

# District Manager's Report to WMSWCD Board of Directors for September 2018 Meeting (Covers August 2018 Activity)

Goal 1: Erosion & Healthy Soil and Goal 2: Water Quality – No Activity	
<b>Goal 3: Habitat &amp; Biodiversity</b>	<ul style="list-style-type: none"> <li>Conference call w/ U.S. Department of Agriculture (USDA), Natural Resources Conservation Service (Dean Moberg, Kim Galland and Dani Aleshire) – Lower McCarthy Creek Wetland Reserve Program Compatible Use Agreement for proposed Columbia River Estuary Study Taskforce wetland enhancement project to improve connectivity with Multnomah Channel (August 17<sup>th</sup>).</li> <li>Outreach meeting with Jonathan Soll (Metro Parks and Nature) and Directors Shawn Looney and George Sowder on Metro's idea of going for a third parks and nature capital bond in 2019 (8/28).</li> <li>Check in meeting with Loren Unruh (Assistant State Conservationist – Programs, USDA Natural Resources Conservation Service, Oregon State Office) regarding Lower McCarthy Creek Wetland Reserve Program Cooperative Agreement (August 30<sup>th</sup>).</li> </ul>
<b>Goal 4: Working Lands</b> (GFPCI In Kind = 10 hours)	<ul style="list-style-type: none"> <li>Meeting with Kathy Sheehan (USDA Forest Service) and Reneé Myers, Alejandro Orizola (Forest Park Conservancy) on developing a Joint Chiefs (USDA Forest Service, USDA Natural Resources Conservation Service) funding proposal for the Greater Forest Park Conservation Initiative (8/14).</li> <li>USDA Natural Resources Conservation Service Rural Lands Coordination Meeting with East Multnomah Soil and Water Conservation District (SWCD). The meeting feature a tour of East Multnomah's Headwaters Farm (incubator farm program) and the Dianna Pope Natural Area.</li> <li>Meeting w/ Roger Cummings (w/ Michael Ahr), Forest Landowner – Management Plan Review (8/17)</li> <li>Greater Forest Park Conservation Initiative Acquisition and Easements Strategy Meeting (w/ Mary Logalbo) hosted by the Forest Park Conservancy (8/28). Also attending was City of Portland, Bureau of Environmental Services; Portland Parks and Recreation, Portland Audubon, Forest Park Neighborhood Association, Metro Parks and Nature (August 28<sup>th</sup>).</li> <li>Meeting w/ Carol Chesarek, Jerry Grossnickle (Forest Park Neighborhood Association) about loss (circa 2011) of forest tax deferral for rural landowners with the city limits of Portland (8/29). Carol and Jerry were interested in efforts of the Oregon Association of Conservation District's Lower Willamette Basin Team in getting the Oregon Department of Fish and Wildlife (ODFW) to re-open the Wildlife Habitat Conservation and Management Program (aka wildlife tax deferral).</li> </ul>
<b>Goal 5: Cultivating Stewards</b>	<ul style="list-style-type: none"> <li>Tabling (Invasive Species) – Multnomah Days (w/ Michael Ahr, Ari Sindel) (August 18<sup>th</sup>).</li> <li>Tabling (Erosion Control Practices) – FARWEST Trade Show (w/ Tualatin SWCD) (August 22<sup>nd</sup>)</li> </ul>
<b>Goal 6: Vibrant Agency</b>	<ul style="list-style-type: none"> <li>All Staff Meeting (8/6), Leadership Team Meetings (August 13<sup>th</sup>, 20<sup>th</sup>), Tech Staff Meeting (8/13), Field Intern Learning Lunch (native willows, understory seeding (Ari Sindel, Laura Taylor) (8/13).</li> <li>Communication &amp; Outreach Manager Recruitment Debriefing Mtg (led by Randi Razalenti) (8/27)</li> <li>Performance evaluation reference checks for 3 tech staff employees and 1 administrative employee.</li> <li>Sauvie Island Cultural History Project &amp; 75<sup>th</sup> Anniversary Event Planning Meeting (8/7).</li> <li>75<sup>th</sup> Anniversary Video Project Check In Meeting w/ Ed Flynn (Better Wear a Hat Productions) (8/29) and outreach to Dianna Pope (East Multnomah SWCD), Jim Robison (former West Multnomah SWCD Administrator) and Mark Nebeker (ODFW) for scheduling interviews with Ed.</li> <li>Attended the District's 8/23 Study Tour for the World Forest Institute's International Forestry Fellows (afternoon portion on Sauvie Island). (Scott Gall organized and hosted the tour along with other staff).</li> <li>Note taker at the Oregon Association of Conservation District's Structure and Framework Committee Meeting (8/24, Salem). Compiled and distributed Structure and Framework Issue Statement.</li> <li>Meeting w/ Rich Allm (WHA Insurance) on 2018-19 on Group Medical Coverage Options (8/30).</li> </ul>
<b>Sturgeon Lake</b> (In Kind = 4 hours)	<ul style="list-style-type: none"> <li>Interpretative Information Kiosk planning meeting (w/ Scott Gall: Tim Greseth, Oregon Wildlife Federation; Eric Jones, Wilamit LLC; Mark Nebeker, ODFW and John Goodell, Consultant) (8/28).</li> </ul>
<b>Diversity, Equity and Inclusion</b>	<ul style="list-style-type: none"> <li>Collaborative Restoration Partnership Agreement planning meeting (w/ Mary Logalbo, Michael Ahr) to affirm project goals and the needs of participants) with Veronica Bañuelos and Carlina Arango (consultants). Participating were Portland Parks and Recreation, Forest Parks Conservancy and Verde.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Attended the <i>Future of Forest Critters Workshop</i> – Mt. Richmond Forest (near Gaston) (August 25<sup>th</sup>)</li> </ul>

