

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

Goal 1: Erosion & Healthy Soil – No Activity

<p>Goal 2: Water Quality</p>	<ul style="list-style-type: none"> • Attended the Willamette Toxics Reduction Steering Committee Meeting (October 11th)
<p>Goal 3: Habitat & Biodiversity</p>	<ul style="list-style-type: none"> • Reviewed draft agreement with Tualatin SWCD for use of Clean Water Services garlic mustard control funds designated for Multnomah County treatment sites along the Washington County border.
<p>Goal 4: Working Lands (GFPCI In Kind = 5.0 hours)</p>	<ul style="list-style-type: none"> • Hosted the East Multnomah-West Multnomah-U.S. Department of Agriculture Natural Resources Conservation Service Rural Lands Coordination Meeting (October 11th). • Meeting with Carol Chesarek (Forest Park Neighborhood Association) and Director George Sowder – background information and concerns - Metro's North Tualatin Mountains Access Master Plan (10/18) • American Forest Foundations (AFF)' WoodsCamp Launch Webinar (10/25). <ul style="list-style-type: none"> ○ WoodsCamp is a forest landowner outreach and engagement tool that is being launched in partnership with the Oregon Department of Forestry in Northwest Oregon. ○ Suggested that the AFF set up a coordination meeting with Oregon State University Extension, Oregon Tree Farm and soil and water conservation district to discussing WoodsCamp's role for plugging family forest landowners into existing forestry education and assistance programs. • Greater Forest Park Conservation Initiative (GFPCI) Check-In Meeting with Alejandro Orizola (Forest Park Conservancy) on GFPCI structure and governance and conservation easement strategy (10/30) • Phone Call w/ Renee Myers (Forest Park Conservancy) – Collaborative Restoration Partnership Agreement Project (which is being funded by the Oregon Watershed Enhancement Board) (10/30)
<p>Goal 5: Cultivating Stewards</p>	<ul style="list-style-type: none"> • Nature Guiding (Friends of Tryon Creek) – Pacific Academy (Watersheds) (October 10th) • Tabling – Oregon Zoo Howl-O-Ween Education Event (w/ US Fish & Wildlife), Sunday (10/21) • Meeting w/ Terry O'Connor (consultant to Oregon Zoo) – Oregon Zoo Education Center Partner Agreement Evaluation (w/ Renee Magyar) (10/22) • Attended Friends of Tyron Creek's <i>Indigenous Place: Connecting Traditional Lands</i> Education Event (10/23). (West Multnomah Soil & Water Conservation District was an event sponsor.) • Riparian Instructor – Salmon Watch (Liberty High School, Cedar Creek (Tillamook County), 10/26)
<p>Goal 6: Vibrant Agency</p>	<ul style="list-style-type: none"> • Leadership Team Meetings (October 8th, 22nd, and 29th), Tech Staff Meeting (October 22nd) • Prep/Agenda Setting/Attendance – West Multnomah SWCD Annual & Board Meetings (Oct 10th) • Regional Risk Management Training (Special Districts Association of Oregon) (Tigard, October 2nd) • Tryon Creek Watershed Council Board Meeting (October 8th) (I am a non-voting Ex Officio Member) • Financial Sustainability Index Project Meeting w/ Michele Levis (October 4th) • Attended Sauvie Island Drainage Improvement Company Board Meeting (October 16th) • Check In and Six Month Work Planning w/ Renee Magyar, Communications & Outreach Manager. • Oregon Association of Conservation District's Lower Willamette Basin Team Conference Call (10/29)
<p>Sturgeon Lake (In Kind = 11.5 hours)</p>	<ul style="list-style-type: none"> • Meeting with Henry Wessinger (Donor), Tim Greseth (Oregon Wildlife Foundation) regarding the Wessinger Family's preferred name for the bridge for the Sturgeon Lake Restoration Project (10/10) • Final formatting (legal descriptions and maps) – Road Purpose Easement to be Granted to West Multnomah SWCD from Private Landowner #4 and then transferred to Multnomah County. • Review of Sturgeon Lake Restoration Project Expenditures and Budget w/ Michele Levis (10/18) • Phone inquiry from Sarah Swanson (Portland State University, Master of Public Administration) regarding WMSWCD's Funding and Fish Passage Responsibility IGA w/ Multnomah County (10/29)
<p>Diversity, Equity and Inclusion – No Activity</p>	
<p>Professional Development</p>	<ul style="list-style-type: none"> • Attended Society of American Foresters National Convention (Oct 3rd, 5th and 7th) including hosting the convention's Sunday, Oct 7th, <i>Forestry in the Urban Landscape</i> Technical Tour. • Camp Baldwin Tour (Forest Management Committee, Cascade Pacific Council, Boy Scouts) (10/9) • Oregon Tree Farm Annual Meeting and Workshop (Vegetation Management), Silverton (10/27)

