

**District Manager's Report to WMSWCD Board of Directors for August (covers July 2018 activity)**

<b>General</b>	July was a busy month for the Administrative Team – Michele Levis, Carolyn Myers Lindberg and Randi Razalenti – given the recruitment for the Communications & Outreach Manager position. A big shout out goes to Randi for her leadership in setting the timeline and steering the recruitment to ensure overlap with Carolyn before Carolyn's departure at the end of August. And a huge thank you to Director Jane Hartline for serving on both the 1 <sup>st</sup> and 2 <sup>nd</sup> interview panels – and for her guidance throughout the process.
<b>Goal 1: Erosion &amp; Healthy Soil – No Activity</b>	
<b>Goal 2: Water Quality – No Activity</b>	
<b>Goal 3: Habitat &amp; Biodiversity</b>	<ul style="list-style-type: none"> <li>• Tyron Creek Watershed Council Stewardship Committee Meeting (July 9<sup>th</sup>).</li> <li>• Oregon Technical Advisory Committee Meeting (7/11). I invited the Oregon Invasive Species Council (OISC) to present to this group – which consists of stakeholder representatives across government, landowners, associations and environmental groups as a means to provide technical coordination and advice to the US Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS) and the USDA Farm Services Agency. Glenn Dolphin, OISC President, presented.</li> <li>• Oregon Department of Agriculture, Japanese Beetle Eradication Partner Debrief Meeting (7/12). Good news! Preliminary trap counts indicated that the population level of the beetles in the Cedar Mills area is on the decline indicating that the eradication effort launched in 2017 is showing signs of containing spread. ODA successfully completed the 2<sup>nd</sup> year of eradication throughout the expanded zone of infestation. Plans are underway to continue with year 3 of the eradication effort in the spring of 2019.</li> </ul>
<b>Goal 4: Working Lands</b> (GFPCI In Kind = 0 hours)	<ul style="list-style-type: none"> <li>• Multnomah County Rural Lands coordination meeting with Kim Galland (NRCS) &amp; East Multnomah SWCD (w/ Michael Ahr, Scott Gall and Kammy Kern-Korot) (July 19<sup>th</sup>). This is new standing monthly coordination meeting initiated by East Multnomah SWCD to share information and coordinate program activity across rural programs and NRCS.</li> </ul>
<b>Goal 5: Cultivating Stewards</b>	<ul style="list-style-type: none"> <li>• Tabling (shared w/ OISC) – Twilight Tuesday (7/17) Oregon Zoo (w/ Field Intern Amber Johnson).</li> </ul>
<b>Goal 6: Vibrant Agency</b>	<ul style="list-style-type: none"> <li>• All Staff Meeting (7/2), Leadership Team Meetings (July 9<sup>th</sup>, 16<sup>th</sup> &amp; 30<sup>th</sup>); Tech Staff Meeting (7/23)</li> <li>• Prep /Agenda Setting/Attendance – West Multnomah SWCD Board Meeting (July 11<sup>th</sup>)</li> <li>• Communication &amp; Outreach Manager Recruitment:             <ul style="list-style-type: none"> <li>○ Developed interview process and questions for 1<sup>st</sup> and 2<sup>nd</sup> round interviews (w/ Randi Razalenti, Michele Levis, Carolyn Myers Lindberg, Jane Hartline and Michael Ahr)</li> <li>○ Participated (w/ Randi Razalenti) in the Initial Application Scoring Team's (Michael Ahr, Michele Levis, Carolyn Myers Lindberg, Laura Taylor) deliberation on which candidates to offer a 1<sup>st</sup> round interview. Provided email follow-up with those candidates not selected that requested feedback.</li> <li>○ First round interviews (14 in total) and selection of 4 final candidates for 2<sup>nd</sup> round interviews.</li> </ul> </li> <li>• Initiated performance evaluation (review position description and discuss professional development opportunities) with Michelle Delepine.</li> <li>• Performance Evaluation reference checks for Mary Logalbo and Laura Taylor.</li> <li>• Attended District Field Intern Learning Lunch - <i>Using the News Media for Conservation Outreach: 'Hows and Whys' of Telling Your Story to Journalists</i> (Recorded NRCS Webinar) (July 16<sup>th</sup>)</li> <li>• Special Districts of Oregon Human Resources Training – <i>The Employee Life Cycle</i> (July 17<sup>th</sup>). Topics: recruitment, onboarding, performance management, and Oregon's new equal pay law.</li> <li>• Check in meeting with Jay Udelhoven, Executive Director, East Multnomah SWCD (July 26<sup>th</sup>).</li> </ul>
<b>Sturgeon Lake</b> (In Kind = 15.5 hours)	<ul style="list-style-type: none"> <li>• Sturgeon Lake Restoration Project Groundbreaking Event (July 2<sup>nd</sup>).</li> <li>• Sturgeon Lake Restoration Project Fish Salvage (July 5<sup>th</sup>).</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Urban Ecology Research Consortium (UERC) First Friday Lunch and Learn (7/6) – Leslie Bliss-Ketchum, <i>Metro Habitat Connectivity Toolkit: Bringing Connectivity to an Actionable Scale</i>.</li> <li>• Washington County Outstanding Tree Farm of the Year and Neighbor to Neighbor Woods Tour (7/21)</li> <li>• Prep meeting with Michael Ahr – <i>Forestry in the Urban Landscape Tour</i> – Society of American Foresters National Convention, October</li> </ul>

