

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

<b>Goal 1: Erosion &amp; Healthy Soil</b>	<ul style="list-style-type: none"> <li>Attended Multnomah County Planning Commission Hearing on proposed changes to the Minimal Impact Project, Grading and Erosion Control (Erosion and Sediment Control in Chapter 39), Stormwater Drainage Control, Hillside Development (Geologic Hazards in Chapter 39) and Large Fill Permits; provided comment regarding exemption for SWCD restoration projects (November 5<sup>th</sup>).</li> </ul>
<b>Goal 2: Water Quality</b>	<ul style="list-style-type: none"> <li>Webinar - <i>Lending to Landowners Using the Clean Water State Revolving Fund</i> (November 1<sup>st</sup>)</li> </ul>
<b>Goal 3: Habitat &amp; Biodiversity</b>	<ul style="list-style-type: none"> <li>Tualatin, Clackamas and West Multnomah SWCD Oak Prioritization Meeting (Hillsboro, 11/5)</li> <li>Review/comment on Tualatin, Clackamas and West Multnomah SWCD oak prioritization statement to be submitted to The Intertwine Alliance Oak Prairie Working Group oak prioritization committee.</li> <li>City of Portland Invasive Species Summit 2.0 (November 7<sup>th</sup>)</li> <li>Metro Parks and Nature's Regional Conservation Priority Discussion for 2019 Capital Bond (11/16)</li> <li>The Intertwine Alliance Oak Prairie Working Group Meeting (11/29)</li> <li>Check in phone call with Oregon Department of Fish and Wildlife regarding Intergovernmental Agreement with Lower Willamette SWCDs for finding the capacity to implement the Wildlife Habitat Conservation and Management and Riparian Tax Credit programs in Northwest Oregon (11/29).</li> </ul>
<b>Goal 4: Working Lands</b> (GFPCI In Kind = 3.0 hours)	<ul style="list-style-type: none"> <li>WoodsCamp Coordination Calls (11/7 &amp; 11/21). WoodsCamp is a new social media forest landowner outreach and engagement tool of the American Forest Foundation. Oregon is one of the test states for the tool. Multnomah County is part of the Northwest Oregon pilot area.</li> <li>Coordinated set-up of a Wildfire Hazard Mitigation Meeting between Portland Parks and Recreation, Oregon Dept of Forestry, Portland Fire &amp; Rescue, Forest Park Conservancy and the District (11/16).</li> </ul>
<b>Goal 5: Cultivating Stewards</b>	<ul style="list-style-type: none"> <li>Riparian Instructor – Salmon Watch (Mountain View Middle School, Cedar Creek (Tillamook County), November 13<sup>th</sup>).</li> </ul>
<b>Goal 6: Vibrant Agency</b>	<ul style="list-style-type: none"> <li>All Staff Meeting (11/5), Leadership Team Meetings (11/19), Tech Staff Meeting (11/27)</li> <li>Participated in the District Office Hazard Investigation Assessment &amp; Follow-Up (11/5, 11/8)</li> <li>Prep/Agenda Setting/Attendance – West Multnomah SWCD Board Meetings (Nov 7<sup>th</sup>)</li> <li>Review and signature on the District's Representation Letter for the Fiscal Year 2017-18 Audit.</li> <li>Oregon Association of Conservation District's Fall Strategy Meeting (11/14-15; Agate Beach)</li> <li>Communication and Outreach Manager's 6 Month Work Plan Check In (11/20).</li> <li>Howell Territorial Park 75th Anniversary Celebration walk through w/ Metro Parks &amp; Nature (11/20)</li> <li>Reviewed proposed updates and edits to the District's Employee Handbook (11/20)</li> <li>Check In Meeting w/ Mary Logalbo – Urban Programs Development Initiative (11/27)</li> <li>Phone call w/ Monica Harrison (Special Districts Association of Oregon) regarding District's assessment and proposed corrective action for compliance with Oregon's Equal Pay Law (11/27)</li> <li>Oregon Association of Conservation District's Monthly Communication Call (11/29)</li> </ul>
<b>Sturgeon Lake</b> (In Kind = 5.5 hours)	<ul style="list-style-type: none"> <li>Discussion and resolution with Tom Josephson (Columbia River Estuary Study Task Force) regarding seasonal access road erosions concerns expressed (and confirmed) by Landowner #1 (11/1)</li> <li>Check in phone calls and emails with Fritz Paulus (real estate attorney) on remaining real estate tasks such as summary report of water right permits for Landowner #4; Maintenance Intergovernmental Agreement with the Oregon Department of Fish &amp; Wildlife, Multnomah County, Oregon Department of State Lands; surveying boundaries and conducting baseline reports for the permanent easements.</li> <li>Statewide Surveying Scope of Work meeting - final survey of permanent easements (11/21, Gresham)</li> </ul>
<b>Diversity, Equity and Inclusion</b>	<ul style="list-style-type: none"> <li>Phone call with Liv Peterson (staffer for Congressman Earl Blumenauer) regarding eligibility requirements of soil and water conservation district Zone Positions (11/27). (Liv initiated the call).</li> <li>Final draft of September 28<sup>th</sup> Diversity, Equity and Inclusion Committee Meeting Summary; attendance, participation and note taker for November 30<sup>th</sup> Committee meeting.</li> <li>Leadership Team discussion regarding developing the framework for the Equity Hiring Playbook.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Portland Parks and Recreation Pesticide Recertification Course (8 hours, November 6<sup>th</sup> and 8<sup>th</sup>)</li> <li>Plot Hound Forest Inventory Tool Training (Hopkins Demonstration Forest, Beavercreek, 11/9)</li> </ul>

