- E. US Geological Survey (USGS)
 - 1. National Water Summary: <http://water.usgs.gov/nwsum/wsp2425/>
 - 2. National Water Quality Assessment: <http://water.usgs.gov/nawqu/>
 - 3. National Mapping Program: water.usgs.gov/nwsum/index.html
 - 4. Toxic Substances Hydrology: toxics.usgs.gov/toxics/
- F. US Fish & Wildlife Service (USFWS)
 - 1. National Wetlands Inventory: www.nwi.fws.gov
- G. Natural Resources Conservation Service (NRCS): www.nrcs.usda.gov
- H. National Oceanic & Atmospheric Administration (NOAA)
 - 1. State of the Coast: state-of-coast.noaa.gov
- I. National Weather Service - National Climatic Data Center: www.ncdc.noaa.gov
- J. Project Lighthawk - Aerial surveys: www.lighthawk.org
- K. Laws & Regulations

1. Full text of Clean Water Act: <http://www4.law.cornell.edu/uscode/33/ch26.html> or a download a summary at <http://www.epa.gov/region5/defs/html/cwa.htm>
 2. CWA'a implementing regulations from the Code of Federal Regulations at <http://www.gpoaccess.gov/cfr/index.html>
- L. Specific Application of NPDES permits
1. Updated information National Animal Feeding Operations Strategy
 - a. Clean Water Network: <http://www.cwn.org/cwn/>
 - b. Natural Resource Defense Council: <http://www.nrdc.org>
 2. Updated information on Mining NPDES permits—Office of Wastewater Management: <http://www.epa.gov/npdes>
- M. Mixing Zones—The Campaign to Safeguard America's Waters (C-SAW) email to gershon@seaknet.alaska.edu
- N. Key Tools & Programs
1. Nationwide Permit 26 covers dredging and filling in headwaters and isolated waters
 - a. Clean Water Network: <http://www.cwn.org/cwn/>
 - b. EPA wetlands: <http://www.epa.gov/OWOW/wetlands/regs/acenwp.html>
 1. Enforceable State Mechanisms for the Control of Nonpoint Source Water Pollution: http://www.elistore.org/reports_detail.asp?ID=432
 2. Almanac of Enforceable State Laws to Control Nonpoint Source Water Pollution—Environmental Law Institute web site: www.eli.org/bookstore/rralmanac98.htm
 3. South Carolina Coastal Conservation League, email to scccl@charleston.net
- O. New Horizons
1. Clean Water Innovations
 - a. Living Machines, designed ecosystems that use marsh organisms to manage waste as food sources in self-imaging ecologies. These living machines convert toxic water into water clean enough to drink at low capital costs:

<http://www.livingmachines.com>
 - b. "Grass-Roofs Movement": entire roofs are covered with a thin growing medium that insulates, filters air and absorbs precipitation: email: nawe@visi.com
 2. The Rocky Mountain Institute: <http://www.rmi.org>
Watershed Manual
 3. National Center for Appropriate Technology: rural@ncat.org

(issue date: 10/99)

Section 5—Directory of West Virginia Watershed Associations

Watershed Groups Across West Virginia

Ever wonder who else is out there? You truly are not alone! The following list is just a hint of the number and diversity of groups out there working to protect and restore West Virginia's rivers and streams.

The list is by no means complete -- if you don't see your organization listed here, let us know! We'd like to build this list into a more complete resource. To add your group to a growing list that can be used to refer interested members of the public to you, contact Jami Thompson of the West Virginia Conservation Agency's Watershed Resource Center at jthompson@wvca.us or 304-558-0382.

Back Creek Conservation Improvements

Gary Lightener
293 Tuscawilla Hills
Charles Town, WV 25414
304-725-4536

Bakers Run Conservation Society

Arthur Halterman
176 Timber Mountain Road
Baker, WV 26801
304-897-6298

Big Coal River Watershed Association

Nova Jo Cooper
P.O. Box 410
Whitesville, WV 25209
304-854-1700

Blue Creek Watershed Association

Neil Stricker
16 Stricker Lane
Clendenin, WV 25045
304-965-3758

Blue Heron Environmental Network, Inc.

Sherry Evasic
512 Paxton Cut Drive
Hedgesville, WV 25427
304-754-8717

Bluestone River Environmental Restoration

Jerry Haynes
Route 1, Box 631
Princeton, WV 24740
304-425-2939

Briscoe Run Watershed Association

Bill Amick
6350 Grand Central Avenue
Parkersburg, WV 26105-8925
304-295-4365

Buckhannon River Watershed Association

Jeffrey Simmons
25 Hickory Lane
Buckhannon, WV 26201

Buffalo Creek Watershed Association

Jason Butcher
1517 Kirkwood Drive
Charleston, WV 25311
304-610-7473

Buffalo Valley Watershed Association

David James
206 Main Street
Mannington, WV 26582
304-986-2700

Bull Run Community Association

Robert Pyles
Route 1, Box 164
Masontown, WV 26542
304-864-0199

Cabin Creek Watershed Association, Inc.