## Michael Ahr, Forest Conservationist

### August Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> <li>Met with Rock Creek landowner related to finishing his management plan. Also talked about concern for wildfire amongst neighbors. Popular topic right now - more people are getting interested in Firewise/community wildfire protection</li> <li>Met with River View Cemetery staff about getting more work going there</li> <li><u>Understory Seeding Grant</u>: Made a visit to one landowner to present conservation plan that J. Ari wrote. Completed ~12 acres of blackberry treatment at another site</li> </ul>
Greater Forest Park Conservation Initiative (GFPCI) <i>(54.5 total hours)</i>	<ul style="list-style-type: none"> <li>I'm working on finalizing 3 stewardship plans (totaling 32 acres) as well as completing scopes of work on funded projects. This work totaled <b>19.5 hrs</b></li> <li>Accumulated 5 years of data for Forest Park Conservancy report (<b>2 hrs</b>)</li> <li>Site visit to mark trees for upcoming thinning in McCarthy Watershed (<b>7 hrs</b>)</li> <li>Forest measurements 2 McCarthy properties (20 &amp; 43 acres) (<b>13 hrs</b>)</li> <li>Several visits to check contractors on 2 blackberry cutting sites on McNamee Road (<b>8 hrs</b>)</li> <li>Toured sites with Jim for upcoming Society of American Foresters Tour (<b>1.5 hrs</b>)</li> <li>Prep and site visit to landowner related to slash treatment (<b>3.5 hrs</b>)</li> </ul>
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> <li>Meeting with Verde, FPC, Portland Parks related to job training/partnership</li> <li>Brandy Saffell, Tualatin SWCD, we're comparing notes on forest programs</li> </ul>
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> <li>Worked a shift at Multnomah Days. Questions related to invasive weeds</li> <li>Worked on thinning video shoot with Randi. Eventually this will be an outreach tool on our website. We filmed a scene in a forest "after the thinning."</li> <li>Discussed our forest seeding with Crystalyn at Columbia SWCD</li> </ul>
Intern Program	<ul style="list-style-type: none"> <li>Amber and J. Ari have been fitting in a lot of office work (GIS, reports, database, conservation plan writing) as well as some vegetation monitoring with Laura as well as some forest measurements and tree marking on a few projects.</li> <li>Leading an evaluation of the internship program with help of both Amber and J. Ari as well as Laura and Ari D. We're using the equity lens as part of this. We're ready to present recommendations for changes to the rest of the tech staff.</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>I helped with the selection of our new communications coordinator by participating in interviews on 8/1 and a debrief of the process on 8/27</li> <li>Helped with a learning lunch related to understory forest seeding.</li> <li>Reviewing materials related to potential interest in writing a letter/statement for the Metro Trails project at Burlington and McCarthy forests</li> </ul>
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> <li>Attended a great tour with World Forest Institute Fellows</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 (Currently on limited shutdown, there are times where you should not have a chainsaw or brush cutter working in the forest)</li> <li>- On hot days, see if you can get some water on your native plants, especially if no rain is in the long-term forecast</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**  
**September 2018 Staff Report (August 8<sup>th</sup> – September 5<sup>th</sup> 2018)**