## Michael Ahr, Forest Conservationist

### November Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> <li>• Site visits with 2 landowners in Rock Creek Watershed who want to have a management plan (combined ownership of 2 landowners is about 60 acres)</li> <li>• Spread understory seed at 4 sites with Laura</li> <li>• Thinned 3.1 acres in Rock Creek Watershed</li> </ul>
Greater Forest Park Conservation Initiative (GFPCI) <b>(42.5 total hours)</b>	<ul style="list-style-type: none"> <li>• Managing 13 acre thinning project in McCarthy Cr. Watershed (12.5 hrs)</li> <li>• Visited 3 sites to check effectiveness of blackberry treatment (6 hrs)</li> <li>• Office work: scope of work, budgeting, invoices (3 hrs)</li> <li>• Met with landowner in office about upcoming work on 165 acre forest (1 hr)</li> <li>• Attended Linnton Neighborhood Association Meeting. The community approved the idea of becoming a Firewise Community (2.5 hrs)</li> <li>• 5 site visits related to upcoming work, check ins on past work, and consultation on weed treatment (7 hrs)</li> <li>• Contractor work on slash treatment off of Skyline Blvd (4 hrs)</li> <li>• Updated a Stewardship Plan for a landowner (1.5 hrs)</li> <li>• Site visit on McNamee road to a landowner we cooperate with who will be cutting some trees in next year or so. (5 hrs)</li> </ul>
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> <li>• Woodland Fish &amp; Wildlife Group</li> <li>• WoodsCamp call – this is a new outreach effort to get landowners interested in management planning on their property. It's led by American Forest Foundation</li> <li>• NRCS collaboration meeting</li> <li>• Linnton Neighborhood Association Meeting (Firewise)</li> <li>• Called Lauren Grand (OSU Extension) to discuss red legged frog habitat in mixed forests</li> </ul>
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> <li>• City of Portland, Invasives 2.0 workshop</li> <li>• PlotHound workshop – Hopkins Demonstration forest – this was a training on a forest inventory application that you can use on a smart device.</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• Completed NRCS Security exam to maintain my ability to use their computer</li> <li>• Discussion on Long Term Maintenance issues with tech staff (meeting)</li> </ul>
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> <li>• Discussion with Laura about handing off the management of the internship program. Much of this conversation was related to making the internship inclusive.</li> <li>• Attended a presentation at Pacific Northwest College of Art related to Traditional Ecological Knowledge</li> </ul>
<b>Seasonal Tips</b>	<ul style="list-style-type: none"> <li>- This is the time of year to cut your blackberry, pull ivy, and use herbicides to kill the roots of these plants</li> <li>- The fall can be a great time to plant trees and shrubs. It allows the roots to grow all winter long</li> </ul>