Lindol Hossler
P.O. Box 131
Dawes, WV 25054
304-595-1385

Cacapon and Lost Rivers Trust, Inc.

Nancy Ailes
Route 1, Box 32 B
High View, WV 26808
304-856-3911

Cacapon Institute

Neil Gillies
Route 1, Box 326
Highview, WV 26808
304-856-1385

Calhoun & Gilmer Careers Center

Mike Kubina
P.O. Box 792
Grantsville, WV 26147
304-354-6151

Cambell's Creek Improvement Association

Alvin Campbell
325 Campbell's Creek Drive
Charleston, WV 25306
304-925-6460

Cape Coalwood Restoration

Carol DeHaven
HC 31, Box 91
Welch, WV 24801
304-297-5673

Carter Run Watershed Improvement Association

Gregory Herndon
Wheeling, WV 26003
304-242-2300

Cedarville Community Association, Inc.

Jim Bailey
P.O. Box 2
Cedarville, WV 26611
304-462-7507

Cheat Lake Environmental & Recreation

Duane Nichols
330 Dream Catcher Circle
Morgantown, WV 26508
304-599-8040

Clear Fork & Clear Creek Watershed Association

Nancy McVey
P.O. Box 201
Dorothy, WV 25060
304-854-4036

Coal River Group

Bill Currey
1487 Pannsylvania Avenue
St. Albans, WV 25177
304-727-0660

Coal River Mountain Watch

Julia Bonds
P.O. Box 651
Whitesville, WV 25209
304-854-2182

Concerned Citizens of Pond Gap

Marvin Rucker
HC 66, Box 221
Pond Gap, WV 25160
304-595-1285

Davis Creek Watershed Association, Inc.

Diana Green
P.O. Box 5556
Charleston, WV 25361
304-740-4800

Downstream Alliance (Preston County)

Craig Mains
137 Hoffman Avenue
Morgantown, WV 26505
304-599-9564

Dunkard Creek Watershed Association, Inc.

Betty Wiley
373 Dunkard Avenue
Morgantown, WV 26505
304-292-3946

Dunloup Creek Watershed Association

Ernie Wickline
413 Monroe Street
Mt. Hope, WV 25880
304-877-5298

Elk Creek Water Pollution Control

Mr. Sandy DeMark
304-624-5094

Elk Headwaters Watershed Association

Tolly Peuleche
H.C. 86, Box 5 A
Monterville, WV 26282
304-339-6524

Elkhorn Creek Watershed Association, Inc.

Ella Kelly
P.O. Box 424
Gary, WV 24836
304-448-3548

Fields Creek Watershed Association

Ed Nelson
Box 21
Winifrede, WV 25214
304-949-5575

Friends of Blackwater

Judy Rodd
501 Elizabeth Street
Charleston, WV 25311
304-345-7663

Friends of Deckers Creek

Evan Hansen
P.O. Box 877
Dellslow, WV 26531
304-291-8205

Friends of Lower Greenbrier River

Mark Blumenstein
HC 73, Box 11
Alderson, WV 24910
304-445-7822

Friends of Mud River Watershed

Clayton Alford
Route 1, Box 658-D
Sod, WV 25564
304-524-7660

Friends of Spring Run's Wild Trout

Jerry Burke
9 Point Drive
Petersburg, WV 26847
304-257-4487

Friends of Cacapon River

Ron Wilson
Box 321
Great Cacapon, WV 25422
304-947-7590

Friends of the Cheat

Keith Pitzer
119 South Price Street, Suite 206
Kingwood, WV 26537
304-329-3621

Friends of the Little Kanawha

Deana Smith
HC 78, Box 99 A1
Rock Cave, WV 26234
304-924-6789

Friends of the Lower Guyandotte

Marilyn Crosby
28 1/2 Main Avenue
Logan, WV 25601
304-752-7662

Friends of the North River

Steve Bailes
HC 71, Box 103-C
Capon Bridge, WV 26711
304-496-7359

Friends of the Second Creek

Larry Mustain
General Delivery
Second Creek, WV 24974
304-772-5665

Friends of the Wallace Hartman Nature Preserve

Elizabeth Damewood
P.O. Box 1925
Charleston, WV 25327
304-342-6972

Friends of Trace Fork

Dwayne Barkley
P.O. Box 487
Nitro, WV 25143
304-755-4878

Gilmer Watershed Coalition

Darren Feit
P.O. Box 576
Troy, WV 26643
304-462-4704

Global Impact

Michael Manypenny
539 Decker Avenue
Morgantown, WV 26501
304-284-0096

Greenbrier River Watershed Association

Leslee McCarty
P.O. Box 1419
Lewisburg, WV 24901
304-653-4722

Guardians of the West Fork

John Eleyette
830 Benoni Avenue
Fairmont, WV 26554
304-363-4111

Guardians of the West Fork

Bruce Edinger
Route 5, Box 298
Salem, WV 26426
304-782-5214

Heizer Manila Watershed Organization, Inc.