## Michael Ahr, Forest Conservationist

### July Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> <li>Spent a day in the field with Laura going to each of 8 Understory seeding (NRCS Grant) sites and collecting soil samples</li> <li>Delivered soil samples to the soil laboratory</li> <li>Site visit to Old Germantown landowner with J. Ari (intern). He's completing a conservation plan for the landowner who has ivy on a highly erodible ravine.</li> </ul>
Greater Forest Park Conservation Initiative (GFPCI) <b>(9 total hours)</b>	<ul style="list-style-type: none"> <li>Submitted grant report for ODF invoice (2 hr)</li> <li>Various landowner communication related to projects (1 hr)</li> <li>Visited 14 acre site on Skyline to discuss options the landowner may have for logging (2.5 hrs)</li> <li>Flagged a project site in McCarthy Cr Watershed (3.5 hrs)</li> </ul>
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> <li>Met with NRCS and East Multnomah SWCD staff about coordinating and sharing work experiences with NRCS programming</li> <li>Met with Forest Park Conservancy about interest in conservation easements. Mary and I declared that it's just not something that we're doing at the moment</li> </ul>
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> <li>I've been heavily involved in the hiring process of the communications coordinator. I reviewed about 30 applications and helped with 14 interviews in July – spent about 40 hours on this in July.</li> <li>Attended learning lunch on media relations and telling our story</li> </ul>
Intern Program	<ul style="list-style-type: none"> <li>Amber and J. Ari have been fitting in a lot of office work and some stormwater visits with Mary. They each are nearing completion of a conservation plan.</li> <li>Leading an evaluation of the internship program with help of both Amber and J. Ari as well as Laura and Ari D. So far we've identified topics to further explore and shared our thoughts with the remainder of the technical staff and got great feedback from our colleagues. We're using the equity lens as part of this.</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>I used 6 days of annual leave this month for some great family camping trips</li> </ul>
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> <li>Attended DEI meeting in July</li> <li>I will be leaving the committee in a formal sense, but will keep working on special projects that the committee has identified including evaluating internship with equity lens and cultivating partners for youth education and mentorship</li> <li>Attended talks by World Forestry Fellows focused on the countries where they live and the work they've done there.</li> </ul>
<b>Seasonal Tips</b>	<ul style="list-style-type: none"> <li>- Be careful about fire precautions – consult with ODF or Tualatin Valley Fire &amp; Rescue</li> </ul>

Definitions: BLA – Build Local Alliance, FPC – Forest Park Conservancy, CWMA – Cooperative Weed Management Area, NRCS – Natural Resources Conservation Service, EQIP – Environmental Quality Incentive Program, GFPCI – Greater Forest Park Conservation Initiative, OWEB-Oregon Watershed Enhancement Board, ODF – Oregon Dept. of Forestry, CSWCD – Columbia SWCD, TSWCD – Tualatin SWCD, BES – Bureau of Environmental Services, DEI – Diversity, Equity, and Inclusion. RCPP-Regional Conservation Partnership Program. ODA – Or. Dept. of Agriculture. BLM – Bureau of Land Management

**Michelle Delepine, Invasive Species Program Coordinator**  
**August 2018 Staff Report (June 12<sup>th</sup> – August 7<sup>th</sup> 2018)**