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

**Scott Gall**  
**December Staff Report**

Task	Explanation
Diversity, Equity & Inclusion (DEI)	<p>Attended the “Moving into the Next 25” event held by Wisdom of the Elders on Nov 14<sup>th</sup>. It was well attended (40-50 people) and served as both a sweet send off to current Executive Director Rose Highbear as she starts retirement and introduction of the new ED, Theresa Montana.</p> <p>I am also working with Kunu Bearchum, Multimedia Producer at Wisdom, as they want to follow up on the ribbon cutting ceremony at Dairy Creek back in July. They are hoping to get some post-construction shots as well as drone footage for use in their own promotional material. We have also invited them to partake in the April 27<sup>th</sup>, 2019 dedication ceremony for Sturgeon Lake/Dairy Creek. This even will be a celebration of the project, its partners and all the hard work put in by everyone. Wisdom has expressed interest in the past in wanting to help with the celebration and I will be working with Theresa and her staff to explore more about what that means.</p>
Small Acreage Farms and new landowner contacts <b>SP Goals 1-5</b>	Completing conservation plans for two of our Dairy Creek landowners. No new landowner contacts this month however.
OWEB Small Grant Team <b>SP Goal 1-3</b>	There is still \$5,132 remaining in the small grant fund for our area. Next grant cycle is due December 17 <sup>th</sup> 2018 by noon.
Site Visits (5) <b>SP Goals 1-5</b>	All Sturgeon Lake
Sturgeon Lake Restoration 5 site visits (164 miles) 38 hours <b>SP Goal 1 &amp; 3</b>	<p><b>Revegetation Work:</b> Mosaic crews were back out at the site conducting another round of site prep - spraying new weeds and blackberry regrowth in the 7+ acres we have been treating for over a year now. Crews also spread native grass seed in these areas to add cover prior to installation of the woody plants. Woody plants will be installed in February.</p> <p>We also added several more acres that we thought may be impacted by construction but were not. Crews sprayed these areas (almost 100% blackberry) and will return to cut them later this winter.</p> <p>A subcontractor under the CREST/Elting contract (Fox erosion control) has begun the process or replanting the areas worked up during construction. Currently their crews are installing ~6000 willow stakes in the lower portions of the banks. They will be back in later December to install another 8000 plants, mostly container stock.</p> <p><b>Construction:</b> Elting, the main contractor, wrapped up activities the week of Thanksgiving. Most of the equipment has been moved off site. Along with a few small tweaks, Multnomah County accepted the bridge build and we are currently working with them to draft the final “three way, Intergovernmental Agreement (IGA)” between them, ourselves and ODFW.</p>

### Work on the Channel:

Clockwise from top left: 1) Removal of the temporary bypass road. 2) Final, "in water work" as they finish the grade on the bank where the temporary bypass road was. 3) the green-blu hydro seed of native grasses. 4) the final install of the irrigation pipe.



1



2



4



3

One last picture of the creek just after it was reopened on Nov 2, 2018. This was JUST before the time switch and flow began moving INTO Sturgeon Lake for the first time in 22 years!





ODA Grant <b>SP Goals 1, 2, 4, 5 &amp; 6</b>	Attended the Lower Willamette Ag Water Quality Management Area Plan biennial meeting on Nov 7 <sup>th</sup> .
Off-Channel Salmon Habitat and McCarthy Creek WRE	We received the 30% plans for the McCarthy Creek Wetland restoration. This project seeks to restore native herbaceous vegetation and discourage reed canary grass by returning the site to proper function hydrology. Plan is to implement next summer. More to come.
Soil Health <b>SP Goal 1,2,3,4&amp;5</b>	Not a lot new here. No new sign ups and still tracking down folks that might have install cover crops this fall.
Water Quality Monitoring <b>SP Goals 2,3 &amp; 6</b>	Data has been collected, still need to analyze it and write a report.