Bobby Bonnett
P.O. Box 698
Poca, WV 25159
304-755-3047

Helvetia Restoration & Development Organization

Darlene Lucas
P.O. Box 15
Helvetia, WV 26224
304-924-5063

Hominy Creek Preservation Association

Wayne Sears
HC 63, Box 35 A
Quinwood, WV 25981
304-846-4947

Horseshoe Run Watershed Association

Warren Knotts
314 Kentucky Avenue
St. Albans, WV 25177-1521
304-558-2508

Hughes Creek Watershed Association

Charles Friddell
P.O. Box 138
Hugheston, WV 25110
304-442-9738

Indian Creek Watershed Association

Jill Fischer
P.O. Box 711
Union, WV 24983
304-772-3544

Indian Ridge Watershed Association

Hilda Mitros
P.O. Box 1136
Welch, WV 24801
304-732-7875

Jefferson County Watershed Coalition

Peter Vila
144 Hinton Road
Kearneysville, WV 25430
304-876-5426

Junior River Road Watershed Extension

Mary Haderman
P.O. Box 362
Junior, WV 26275
304-823-1962

Kelly's Creek Communities Association, Inc.

Ruth Ann Starks
P.O. Box 528
Glasgow, WV 25086
304-595-4293

Laurel Mountain / Fellowsville Area WSA

Dave Houser
Route 1, Box 103
Moatsville, WV 26405
304-892-4372

Laurel Run Watershed Association

Lew McDaniel
Route 1, Box 252
Independence, WV 26374
304-288-4078

Lens Creek Watershed Association

Randall Boyd
HC 81, Box _
Hernshaw, WV 25107
304-949-4562

Little Buffalo Creek Watershed Association

Wayne Bennett
P.O. Box 1747
Logan, WV 25601
304-752-4687

Little Coal River Coalition

Dwayne Barkley
P.O. Box 487
Nitro, WV 25143
304-755-4878

Little Grave Creek

Jan Smith
44 Sun Valley
Gein Dale, WV 26038
304-845-1581

Little Kanawha River Watershed Coalition

Jim Bailey
P.O. Box 2
Cedarville, WV 26611
304-462-7507

Little Sandy Creek Watershed Association

Rosemary Lockhart
266 Frame Road
Elkview, WV 25071
304-965-1587

Loup Creek Watershed

Priscilla Asbury
Box 78
Page, WV 25152
304-469-4888

Lower Paint Creek Association

Mim Campbell
HC 64, Box 41
Gallagher, WV 25083
304-595-2229

Lower West Fork Watershed Association

Renee Cain
P.O. Box 416
Worthington, WV 26591
304-287-7240

Magazine Branch Watershed Association

Ken Kelly
P.O. Box 20169
Charleston, WV 25362
304-346-7065

Main Island Creek Partners

Darlene Hale
P.O. Box 304
Omar, WV 25638
304-946-4960

Middle Island Creek Conservation Group

J. Eric Peters
P.O. Box 58
Sistersville, WV 26175
304-652-1760

Moncove Lake Foundation, Inc.

Qunice Gelford
HC 83, Box 78 B
Gap Mills, WV 24941
304-772-3061

Morris Creek Watershed Association

Wanda King
P.O. Box 927
Montgomery, WV 25136
304-442-4113

New Creek Valley Watershed Association

Terry Lively
P.O. Box 694
Keyser, WV 26726
304-257-2448

North Fork Watershed Association

J.D. Wilkins
P.O. Box 26
Riverton, WV 26814
304-567-2047

North Fork Watershed Project

Judy Rodd
P.O. Box 378
Thomas, WV 26292
304-463-4068

North Sand Branch Watershed Association

Vicki Stover
265 North Sand Branch Road
Mt. Hope, WV 25880
304-877-3186

Opequon Watershed, Inc.

