

District Manager's Report to WMSWCD Board of Directors for June 2018 Meeting (covers May activity)

Goal 1: Erosion & Healthy Soil – No Activity

<p>Goal 2: Water Quality</p>	<ul style="list-style-type: none"> • Willamette Toxics Reduction Partnership Steering Committee Meeting (May 8th). Topics: Clean Rivers Coalition, Oregon Dept of Environmental Quality Toxic Reductions Strategy, Working with Businesses to Prevent Toxic Pollution, Clackamas County MS4 Permit and Upriver Reach Sediment.
<p>Goal 3: Habitat & Biodiversity</p>	<ul style="list-style-type: none"> • Attended Wildlife Habitat Conservation and Management Program (WHCMP) / Riparian Lands Tax Incentive (RLTI) program meeting w/ Lower Willamette River Basin SWCDs. <ul style="list-style-type: none"> ○ SWCDs would like to see this Oregon Department of Fish and Wildlife (ODFW) programs become fully functional and available to private farm and forestland owner. ○ The WHCMP is especially important to incentivize restoration of oak prairie habitats because it allows landowners to keep their property tax rate at a level similar to forest or farm deferral rates. ○ ODFW currently does not have the capacity to offer the WHCMP program and currently in the North Willamette Watershed District has timed out of the program. ○ SWCDs want to provide ODFW additional technical capacity for these programs so ODFW can resume offering the WHCMP and RLTI programs to private landowners and have proposed setting up a pilot project in the lower Willamette Basin to explore how SWCDs can do so. ○ SWCDs attending the meeting (Clackamas, East Multnomah, Tualatin, and Polk) agreed to host needed intern positions that would help ODFW get a handle on all the landowners currently enrolled in these programs and the status of these projects with respect to monitoring or reporting. ○ In exchange, SWCDs want ODFW to commit to wanting to see these two programs become fully functional within 5 years and willing to work with SWCDs to get the necessary resources to do so. • Wetland Prairie Habitat Tour w/ Jane Hartline (Columbia County Sites) (May 8th)
<p>Goal 4: Working Lands (GFPCI In Kind = 4 hours)</p>	<ul style="list-style-type: none"> • Meeting with Hank McCurdy (May 7th), forest landowner, regarding Metro Parks and Nature's North Tualatin Mountains Access Master Plan and the possibility of the District writing a letter of support for pending Multnomah County land use action to incorporate the Access Master plan into the County's Comprehensive Land Use Plan as well as issue the land use permits for Phase 1 implementation (trail and trailhead development for the Burlington Forest parcel). • Attended Forest Park Neighborhood Park Association Board Meeting (May 15th) to discuss Firewise wildfire prevention / community preparedness program.
<p>Goal 5: Cultivating Stewards</p>	<ul style="list-style-type: none"> • Sauvie Island Center Partner Meeting and tour (w/ Laura Taylor, May 8th). • Nature Guiding (Tryon Creek State Natural Area) (May 9th) – Pacific Academy High School Group • Nature Guiding (Tryon Creek State Natural Area) (May 16th) – Archer Glenn (1st Grade).
<p>Goal 6: Vibrant Agency</p>	<ul style="list-style-type: none"> • Leadership Team Meetings (May 14th & 21st); All Staff Meeting (May 7th) • Preparation /Agenda Setting/Attendance – West Multnomah SWCD Board Meeting (May 9th) • Tryon Creek Watershed Council Board Meeting (May 14th) (I am an <i>ex officio</i> member of the Board). • Oregon Association of Conservation District's Lower Willamette Basin Team Mtg (May 23rd, Salem) • Updated the Communications & Outreach Manager position description (w/ Carolyn) for based on staff input. Changes include more responsibility for District outreach and strategic planning efforts. • Separately initiated performance evaluations (review position description and discuss professional development opportunities) with Mary Logalbo, Scott Gall and Michael Ahr. • Office Manager workload discussion w/ Randi Razalenti and Michele Levis (5/29) • Reviewed budget change forms w/ Michele Levis in preparation for the June 13th Budget Hearing. • Oregon Association of Conservation Districts Monthly Communications Call (May 31st) • Attended and table set up and take down for the Tryon Creek State of the Watershed (May 31st)
<p>Sturgeon Lake (In Kind = 16.5 hours)</p>	<ul style="list-style-type: none"> • Conference Call with Multnomah County on remaining check-list requirements to obtain the County Right-of-Way permit for the project (May 7th, w/ Tom Josephson). Remaining items include traffic control plan, 100 year flood variance, and legal descriptions for the road purpose easements. • Project briefing to the Sauvie Island Community Association (w/ Scott & Tom Josephson) (May 17th) • Mtg w/ Tim Greseth (Oregon Wildlife Foundation) on post project publicity (May 20th) (w/ Carolyn) • Project update meeting with Oregon Duck Hunters Association (w/ Tom Josephson). \$5,000 pledged. • Executed Temporary Construction and Work Area Easement w/ Oregon Dept. of Fish and Wildlife.