Task	Explanation
<p>Early Detection, Rapid Response (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<p><b>Please see the August Board report for summary of Spring-Summer seasonal work. Or, check out the 2017-18 EDRR Final Report, which will be included with board materials.</b></p> <p><b>Pokeweed:</b> Our Sauvie Island infestations are looking drastically improved from last year. The private landowner site dropped from several plants over 1000 sq feet to none! The industry site (much larger) is being managed by the management team, with guidance from the District, and almost all infestations have been treated already this year.</p> <p><b>Knotweed:</b> We have received a few new reports that we are following up on, especially in the Tryon Creek Watershed. Seasonal spot treatment work to start this month.</p> <p><b>Garlic Mustard:</b> Ari and I have completed a few opportune spot checks and completed some deadheading where required. Most checks look quite well, with minimal new rosettes forming.</p> <p><b>Phragmites:</b> Work is tentatively scheduled with ODA and PSU Center for Lakes &amp; Reservoirs the third week in September. Sites include Multnomah Channel, Sauvie Island and Linnton.</p> <p><b>Oregon State Weed Board grant:</b> Working with Tualatin SWCD and numerous local partners in re-evaluating current grant process with consideration of possibly expanding to include more partners in Washington County and east Multnomah County. Interim Report for the 2018 grant is due at the end of September (\$32,300 award amount, with over half to District).</p> <p><b>IPM Coordinating:</b> Reviewed the first draft of the 2018 City of Portland Invasive Species Strategy, and provided feedback. Prepared documents for 2018 Summer Bi-Annual Herbicide Check-in. Reviewing new glyphosate articles. Responded to in-house IPM questions. Clarified feedback with Weston regarding Phase 1 solvepestproblems.org content review.</p> <p><b>Mapping &amp; Data Management:</b> Our 2017-18 EDRR Final Report is now available! This report was compiled by Carolyn (a huge thanks to her for making time for this during her final month) with stats summarized by Ari and a map created by J. Ari.</p> <p><b>Misc:</b> Wrote and Sent out Contractor Scopes of Work, Species ID work, Reviewing contractor invoices and herbicide records; 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>Contractors began site prep work at Firestation 27. Completed annual project monitoring at three in progress EDRR restoration sites. Ari and I met with the landowner adjacent to one high priority oak habitat restoration site adjacent to a sensitive natural area owned by Parks. This landowner is very enthusiastic about expanding the current project to his property (which will more than double the project footprint). Developed a landowner agreement, which is currently being considered. Will soon be working on additional restoration prep work. 11+ sites in active restoration.</p>
<p>Invasive Partnerships</p> <p>Goals 1-6</p>	<p><b>4-County CWMA:</b> <i>Whew!</i> It's been a busy month. From working on Pull Together 2019 planning to reviewing and responding to glyphosate news to planning our October general meeting to hiring a new coordinator, there has been a lot of ground covered. As the co-chair I've stepped up to fill some needs left by our coordinator vacancy, and have delegated others. Also, facilitated steering meeting, compiled minutes, reviewed management plans, assisted with Technical Committee agenda, and am writing the incoming coordinator's work plan. I am on the hiring committee for the new coordinator. We reviewed 8 applications (from a pool of 18). Interviews are set for 9/6 with 7 candidates. <b>Oregon Invasive Species Council (OISC):</b> I represented OISC at the Institute for Applied Ecology's annual fundraiser, the "Invasive</p>