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

**Kammy Kern-Korot, WMSWCD Senior Conservationist**  
**Staff Report for November 2 – December 4, 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</li> <li>• Plant orders finalized for HSP winter plantings</li> <li>• Did site visit with County natural resources colleague &amp; rural conservationist to Dairy Creek and private landowner canal site on Sauvie Island canal re: beaver dam flooding; did earlier site visit to see first restored tidal exchange w/Sturgeon Lake!</li> <li>• Provided info. to TSWCD re: Abbey Creek riparian work, hydrology &amp; taxlots</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 oversight and administration for NRCS wetland reserve easement (WRE) restoration project on McCarthy Creek. Submitted annual photo monitoring to NRCS. Engaged in planning for new wetland restoration -- including meeting with partners and 30% design review and comment; did site visit to assess wetland plug planting success and prepare for winter planting, etc.</li> <li>• Participated in 2 “Clackanomat” meetings w/local SWCDs to coordinate oak habitat prioritization, education &amp; outreach, and input for regional planning. Reviewed and shared 4 earlier GIS analyses by WMSWCD of oak habitat and potential.</li> <li>• Reviewed landowner list from GIS oak tree density (and taxlot size) analysis to identify priority land parcels for an outreach mailing; drafted text for mailer.</li> </ul>
Outreach & Education; partnerships, collaborative grants (Goals 1-6)	<ul style="list-style-type: none"> <li>• Reviewed several HSP annual project summaries for HSP / SH landowner sites monitored this year. A total of 27 reports will be finalized and mailed in December.</li> <li>• Participated in monthly rural programs coordination meeting with EMSWCD &amp; NRCS; shared how we track landowner contact and projects</li> <li>• Coordinate renewal of IGA/agreement with City of Portland for plant cooler use</li> <li>• Updated outreach materials to provide at, and participated, in Sauvie Island Community Association meeting re: our new conservation opportunities resource</li> </ul>
Admin. / training (Goal 6: Maintain a vibrant agency)	<ul style="list-style-type: none"> <li>• Participated in 2 all-staff meetings. Facilitated 3 tech. staff meetings, including review of new database features and discussion re: long-term maintenance of district-funded projects</li> <li>• Attended Invasives 2.0 Summit by City of Portland, including presentations re: the coming of a second edition of Urbanizing Flora, prioritizing weed control, and emerging trends re: aquatic and terrestrial invaders</li> <li>• Attended 2 USGS brownbags re: What Should a Stream Look Like, and archeology &amp; SandyWC workshop on climate change adaptation; debriefed tech. staff on these and earlier brownbag re: pollinator study at OSU Extension experiment station in Aurora.</li> <li>• Prepared monthly report, timesheets, reimbursement request</li> <li>• Performed supervisory duties, including closing out of the work year with the season technical; reviewed accomplishments, professional development, time distribution and status of projects</li> <li>• Family leave time; Veteran’s day holiday</li> </ul>
GFPCI & DEQ grants, NRCS project match; DEI	<ul style="list-style-type: none"> <li>• Re: GFPCI: lower - middle McCarthy Creek HSP projects: &lt;1 hr. contractor admin.</li> <li>• DEQ 319 grant match: &lt;1 hour coordination</li> <li>• Enyart WRE: 16 hours, incl. 1-2 by seasonal technician on monitoring photo</li> <li>• DEI: As part of Leadership Team, provided input on hiring timeline and “equity pauses.” Reviewed &amp; commented on DEI workplan, including during staff meeting. Tracked developments re: interest in changing landownership requirement for SWCD directors. Attended talk by Wisdom of the Elders staff as part of Invasives 2.0 re: Native American perspectives and partnership.</li> </ul>

**Strategic Plan Goals:**

- |   |  |                              |
|---|--|------------------------------|
| 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

CREST: Columbia River Estuary Study Task Force

DEI: Diversity, Equity & Inclusion

EDRR: Early Detection Rapid Response [of invasive species]

NRCS: Natural Resource Conservation Service

SBWC: Scappoose Bay Watershed Council

WRE: Wetland Reserve Easement

CSWCD: Clackamas Soil & Water Conservation District

CWMA: Cooperative Weed Management Area

DEQ: Department of Environmental Quality

HSP: Healthy Streams Program

ODA: Oregon Department of Agriculture

TSWCD: Tualatin Soil & Water Conservation District

USGS: United States Geological Survey

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

	Vibrant Agency Goal 6	Status This Month
1	Diversity Equity and Inclusion	Participated in Diversity, Equity and Inclusion Committee meeting on November 30 <sup>th</sup> ; discussions and update on DEI integration into Hiring playbook.
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)	Updated staff on implementation of SDIS Regence health plan and effect on payroll deductions. Completed Pay Equity law comparable pay assessment documentation, discussions with SDAO representatives and preparation of recommendations for board. Incorporated edits/updates to Employee Handbook. Completed HR paperwork for Permanent Seasonal Conservation Tech departure for the season. Prepared draft of ideal hiring schedule, including equity check-in pauses, for permanent employees as part of District's Hiring Playbook.
4	Audit	Finalized with Milliman the GASB 75 valuation for post-retirement medical liabilities requiring disclosure in audit report. Completed review and issuance of final Audit Report for FY 2018.
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 regular grant reporting
7	Other District meetings (Staff, DEI, Safety, Leadership, Annual)	All Staff Meeting, Leadership Team Meetings, DEI meeting. Financial Sustainability meetings. Conducted first of quarterly Hazard Investigation in District office, vehicles, and storage areas as part of monthly safety meetings.
8	Other external meetings and events (WHA Insurance Agents, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Ongoing communication with Property Manager about obtaining 2 more parking spots for Master Gardeners. Coordinated completion of SDAO Best Practices survey and other SDIS annual updates.
9	Training / Workshops / Conferences (SDAO, OACD, CONNECT, PROFESSIONAL ORGANIZATIONS)	Monthly SDAO safety webinars first Thursday of every month.
10	General office operations	Facilitated set-up of new bookcase and two donated Vari-desks.
11	Communications Support	Completed editing & uploading District's Forest Thinning video.