Steve Bauserman
609 South Braddock Street
Winchester, VA 22601
540-667-4272

People Against Littering Streams of WV

Terry Denniston
Route 1, Box 195-B
Montrose, WV 26283
304-823-2367

People Who Care About Brush Creek

Roschelle Turner
P.O. Box 10
Pipestem, WV 25979
304-466-0626

Pigeon Creek Watershed Association

Dave Farley
Route 1, Box 96
Delbarton, WV 25670
304-475-4605

Piney Creek Watershed Association

Jeremiah Johnson
P.O. Box 672
Beckley, WV 25802
304-256-1760

Plateau Action Network

Randy Boyd
P.O. Box 687
Edmund, WV 25837
304-574-3327

Pond Fork Watershed Association

Deanna Blair
P.O. Box 307
Wharton, WV 25208
304-247-6723

Roane County HSTA Club

David Ruediger
P.O. Box 14
Spencer, WV 25276
304-927-6415

Save the Tygart Watershed Association

Leroy Stanley
P.O. Box 164
Grafton, WV 26354
304-265-2719

Shavers Fork Coalition, Inc.

Ric Wernicke
P.O. Box 2777
Elkins, WV 26241
304-636-2160

Simmons Creek Watershed Association, Inc.

Judy Hunt
304-949-6655

Sleepy Creek Watershed Association

Gale Foulds
46 Covey Lane
Berkley Springs, WV 25411
304-258-6155

South Branch Watershed Association of Hampshire County

Bill Milleson
P.O. Box 479
Springfield, WV 26763
304-822-8374

Stalnaker Run Watershed Association

Tim Brake
Route 2, Box 289
Elkins, WV 26241
304-637-0245

Thorn Creek Watershed Association

Dr. Tony Smith
HC 63, Box 73
Moyers, WV 26813
304-249-5200

Trap Hill Watershed Association

Leland Mullens
P.O. Box 369
Fairdale, WV 25839
304-934-7590

Tuscorora Creek Watershed Association, Inc.

Mike O'Donnell
310 East Martin Street
Martinsburg, WV 25401
304-267-4438

Twelvepole Watershed Association

Randy Maggard
Route 1, Box 155
Dunlow, WV 25511
304-385-4951

Tygart Valley River Watershed Association

Whitni Kines
P.O. Box 460
Philippi, WV 26416
304-457-3700

Tyler Mountain Community Association

Betty Tinsley
P.O. Box 10185
Charleston, WV 25357
304-744-7023

Upper Guyandotte Watershed Association

Kelly Jo Drey
300 Front Street
Mullens, WV 25882
304-294-6188

Upper Kanawha Valley Citizens Action Network

Sharon Hemmings
P.O. Box 437
Cedar Grove, WV 25309
304-595-3525

Upper Knapps Creek Watershed Association

Kenneth Kelley
RR 2, Box 51 B
Buckeye, WV 24924-9639
304-799-6448

Upper Mud River Watershed Association

C.E. Monday
8114 Dingess Avenue
Hamlin, WV 25523
304-824-5404

Upper Paint Creek Watershed Association

Howard Hughes
P.O. Box 412
Pax, WV 25904
304-877-3778

Upshur County Litter Control Board

Donald Gasper
4 Ritchie Street
Buckhannon, WV 26201
304-472-3704

Webster County Watershed Association

Mike Surbaugh
202 River Drive
Webster Springs, WV 26288
304-847-5449

West Run Watershed Association

Marlene Fullmer
90 Ackerman Road
Morgantown, WV 26508
304-599-9550

Wheeling Environmental Conservation Association

Ben Stout, III, Ph.D.
Wheeling Jesuit College
Wheeling, WV 26003
304-243-2316

White Day Creek Watershed Association, Inc.

Mark Moran
861 Rumbling Lane
Morgantown, WV 26508
304-290-6624

Appendix

(issue date: 10/99)



Glossary

- consensus** coming to an agreement that everyone can live with; finding common ground on the goals and projects that the group wishes to pursue. (p. 2.5)
- inclusiveness** to invite and make welcome into the association all persons who reside in and who have a stake or interest in the watershed community. (p. 2.5)
- stakeholder** anyone with a stake or vested interest in the watershed and who wishes to have some input into a watershed plan. A good mix of people will help steer the success of the group. (p. 2.4)
- watershed** the geographic region in which water drains into a water body, like a bay, river, or lake. The watershed includes the land as well as the water body. Also called a drainage basin. (p. 2.1)

Meeting and Project Tools

(issue date: 10/99)

The following meeting checklist may be a useful tool to for organizing association meetings:



Meeting Checklist

Meeting name: _____

- ___ 1. Determine the meeting purpose.
- ___ 2. Determine the expected outcome of the meeting. (*What do you want people to gain from the meeting?*)
- ___ 3. Select a convenient date, time (start and end), and location.
date/time _____ to _____ location _____
- ___ 4. Select a "neutral" meeting site _____
- ___ 5. Develop an agenda.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
- ___ 8. Announce the meeting with plenty of notice (at least two weeks prior). See sample meeting announcement in Appendix. Announce meeting by: _____
- ___ 9. Circulate the agenda so a few stakeholders have the opportunity to suggest modifications. Circulate to _____
- ___ 10. Select someone to preside over the meeting (to make introductions, closing comments, etc.) _____
- ___ 11. Select a facilitator. _____
- ___ 12. Select a recorder. _____
- ___ 13. Arrange the room so that everyone can take part in the discussion.
- ___ 14. Be inclusive (integrate all concerns and challenges to the process.)