	Species Cook-Off,” at the Harris Bridge Winery near Philomath. IAE allowed me to speak to “Why worry about invasives?” during their dinner, which was well-received. I also won second place for a savory dish with my garlic mustard-mustard ☺. In other happenings, I provided feedback on an OISC letter of support for an initiative in Washington that would set aside money for an invasive species emergency management fund. Also, Jim and I will be tabling at the Howl-O-Ween event at the Oregon Zoo, along with US Fish & Wildlife Service.
Diversity, Equity & Inclusion  <i>Goal 6</i>	Participated in the Internship Evaluation Committee Meeting.  Incorporated equity lens into hiring practices process for WeedWise Specialist/CWMA Coord.  Attended Learning Lunch with Susan Weedall, who spoke about the Ally Conversation Toolkit.  Assisted with one stop on the World Forestry Fellows tour.  Sent out podcast on recent name change of City of Portland’s Office of Community & Civic Life (formerly Office of Neighborhood Involvement), which focused on inclusiveness.
Presentation s/Tabling <i>Goal 6</i>	Spoke at the Invasive Species Cook-off dinner “Why worry about invasives?”  Tabled with Oregon Dept of Agriculture Noxious Weed Program at the Oregon State Fair (reached 50+ attendees, including at least a dozen from Portland).
Annual Reports  <i>Goal 5</i>	Contributed to a couple pieces in the District Annual Report. Also, compiled information for the 2017-18 EDRR Final Report. These were just printed--hot of the press!
Technical Assistance (5) <i>Goals 1-4, 6</i>	Tech assistance requests have slowed down somewhat from earlier in the summer, and spring. Occasional requests from master gardeners.
Meetings/ Events, Tabling, Site Visits etc (7) <i>Goal 6</i>	4-County CWMA General Meeting, 4-County CWMA Pull Together Planning Meeting, 4-County CWMA Steering Committee Meeting (8/8), Institute for Applied Ecology Invasive Species Cookoff (8/11), World Forestry Institute Fellows Tour (8/23), Oregon State Fair Tabling with ODA (8/27), WeedWise/CWMA Interview Selection Meeting (8/30)

\* 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

## September Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	<p>In conversation with Wisdom of the Elders to participate in the Sturgeon Lake dedication ceremony, tentatively now scheduled for late-April. Not a lot of movement yet however.</p> <p>On August 23<sup>rd</sup> we hosted a tour for the World Forestry Center's Fellowship program. Five fellows (from the Netherlands, Taiwan, China, Thailand and Vietnam) as well as two of the WFC staff saw the Wilcox HOA and Dairy Creek project sites as well as a visit to Oak Island to talk about the Sauvie Island Wildlife Area and the "Sauvie Island Plan". Discussion centered on conservation on private lands in both an urban and working lands setting. Along with the fellows, we had most of the staff at WMSWCD participate. This creates a great learning opportunity for everyone involved. The Fellows get one-on-one time with conservation professionals here in the US while our staff get the opportunity to learn about natural resources management from different perspectives. This tents to be an inspiring and energizing day for everyone involved – including this year!</p>
Small Acreage Farms and new landowner contacts <b>SP Goals 1-5</b>	Continue to work on plans for Dairy Creek landowners. Amber (WMSWCD intern) is assisting with one of them and doing a great job. Much of my time working with landowners involves 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.
OWEB Small Grant Team <b>SP Goal 1-3</b>	<p>Currently in a grant application window for the final \$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. Applications are due September 15<sup>th</sup>.</p> <p>No application as of 9/5 but I suspect we will get several (including up to two from WMSWCD staff) and we will award the remainder of those funds.</p>
Site Visits (15) <b>SP Goals 1-5</b>	Mostly to Dairy Creek plus four farm visits.
Sturgeon Lake Restoration <b>SP Goal 1 &amp; 3</b>	<p><b>Revegetation Work:</b> No new activities here but we will be ordering plants for the winter planting soon. Non-intern Ari as well as Laura and Kammy are helping me with the planting plan.</p> <p><b>Construction:</b> A LOT happened over the course of the month. At the bridge, 12 steel pilings were driven ~60 feet into the ground. The concrete footings for both sides of the bridge sit on these, and were poured. But the time of the Board Meeting, the ten 96-foot pre-case concrete bridge beams should be in place...meaning most of the bridge will have been build.</p> <p>Eight steel pilings were driving into 50-60 feet into the ground at the mouth and these will serve as the anchors for the debris boom. Hundreds of truckloads of material have been excavated from the mouth the channel form is really taking shape. See below for lots of pictures.</p> <p>Finally, for the most part the project is right on schedule. Some of the channel and bridge work may spill into October and there is likely to be clean up well into that month, but things are looking really good with most of the really challenging aspects behind us!</p>