Michael Ahr, Forest Conservationist

May Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> • Met with Jim about professional development plan, job description, and items to focus on in coming year with the forestry program • NRCS Understory Seeding Conservation Innovation Grant (“Understory CIG”): <ul style="list-style-type: none"> ○ Site visit to 2 properties to gain participation from a couple landowners ○ Met with Laura to get organized around which sites to monitor • Bureau of Land Management Upper McKay Watershed Project: <ul style="list-style-type: none"> ○ Participated in 2 site visits with April Olbrich of Tualatin River Watershed Council in Washington County to find prospective projects ○ Met with a landowner in our District who will do some road improvements to reduce erosion. Working on a project budget.
Greater Forest Park Conservation Initiative (GFPCI) (32.5 total hours)	<ul style="list-style-type: none"> • Completed and sent draft of 2 Stewardship Plans – 5 acres, Multnomah Channel Watershed; 19 acres McCarthy Watershed (8 hrs) • Prepared, completed, and entered data from forest measurements on 17 acre property – McCarthy Watershed (10 hrs) • Site visit related to ivy control (2 hrs) • Prepared and met with contractor for weed control at 2 sites (5 hrs) • Completed project specifications for thinning project, landowner agreement, met with landowner – McCarthy Watershed (7.5 hrs)
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> • Attended Willamette Partnership/Grand Ronde Fundraiser • Met with potential partners on BLA workshop related to local tree/wood species
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> • Attended 1 day Community Forestry Forum in Astoria • Continued work on Oregon White Oak management booklet for woodland owners as part of the Woodland Fish & Wildlife Group (WFWG) • Attended WFWG meeting for planning next 6 months of work
Intern Program	<ul style="list-style-type: none"> • Amber and J. Ari have kept busy with garlic mustard treatment and are now moving into monitoring work with Laura. They’ve been gathering some data for our Understory CIG. They both have a conservation plan that they are writing.
Diversity, Equity, & Inclusion (SP Goal 5 & 6)	<ul style="list-style-type: none"> • Attended DEI Committee Meeting • Attended Youth Mentoring Collaborative Meeting • Participated in Listening Session on Green Workforce Academy (this is related to opening pathways for people of color to get environmental or “green” jobs • Met with Joe Ferguson, a teacher at Alliance High School at Meek. We’re thinking of ways to get his science class out on some projects in service learning/hands on capacity
Vehicle Maintenance	<ul style="list-style-type: none"> • N/A
Seasonal Tips	<ul style="list-style-type: none"> - If you have invasive weeds that are about to go to seed, act now in pulling them and disposing of them properly - If you have work on your property where you need a contractor, get in touch with contractors now about getting on their work schedule.

