

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

Goal 1: Erosion & Healthy Soil and Goal 2: Water Quality – No Activity	
Goal 3: Habitat & Biodiversity	<ul style="list-style-type: none"> • Attended the Intertwine Alliance's Regional Connectivity Working Group Meeting (September 6th). • Attended the Clackamas, West Multnomah and Tualatin SWCD Oak Prioritization Meeting (9/10). The purpose of this group is to review, prioritize and assign SWCD actions identified in the Intertwine Alliance's Oak Prairie Working Group's recently completed Strategic Action Plan.
Goal 4: Working Lands (GFPCI In Kind = 10 hours)	<ul style="list-style-type: none"> • Michael Ahr and I met w/ Hank McCurdy to discuss our thoughts on Metro Parks and Nature's North Tualatin Mountains Access Master Plan (September 11th). We also met similarly with Jonathan Soll and Karen Vitkay (Metro Parks and Nature) (September 27th). • Meeting with Mike Cafferata, Kevin McLaughlin and Nate Agalzoff (Forest Grove District, Oregon Department of Forestry) on Firewise Community Outreach for the North Tualatin Mountains as well as possible Joint Chiefs grant application for the Greater Forest Park Conservation Initiative (9/22).
Goal 5: Cultivating Stewards	<ul style="list-style-type: none"> • Sauvie Island Center's partner appreciation event – <i>Happy Hour in the Garden</i> (9/20). • Riparian Observation Instruction – Salmon Watch (Grant High School, Zig Zag River, 9/24) • Refresher Training – Friends of Tryon Creek's Nature Guide Activity Open House (9/27)
Goal 6: Vibrant Agency	<ul style="list-style-type: none"> • All Staff Meeting (9/10), Leadership Team Meetings (9/4, 9/17), Tech Staff Meeting (9/10) • Prep /Agenda Setting/Attendance – West Multnomah SWCD Annual & Board Mtgs (October 10th) • Meetings w/ Levis – Equal Pay Law (9/5), Financial Sustainability Index Project (9/12). • Finalized Position Description for the Urban Conservationist Position. • Attended Forest Park Conservancy's 70 Years of Forest Park Celebration Event (September 25th) • Association of Conservation Districts Monthly Communications Call (September 27th) • Field/GIS End of Season Celebration Event (September 27th)
Sturgeon Lake (In Kind = 7.5 hours)	<ul style="list-style-type: none"> • Review of Draft Intergovernmental Agreement for monitoring and maintenance operations of the Sturgeon Lake Restoration Project. The purpose of the agreement is to: (1) secure permanent permissions and access to the portions of the project owned by the State of Oregon, and (2) define the roles and responsibilities of the various partners in conducting monitoring and maintenance operations; which is principally structured around the Oregon Department of Fish & Wildlife (ODFW) taking on the day-to-day monitoring and maintenance operations for the project. In addition to the District, proposed signatories are ODFW, Oregon Department of State Lands and Multnomah County. • Budget: (1) Revenue & planned expenditure information to Tim Greseth, Oregon Wildlife Foundation. (2) Communications with Multnomah County regarding expenditure reporting of county funds.
Diversity, Equity and Inclusion	<ul style="list-style-type: none"> • Review and comment on Mary Logalbo's <i>Outside Voice</i> blog submission – "Examining Our Lenses & Connecting" to The Intertwine Alliance. • Staff Learning Lunch – (Alley Toolkit Training on talking about racism (led by Susan Weedall) (9/4) • Mtg w/ Mike Karnosh, Ceded Lands Program Manager, Confederated Tribes of Grand Ronde on partnering opportunities on the Sauvie Island Cultural History Project and interpretative signage for the Sturgeon Lake Restoration Project (w/ Terri Preeg Riggsby and Eric Jones. Wilamut LLC) (9/4) • City of Portland, Office of Equity and Human Rights Annual Report presentation to the Portland City Council (9/19). (WMSWCD provided a Letter of Support and Mary Logalbo gave verbal testimony). • Communications and Outreach Manager Position Hiring Debriefing – Applying the District's Equity Lens to the decision of which candidates to bring back for a 2nd round interview (September 26th). • Diversity Equity and Inclusion Committee Meeting (9/28). I now serve as Secretary for the Committee
Professional Development	<ul style="list-style-type: none"> • Mtg w/ Brent Keller (Mason, Bruce & Girard) – guidelines and template to use for the Cascade Pacific Council, Boy Scouts of America's Butte Creek property forest management plan (9/7). • Planning for the <i>Forestry in the Urban Landscape</i> Technical Tour for the 2018 Society of American Forester National Convention (w/ Michael Ahr. (West Multnomah SWCD is hosting the tour). • Discussed House Bill 2200 (2001 Legislative Session) Forestry Carbon Offset bill w/ Katie Morrison, Oregon Department of Forestry (Salem, (September 20th). • Portland Chapter, Society of American Foresters, Summer Tour - <i>Tours from Land Managers of Forests Surrounding Henry Hagg Lake</i> (September 22nd).