Task	Explanation
<p>Early Detection, Rapid Response (EDRR) Program</p> <p>Goals 1-6</p>	<p><b>Garlic Mustard:</b> Our spring EDRR Season is officially wrapped up! We treated 5.6 acres of garlic mustard this year across 13.94 acres at 283 sites. This year we found no, or minimal presence, of plants at a record number of locations. In fact, staff and contractors documented 88 instances of previous infestations where no garlic mustard plants were found in 2018. The new epicenter that was detected west of Cornelius Pass Rd was successfully treated and perimeter surveys on neighboring properties have so far not detected satellite populations. In addition to several contractor crews and staff, the District employed a Northwest Youth Corps crew to assist with manual removal for a week.</p> <p><b>Spurge Laurel:</b> We continue to revisit spurge laurel sites (with a special focus on Abbey Creek) and control spurge laurel when encountered. This spring we removed 1.13 acres of spurge laurel across 2.89 acres at 74 sites.</p> <p><b>False Brome:</b> While we have had great success treating false brome, isolated patches continue to be detected in Abbey Creek. We treated just 261 sq feet over a 619 sq ft area at five sites between June and July. See eNewsletter article for more information.</p> <p><b>Orange Hawkweed:</b> Two orange hawkweed sites were controlled, and another did not have any new plants this spring (at least in part due to the landowner's careful diligence!).</p> <p><b>Giant Hogweed:</b> Unfortunately, while we did not find any new plants in 2017 at our three managed sites (nor any in May), a homeowner reported a new plant growing out of a shrub in July. Although I was vacation, Ari was able to conduct a site visit and remove it carefully.</p> <p><b>Oregon State Weed Board grant:</b> In June I completed the 2017 OSWB Final Report and reporting requirements. We are waiting for the final approval from OWEB before we will be issued the remaining award amount. We also completed almost all reimbursable project tasks for the 2018 grant award (for the amount of \$32,300 (a \$7500 increase in ask)). Over half of this award will reimburse District garlic mustard work, with the remainder going towards control work carried out by partners.</p> <p><b>IPM Coordinating:</b> For the solvepestproblems.org project: Participated in the quarterly Advisory Council meeting. Phase 1 content has been developed, which I reviewed and provided feedback on. Soft launch with initial content is currently scheduled for June 2019. Responded to in-house IPM questions and preparing for our bi-annual herbicide check-in.</p> <p><b>Mapping &amp; Data Management:</b> Ari summarized our annual EDRR statistics &amp; metrics and J. Ari created a map of our annual treatments. Ari also reviewed, formatted and packaged our datasets to be shared with ODA's Weedmapper and the Oregon iMap Invasives platforms.</p> <p><b>Misc:</b> Reported metrics for annual report; Wrote up and shared minutes from our metro-area garlic mustard season wrap up meeting; Reviewing contractor invoices and herbicide records; LOTS of coordinating with partner organizations and staff; Field Supplies Management; Landowner correspondence; Budget Tracking; Partner Collaborations; Listserv posts; Admin</p>
<p>Restoration</p> <p>Goals 1-4. 6</p>	<p>New: I am working with the captain at Firestation 27 to develop a restoration plan for 5 acres between Skyline and Forest Park. This property is managed for garlic mustard by the City of Portland and the Conservation District, and is adjacent to two other District-managed garlic mustard sites (one of them is also an EDRR Restoration site). Ari assisted me with an inventory and map. We hope to showcase the work as part of future workshops held at the firestation. Summer maintenance: Site prep for the above project will begin next week, along</p>