Michael Ahr, Forest Conservationist
October Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> • Herbicide treatments of invasive weeds were completed on 6 sites this month covering more than 60 acres • Visited a site that will be thinned as part of our CIG project with the contractor. Returned the next week to mark trees for cutting (3.1 acres in Rock Creek WS) • 2 site visits with new landowners (Rock Creek watershed and EF McKay WS) • Completed 2 landowner agreements for fall cutting work with contractors
Greater Forest Park Conservation Initiative (GFPCI) (24.5 total hours)	<ul style="list-style-type: none"> • Visited 3 sites with contractors for herbicide treatment (7 hours) • Visited a site with a landowner to mark trees for thinning. About 3 acres off of McNamee Road (3 hours) • Site visit for forest measurements at a holly farm on McNamee Rd, proceeded to start the management plan as well (10.5 total hours) • Processed invoices, worked on landowner agreements (4 hours)
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> • Attended monthly coordination meeting with NRCS & East Multnomah SWCD • Gave feedback to Metro at a meeting related to Nature in Neighborhood grants
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> • Assisted in delivery of a tour for the national Society of American Foresters meeting. This included a few meetings in the weeks leading up to the event. • Led hike for BLA in Forest Park related to native trees and how their wood is used • Communications and meetings to get prepared for Tree School 2019 • Met with Renee and Randi related to a video we're creating on forest thinning • Attended webinar on WoodsCamp application that will help outreach to woodland owners over social media
Intern Program	<ul style="list-style-type: none"> • Amber and J. Ari finished their appointment with us this month. They finished strong by completing a number of healthy streams reports and water quality reporting. • I held a final meeting with both to discuss their many accomplishments and they also gave feedback to Randi and Michele through an exit interview.
Miscellaneous	<ul style="list-style-type: none"> • Returned a vehicle to the motor pool in Salem • Attended Annual meeting
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> • Met with Randi related to suggested changes to the internship. The changes would be aimed at improving diversity, equity, and inclusion in the program. • Recommendations to Metro related to Nature in Neighborhood Grants were largely aimed at encouraging them to continue motivating partners to include DEI prominently in the application process. Projects are strongly encouraged to engage diverse and underserved populations
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, CIG – NRCS Conservation Innovation Grant (which focuses on understory seeding in a forest) 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

Kammy Kern-Korot, WMSWCD Senior Conservationist
Staff Report for October 8 – November 1, 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 • 10 HSP project annual summaries prepared for landowners, with intern support • Refined winter planting plans for HSP sites • Responded to concerns over beaver damage of habitat plantings and other resources near Sauvie Island drainage canals
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 fall weed treatments. Do annual photo-monitoring for submission to NRCS. • Secured planting materials, coordinated and supervised planting of 1,400 wetland plugs and wapato tubers and sowed 10 pounds of wetland seed. Winter planting of woody species (phase 2) to follow. Included 3 site visits. • Disseminated info. to organic grower re: Farm Service Agency program to reimburse fees for Organic certification; provided technical assistance re: solarization techniques for organic control of annual and biennial weeds. • Began implementation and administration of \$15,000 OWEB small grant, just awarded, to match NRCS funds, for West Hills oak savanna habitat project. Secured a handful of native conifers for fall planting at headquarters area. • Invasive phragmites (giant reed) & knotweed assessed during earlier Multnomah Channel moorage site visit was treated by EDRR program • Inspected Sauvie Island hedgerow site also treated for invasive knotweed
Outreach & Education; partnerships, collaborative grants (Goals 1-6)	<ul style="list-style-type: none"> • Facilitated celebration for primary contributors and co-organized distribution of Sauvie Island & Multnomah Channel Bottomlands Conservation Opportunities Resource document, now in print and posted on our website at: https://wmswcd.org/wp-content/uploads/2015/08/SICO_10-15-18_web-version_vert-maps.pdf • Participated in annual meeting and presented award to non-profit partner of the year, Scappoose Bay Watershed Council; • Finalize HSP annual report for distribution at annual meeting, etc. • Presented on Healthy Streams and Sturgeon Lake Restoration work at Sauvie Island tour with Multnomah County Drainage District and Sauvie Island Drainage Improvement Company; joined natural area walk* • Attended CWMA general meeting re: weed control activities around the region • Participated in monthly rural programs coordination meeting with EMSWCD & NRCS
Admin. / training (Goal 6: Maintain a vibrant agency)	<ul style="list-style-type: none"> • Participated in 1 leadership team mtg. Facilitated 1tech. staff meeting and planned for others, including tracking progress on district's shared contacts database • Prepared monthly report & timesheet; performed supervisory duties • Attended Johnson Creek Watershed Council Science Symposium • Vacation time
GFPCI & DEQ grants, NRCS project match; DEI	<ul style="list-style-type: none"> • Re: GFPCI: lower - middle McCarthy Creek HSP projects: 4 hours intern time collating monitoring data and preparing landowner summaries. • DEQ 319 grant match: 1.5 hour coordination re: Sauvie tour, etc. • Enyart WRE: 20 hours of planting planning & contractor oversight, etc. • DEI: Connected with Wisdom of the Elders and provided Sauvie Island... Conservation Resource to WOE staff; *participated in Sauvie Island nature walk led by Grand Ronde tribal member re: cultural uses of native plants