Michael Ahr, Forest Conservationist

September Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> Visited with River View Cemetery to consider future weed treatment and a pathway to finalizing their management plan Initial site visit in Rock Creek Watershed. Technical info shared on weed control 2 sites visits related to preparing for weed treatment work by contractors Scheduled and supervised weed treatment on 3 sites (all outside of GFPCI area)
Greater Forest Park Conservation Initiative (GFPCI) (29 total hours)	<ul style="list-style-type: none"> 7 site visits to manage contractors on sites performing weed control (13.5 hrs). This work included holly cutting, ivy/blackberry herbicide treatment, and blackberry cutting. 3 site visits to prep for contractor work and check results (4.5 hrs) Office: project planning, creating scopes of work and processing invoices (6 hrs) Toured a portion of the District in preparation for our Society of American Foresters tour on October 7 (2.5 hrs) Initial site visit with a 37 acre landowner on McNamee Road. This property used to be a holly farm, and still has a plantation of aging holly trees (2.5 hrs)
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> None
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> Attended NRCS Soil Health webinar for 3 days. Part of Certified Planner requirements
Intern Program	<ul style="list-style-type: none"> Amber and J. Ari helped Laura finish up monitoring for the forestry and healthy streams program and also spent significant time on program reporting
Miscellaneous	<ul style="list-style-type: none"> Assisting Jim and Board in evaluating Metro Trails proposal. This month, I attended a Board Meeting, met with Metro and met with Hank McCurdy (a landowner who opposes the trail plan and process that has been followed)
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> Participated in a learning lunch related to Diversity Equity and Inclusion Met with colleagues to use equity lens in evaluating the hire of our communications coordinator
Seasonal Tips	<ul style="list-style-type: none"> - This is the time of year to cut your blackberry, pull ivy, and use herbicides to kill the roots of these plants - The fall can be a great time to plant trees and shrubs. It allows the roots to grow all winter long

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
October 2018 Staff Report (Sept 6th – October 5th 2018)