Does Paint Creek Affect You?

Do any of these things concern you?

flooding

trash

bad smells

pollution

poor habitat for fish and wildlife

If you are saying "**Yes**" to any of the above or have other concerns not mentioned, we need to hear your voice. Come and join us at the very first meeting of the

**UPPER PAINT CREEK
WATERSHED ASSOCIATION**

March 11, 1999

7:00 p.m. till 8:30 p.m.

Pax Town Hall

Questions? Call 877-5333

Does Affect You?

Do any of these things concern you?

flooding

trash

bad smells

pollution

poor habitat for fish and wildlife

If you are saying "**Yes**" to any of the above or have other concerns not mentioned, we need to hear your voice. Come and join us at the very first meeting of the

Questions? Call

Agenda

ANGLIN'S RUN DISCUSSION

Monday, March 1, 1999

10:00 a.m.—11:30 a.m.

Council Chambers

- 1 Call to Order and Introductions (5 min.)
- 3 Purpose of Meeting (10 min.)
- 4 Description and Mapping of Watershed (35 min.)
 - a City Engineer
 - b Corps of Engineers
 - c Canaan Valley Institute
 - d State Dept. of Highways
 - e Soil Conservation
 - f Wes-Mon-Ty RC&D
 - g Citizens—Carl Nestor
- 5 Open Discussion (30 min.)
- 6 Future Assignments/Adjournment (10 min.)

Rules for a Healthy Meeting

1. Start and end meetings on time.
2. **All** opinions are valuable.
3. **Respect** and listen to those who are speaking.
4. Raise your hand to speak or to indicate if you cannot hear the speaker.
5. Always speak one at a time.
6. Speak loud enough for everyone to hear you.
7. Keep side conversations to a minimum.
8. Always ask questions. Never leave with a question on your mind.
9. The majority will rule in most cases, but that doesn't mean that the minority is wrong.
10. Discuss one subject at a time.
11. Always allow time for open discussion on the agenda.

Each organization is unique. The same rules will not apply in cookie cutter fashion. Try these rules, and if they don't fit your individual needs, change them by adding to or subtracting from this list. The most important thing to remember is that every member must feel valued, respected, and appreciated.

Compiled by Sharon Hemmings, Public Relations Officer, Kelley's Creek Community Association.

The Simplest Bylaws

(containing the minimum number of articles and content)

The New Watershed Association Bylaws

Article 1—Name

The name of the organization shall be The New Watershed Association.

Article 2—Object

The object of The New Watershed Association shall be to promote holistic watershed management to protect and restore the ecological integrity of the river, its tributary streams, groundwater, and surround landscapes.

Article 3—Members

The members of this organization shall be any persons interested in its purpose. Dues shall be decided by vote of the membership.

Article 4—Officers

The officers shall be a president, vice president, secretary, and treasurer. They shall be elected at the annual meeting in the even-numbered years for a term of two years.

Article 5—Meetings

Regular meetings shall be held on the second Tuesday of each month, unless otherwise changed by the board of directors. The board of directors shall meet at the call of the president.

Article 6—Board of Directors

The board of directors shall consist of the officers of the organization. The board of directors shall conduct the business of the organization between meetings of the membership.

Article 7—Committees

Committees may be established by the board of directors or by the membership, as necessary.

Article 8—Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern The New Watershed Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the organization may adopt.

Article 9—Amendments

The bylaws may be amended at any meeting provided that notice has been given one month in advance. Amendments shall require a two-thirds vote of the members present and voting.

Parliamentary Procedure at a Glance

	YOU SAY THIS	May you interrupt the speaker?	Must you be seconded?	Is the motion debatable?	What vote is required?
TO DO THIS					
Adjourn the meeting*	“I move that we adjourn”	NO	YES	NO	Majority
Recess the meeting	“I move that we recess until . . .”	NO	YES	NO	Majority
Complain about noise, room temp., etc. *	“Point of privilege”	YES	NO	NO	No vote
Suspend further consideration of something*	“I move that we table . . .”	NO	YES	NO	Majority
End debate	“I move we vote on the previous question.”	NO	YES	NO	2/3 vote
Postpone consideration of something	“I move we postpone this matter until . . .”	NO	YES	YES	Majority
Have something studied further	“I move we refer matter to a committee.”	NO	YES	YES	Majority
Amend a motion	“I move we this motion be amended by . . .”	NO	YES	NO	Majority
Introduce business (a primary motion)	“I move that . . .”	NO	YES	YES	Majority
Object to procedure or to a personal affront	“Point of order.”	YES	NO	NO	Chair decides
Request information*	“Point of information.”	YES	NO	NO	No vote
Ask for a vote by actual count to verify a voice vote*	“I call for a division of the house.”	NO	NO	NO	No vote
Object to considering some undiplomatic item	“I object to consideration of this question	YES	NO	NO	2/3 vote
Take up a matter previously tabled	“I move to take from the table”	NO	YES	NO	Majority
Reconsider something already disposed of	“I move we reconsider our action relative to . . .”	YES	YES	YES	Majority
Consider something out of its scheduled order*	“I move we suspend the rules and consider . . .”	YES	YES	NO	2/3 vote
Vote on a ruling by the chair*	“I appeal the chair’s decision”	YES	YES	YES	Majority