Task	Explanation
<p>Work on the Channel:</p> <p>Clockwise from top left: 1) Excavator and tracked dump truck removing sediment from Dairy Creek, 2) crane used to drive pilings for the debris boom, 3) all 8 pilings for the debris boom, 4) excavator working at the mouth of the cree, 5) portion of the new channel showing some of the toe bank protection, 6) placing one of the ~8 log structures used for ship wake abatement and erosion control.</p> <div>       </div>	
<p>Reeder Road Bridge:</p> <p>From left to right: 1) Crane used to drive pilings for the bridge footings, 2) what's left of the old culverts 3) wooden forms for the bridge footings, 4) fished bridge footings, 5) placing the first bridge girder.</p> <div>      </div>	

<b>Task</b>	<b>Explanation</b>
ODA Grant <b>SP Goals 1, 2, 4, 5 &amp; 6</b>	Completed the latest report on July 15 <sup>th</sup> .
Off-Channel Salmon Habitat and McCarthy Creek WRE	Not much new here. Still pursuing potential projects at McCarthy Creek and on Sauvie Island.
Soil Health <b>SP Goal 1,2,3,4&amp;5</b>	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.
Water Quality Monitoring <b>SP Goals 2,3 &amp; 6</b>	Stream temperature loggers are soaking all summer and will be collected in October.

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 August 8 – September 6, 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; review monitoring goals and targets for defining success; review monitoring results.</li> <li>• Contractor began summer mow work at 18 scheduled sites</li> <li>• Continued coordination re: fire season restrictions for field work and herbicide use and tracking</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. Researched and prepared seed and plant orders for ~6,000 woody and herbaceous wetland species from several growers to install this fall and winter.</li> <li>• Developing response plan for scirpus cyperinus (woolgrass) found on McCarthy Creek sites</li> <li>• Ongoing work on conservation plan, specifications and contractor work at Oak Conservation Implementation Strategy (CIS) site, including pollinator hedgerows; planning for OWEB small grant application due mid-September</li> </ul>
Outreach & Education; partnerships, collaborative grants (Goals 1-6)	<ul style="list-style-type: none"> <li>• Provided final edits for the Sauvie Island &amp; Multnomah Channel Bottomlands Conservation Opportunities Resource document, almost ready to go to print</li> <li>• Participated in third monthly meeting with East Multnomah SWCD and NRCS (8/16) at their farm to share information on rural programs and activity; learned about their new weather station, riparian restoration, land acquisition &amp; on-site farm program</li> <li>• Reviewed preliminary county proposal re: how to manage agricultural fill</li> <li>• Prepared final metrics and article re: non-profit partner of the year for annual report</li> </ul>
Admin. / training (Goal 6: Maintain a vibrant agency)	<ul style="list-style-type: none"> <li>• Participated in 2 leadership team meetings (8/13 &amp; 9/4). Facilitated 1 tech. staff meeting (8/13) and discussion re: misc. issues</li> <li>• Administration: Prepared monthly report, timesheet, <i>expense report</i>; managed new 2018 photo files;</li> <li>• Attended a learning lunch re: willow identification and our forestry understory seeding project</li> <li>• Provided metrics for Greater Forest Park Conservation Initiative 5 year report</li> <li>• Attended Fire Warden training</li> <li>• Vacation time</li> </ul>
GFPCI & DEQ grants, NRCS project match; DEI	<ul style="list-style-type: none"> <li>• Re: GFPCI: lower - middle McCarthy Creek HSP projects: 2 hours reporting</li> <li>• DEQ 319 grant match: 0 hours</li> <li>• Enyart WRE: 12 hours of planning, contractor administration, etc.</li> <li>• DEI: Attended learning lunch on how to be a white ally re: racism</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:**