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

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

	Vibrant Agency Goal 6	Status This Month
1	Diversity Equity and Inclusion	Viewed two presentations from OGFOA fall conference: *Metro’s Strategic Plan to Advance Racial Equity, Diversity and Inclusion *City of Gresham’s Employee-led Equity Initiative
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)	Completed sign-up of new SDIS Regence health plan for staff; Finalized payroll and HR files for Communications position retirement and interns' departure, including exit interviews. Continued work on Equity Pay law comparable pay assessment 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. Coordinating with Auditor to incorporate new disclosure requirements and footnotes in audited annual 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.)	Ongoing communication with WHA insurance regarding new health plan options.
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	CONNECT 2019 lodging options researched and booked. .Attended Active Shooter training at Montgomery Park presented by Portland Police Bureau on Oct. 23rd
12	Communications Support	Editing Forest Thinning video featuring Michael Ahr, anticipated release date: Nov. 7th

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

Task	Explanation
<p>Urban Conservation (G1- 3, 5, 6)</p>	<p>Created and submitted a native plant order for the Jackson Middle School with Jane Hartline’s nursery. Finalized Wisdom Workforce logistics with their staff and Tryon Creek Watershed Council staff and volunteer director (Terri ☺).</p> <p>Met with the newly hired SW Watershed Resource Center coordinator to orient him to collaborative projects and prospective opportunities.</p> <p>Planned out the West Willamette Restoration Partnership December meeting agenda and pinned down logistics (with Randi’s help) focused on welcoming and engaging new partners to grow the capacity and network of the partnership.</p> <p>Followed up with Bureau of Environmental Services (BES) staff on a collaborative technical assistance intake and database project to help BES staff and its partners better respond and track resident requests for assistance.</p>
<p>Urban Programs Development Initiative (G1-6)</p> <p><i>*DEI Focused semester.</i></p>	<p>Working with Dr. Craig Shinn to review Capstone progress and planning.</p>  <p>Reading <i>Cultural Intelligence for Culture, Values, & Leadership and International Field Experience</i> courses.</p> <p>Created questions for and scheduled an interview with Koffi Dessou of Office of Equity and Human Rights (OEHR) focused on culturally intelligent leadership.</p> <p>Traveled to Vietnam to learn about alternative governance structures, environmental management and economic strategies and culture.</p> <ul style="list-style-type: none"> • Presented on Ecotourism and Working Land Strategies to De Nang’s Institute for Socio Economic Development. • Met with the Vietnamese National Assembly’s (equivalent of Congress) Chair of Appropriations and Staff, US Embassy staff, and two separate University Delegates. • Participated in a Ho Chi Mihn Executives Governance Seminar. • Toured Than Dong Organic Farm and learned about their soil building, cover cropping, integrated pest management, pollinator habitat enhancement, economic funding and social uplift strategies! Connected with coordinator about possible intern exchange opportunities.



Pictured Above: Ho Chi Mihn Executives Governance Seminar & traditional round boat transportation to our meeting.



Pictured Above: Than Dong Organic Farm & onsite bumble bee viewing taken from heavily used pollinator hedgerows!



Pictured Above: De Nang's Institute for Socio Economic Development (left) & National Assembly headquarters (right).