***Not Amendable**

ORGANIZING A STREAM CLEANUP

Most every watershed and stream bank in West Virginia is plagued with the problems associated with litter. Consequently, one of the first activities that watershed groups can do is to undertake a stream cleanup project. Volunteer stream cleanups are one of the easiest tasks that a group can do that will:

- get community members into the watershed to learn about their stream;
- increase community pride;
- help identify other problems within the watershed; and
- serve as an opportunity to educate participants about the values of their watershed for recreation, fish, wildlife habitat, and clean drinking water.

The following eight steps will guide you through the basics of organizing and following through with a stream cleanup project. Detailed assistance is available through the West Virginia Department of Natural Resources Make It Shine Program. Contact Kim Mitchell at 304/558-3370.

Step 1—SET A DATE AND LOCATION

Set a date and location for your first cleanup project. The best times for stream cleanups are in the early spring before the weather gets too hot and before the vegetation is up, or late fall when the vegetation is gone. It is important to determine a general section of the stream for your first cleanup. Keep in mind the actual miles of cleanup may change as you move further along in your plans and find out approximately how many volunteers you will have.

Step 2—ASSIGN A PROJECT LEADER AND COMMITTEE

Assign a project leader/project committee and begin to recruit volunteers. Identify someone in the organization who wants to take on the responsibility of organizing the event. This person will organize co-leaders or a committee that will help complete the list of tasks needed to organize the event. The leader will make the necessary contacts and keep the project moving. The project leader and committee will set a timeline for getting all the necessary tasks done and identifying resources for the cleanup project.

Step 3—DO AN EXPLORATORY WALK

The project committee should do an exploratory walk of the area that will be cleaned to get an idea of what resources will be necessary and the minimum number of people needed to do the job. If possible, obtain a map to mark the locations of particularly severe areas, or areas with large items that may require some special equipment for removal. Things to make note of include the following:

- an estimate of the number of truckloads or trash bags that will be needed to clean the area
- the location and number of large items like appliances
- areas with steep banks or cliffs that might require people with the skills and gear to climb down or up to retrieve the trash items
- areas with safety concerns like steep banks, heavily eroded banks, piles of broken glass, railways, etc.
- locations where trash will be piled for pickup (free pickups can be coordinated through the Make It Shine Program)
- locations suitable for people with different levels of physical stamina
- neighboring businesses and landowners

Remember: You are not allowed to run any machinery or vehicles into the stream to remove debris without a permit from DEP or the Corps of Engineers.

Step 4—LAY OUT PLANS

Set your overall plan for the day and set a timeline for all of the things that will need to be done to have a successful cleanup. Include the following:

- Set a time limit of three to four hours. Most people can work this long without feeling exhausted.
- As you build volunteers, organize teams according to age and ability to tackle the various sections of the stream.
- Identify landowners along the stream.
- Distribute flyers in public places asking for recruits and community support.
- Contact businesses for donations of food to feed the hungry workers.

- Do a public relations campaign by contacting your local radio and television stations and writing a press release for your local newspapers.

Step 5—GET PERMISSION AND RELEASE LANDOWNERS FROM LIABILITY

Contact all landowners with property along the stream where you will be working. Ask them to sign a **Permission to Enter** form. You can find out who owns the property by going to the local court house and checking the deed books. If some landowners decline, respect their wishes and work around them. Also, have ALL volunteers sign a **Release from Liability** form releasing all landowners of liability. (These forms are included in this appendix.) These forms will also provide a record of whose property was cleaned up and who volunteered to help with the cleanup.

Step 6—OBTAIN COMMUNITY SUPPORT

Contact your local businesses, local government, and Chamber of Commerce to gain an endorsement of your project. Ask them to assist your cleanup in any way that they can, either by providing volunteers or financial support for purchasing gloves, trash bags, and food, or by loaning equipment that may be needed. Contact your local Boy Scouts and Girl Scouts; church and civic groups; rock-climbing, canoeing, and mountain-biking clubs, or other organizations that could benefit from helping with the cleanup.