	with summer maintenance work. Summer maintenance work already completed at Park Creek and Riverdale restoration sites. 10+ sites in active restoration.
Invasive Partnerships  Goals 1-6	<b>4-County CWMA:</b> With our current lack of coordinator I have stepped in to fill many voids, including planning committee meetings, drafting and sending out agendas, and general coordination and management. I will be on the review panel during the hiring process (interviews are scheduled for early sept, with Oct 1 the expected start date). Field Day 2018 (Clark County 6/13) was a great success with visits to Columbia Land Trust managed “Columbia River Gateway” site adjacent to Vancouver Lake, the Plas Newydd Farm mitigation project at the mouth of the Lewis River and a private property with slender-flower thistle and leafy spurge. <b>Oregon Invasive Species Council (OISC):</b> I attended the June OISC meeting in Coos Bay/Bandon area. We didn’t hold a business meeting, but instead were treated to several presentations and field tours relating to marine invasive organisms. I also got to see some rare EDRR plants in the field including biddy biddy and matgrass, as well as some impressive Gorse Action Group field trials and educational displays. In July, Jim Cathcart tabled with OISC at Twilight Tuesday at the Oregon Zoo. This month I will be carrying invasive species messaging with me on behalf of OISC to the Institute for Applied Ecology’s Invasive Species Cook-off.
eNewsletter  Goal 5	Wrote three articles for the summer eNewsletter, including Abbey Creek false brome alert, spring EDRR program summary and Canada thistle rust fungus articles. Also contributed to an article for the District annual report.
Technical Assistance (25+) Goals 1-4, 6	Continuing to receive a flurry of requests via <a href="mailto:info@wmswcd.org">info@wmswcd.org</a> email and phone calls (it’s that time of year!). Several inquiries are in regards to knotweed and pokeweed, though I also fielded a request regarding tent caterpillars.
Meetings/ Events, Tabling, Site Visits etc (2) Goal 6	Portland Garlic Mustard Wrap Up meeting (June 12 <sup>th</sup> ), 4-County CWMA Field Day (June 13 <sup>th</sup> ), Oregon Invasive Species Council Meeting (June 19-20 <sup>th</sup> ), Tryon Creek Stewardship Meeting (June 10 <sup>th</sup> ), Solve Pest Problems Advisory Council (June 24 <sup>th</sup> ), Firestation 27 Site Visit (June 24 <sup>th</sup> )

\* BES-City of Portland, Bureau of Environmental Services, CWMA-Cooperative Weed Management Area, EDRR – Early Detection, Rapid Response, EU – European Union, IARC- International Agency for Research on Cancer, IPM- Integrated Pest Management, ODA-Oregon Dept of Agriculture, OISC – Oregon Invasive Species Council, PSU – Portland State University

Strategic Plan Goals:  
1) Water Quality, 2) Erosion & Healthy Soil, 3) Habitat and Biodiversity, 4) Productive/Sustainable Working Lands, 5) Cultivate Land Stewards of all Ages, 6) Maintain a Vibrant Agency

**Scott Gall**  
**August Staff Report**

Task	Explanation
Diversity, Equity & Inclusion (DEI)	<p>On July 2<sup>nd</sup> Wisdom of the Elders (WOTE) participated in the Sturgeon Lake/Dairy Creek groundbreaking ceremony. They attended the presentation portion at the SI Grange and provided a few remarks on the importance of Sauvie Island, Sturgeon Lake and the resources found there. After the grange we proceeded to mouth of Dairy Creek where WOTE (Teresa Montana- Interim Executive Director and Simone' Florendo- WOTE Multimedia Intern) sang two native songs to commemorate the beginning of this project. The entire day was photographed and videoed by members of the WOTE multimedia staff.</p> <p>Teresa was very excited about the project and looks forward to partnering on a dedication ceremony this fall when the project is complete. Jim and I are already talking with them about logistics of that ceremony.</p>
Small Acreage Farms and new landowner contacts <b>SP Goals 1-5</b>	<p>Continue to work on plans for Dairy Creek landowners. Amber (WMSWCD intern) is assisting with one of them and doing a great job. I am also working with both of the farmers who own land on Dairy Creek to alter their irrigation systems in order to benefit the conservation values of that project.</p>
OWEB Small Grant Team <b>SP Goal 1-3</b>	<p>In a first for the OWEB Small Grant Program (ongoing since 2001) the OWEB Board approved reallocation of unspent and recaptured Small Grant Program funds from the 2015-2017 biennium to Small Grant Teams that have awarded at least 95% of their original 2017-2019 award by June 29, 2018. Our team (Lower Willamette West – Team 13) met that threshold and therefore were awarded an additional \$26,923 for this 2017-2019 biennium. There was a total of \$350,000 available and 13 of the 28 teams statewide met the threshold.</p> <p>This was in addition to the \$100,000 awarded back in July 2017 of which the team had allocated \$99,961. With grant awards up to \$15,000, I suspect all those additional funds will be awarded during the next application cycle will is due September 15<sup>th</sup>.</p> <p>Last note, I have served as the Team Leader for 5 straight bienniums. This would be my last grant application cycle in that role. We will be asking the other team members (which include Clackamas and Tualatin SWCD's as well as Tryon Creek, Tualatin River and Oswego Lake Watershed Council's) to assume the role in 2019. I would continue to serve as a reviewer and main WMSWCD contact on the team</p>
Site Visits (10) <b>SP Goals 1-5</b>	<p>Mostly to Dairy Creek plus two farm visits.</p>
Sturgeon Lake Restoration <b>SP Goal 1 &amp; 3</b>	<p><b>Revegetation Work:</b> Mosaic was out again to spray regrowth on July 25<sup>th</sup>. Mostly "farm" weeds that came back in areas previously dominated by blackberry. Also reed canary grass and false indigo bush that could not be sprayed in May due to high water.</p> <p><b>Construction:</b> Contractor began some earth moving on June 28<sup>th</sup> but construction began in earnest on July 2<sup>nd</sup>. To date, the temporary bypass road has been built and opened, much of the debris removed from the creek and the areas for the bridge footings have been excavated. High water tables continue to be an issue despite all the hot weather but sure be a surmountable challenge. Also delays in delivery of the steel pilings have presented themselves, driving of those piles should begin the week of August 6<sup>th</sup>.</p>