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
June 2018 Staff Report (May 9th – June 11th 2018)

Task	Explanation
<p>Early Detection, Rapid Response (EDRR) Program</p> <p>Goals 1-6</p>	<p>Garlic Mustard: Our spring EDRR Season is beginning to wrap up with over 250 sites surveyed and controlled for garlic mustard across the District. Ari DeMarco is an incredible driving force behind the work. She took the reins on our mobile data collection system and made many vast improvements, including adding landowner contact & permission tracking and ability to sync to our District Access database. In the field, she assisted with all aspects of carrying out the work, from outreach and surveying, to crew supervision and control work. We also had great help from interns Amber and J. Ari—who also participated in field work activities and data management. The four of us also had help from Carolyn to put together a mid-season mailing that went out to 157 landowners. Behind this wheel is Randi who has ensured all our contracting, invoicing and grant admin needs are met. A <i>*huge thank you*</i> to the whole team and our many dedicated contractor crew members, including Sound Native Plants, Jesus Franco Reforestation, Kuznetsov Thinning Co and Northwest Youth Corps.</p> <p>Spurge Laurel: We sent out 10 targeted letters to landowners with spurge laurel in Tryon Creek and Dunthrope. We received permission for at least two so far, including one critical location above Elk Rock Garden. This site was controlled by a Northwest Youth Corps crew. Several additional spurge laurel sites were also controlled alongside garlic mustard.</p> <p>Orange Hawkweed: Two orange hawkweed sites were controlled so far this year. Populations continue to hang on at these more established sites, but ~80% reduced in cover.</p> <p>Oregon State Weed Board grant: We received a 2018 award for our fully requested amount of \$32,300 (a \$7500 increase in ask). A big thanks to Randi for continuing to provide vital admin assistance as we open one grant and look to close another from the past year.</p> <p>IPM Coordinating: For the solvepestproblems.org project: Participated in the Advisory Council meeting and provided feedback. Working with Randi on partner \$ admin tasks.</p> <p>Misc: Interviewed for a Salem Weekly article on glyphosate use in parks and natural areas. Article was written by Helen Caswell and published in the May 25th edition of the newspaper. Helped coordinate metro-area garlic mustard season wrap up meeting. A special note regarding our work with Northwest Youth Corps: Our involvement with Northwest Youth Corps continues to expand and strengthen with a week-long crew dedicated to EDRR in May and another week for Forestry and Urban programs in June. The crew genuinely appreciated the education opportunities I provided and the conversations we had together on career guidance.</p> <p>Other: 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 & Other Admin Tasks</p>
<p>Permanent Seasonal Tech</p>	<p>In addition to the field work and data management activities noted above, Ari worked for about 6 days on database development and improvement, including necessary support needs. She also continues to enhance our Fulcrum platform and improve connectivity to our database.</p>
<p>Restoration</p> <p>Goals 1-4. 6</p>	<p>Planted this year: Spetter (Oak Restoration next to Peter Kerr), Fletcher (5 acre private natural area near Lewis & Clark/Riverview) and Heath (Park Creek/Tryon Creek headwaters). <i>8+ sites in active restoration.</i> Additional sites planted in past years as part of broader EDRR restoration work looking great and well maintained. Receiving and/or redirecting new requests for restoration work (~4 sites). Earmarked several EDRR sites this spring for some sort of additional restoration follow-up.</p>
<p>Invasive Partnerships</p> <p>Goals 1-6</p>	<p>4-County CWMA: I spearheaded a major funding push for the 4-County CWMA which resulted in nearly doubling our current dedicated funding amounts (from \$11K to \$22K for upcoming year). I am serving on the Joint Executive Committee and assisting with the process for filling the vacant coordinator position. Field Day 2018 is Wed June 13th in Clark County.</p> <p>Oregon Invasive Species Council (OISC): Contributed feedback on annual invasive species report and many other council activities and developments. Jim will be presenting an update to the Oregon Technical Advisory Committee in July, along with Glenn Dolphin. Summer meeting is next week (June 19th-20th) in Bandon, OR.</p>


Presentations/Workshops <i>Goal 5</i>	Led Backyard Habitat Training Workshop on Invasive Plants (geared towards volunteers who certify sites). Ari and I sourced over a dozen invasive specimens and native look-a-likes for the training (held at Audubon Society). ~30 people participated.
Technical Assistance (25+) <i>Goals 1-4, 6</i>	Continuing to receive a flurry of requests via info@wmswcd.org email and phone call. Also follow-up requests from weed watchers and EDRR Field work.
Meetings/Events, Tabling etc (2) <i>Goal 6</i>	CWMA Joint Executive Committee Meeting (5/30), Backyard Habitat Certification Program Training (6/7)