Task	Explanation
<p>Early Detection, Rapid Response (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<p><i>Please see our 2017-18 EDRR Final Report for a summary of 2017-18 program stats!</i></p> <p><u>Knotweed:</u> We received reports of several new small infestations in Tryon Creek that were treated following an outreach blitz and survey. We are working on permit of entry renewals at past sites as well. We also received permission to treat newly reported infestations on Sauvie Island (thanks, Jane!). Tryon Creek work is wrapped up (treated 25 sites) and Sauvie Island / North District sites will likely be treated this upcoming week.</p> <p><u>Garlic Mustard:</u> Met with Portland and Tualatin partners to discuss possible joint Oregon State Weed Board (OSWB) grant (deciding to pursue separately for now since we will likely receive more funding with two grants). Completed 2018 OSWB Grant Interim Report, which was approved and will be receiving partial reimbursement soon for our \$32,300 grant (half of which reimburses garlic mustard contractor expenses and other half supports partner efforts).</p> <p><u>Spurge Laurel:</u> Working with a forest park resident and Susan Weedall on spurge laurel report and follow-up.</p> <p><u>Phragmites:</u> Ari and I completed treatments on Multnomah Channel and Linnton with ODA and PSU Center for Lakes and Reservoirs. In the past two years all sites have been managed from the tip of Sauvie Island to Linnton. Of note, is a new infestation not previously known that will be treated next week. Sites that have been treated previously with imazapyr have mostly not come back after 2-3 years, but one particularly large site that was treated with glyphosate alone experienced full regrowth in two years. Already making plans for 2019.</p> <p><u>IPM Coordinating:</u> Responded to in-house IPM questions. Drafted letter of support for Solve Pest Problems program from four Portland area SWCDs, and provided some guidance to OACD letter.</p> <p><u>Mapping & Data Management:</u> Ari continues to plug away and make improvements to our Access database, and Fulcrum apps—including to monitoring data collection!</p> <p><u>Misc:</u> Contractor Scopes of Work, Species ID work, Reviewing contractor invoices and herbicide records; Coordinating with partner organizations and staff; Sent out weekly fire reports to staff; Field Supplies Management; Landowner correspondence; Budget Tracking; Partner Collaborations; Listserv posts; Admin</p>
<p>Restoration</p> <p>Goals 1-4. 6</p>	<p>Site prep began at new oak restoration project adjacent to Peter Kerr Natural Area, and site maintenance occurred at an adjoining project. New phase of restoration work, and site maintenance work completed at another restoration project in Riverview.</p>
<p>Invasive Partnerships</p> <p>Goals 1-6</p>	<p><u>4-County CWMA:</u> Interviewed seven candidates for joint Clackamas SWCD WeedWise-CWMA Coordinator position and I am pleased to announce that we selected Courtney Gattuso to take the reigns. I wrote her 2018-19 work plan and oriented her to CWMA duties and responsibilities. My co-chair Casey Gozart (previously Clark County Noxious Weed Control Board) stepped down from the Steering Committee and is beginning a new position at Clark Public Utilities. Organized upcoming Steering Committee meeting, which I hope to put in writing a rotating chairship policy. Also helped organized our General Meeting, which will be held at Montgomery Park on 10/10 (at 10am). Assisting with Pull Together planning efforts. Met with Lucas Hunt to discuss collaboration with CWMA and other WIN-led CWMA's.</p> <p><u>Oregon Invasive Species Council (OISC):</u> I reviewed our proposed legislative concept and provided constructive feedback, especially in regards to committee structure and representation from local organizations around the state. Will go before the 2019 session and will designate Oregon Parks and Rec Department as a permanent member, along with</p>

	defining seats for tribes, local organizations, federal partners, industry and other special interest groups. PNW- Garlic Mustard Working Group: Leading the charge on organizing a 4 th annual meeting of this regional work group. Tryon Creek Watershed Council: Participated in the monthly Tryon Creek meeting. Elections were held, where Torrey Lindbo stepped down and Terri Pegg Riggsby was elected president. Welcomed aboard three new members, and one of them, Jennifer, was elected Secretary. Sharon Keast (previously Secretary) is now Technology Director (new position). A bulk of the meeting was devoted to engaging with Jonathan Soll regarding possible Metro capital bond measure. Attended orientation training for nature guiding school field trips.
Diversity, Equity & Inclusion <i>Goal 6</i>	Incorporated equity lens into hiring process for WeedWise Specialist/CWMA Coord. Sent out articles regarding recent name change of City of Portland's Office of Community & Civic Life (formerly Office of Neighborhood Involvement). Responded to request from Susan Weedall for Spanish language CWMA flyers.
Presentation s/Tabling <i>Goal 6</i>	Planning needs related to Society of American Foresters tour, Arnold Creek Neighborhood Association presentation, and Howl-O-Ween tabling at the Oregon Zoo.
Technical Assistance (6) <i>Goals 1-4, 6</i>	Mostly knotweed related.
Meetings/ Events, Tabling, Site Visits etc (9) <i>Goal 6</i>	Tryon Creek Watershed Council Meeting (9/10), Joint Oregon State Weed Board grant meeting (9/11), 4-County CWMA Committee Meetings (9/12), Oregon Invasive Species Council Legislative Committee Conference Call (9/14), Ouzel Database Webinar Demo (9/21), Tryon Creek Nature Guide Educator (9/26), Meeting with Western Invasives Network (10/3)