Task	Explanation
 <p><b>Photo:</b> (Top left) Completed bypass road 7/18/18, (top right) variable message board 7/19/18, (bottom left) excavated southern bridge footing 7/30/18), (bottom right) some of the pipe work to keep the farmer’s irrigation working through construction 7/30/18.</p>	
<p>ODA Grant <b>SP Goals 1, 2, 4, 5 &amp; 6</b></p>	<p>Completed the latest report on July 15<sup>th</sup>.</p>
<p>Off-Channel Salmon Habitat and McCarthy Creek WRE</p>	<p>Not much new here. Still pursuing potential projects at McCarthy Creek and on Sauvie Island.</p>
<p>Soil Health <b>SP Goal 1,2,3,4&amp;5</b></p>	<p>No much new here either. Most farmers are actively farming cash crops. Talking with NRCS about potential outreach this fall and winter to drum up new contacts for both WMSWCD and NRCS soil health programs.</p>
<p>Water Quality Monitoring <b>SP Goals 2,3 &amp; 6</b></p>	<p>Stream temperature loggers are soaking all summer and will be collected in October.</p>

Acronyms:

- BPA – Bonneville Power Administration
- CREST – Columbia River Estuary Study Taskforce
- ODA – Oregon Department of agriculture
- ODFW – Oregon Dept. of Fish and Wildlife
- OWEB – Oregon Watershed Enhancement Board