Continued refinement and review of **Urban Programs Development Initiatives.**

Grants (G1 –

Provided an invasive plant removal, native plant installation and erosion control

6)	plan for the SW 52nd 1% for Green funding application (a revenue stream through the City dedicated to providing stormwater and access improvements on and along roadways).
OTHER (G1 – 6)	Presented Green (Lorena O’Niel & Hilary Hunt of SWNI) and Government Cooperator Awards (Janelle St. Pierre of PPR) at the District Annual Meeting .
GFPCI	Provided FPC staff with a map and bullet points focused on District priorities for property easements and acquisitions with Jim’s guidance (3 hours).
Diversity, Equity & Inclusion (G1-6)	<p>*See Urban Program’s Development Initiative (above) for DEI focused Culture, Values, & Leadership and International Field Experience courses.</p> <p>Followed up on Intertwine Alliance District equity story for the Outside Voice Blog (should be live soon?): https://www.theintertwine.org/outside-voice</p> <p>Scheduled a meeting with Shweta Moorthy PHD (CCC Researcher) for November 6th to discuss our demographic data collection and analysis plan.</p> <p>Followed up with Wisdom of the Elders and Pacific NW College of the Arts (PNCA) on panel discussion on restoration work and traditional environmental knowledge (TEK) for November 26th at PNCA.</p> <p>Provided a more detailed Draft DEI workplan that included timelines, leads and success metrics to DEI Committee members and staff for review. The goal for this exercise is to better ensure work plan tasks are carried out, staff and board expectations are clear and success measured.</p> <p>Completed and submitted an initial consultant request for to NAO for an upcoming board equity lens training.</p>

Renee Magyar, Communications & Outreach Manager
Report covers month of October 2018

Area & Goal	Explanation
Social media	Sharing partner organization upcoming events; insect image from Forest Park; Create video graphics template and slides for cover crop video.
Media Relations All GOALS	Tree School ad update. Announcement of Reeder Road bridge completion (SLRP)
Website Management All GOALS	Information sharing with web host/web IT company. Content management- updating pages and links (posting board meeting docs; begin removing second step click-throughs). Created website update needs and tracking doc.
Communications All GOALS	Annual Report final production coordination. Staff and Leadership Team meetings. Design/editing/update for Sturgeon Lake fact sheet + Healthy Streams brochure. Begin drafting annual communications strategy. Comms budget information learning. Forest Program learning.
Outreach/Events All GOALS	Final preparation, outreach, planning, and production of 2018 Annual Meeting. Manage Metro application and planning prep for 75 th Anniv event. Meet Sauvie Island School reps to discover involvement for 75 th Anniv event; connect to island farm. Update annual event schedule for staff meetings.
Diversity, Equity and Inclusion	Editing for Intertwine DEI blog. Join DEI committee. Adopt DEI public meeting announcement role.
Other	

Laura Taylor, Conservationist and Education Coordinator

November Board Meeting Staff Report (Covers October)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Site-prepped/Seeded 46 study plots at eight properties involved in the Understory Seeding Conservation Innovation Grant (CIG). • Developed a stewardship plan for a land owner involved in the Understory Seeding CIG project.
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Developed planting plans for three properties and placed plant orders with nurseries. • Coordinated with maintenance contractors on fall weed treatments. • Quality-checked and completed monitoring data analysis and display. • Quality-checked and revised three landowner summary reports.
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> • Summarized pollinator monitoring data and hosted the season wrap-up thank you party. • Gave a short presentation on fall gardening to 1st and 2nd grade classes at Cottonwood Elementary School which is enrolled in our garden funding program. • Along with Tom Josephson from CREST, helped lead a field trip for Sauvie Island School 7th and 8th graders to plant live stake trees along the newly reshaped Dairy Creek project. • Annual check-in visit with an ongoing school garden project at Reike Elementary. • Preliminary site visit with a new school (Maplewood Elementary) that is interested in technical and financial school garden assistance. • Attended the Friends of Tryon Creek’s Indigenous Places Celebration which we support through Education Partner Funding.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> • Provided feedback to the Intern Supervisor on intern strengths and areas for improvement for intern exit interviews. • Attended WMSWCD staff, tech-staff meetings.
Greater Forest Park Conservation Initiative (GFPCI) Grant Contributions	<ul style="list-style-type: none"> • Data analysis and landowner summary reports: 5 hours
NRCS Grant Contributions	<ul style="list-style-type: none"> • Site-prepped/Seeded 46 study plots at eight properties involved in the Understory Seeding Conservation Innovation Grant (CIG): LT: 32 hours, Intern: 8 hours, 4 round trips. • Developed a stewardship plan for a land owner involved in the Understory Seeding CIG project: LT: 20 hours.
Diversity, Equity & Inclusion	<ul style="list-style-type: none"> • Attended the Friends of Tryon Creek’s Indigenous Places Celebration which we support through Education Partner Funding.

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