* 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, WIN-Western Invasives Network

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

Kammy Kern-Korot, WMSWCD Senior Conservationist
Staff Report for September 10 – October 5, 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 • Continue to review monitoring goals and results and prepare for reporting • Contractor is currently competing fall spray treatments at 18 sites • Began treatment of non-native scirpus cyperinus (woolgrass) at McCarthy Creek pond site; developed strategy for downstream population at the WRE • Submitted winter plant orders for 2 HSP sites:, one for Phase 3 of a Gilbert River site, the other for Phase 2 of our newest McCarthy Creek site; visited latter site to assess fall maintenance / weed control needs
Special Rural Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants	<ul style="list-style-type: none"> • Did ongoing management, contractor oversight and administration for NRCS wetland reserve easement (WRE) restoration project on McCarthy Creek. Directed late summer weed treatments. Submitted nursery orders and planned for fall planting of 1,100 wetland plugs and wapato tubers, plus 10 pounds of wetland seed. • Participated in a field visit to the WRE site with partners, including CREST and NRCS, to scope additional wetland restoration to occur late next summer. Planning and permitting would be complete by spring 2019 and affects upland planting timing. • Visited site 1 additional time to check weed control work, assess microsites for fall planting, and for video interview • Planned small hedgerow re-planting with special habitats landowner partner • Provided info. to TSWCD re: agricultural habitat buffer at WA county boundary • Prepared grant application and secured \$15,000 OWEB small grant, to match NRCS funds, for West Hills oak savanna habitat project; prepared detailed budget, coordinated landowner and county land-use review and signatures; did site visit. Did ongoing conservation planning, including for installation of bluebird boxes, and site preparation, including contractor treatment of invasive blackberry and other weeds on 3.6 acres. • Conducted site visit of Multnomah Channel moorage with landowner concerned about shoreline invasive weeds & knotweed. Discovered & inventoried invasive phragmites (common reed); learned to use mobile weed app; did follow up re: response, including options for habitat improvement on shoreline.
Outreach & Education; partnerships, collaborative grants (Goals 1-6)	<ul style="list-style-type: none"> • Reviewed final copy of the Sauvie Island & Multnomah Channel Bottomlands Conservation Opportunities Resource document now being printed and coordinated logistics for release, distribution and follow-up • Participated in 3-county “Clackanomah” + Tualatin SWCD oak habitat program strategic planning meeting, including preparation • Met with board director J. Hartline to begin planning pond habitat workshop • Prepared for annual meeting, including award logistics • Prepared for and participated in field interview for 75th anniversary video • Coordinated and prepared materials for Sauvie Island tour with Multnomah County Drainage District and Sauvie Island Drainage Improvement Company • Updated Healthy Streams Program brochure • Prepared annual report for the Healthy Streams Program, for release at the annual meeting. Significant support was provided by one of our summer interns.
Admin. / training (Goal 6: Maintain a vibrant agency)	<ul style="list-style-type: none"> • Participated in 1 leadership team mtg. to decide health plan options, etc.; 2 all-staff meetings, including an earthquake response drill; and 1 planning mtg. with new communications manager. Facilitated 2 tech. staff meetings. • Prepared monthly report & timesheet; Reviewed & analyzed new health plan options. • Attended a presentation at Tryon Creek State Park about their understory seed project • Attended USGS lunchtime presentation on flood risk assessment for Sauvie Island and other area drainage districts along the Columbia River • Completed on-line course re: pesticide and pollinators