**Kammy Kern-Korot, WMSWCD Senior Conservationist**  
**Staff Report for July 9 – August 7, 2018**

Activity Type	Tasks and Descriptions
Healthy Streams (HSP) / Rural Conservation (Goals 1-4: water quality, erosion, habitat, working lands)	<ul style="list-style-type: none"> <li>• Ongoing planning and program management, including contractor, landowner and fiscal coordination for Healthy Streams Program (HSP) and Special Habitat sites; treated lower McCarthy site weeds; reviewed herbicide records and approved invoices</li> <li>• Continued internal discussions re: fire season restrictions for field work</li> <li>• Began planning and coordination for a Healthy Streams Program annual report; met internally</li> <li>• Began planning &amp; coordination for fall monitoring season staff needs; met internally</li> </ul>
Special Rural Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants	<ul style="list-style-type: none"> <li>• Did ongoing management, contractor administration, and documentation for invoicing for NRCS wetland reserve easement (WRE) restoration project on McCarthy Creek. Arranged for: contracted upland mow/site prep. immediately after NRCS bird nesting season (mid-July), photo documentation of completion, riparian weed control (started mid-July) and continuation of herbicide trial on reed canary grass.</li> <li>• Researched local distribution and invasiveness of scirpus cyperinus (woolgrass), found at 2 McCarthy Creek sites, and communicated with regional partners, resulting in its being added to iMap invasives for better documentation of Oregon locations</li> <li>• Worked on specifications, contractor scope of work and invoicing for site preparation at Oak Conservation Implementation Strategy (CIS) site; scheduled contractor work &amp; did site visit for quality control; met archeologists &amp; NRCS staff for cultural resources survey on-site (7/20); coordinated with CIS partners NRCS, CSWCD and landowner</li> <li>• Assisted floating homeowner with question re: painting over water</li> </ul>
Outreach & Education; partnerships, collaborative grants (Goals 1-6)	<ul style="list-style-type: none"> <li>• Edited the plant list appendix for the Sauvie Island &amp; Multnomah Channel Bottomlands Conservation Opportunities Resource document, now in the design phase; planned celebration for completion</li> <li>• Closed out Scappoose Bay Watershed Council partnership agreement for 2017-18 and finalized and signed new work-plan and agreement for 2018-2019</li> <li>• Participated in second monthly meeting with East Multnomah SWCD and NRCS (7/19) to share information and ideas on rural programs and activity</li> <li>• Co-wrote e-newsletter article on emerald ash borer invasion readiness&amp; implications</li> </ul>
Admin. / training (Goal 6: Maintain a vibrant agency)	<ul style="list-style-type: none"> <li>• Participated in 2 leadership team meetings (7/9 &amp; 16). Attended all-staff meeting (8/6). Facilitated 1 tech. staff meeting (7/23) and discussion re: misc. issues; reviewed internship program assessment, minority owned contractor hiring, etc.</li> <li>• Administration: Prepared monthly report, timesheet, expense report; coordinated &amp; updated project coding system for fiscal tracking</li> <li>• Attended a learning lunch re: conservation outreach to the news media 7/16/18</li> <li>• Did miscellaneous data management and updates, including to Contacts database; provided locations for annual report activities map</li> <li>• Attended retirement celebration with Board for communications coordinator;</li> <li>• Provide input on hiring process for replacement communication staff person</li> </ul>
<i>GFPCI &amp; DEQ grants, NRCS project match</i>	<ul style="list-style-type: none"> <li>• Re: GFPCI: lower - middle McCarthy Creek HSP projects: 0 hours</li> <li>• DEQ 319 grant match: 0 hours</li> <li>• Enyart WRE: 8 hours of program &amp; contractor management /administration</li> </ul>

**Strategic Plan Goals:**

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|---|--|------------------------------|
| 1) Water Quality                        | 2) Erosion & Healthy Soil              | 3) Habitat and Biodiversity  |
| 2) Productive/Sustainable Working Lands | 5) Cultivate Land Stewards of all Ages | 6) Maintain a Vibrant Agency |

**Acronyms:**

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|--|---|
| CIS: Conservation Implementation Strategy                  | CSWCD: Clackamas Soil & Water Conservation District |
| CREST: Columbia River Estuary Study Task Force             | CWMA: Cooperative Weed Management Area              |
| DEI: Diversity, Equity & Inclusion                         | DEQ: Department of Environmental Quality            |
| EDRR: Early Detection Rapid Response [of invasive species] | HSP: Healthy Streams Program                        |
| NRCS: Natural Resource Conservation Service                | ODA: Oregon Department of Agriculture               |
| SBWC: Scappoose Bay Watershed Council                      | WRE: Wetland Reserve Easement                       |