* 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
June Staff Report

Task	Explanation
Small Acreage Farms and new landowner contacts SP Goals 1-5	Finalized a plan within the Soil Health program. See below. I also asked Intern Ari to help me write a conservation plans for one of the Dairy Creek landowners.
OWEB Small Grant Team SP Goal 1-3	Currently there is about \$6700 left in the Small Grant pool for our area. Next deadline is June 15 th .
Site Visits (6) SP Goals 1-5	Dairy Creek and Bybee-Howell farm.
Sturgeon Lake Restoration SP Goal 1 & 3	<p>Revegetation Work: Spring site prep (spray) work was completed on May 25th but the fall treatment was quite successful. As expected, blackberry came back but control was overall really good. False indigo treatment was surprisingly successful! Also some annual/"farm" weeds popped in, but again it was expected. I will check on it next week to see how it looks.</p> <p>Easements, landowners, and more: All the easements are completed and we are ready to go!</p> <p>Construction: Tom Josephson (CREST) and I will be meeting have the "pre-construction" meeting on June 8th. Construction and engineering contractors will be on site to go over the design. Multnomah County will also be very well represented! Still on track to start July 1. Jim is also organizing a groundbreaking ceremony on July 2nd!</p> <p>Monitoring and Maintenance: I am working with CREST and ODFW to write a post-project Monitoring and Maintenance Plan. The plan will detail roles and responsibilities for each aspect monitoring as well as thresholds for when maintenance occurs and how. CREST and I have started to collect cross-sectional elevation data along the creek and CREST took aerial shots via a drone on May 11th and May 22nd.</p>
	<p>Photo: Image captured by drone of the mouth of Dairy Creek on May 11, 2018</p>
ODA Grant SP Goals 1, 2, 4, 5 & 6	On June 6 th I will be attending the "North Coast Ag Water Quality Management Area Plan Biennial Review" in Nehalem, OR. In addition to being a mouthful, it is a requirement of ODA grant and serves as an opportunity to update the plan if needed. WMSWCD servers on three Management Area Plans as part of the "Local Advisory Committee". Bob Wiley is our official rep for the North Coast Plan.
Off-Channel Salmon Habitat and McCarthy Creek WRE	Kammy, Tom Josephson and I met with a Sauvie Island Landowner and toured some of Tom's sites on the north end of Sauvie. The landowner is very interested in a

Task	Explanation
	project similar to other CREST/BPA projects and so far is a go. Kammy and I are also talking with him about pasture management.
Soil Health SP Goal 1,2,3,4&5	Began work with a Sauvie Island farm looking to do some summer cover crops on about 7 acres of fallow fields. Overall they farm 16 acres but a change ownership is giving them a chance to cut back and focus on Soil Health on the extra acres for a few years. They will also be doing winter cover crops on most of the acres.
Water Quality Monitoring SP Goals 2,3 & 6	Amber Johnson and I installed stream temperature gages at all 7 of our sites in May. We will let them soak all summer and collected the gages in October.

Acronyms:

- BPA – Bonneville Power Administration
- DEQ – Department of Environmental Quality
- 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 May 4 – June 12, 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"> • Ongoing planning and program management, including contractor, landowner and fiscal coordination for Healthy Streams Program (HSP) and Special Habitat sites • Responded quickly to mobilize crews and provide specifications to install additional protective caging on 100 priority trees at a second Sauvie Is. HSP site to protect again beaver felling. •
Special Rural Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants	<ul style="list-style-type: none"> • Did ongoing budgeting, contractor administration, coordination, and increased documentation for (quarterly) reporting for NRCS wetland reserve easement (WRE) restoration project on McCarthy Creek. Did site visit to post district project signs and developed new custom signs to discourage damage to project features. • Conducted field survey for threatened and endangered plants at NRCS Oak Conservation Implementation Strategy (CIS) program site (5/29). • Planned & conducted site visit (5/22) to Flight’s end wetland restoration project on northern Sauvie Is. with CREST and landowner interested in similar project • Coordinated with contractor for replacement of turtle basking structures on Sauvie Island canals • Visited remnant wet prairie habitats in Columbia Co. with Board member Hartline
Outreach & Education; partnerships, collaborative grants (Goals 1-6)	<ul style="list-style-type: none"> • Weekly water quality sampling continues on Sauvie Island canals as part of the DEQ grant we and SBWC have on behalf of SIDIC; parameters sampled are e. coli, turbidity and nitrate. Did planning re: outreach & grant implementation. • Spent intensive time reviewing, editing, providing photos, and soliciting final input on the near-final draft of the Sauvie Island & Multnomah Channel Bottomlands Conservation Opportunities document; met (5/17) and coordinated with co-authors and re: budget, distribution, etc. • Prepared e-newsletter article re: the regional “oakscaping” document, found here: https://wmswcd.org/library/conserving-oregon-white-oak-urban-suburban-landscapes/ • Presented a program update to the Board at their monthly meeting (5/9) and co-presented with SBWC re: partnership activities • Refined SBWC partnership work plan for 2018-2019
Admin. / training (Goal 6: Maintain a vibrant agency)	<ul style="list-style-type: none"> • Participated in 4 leadership team meetings and reviewed Communications position description for posting and hiring process. Attended all-staff meeting (5/7). Facilitated 3 tech. staff meeting (5/14, 5/29, 6/11) and addressed issues related to internship program. Updated vegetation contractor list for use by technical staff and partners. Attended learning lunch re: traditional ecological knowledge (5/29). Prepared performance review and met with seasonal conservation technician on same. Performed other supervisory duties, including related internal meetings. Prepared monthly report. • Vacation time early June
GFPCI & DEQ grants, NRCS project match	<ul style="list-style-type: none"> • Re: GFPCI: lower McCarthy Creek HSP projects veg. maintenance work; \$264 and 2 hours staff time on admin. in May • DEQ 319 grant match: 2 hours planning and coordination. • Enyart WRE: 4 hours of program management /administration

Strategic Plan Goals:

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Acronyms:


CIS: Conservation Implementation Strategy
CREST: Columbia River Estuary Study Task Force
DEQ: Department of Environmental Quality
HSP: Healthy Streams Program
ODA: Oregon Department of Agriculture
WRE: Wetland Reserve Easement

CSWCD: Clackamas Soil & Water Conservation District
DEI: Diversity, Equity & Inclusion
EDRR: Early Detection Rapid Response [of invasive species]
NRCS: Natural Resource Conservation Service
SBWC: Scappoose Bay Watershed Council

Fiscal & Administration Report: Michele Levis (Controller & Budget Officer) and Randi Razalenti (Office Manager)
June Board Meeting Staff Report (covers month of May)

	Vibrant Agency Goal 6	Status This Month
1	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.
2	Human Resources (personnel files, employee handbook, benefits, retirement plans, recruiting, hiring, onboarding, termination)	Expanded and revised hiring schedule for Communications position; Chaired recruitment meeting for Communications position; Developed Seasonal HR tasks spreadsheets for Office Manager + Controller and Budget Officer for Seasonal Technician + GIS & Field Interns. Drafted Pre-Employment Background Check Policy. Began incorporating edits/updates to Employee Handbook.
3	Budget development and management	Prepared final updated documentation and support package for Budget Hearing in June. Obtained TSCC Certification letter.
4	Board of Directors meetings	Prep, agenda, media notice, Treasurer's Report, staff and DEI reports, room and refreshments, minutes, posting on website.
5	Grant administration and reporting	Updated Master Grant Sources and Reporting Schedule. Submitted documentation for grant supported work on entry door security.
6	Other District meetings (Staff, DEI, Safety, Leadership, Annual)	Attended monthly All-Staff meeting (discussed safety issues). Attended Leadership team weekly meetings. Prepared and provided information from Recruitment training and Internship Hire debriefing to produce discussion and increase awareness in regards to the District's hiring practices at the DEI Committee meeting. Meeting 5/7 to go over retirement & new hire transition. Meetings to go over staff workload and temporary help possibilities on 5/23, 5/29.
7	Other external meetings and events (WHA Insurance Agents, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Discussions with WHA insurance reps regarding dental renewal options.
8	Training / Workshops / Conferences (SDAO, OACD, CONNECT, PROFESSIONAL ORGANIZATIONS)	Monthly SDAO safety webinars first Thursday of every month. Monthly Safety topic for staff meeting. Attended Recruiting and Retaining a Multicultural Workforce training on May 2nd. QuickBooks webinar on restricted grant tracking on May 10th
9	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.
10	General office operations	Using SDAO grant funds to upgrade exterior front and back door of office. Coordinated installation and staff training for use of new security locks.