Activity Type	Tasks and Descriptions
GFPCI & DEQ grants, NRCS project match; DEI	<ul style="list-style-type: none"> • Re: GFPCI: lower - middle McCarthy Creek HSP projects: 4 hours (+10 hrs. intern time) reviewing and summarizing monitoring data, etc. Add conservationist field time. • DEQ 319 grant match: 1/2 hour coordination • Enyart WRE: 20 hours of field time, planning, contractor administration, etc. • DEI: Shared info. w/board & staff re: mentoring with Urban Nature Partners

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	TSWCD: Tualatin Soil & Water Conservation District
WRE: Wetland Reserve Easement	USGS: United States Geological Survey

Scott Gall October Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	In conversation with Wisdom of the Elders to participate in the Sturgeon Lake dedication ceremony, tentatively now scheduled for late-April.
Small Acreage Farms and new landowner contacts SP Goals 1-5	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. Though had a breakthrough with the Army Corps and SIDIC for an irrigation pipe over the “Big” Levee for one of them. Short story, the Corps will not require a permit for the project – phew!
OWEB Small Grant Team SP Goal 1-3	Received two applications this quarter, both from (Kammy) or through (Mary – for City of Portland) WMSWCD staff. Both were awarded their full requests. To date we have awarded \$121,791 in OWEB funds in Multnomah and Washington Counties. There is still \$5,132 remaining.
Site Visits (15) SP Goals 1-5	Mostly to Dairy Creek plus four farm visits.
Sturgeon Lake Restoration SP Goal 1 & 3	<p>Revegetation Work: Ordering plants for our winter 2019 planting date. Planning on about 17,000 for this round – paid for in part with an OWEB Small Grant for \$15,000. We are also adding about 1.35 acres of site prep that was not disturbed during construction as anticipated. Currently these areas are in heavy blackberry infestation. They will be a year behind the 7 acres that we have been treating since fall of 2017 and as such will not be a part of the upcoming plantings.</p> <p>Construction: We are making a strong push for the end. Construction has all but wrapped up within the channel. All the work at the mouth is complete aside from the placement of the floating boom structure (they are awaiting parts...). The Channel is now fully connected to the Columbia River all the way to the new bridge. The bridge itself is coming along nicely and latest report was is that it will open around October 17th. Work to remove the temporary bypass and clean up/reseed the staging areas will last through the end of the month.</p> <p>Outreach: On Sunday, September 30th I attended an event for Oregon Wildlife Foundation hosted by Willow Bar Farms on Sauvie Island. There were about 50 in attendance. The point of the event was to raise money for conservation project and OWF was touting that 100% of the proceeds from the event when to projects and not Foundation staff or capacity. They asked me to give an update on Sturgeon Lake as well as to talk about the importance and need for the project. I also used the opportunity to thank both Tim Greseth (Executive Director) and OWF for their efforts to make Sturgeon Lake a reality!</p>

Work on the Channel:

Clockwise from top left: 1) One of the new pilings at the mouth of Dairy Creek, 2) Crew works to put the finishing touches on the pilings for the debris boom, 3) a new osprey nest platform and perch were placed atop one of the pilings, 4) the new entrance of the mouth of Dairy Creek, 5) portion of the new channel looking back toward Sturgeon Lake, 6) part of the new floating boom structure prior to installation.



Reeder Road Bridge:

From left to right: 1) Cranes placing the last (of 8) concrete box girders used as the main support for the bridge, 2) the last girder sliding into place 3) a view of the new bridge structure looking toward Sturgeon Lake. The fill for the temporary bypass can be seen in the background – channel is not yet open.