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

Task	Explanation
<b>Urban Conservation</b> (G1- 3, 5, 6)	<div data-bbox="430 226 846 541">  </div> <p>Co-coordinated a native planting with Tryon Creek Watershed Council staff and Wisdom Workforce for the <b>Jackson Middle School</b> natural area (pictured left, photo credit: Tryon Creek Watershed Council).</p> <p>Met with the <b>newly hired SW Watershed Resource Center</b> coordinator to orient him to collaborative projects and prospective opportunities.</p> <p>Participated in <b>West Willamette Restoration Partnership Administrative Committee</b> meeting and continued to plan for the upcoming December meeting 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 <b>collaborative technical assistance intake and database project</b> to help BES staff and its partners better respond and track resident requests for assistance.</p>
<b>Urban Programs Development Initiative</b> (G1-6)  <i>*DEI Focused semester.</i>	<p>Met with Dr. Craig Shinn and Jim to review <b>capstone progress and planning.</b></p> <div data-bbox="1052 951 1380 1020">  Portland State UNIVERSITY </div> <p>Completed <b>Culture, Values, &amp; Leadership and International Field Experience courses.</b></p> <p>Completed <b>an interview with Koffi Dessou of Office of Equity and Human Rights (OEHR)</b> and produced a paper on culturally intelligent leadership which has been shared with the DEI Committee.</p> <p>Finished a <b>cultural comparison paper focused on policy and leadership</b> looking at government transparency, accountability and participation in Thailand, the United States and Vietnam. This paper was spotlighted in class to provide a model of hoped learnings.</p> <p>Completed a first draft of the <b>Urban Programs Development Initiatives</b> and met with Jim on the same. <b>Integrating Jim's comments and sharing tools</b> and findings thus far to gain multiple perspectives on program suggestions.</p>
<b>Grants</b> (G1 – 6)	<p>Coordinating a <b>final debrief meeting for Metro NIN Grant partners</b> to discuss next steps. Created and sent out a pre-meeting survey to gather partner thoughts prior to the meeting on the same.</p> <p>Begun reviewing and <b>preparing for the upcoming Metro NIN Grant round</b> this January 2019. Upcoming WWRP meeting scheduled to discuss priority projects.</p> <p>Coordination of current <b>OWEB Small Grants'</b> progress ongoing.</p>

	Reviewed and provided feedback on the <b>NACD urban grants</b> program.
<b>Diversity, Equity &amp; Inclusion</b> (G1-6)	<p>*See Urban Program's Development Initiative (above) for <b>DEI focused Culture, Values, &amp; Leadership and International Field Experience</b> courses.</p> <p>Finalized <b>Intertwine Alliance District equity story</b> for the Outside Voice Blog with Renee (Now Live!): <a href="https://www.theintertwine.org/outside-voice">https://www.theintertwine.org/outside-voice</a></p> <p>Met with Shweta Moorthy PHD (CCC Researcher) for November 6<sup>th</sup> to discuss our <b>demographic data collection and analysis plan</b>. Drafted scope of work and refining tasks with Shweta.</p> <div data-bbox="427 581 893 1205" data-label="Image"> </div> <p>Participated on a panel discussion with <b>Wisdom of the Elders and Portland Parks and Recreation Staff at Pacific NW College of the Arts (PNCA)</b> to discuss restoration work and traditional environmental knowledge (TEK) on November 26<sup>th</sup> (~35 attendees – students, faculty and partners in audience, pictured left).</p> <p>Updated a <b>DEI initiative workplan</b> to include budget, timelines, leads and success metrics that DEI Committee members and staff have provided input on. The goal for this exercise is to better ensure work plan tasks are carried out, staff and board expectations are clear and success</p> <p>measured (shown in DEI report).</p> <p>Participation as <b>co-chair of DEI Committee</b> including creating DEI agendas, coordination meetings and reports.</p> <p>Met with Randi and Renee to discuss <b>media notices and web postings</b> for DEI Committee meetings.</p>
<b>Training</b>	Attended <b>Invasives 2.0 Summit</b> that unveiled the new invasives strategy for Portland and had a host of speakers reflect on current pressing issues, challenges and opportunities moving forward.