Task	Explanation
<p>Urban Conservation (G1- 3, 5, 6)</p>	 <p>Visited the Capitol HWY stormwater improvement project areas that cross private properties to discuss the concept design, outreach ideas and partnership opportunities with ~5 Bureau of Environmental Services staff. This project will provide pedestrian and bicycle infrastructure and stormwater management facilities along SW Capitol Highway between SW Garden Home and SW Taylors Ferry roads. Design of the transportation and stormwater elements will be integrated. To find out more visit: https://www.portlandoregon.gov/transportation/71661</p> <p>Conducted a stormwater-focused site visit with Dunthorpe landowner – working on conservation plan for the same. Conducted an additional Fanno headwaters landowner site visit and provided technical assistance. Currently working on two additional plans aside from the above mentioned.</p> <p>Worked with J. Ari to complete WWRP map and Amber to complete data entry.</p> <p>Participated in the West Willamette Restoration Partnerships’ strategic planning meeting along with Amber.</p> <p>Worked with Michael and Michelle to review reveg partnership opportunities in new focal area at Riverview Cemetery.</p> <p>Tabled at Tryon Creek’s State of the Watershed Event with Jim & Amber.</p> <p>Conducted a site visit of Jackson Middle School’s natural area with Terri Preeg Rigsby to discuss Wisdom crew work opportunities and a plan for restoration.</p>
<p>Urban Programs Development Initiative (G1-6)</p>	<p>Completed classes and coursework for Administrative Theory including:</p> <ul style="list-style-type: none"> • Short paper and illustrative model of WMSWCD in the context of historical administrative theories. • A case study of the District’s capacity needs alongside finite resources that uses Administrative Theories to examine the issues at play. <p>Completed a master spreadsheet outlining all of the resources I have from pre-existing classes & applicable key learnings from the same.</p> <p>Started framework for urban programs analysis.</p> 

<p>Grants (G1 – 6)</p>	 <p>Finalized “Deer Creek Restoration Connection” OWEB Small Grant agreement. Working on securing contractors for this project.</p> <p>Working with PP&R to finalize scope & secure contractors for “George Himes Park Forest Enhancement” OWEB Small Grant for \$14970.</p> <p>Coordinating implementation of our \$50000 Metro Nature in Neighborhoods Grant. Worked with WWRP on scheduling a wrap-up meeting & Carolyn to finalize tour logistics.</p>
<p>GFPCI (G1 – 6)</p>	<p>Conductd site visit with landowner on Balch Creek and working on a conservation plan for the same (4 hours).</p> <p>Coordinating incoming Canopy Weed program permission to treat forms with FPC Staff (1 hour).</p>
<p>OTHER</p>	<p>Reviewed and amended job description to reflect current duties with Jim and finalized a 2018-19 professional development plan with Jim.</p> <p>Created a workplan review and accomplishments document for Jim – highlights include:</p> <ul style="list-style-type: none"> • Secured \$78,000 in grant funding & leveraged ~\$180,000. • Completed 16 Conservation Plans • Enhanced 36 Acres & Installed 6875 Native Plants. • Assisted 500+ residents w/ technical information (indirect & direct) • Finalizing The Meadowsaping Handbook 2.0 with Carolyn • Stormwater Stars successful program transition with new partners • Successful completion of year 1 of 2 for the Urban Programs Development Initiative <p>Provided an eNewsletter article on sheet mulching.</p>