ODA Grant SP Goals 1, 2, 4, 5 & 6	Working on the latest report due on October 15 th .
Off-Channel Salmon Habitat and McCarthy Creek WRE	We have received a go ahead to move on to phase 2 for the McCarthy Creek wetland restoration. This phase will scrap down 5-10 acres in order to reduce pressures from reed canary grass and encourage native herbaceous wetland plant communities. Funding is coming from BPA and CREST is the primary project manager. Timeline is for construction to begin next summer (2019).
Soil Health SP Goal 1,2,3,4&5	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 SP Goals 2,3 & 6	Stream temperature loggers are soaking all summer and will be collected in late 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
- SIDIC – Sauvie Island Drainage Improvement Company

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

	Vibrant Agency Goal 6	Status This Month
1	Diversity Equity and Inclusion	Participated in an equity lens meeting on Communications & Outreach Manager hiring process on September 26th. Participated in DEI Committee meeting on September 28th. Shared information from a recent Results Based Accountability training and hiring debrief meetings.
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)	Introduced and fielded questions about new health plan options Equity Pay law comparable pay assessment PERS compliance meeting with PERS representative Hiring debriefs Coordinated logistics for employee retirement on 9/30 Continuing to incorporate edits/updates to Employee Handbook.
4	Audit	Coordinating with Milliman to finalize GASB 75 valuation for post-retirement medical liabilities requiring disclosure in audit report.
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	Updating accounting and tracking for first quarter grant reporting
7	Other District meetings (Staff, DEI, Safety, Leadership, Annual)	All Staff Meeting, Leadership Team Meetings, DEI meeting. Financial Sustainability meetings.
8	Other external meetings and events (WHA Insurance Agents, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Conference calls with WHA insurance regarding new health plan options. Vendor discussions and contract revisions for videographer.
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)	Continuing development of guidance on various contracting issues related to Master contracts.
11	General office operations	New office workstation setup continued for new hire.
12	Communications Support	Finished and posted District video about planting fall cover crops featuring Laura Taylor: https://www.youtube.com/watch?v=WRVFYRQJg8E

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

Task	Explanation
Urban Conservation (G1- 3, 5, 6)	<div data-bbox="451 247 1149 478">  </div> <p data-bbox="1201 231 1380 472">Met with SW Watershed Resource Center staff to plan for this year's stormwater</p> <p data-bbox="430 483 1364 583">stars program! This year will include 6 events, creation of how-to videos and a newly designed website for the program. The first event, the open house, will be held at Jackson Middle School on November 3rd from 10 am – 12 pm.</p> <p data-bbox="430 625 1307 762">Provided supporting information to GreenWorks who plans to submit the Meadowscape Handbook for an ASLA award under the communications category: http://aslaoregon.org/wp-content/uploads/2018/08/2018_Design_Awards_Packet.pdf</p> <p data-bbox="430 804 1356 867">Conducted site visit at Wilcox HOA and submitted plant order after assessing planting needs there with community leads.</p> <p data-bbox="430 909 1356 972">Working with TCWC and Wisdom of the Elders on planning a Jackson Middle School invasive plant removal and native plant installation.</p>
Urban Programs Development Initiative (G1-6)	<p data-bbox="430 982 998 1045">Met with my advisor, Dr. Craig Shinn, to discuss Capstone progress and planning.</p> <div data-bbox="1052 987 1380 1060">  </div> <p data-bbox="430 1087 1209 1119">Completed final coursework and readings on Administrative Law.</p> <p data-bbox="430 1161 1307 1224">Begun readings for Culture, Values, & Leadership and International Field Experience courses.</p> <p data-bbox="430 1266 1372 1297">Continued refinement and review of Urban Programs Development Initiatives.</p>
Grants (G1 – 6)	<div data-bbox="438 1308 535 1402">  </div> <p data-bbox="560 1302 1339 1438">Processed invoiced work for “George Himes Park Forest Enhancement” OWEB Small Grant project. Scheduled contractor work for invasive treatments at “Deer Creek Restoration Connection” project.</p> <p data-bbox="430 1480 1380 1543">Submitted an OWEB Small Grant with Janelle St. Pierre focused on getting more large wood placed on PPR property along Tryon Creek.</p> <p data-bbox="430 1585 1339 1722">Submitted NIN grant quarterly report and processed grant with Metro. Highlights include completing an open garden tour, 3 hands-on work parties and 2 lectures engaging 23 adults and 20 youth, restoration of 5 acres at George Himes natural area and installation of 1715 native plants.</p>
OTHER (G1 – 6)	<p data-bbox="430 1732 885 1764">Working on Annual Award Write-Ups.</p> <p data-bbox="430 1795 1339 1858">Participated in a film shoot and voice recording with Ed & Renee for our 75th Anniversary video.</p>