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

<b>Area &amp; Goal</b>	<b>Explanation</b>
<b>Social media</b>	Shared promotion of partner organization upcoming events; released Forest Thinning video; posted on participation in Traditional Environmental Knowledge workshop
<b>Media Relations</b> All GOALS	Posted DEI public meeting announcement to media. Shared Forest Thinning video with Skyline Ridge Runner.
<b>Website Management</b> All GOALS	Content management: updating/editing program pages and links; posting board meeting and DEI committee docs; continue removing second step click-throughs
<b>Communications</b> All GOALS	Publish Fall Newsletter. Draft Sturgeon Lake Restoration Project final newsletter. Publish Sturgeon Lake final report in OACD "SWCDs in Focus" bi-monthly update. Staff and Leadership Team meetings. Continue drafting annual communications strategy. Updated short-term workplan. Create editorial calendar. Education program and grant-making learning. Distribute Meadowsclaping Handbook orders. Learn about database and data management with NRCS, East Multnomah SWCD. Updated/created Oak Habitat marketing document.
<b>Outreach/Events</b> All GOALS	Manage Metro application, site walk-through, video interview, and continue planning for 75 <sup>th</sup> Anniv event and oral history project. Update annual event schedule for staff meetings. Create Soil School flyer and begin planning with event team. Attended SICA meeting to share SI Conservation Plan docs and meet Assoc members.
<b>Diversity, Equity and Inclusion</b>	Posted DEI public meeting announcement to media. Shared on social media our participation in Traditional Environmental Knowledge workshop. Shared Communications program area progress in Nov DEI committee meeting.
<b>Other</b>	Performed office safety checks

## Laura Taylor, Conservationist and Education Coordinator

### December Board Meeting Staff Report (Covers November)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"><li>Seeded three properties one of which is involved in the Understory Seeding Conservation Innovation Grant (CIG).</li><li>Site visit at one property where land owner is interested in a pollinator planting along their forest edge.</li></ul>
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"><li>Quality control checks on contractors' fall weed treatments at 17 properties.</li><li>Wrote 27 landowner summary reports for all HSP &amp; HH projects monitored this fall.</li></ul>
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"><li>Attended the Sauvie Island School's harvest festival.</li><li>Community Garden consultation visit.</li><li>Helped coordinate getting some acorns to one school for an oak tree growing activity.</li><li>Enrolled one school in the school garden funding program.</li></ul>
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"><li>Attended a talk on pollinator preferences for native plant species.</li><li>Attended the City of Portland's Invasives 2.0 Summit.</li><li>Applied for and was assigned the Internship Supervisor responsibility.</li><li>Met with past Intern Supervisor to train up on responsibilities.</li><li>Attended a Leadership Team meeting on the hiring playbook, and made revisions to the hiring timeline spreadsheet for both permanent hires and internship hiring.</li><li>Met with Communications Coordinator to give her an overview of our Education Programs</li><li>Attended WMSWCD staff, tech-staff and diversity, equity &amp; inclusion meetings.</li></ul>
Greater Forest Park Conservation Initiative (GFPCI) Grant Contributions	<ul style="list-style-type: none"><li>Data analysis and landowner summary reports for 11 properties: 44 hours</li><li>Quality control checks on contractors' fall weed treatments at 11 properties: 6 hours, 1 round trip to McCarthy Creek</li></ul>
NRCS Grant Contributions	<ul style="list-style-type: none"><li>Seeded at 1 property involved in the Understory Seeding Conservation Innovation Grant (CIG): LT: 3 hours , 1 round trip.</li></ul>
Diversity, Equity & Inclusion	<ul style="list-style-type: none"><li>Attended the Nov 30 Diversity, Equity &amp; Inclusion Meeting</li><li>Revised the hiring timeline spreadsheet to include "equity pauses" at crucial decision points and an equity lens review of job announcements and scoring rubrics.</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