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 August)**

	Vibrant Agency Goal 6	Status This Month
1	Diversity Equity and Inclusion	Attended Racial Equity-Centered Results-based Accountability Training held at Portland Water Bureau on August 9th. Invited by Koffi Dessou of from Office of Equity and Human Rights. More from this will be reported at the September 28th DEI Committee meeting. Held a hiring debrief regarding the Communications & Outreach Manager hiring process in an effort to make District hiring practices more equitable. More from this will be reported at the September 28th DEI Committee meeting.
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)	Coordinated second round interviews, selection and hiring process for new Communications & Outreach Manager. Onboarding with new Communications & Outreach Manager Coordinated logistics for employee retirement Updated SDAO membership database Continuing to incorporate edits/updates to Employee Handbook.
4	Audit	Audit prep: schedule preparation, documentation gathering, coordination of audit field work, drafting of report and disclosures in process.
5	Board of Directors meetings	Prep, agenda, media notice, Treasurer's Report, staff and DEI reports, room and refreshments, minutes, posting on website.
6	Grant administration and reporting	Completed update of grant receipts for fiscal year end of 6/30.
7	Other District meetings (Staff, DEI, Safety, Leadership, Annual)	All Staff Meeting (8/6), Leadership Team Meetings (August 13th, 20th), Communication & Outreach Manager Recruitment Debriefing Mtg (8/27)
8	Other external meetings and events (WHA Insurance Agents, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Meeting w/ Rich Allm (WHA Insurance) on 2018-19 on Group Medical Coverage Options (8/30). Participated in the World Forestry Institute Fellow Tour on August 23rd.
9	Training / Workshops / Conferences (SDAO, OACD, CONNECT, PROFESSIONAL ORGANIZATIONS)	Monthly SDAO safety webinars first Thursday of every month.
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	Coordinated office workstation moves.
12	Communications Support	Shot the third and final segment of the forest thinning video to be released in early November.

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

Task	Explanation
<b>Urban Conservation</b> (G1- 3, 5, 6)	<div data-bbox="451 239 678 420">  <p>Lupinus, Photo from Wikimedia</p> </div> <p>An interview I gave on plants for pollinators was highlighted in this past month's <b>Digger Magazine</b> &amp; distributed at the Far West Show:  <a href="http://www.diggermagazine.com/plants-for-pollinators/">http://www.diggermagazine.com/plants-for-pollinators/</a></p> <p>Met with Lewis &amp; Clark student lead to prepare a plan for a student orientation <b>student work party in their natural areas.</b></p> <p><b>Completed Urban Partner Funding Memorandums</b> (these documents spell out the partner funding payment agreements, conditions and deliverables).          Worked with Randi to get WWRP partner invoices out.</p> <p><b>J. Ari completed 1 private landowner conservation plan</b> (in Tryon Creek Watershed) with my assistance and edits.</p> <p>Completed site visit and provided a planting plan to St. Luke's Church for their <b>3<sup>rd</sup> native plant demonstration project.</b></p> <p>Met with <b>West Willamette Restoration Partnership</b> steering committee to discuss <b>annual sow, partner recruitment strategy and action planning.</b></p>
<b>Urban Programs Development Initiative</b> (G1-6)	<div data-bbox="1052 987 1380 1060">  </div> <p>Set up a meeting with Jim to explore coursework findings through an <b>Organizational Development</b> multilayered analysis of <b>the District's capacity needs.</b></p> <p>Conducting coursework and readings on <b>Administrative Law.</b></p> <p>Set up advisor meeting to review <b>Capstone Progress.</b></p> <p>Worked with <b>J. Ari on Urban Programs Development Initiatives Policy Review.</b></p>
<b>Grants (G1 – 6)</b>	<div data-bbox="438 1339 532 1438">  </div> <p><b>Completed contracts and scopes of work</b> for “Deer Creek Restoration Connection” and “George Himes Park Forest Enhancement” <b>OWEB Small Grant</b> projects.</p> <p>Working with Janelle St. Pierre on <i>another</i> OWEB Small Grant for the September round focused on getting more <b>large wood placed on PPR property along Tryon Creek.</b></p> <p>Working on getting final <b>NIN Grant</b> work completed with newly provided <b>extension until December to complete the grant.</b></p>
<b>OTHER (G1 – 6)</b>	<p>Finalized my <b>posistion description with Jim.</b> Provided <b>workplan accomplishments</b> for evaluation.</p> <p>Completed <b>Annual Report Metrics submission</b> and provided Jim with additional highlights.</p>