GFPCI	Compiled metrics on restoration work over a 5 year span for a FPC led look back on accomplishments w/in GFPCI boundaries (4 staff hours).
Diversity, Equity & Inclusion (G1-6)	<p>Testified before City Council at their review of Office of Equity and Human Rights (OEHR) session, emphasizing the impact they've had on our organization.</p> <p>Completed an Intertwine Alliance District equity story for the Outside Voice Blog (should be live by 9/27/18): https://www.theintertwine.org/outside-voice</p> <p>Reached out to Shweta Moorthy PHD (CCC Researcher), Koffi & Judith (OEHR) and PSU contacts for our demographic data collection and analysis plan.</p> <p>Planning a pannel discussion with Wisdom of the Elders and Pacific NW College of the Arts (PNCA) related to communicating about restoration work and traditional enviornmental knowledge (TEK) for November 26th at PNCA.</p> <p>Attended and co-facilitated DEI Committee meeting on September 28th covering workplan, accountabiliy and hiring.</p> <p>Provided input on the Verde/FPC/OWEB materials provided after our meeting focused on building a non-contractual mutually beneficial partnership.</p> <p>Working with Susan, Jim and Terri on a strategy for an upcoming board equity lens training.</p> <p>Participated in Equity Lens review of Communications & Outreach Manager hiring practices led by Randi.</p>

Renee Magyar, Communications & Outreach Manager

Report covers month of September 2018

Area & Goal	Explanation
Social media idea	Fall cover crops video; Before and after images and photo album of Sturgeon Lake Restoration/Dairy Creek; photos from Sauvie Island tour with WFI
Media Relations All GOALS	Submit article for Skyline Ridge Runner Q3 issue
Website Management All GOALS	Content management- updating pages. WMSWCD social media posts. Begin editing images to meet ADA Section 508 requirements.
Communications All GOALS	Annual Report editing & graphic designer/photographer coordination. Staff and Leadership Team meetings. Meeting with videographer and interviewing for 75 th Anniv. video. Contract management for 75 th Anniv event. Design elements for cover crop video. Begin set-up of new communications systems. Onboarding for new position.
Outreach/Events All GOALS	Site visit and application for 75 th Anniv event. Preparation, outreach, and planning for 2018 annual meeting. First meeting with Willamette Valley SWCD outreach & conservation educators.
Diversity, Equity and Inclusion	Planning for 75 th Anniv event: accessibility, cultural heritage, & attendance and participation of regional tribes
Other	Ops back-up support - Note taking and set-up for September board meeting

Laura Taylor, Conservationist and Education Coordinator

October Board Meeting Staff Report (Covers September)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none">• Monitored the survival of plantings and project needs at six forestry projects.• Attended the World Forestry Fellows lightning talks.
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none">• Coordinated with contractors and land owners on fall spray work.• Monitored plant survival and project needs and collected annual photo points on 17 HSP-HH properties.• Supervised interns in monitoring data analysis and photo monitoring post-processing.
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none">• Communicated with pollinator monitoring volunteers and organized the season wrap-up thank you party.• Attended a round table meeting amongst education and outreach staff of Upper Willamette Valley SWCD's.• Attended a supporter event for Sauvie Island Center
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none">• Watched a webinar on protecting pollinators while using pesticides.• Attended WMSWCD staff, tech-staff meetings.
Greater Forest Park Conservation Initiative (GFPCI) Grant Contributions	<ul style="list-style-type: none">• Monitoring at 9 properties in the GFPCI area – 4 days x 2 staff = 64 staff hours and 4 round trip drives.
NRCS Grant Contributions	<ul style="list-style-type: none">• No activity this month.
Diversity, Equity & Inclusion	<ul style="list-style-type: none">• Joined the Diversity, Equity & Inclusion Committee and attended the September meeting.

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**