**Fiscal & Administration Report (Levis and Razalenti)**  
**Staff Report for Board (covers month of July)**

	Vibrant Agency Goal 6	Status This Month
1	Diversity Equity and Inclusion	DEI Committee meeting & lunch with Koffi Dessou of Office of Equity and Human Rights on 7/27; For hiring of new Communications Manager, used redaction process for application materials to account for unconscious bias, and encouraged Demographic survey response from all candidates to measure effectiveness of our outreach efforts.
2	Monthly Accounting & Financial Statements	A/P, A/R, Time sheets, Payroll, PERS, credit cards, banking, taxes, employee benefits, insurance. Vendor coordination and follow-ups. Monthly Financial Statements and reconciliations.
3	Human Resources (personnel files, employee handbook, benefits, retirement plans, recruiting, hiring, onboarding, termination)	Scheduled interviews, helped create questions, participated on panel, and prepared panel for Communications & Outreach Manager candidate interviews. Handled correspondence with all potential candidates; modified and sent out Post-interview survey to those interviewed. Scheduled and helped setup Interview panel for Round 2 interviews. Corresponded with all final candidates regarding request for materials. Organized event to honor retiring employee. Continuing to incorporate edits/updates to Employee Handbook.
4	Budget development and management	Completed filings of all budget data with 3 counties and TSCC.
5	Board of Directors meetings	Prep, agenda, media notice, Treasurer's Report, staff and DEI reports, room and refreshments, minutes, posting on website; drafted and arranged publication of Public Notice for Directors Elections
6	Grant administration and reporting	Completed grant reporting and reimbursement requests for fiscal year end of 6/30.
7	Other District meetings (Staff, DEI, Safety, Leadership, Annual)	Attended monthly All-Staff meeting (discussed safety issues).
8	Other external meetings and events (WHA Insurance Agents, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Discussions with Cogent on new phone system options and with TSCC on their proposed legislation to increase their budget cap.
9	Training / Workshops / Conferences (SDAO, OACD, CONNECT, PROFESSIONAL ORGANIZATIONS)	Monthly SDAO safety webinars first Thursday of every month. Monthly Safety topic for staff meeting. Began 5 week (8 hours per week) procurement training offered through DAS to be in compliance with new Oregon legislation requiring public employees responsible for conducting a procurement over \$10,000 complete DAS Principles of Public Procurement Training or have a valid Oregon Procurement Basic Certification (OPBC).
10	Contract (MOU, IGA, et.) setup and file maintenance (drafting, signing, billing, payments, filing)	Developing guidance on various contracting issues related to Master contracts; met with DM to discuss approach to potential changes in policy.
11	General office operations	Transitioning to new office door security locks; replenishing office and vehicle supplies as needed; upgraded staff iPhone.



Mary Logalbo, Urban Conservationist  
 July 2018 Highlights (for August Meeting)

Task	Explanation
<b>Urban Conservation</b> (G1- 3, 5, 6)	<p><b>Completed United Monitoring Protocol (UMP)</b> for all urban cost share restoration projects with Ari leading the effort with J. Ari &amp; Amber assisting.</p> <p><b>Completed 1 private landowner conservation plan</b> (in Stephens Creek Watershed) and begun another (in Tryon Creek Watershed) – <b>working with J. Ari on new plan.</b></p> <p>Participated in the <b>Tryon Creek Watershed Council</b> Stewardship Committee meeting.</p> <p>Completed a plan for a new prospective <b>landscape demonstration project</b> (Fulton Community Garden). Completed another plan for <b>Jackson Middle School’s natural area</b> in partnership with Tryon Creek Watershed Council’s acting coordinator Terri.</p>  <p>Closed out <b>St. Luke’s Demo Funding</b> agreement and working on how to best support the next phase at this site with City &amp; congregations contacts (Pictured left).</p> <p>Crafted the <b>West Willamette Restoration Partnerships’ new SOW &amp; Contract</b> for Fiscal Year 2018-19.</p> <p>Submitted verbal comments to City Bureau of Environmental Services staff in response to the prospective <b>Capitol HWY projects</b> after site visits of the same.</p> <p>Entered fiscal year 2018-19 project data into <b>database with Amber.</b></p>
<b>Urban Programs Development Initiative</b> (G1-6)	<p>Completed classes and coursework for <b>Organizational Development</b> including:</p> <ul style="list-style-type: none"> <li>• <b>Papers on organization development of capacity at WMSWCD.</b></li> <li>• Served as a “class client” to further analyze the <b>case study of the District’s capacity needs.</b></li> </ul>  <p>Begun readings and assignments for <b>Administrative Law.</b></p>
<b>Grants</b> (G1 – 6)	 <p><b>Completed contractor site visits</b> for “Deer Creek Restoration Connection” <b>OWEB Small Grant</b> project.</p> <p>Working with PP&amp;R to finalize scope &amp; contractors for “<b>George Himes Park Forest Enhancement</b>” <b>OWEB Small Grant for \$14970.</b></p> <p>Working on scheduling a partner debrief on the <b>\$50000 Metro Nature in Neighborhoods Grant.</b></p>
<b>TRAINING</b>	<p>Participated in the “<b>Telling your Story</b>” <b>learning lunch</b> provided by Carolyn.</p>
<b>OTHER</b>	<p>Finalized edits on my <b>posistion description</b> with Jim.</p> <p>Compiling <b>Annual Award Nominee Information &amp; Annual Report Metrics.</b></p>
<b>Diversity,</b>	<p>Participated in the Diversity, Equity &amp; Inclusion (DEI) <b>Committee Meeting &amp;</b></p>