	Working on <b>Annual Award Write-Ups</b> .
<b>GFPCI</b>	Compiled <b>metrics on restoration work over a 5 year span</b> for a FPC led look back on accomplishments w/in GFPCI boundaries (4 staff hours).
<b>Diversity, Equity &amp; Inclusion</b>	<p>Finalized written <b>testimony for City Council</b> review of Office of Equity and Human Rights (OEHR) showcasing the impact they've had on our organization.</p> <p>Working with Renee 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>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> <p>Completed <b>final DEI Committee agenda</b> for upcoming September 28<sup>th</sup> meeting with input from Committee members.</p> <p>Participated in a facilitated <b>Verde/FPC/OWEB</b> meeting focused on building a non-contractual mutually beneficial partnership. Conducted follow-up with Verde staff and other partners regarding hires and office space discussions.</p> <p>Participated (&amp; organized a tour stop) for the <b>World Forestry Fellows</b> tour.</p> <p>Reached out to past NAO consultants and worked with Susan, Jim and Terri on a strategy for an <b>upcoming board equity lens training</b>.</p> <p>Participated in <b>hiring debrief meeting</b> led by Randi.</p>

**Carolyn Myers Lindberg, Communications Coordinator**  
**September, 2018 report**

<b>Area &amp; Goal</b>	<b>Explanation</b>
<b>Social media idea</b>	<b>Fall is a good time to plant trees!</b>
<b>Media Relations</b> All GOALS	Write and send release on SLRP girder construction activities/traffic delays.
<b>Website Management</b> All GOALS	Content management-writing and adding new pages and content, posts and events. Connect SW PDX social media posting for Sept. WMSWCD social media posts. Working with TDS on ADA statement for website.
<b>Communications</b> All GOALS	Meadowscaping Handbook orders. Annual Report editing/graphic designer communications. S.I. Conservation Plan editing, meetings and working with graphic designer. Staff and Leadership Team meetings, hiring debrief. NIN Grant open garden tour report. 7 days training my replacement. Work out outline for 75 <sup>th</sup> Anniv. Video and meet with videographer and Jim/Renee/Randi. Exit interview with Terri. Searching for photographer for Annual Report. Cleaning out office and finishing up final projects.
<b>Outreach/Events</b> All GOALS	Support for August events-Multnomah Days, auction item for SRN Summer Gathering, Fellows Tour support, Grange scheduling and catering. Printing and ordering outreach materials (acorn tattoo, pens, EDRR Report, Invasive weed brochure update and reorder).

## Laura Taylor, Conservationist and Education Coordinator

### September Board Meeting Staff Report (Covers August)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"><li>Planned fall monitoring for forestry program.</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>Planned fall monitoring for HS and HH Programs</li><li>Monitored plant survival and project needs on nine properties.</li></ul>
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"><li>Contributed to an article for the annual report covering a landowner who hosts pollinator monitoring and the understory seeding project among other things.</li><li>Met with new non-profit partner ECO (Ecology in Classrooms &amp; Outdoors) who is merging Dig In programing and projects into their portfolio.</li><li>Went on a site visit to a community garden we are supporting.</li><li>Enrolled one new school and one ongoing school in the School Garden program.</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>Participated in the third meeting of the Internship Evaluation Committee where we reached conclusions and identified follow-up work on many topics we were exploring.</li><li>Attended an NRCS/Multnomah SWCD meeting and tour of EMSWCD's Headwater's Farm.</li><li>Participated in the World Forestry Institute Fellows' tour of our District.</li><li>Participated in a hiring process debrief meeting reflecting on the Communications Manager hiring process.</li><li>Presented on the Forestry Program's understory seeding project at the August Learning Lunch.</li><li>Attended WMSWCD staff, tech-staff meetings.</li></ul>
Greater Forest Park Conservation Initiative (GFPCI) Grant Contributions	<ul style="list-style-type: none"><li>HSP monitoring at 5 properties in the GFPCI area – 2 days x 2 staff = 32 staff hours and 2 round trip drives.</li></ul>
NRCS Grant Contributions	<ul style="list-style-type: none"><li>Monitoring at an NRCS WRE project: 2 staff x 1 day = 16 staff hours, 1 round trip drive.</li></ul>
Diversity, Equity & Inclusion	<ul style="list-style-type: none"><li>Shared ideas and perspectives with international World Forestry Fellows during the WFI District tour.</li></ul>

#### 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