Step 7—MAKE FINAL ASSIGNMENTS

- Who will go into the water?
- Who will take on the more level and steeper areas?
- Who will haul water up and down the cleanup area for the workers?
- Who will prepare and serve the lunch, etc.?

Write up a final plan and schedule for the day. Assign someone to take pictures and to prepare an article for the local press informing them about the success of your day and why it matters to do such things.

Step 8—ACKNOWLEDGE YOUR VOLUNTEERS AND SUPPORTERS

If there is money available, take out an ad in your local newspaper to thank all supporters; or, better still, send letters of thanks to all volunteers!

PERMISSION TO ENTER

I, (name): _____, being owner of a property situated at
(description of property location): _____ in (name
of municipality): _____, do hereby grant permission to
(group's name): _____, represented primarily by
(name of organizer): _____, and the volunteers recruited by this
group and/or organizer for a cleanup of my property to remove refuse from my property which
borders (name of waterway): _____.

By granting this permission, I do hereby, with intent to be legally bound, release (group's
name): _____ and the volunteers from any liability and I
do not assume liability for actions incurred during the cleanup to be held on (date):
_____ with an alternate date of (date): _____.

Signature of property owner: _____ Date: _____

Printed name of property owner: _____

Signature of witness: _____

Signature of group's representative: _____ Date: _____

Printed name of group's representative: _____

Signature of witness: _____

OPTIONAL

Also, I do hereby grant this group and recruited volunteers permission to enter my property
henceforth to help maintain this property as a refuse-free property and to remove any trash as
may be deemed necessary by them.

Signature of property owner: _____ Date: _____

Printed name of property owner: _____

Signature of witness: _____

Signature of group's representative: _____ Date: _____

Printed name of group's representative: _____

Signature of witness: _____

RELEASE FROM LIABILITY

Date: _____

Name: _____

Address: _____

Phone Number: _____

Cleanup Location: _____

Notice: the undersigned, recognizing and assuming all risks of accident and injury, hereby agrees, with the intent to be legally bound, that the following sponsors (*name of landowner and sponsors*):

will not be liable or legally responsible for any injury sustained by the participant, or for loss or damage to property owned or in the possession of the participant during, or as a result of, participation in the cleanup project at the above location whether such personal injury or property damage is caused by the negligence of the sponsors or their respective employees, officers, agents, or otherwise.

Signature: _____ Date: _____

Parent/guardian signature if signatory is less than 18 years of age:

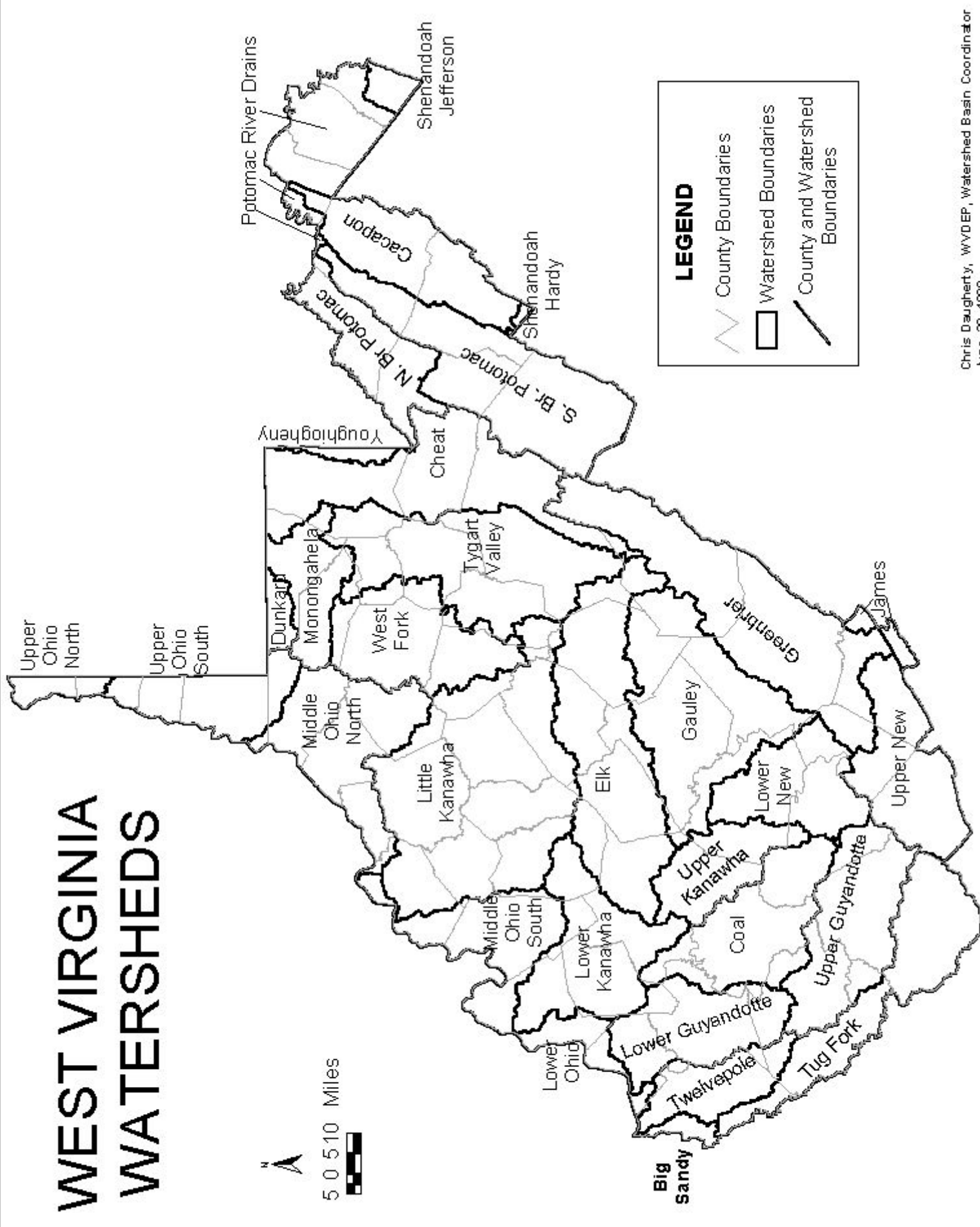
Witness: _____ Date: _____

Insert Watershed Time card (one page)



WEST VIRGINIA WATERSHEDS



5 0 5 10 Miles



LEGEND

-  County Boundaries
-  Watershed Boundaries
-  County and Watershed Boundaries

Incorporation and Tax Tools

(issue date: 10/99)

Tax Exempt Status

How does your organization apply?

if your organization fits within the description of IRC 501 (c) (3) , you will need to complete **IRS Form 1023, Application for Recognition of Exemption Under Section 501 (c) (3) of the Internal Revenue Code**, along with **Form 8718, User Fee for Exempt Organization Determination Letter Request**. Some of the information required in Form 1023 is:

- Taxpayer identification number (like a social security number but for an entity) . You can get one from the IRS by filing **Form SS-4**. You can even get this number by fax from the IRS within 24 hours if you are in a hurry—otherwise, it takes 10 business days.
- A copy of your organizing documents (Articles of Incorporation or Association, Trust indenture, etc., depending on the type of organization yours is) . If your organization does not have an organizing document, you will NOT qualify for tax-exempt status. Bylaws alone cannot be used as your organizing document .
- A full description of your organization's purposes and activities.
- Financial statements showing your incomes and expenses for the current year and the preceding three years. If your organization is young (brand new or operating for less than one year) , the IRS requires a proposed budget for the next two years and a current statement of assets and liabilities.

How do you know when tax-exempt status is granted to your organization?

Once the IRS has reviewed your application and everything is in order (meaning you have complied with any additional requests for information) , the IRS may issue an advance ruling or determination letter. This can take between a few months and one year depending on how busy your district office is. If your application is denied, you will have 30 days from the date of the denial notice to appeal.

Must you hire a CPA or a tax lawyer to apply?

You can request a copy of the required forms yourself by calling the IRS. **It is very important to also request instructions**. Forms are printed separately from the instructions, and this form and instructions package is pretty hefty. The IRS also has a help line (see numbers on next page) .

Be aware that the IRS is not bound by any advice given through this line, and that during tax season, you may be on hold for a while.

You should also request **Publication 557, Tax Exempt Status for Your Organization**, if you are serious about filing on your own. This publication is written by the IRS in plain English and is very helpful.

A tax professional—either a CPA or lawyer—may also be of service to you. Make sure your professional deals with tax-exempt organizations in general, not just the application process, since many problems can be minimized if the professional is well versed in these issues. Not all CPAs or tax lawyers work with non-profit organizations.

If you become overwhelmed by the application or feel that your organization may have additional needs, it is better to hire a professional earlier instead of later. If the IRS has any questions, a small amount of time from a tax professional can be more than worth it (in both money and aggravation). If there are problems and you need to appeal to the courts, you will need a tax lawyer who is admitted to that court. Most issues are easily solved if you bring them to the attention of a tax professional early in the process. Even if you are financially savvy and can work with the application, if having the IRS call you for information raises your blood pressure or keeps you up at night, hire a tax professional. It will be worth it.

Important Points of Contact

(800) 829-FORM to get forms and instructions

(800) 829-1040 to reach the IRS helpline

www.irs.ustreas.gov/prod/forms-pubs/forms.html