<b>Equity &amp; Inclusion</b>	<p><b>follow-up lunch with Koffi Dessou</b>, Interim Bureau Director of the Office of Equity and Human Rights (OEHR).</p> <p>Preparing <b>draft testimony for City Council</b> review of OEHR Accomplishments on August 22<sup>nd</sup>.</p> <p>Working with Carolyn and DEI Committee members to compile <b>Intertwine Alliance District equity story</b>.</p> <p>Reached out to Shweta Moorthy PHD (CCC Researcher) to refine a scope of work for our <b>demographic data collection and analysis plan</b>.</p> <p>Met with <b>Jenny de la Hoz's (Urban Community Specialist) intern at US Fish &amp; Wildlife</b> and shared about the listening survey and demographic analysis.</p> <p>Working with <b>Wisdom of the Elders as well as Pacific NW College of the Arts</b> staff on a fall pannel discussion related to communicating about restoration work through language, signage and traditional enviornmental knowledge (TEK).</p>
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**Laura Taylor, Conservationist and Education Coordinator**

**August Board Meeting Staff Report (Covers July)**

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> <li>• Collected soil samples for the understory seeding Conservation Innovation Grant (CIG) project at eight forestry projects (1 days x 2 staff, LT + MA).</li> <li>• Supervised interns in monitoring data entry, mapping and photo labeling.</li> </ul>
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> <li>• Coordinated with contractors and land owners on summer mow work.</li> <li>• Compiled annual report metrics and created graphs of program progress for the Healthy Streams and Habitats Programs.</li> <li>• Collected herbarium samples and documented location and ecological data at two sites for an introduced plant we are beginning to track and consider treating (wool grass, <i>Scirpus cyperinus</i>)</li> </ul>
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> <li>• Compiled annual report metrics for the Education Program.</li> <li>• Went on a site visit to one new school.</li> <li>• Enrolled two new schools, and renewed one school in the School Garden program.</li> <li>• Renewed second year funding for one community garden.</li> <li>• Met with partner staff of Dig In to discuss this year’s partner funding work and new developments for Dig In</li> <li>• Monitored two reference sites for pollinators.</li> </ul>
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> <li>• Attended the week-long Bee School to learn bee identification to the genus level offered by OSU and the Oregon Bee Atlas.</li> <li>• Participated in the second meeting of the Internship Evaluation Committee, and drafted more specific minimum qualifications for plant identification and GIS experience.</li> <li>• Reviewed and scored 25 applications for the open Communications Manager position, and participated in a meeting to select candidates for a first interview.</li> <li>• Attended WMSWCD staff, tech-staff meetings and a learning lunch.</li> </ul>
Greater Forest Park Conservation Initiative (GFPCI) Grant Contributions	<ul style="list-style-type: none"> <li>• UMP data entry &amp; mapping: 22 staff hours (LT, AJ, AS)</li> </ul>
NRCS Grant Contributions	<ul style="list-style-type: none"> <li>• CIG soil samples: 8 staff hours (LT)</li> <li>• Plant collection, herbarium submission: 4 staff hours (LT)</li> </ul>
Diversity, Equity & Inclusion	<ul style="list-style-type: none"> <li>• Renewal of community garden support for a learning garden at a local community college which serves proportionally more low-income students and students of color than 4-year colleges. Their educational work in this garden focuses on food security as one of their primary topics and engaged ~75 people last fiscal year.</li> <li>• Renewal of partner funding support for three partners who all strongly emphasize diversity, equity &amp; inclusion in their work.</li> </ul>

	<ul style="list-style-type: none"><li>- Friends of Tryon Creek support for Indigenous People’s Day, SUN School programs at Markham Elementary, and development of the Tryon Youth Ecologists curriculum.</li><li>- Sauvie Island Center support for the Grow Lunch Garden Summer Camp</li><li>- Dig In support for environmental service learning at Markham Elementary.</li></ul>
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**Strategic Plan Goals:**

- 1) Water Quality, 2) Erosion & Healthy Soil, 3) Habitat and Biodiversity, 4) Productive/Sustainable Working Lands, 5) Cultivate Land Stewards of all Ages, 6) Maintain a Vibrant Agency**