**Work related to Diversity, Equity & Inclusion Initiatives is noted on a separate enclosed report!*

Carolyn Myers Lindberg, Communications Coordinator
May, 2018 report

Area & Goal	Explanation
Social media idea	Bird ID in your newly restored backyard habitat
Media Relations All GOALS	
Website Management All GOALS	Content management-writing and adding new pages and content, posts and events. Connect SW PDX social media posting for June.
Communications All GOALS	Meadowscaping Handbook orders, working with staff/graphic designer/printer on reprint and soliciting SWCD orders. ConnectSWPDX Open Gardens tour organizing. Staff/leadership/Learning Lunch meetings. Sturgeon Lake newsletter writing/compiling/sending. Sturgeon Lake project planning and meetings. Ordering and picking up printed materials (seed packets, signs). WMSWCD spring newsletter organizing/editing. Meetings, planning and work on Communications job description and hiring. 75 th Anniversary video scheduling and taping. Annual Meeting site selection, prep meetings with graphic designer on Annual Report. S.I. Conservation Plan graphic design and print support.
Outreach/Events ALL GOALS	Scheduling and support for events (SICA/Sturgeon Lake, Watershed Wide Event).

Upcoming events:

June

- **Oregon Pollinator Week**, June 16, Oregon Zoo

July

- **Oregon Zoo Twilight Tuesday**, July 17, Zoo Education Center

August

- **Multnomah Days**, Aug. 18, Multnomah Village
- **SRN Summer Gathering tabling**, Aug. 19, Plumper Pumpkin Patch

Laura Taylor, Conservationist and Education Coordinator

June Board Meeting Staff Report (Covers May)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Site visit to a land owner interested in the Understory Seeding Project • Understory Seeding Project monitoring training trip with USIP partner staff • Supervised intern to compile monitoring history/yearly tracking spreadsheet • Planning and preparation for spring Unified Monitoring Protocol (UMP) and Understory Seeding CIG Monitoring efforts. • Monitored four forestry projects following the UMP (12 hrs x 2 staff, LT + intern). • Collected baseline data for the understory seeding CIG project at two forestry projects (12 hrs x 2 staff, LT + intern).
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Supervised contractors on spring weed maintenance. • Coordinated with contractors on caging 100 additional young trees in imminent danger of being cut down by beaver at the Sauvie Island riparian restoration project just across from the first. • Monitored one habitat project following the UMP • Performed a threatened & endangered plant survey for one land owner
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> • Partnership meeting with Sauvie Island Center and District Manager • Attended an Oregon Master Naturalist chapter meeting to monitor this partner’s program success. • Oriented two pollinator monitoring teams to their sites and provided guidance and oversight to OR Master Naturalist partner staff serving as volunteer coordinator. • Worked with partners at Metro to secure pollinator monitoring reference sites on Sauvie Island and the West Hills, and monitored for pollinators at these two locations. • Wrote a spring newsletter article on Meadowsclaping and Pollinator Gardens. • Provided technical and programmatic assistance to school and community garden program participants, and approved reimbursement requests.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> • Attended the May Diversity Equity and Inclusion meeting. • Spoke as the feature speaker at a PSU Biology seminar showcasing non-academic biological and natural resource career pathways for graduate students (attended by 20 students). • Reviewed and made suggested edits to my position description and professional development plan for my annual performance evaluation. • Attended WMSWCD staff, tech-staff and learning lunch meetings.
Greater Forest Park Initiative Grant Contributions	<ul style="list-style-type: none"> • Monitored two GFPCI forestry projects following the UMP (8 hrs x 2 staff, LT + intern), one round-trip drive.
NRCS Grant Contributions	<ul style="list-style-type: none"> • Monitoring at Enyart Uplands: 6 staff hours (LT + JAS)

	<ul style="list-style-type: none">• T&E Plant Survey at Offensend: 9 staff hours (LT + KK)• CIG Monitoring at Karp & Selby: 24 staff hours (LT + JAS + AJ)• CIG planning, mapping, coordination, training: 28 hours (LT)
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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**