

**District Manager's Report to WMSWCD Board of Directors for January 2019 Meeting (Covers December 2018 Activity)**

**Goal 1: Erosion & Healthy Soil – No Activity**

<b>Goal 2: Water Quality</b>	<ul style="list-style-type: none"> <li>• Southwest Watershed Resource Center's Stormwater Stars Workshop (Linnton Neighborhood, 12/9).</li> <li>• Read Mary Logalbo's Executive Master of Public Administration Graduate School paper, <i>Urban Programs Development Initiative Program Analysis &amp; Improvement Strategies</i> (DRAFT).</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 (Clackamas, 12/3).</li> <li>• Attended The Intertwine Alliance's Regional Connectivity Working Group Meeting (December 6<sup>th</sup>).</li> <li>• Review/comment on draft manuscript for Woodland Fish &amp; Wildlife publication on forest pollinators.</li> <li>• Continued negotiations and successfully drafted a DRAFT Intergovernmental Agreement -- <i>Working towards Fully Functional [Wildlife Conservation and Riparian Lands Tax] Incentive Programs in Partnership with [Lower Willamette Basin Soil and Water Conservation Districts]</i> – with the Oregon Department of Fish and Wildlife (ODFW) (w/ Jason Faucera, Clackamas SWCD).</li> </ul>
<b>Goal 4: Working Lands</b> (GFPCI In Kind = 6 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.</li> <li>• Staff Recommendation to the Board in the form of a draft Letter of Support for <i>Multnomah County Land Use Decision and Permits for Metro Parks and Nature's North Tualatin Mountains Access Master Plan</i> (w/ Michael Ahr). Presented the recommendation at December 12<sup>th</sup> Board Meeting.</li> <li>• East Multnomah-West Multnomah-U.S. Department of Agriculture Natural Resources Conservation Service Rural Lands Coordination Meeting that featured the Sturgeon Lake Restoration Project (12/8).</li> <li>• Attended Collaborative Restoration Partnership Project Meeting with Verde, Forest Park Conservancy, and Portland Parks and Recreation (December 14<sup>th</sup>) (this work is being funded through an Oregon Watershed Enhancement Board Capacity Grant awarded to the Forest Park Conservancy).</li> </ul>
<b>Goal 5: Cultivating Stewards</b>	<ul style="list-style-type: none"> <li>• Nature Guiding (Friends of Tryon Creek) – Pacific Academy (Winter Adaptations) (December 12<sup>th</sup>)</li> </ul>
<b>Goal 6: Vibrant Agency</b>	<ul style="list-style-type: none"> <li>• All Staff Meeting (December 3<sup>rd</sup>), Leadership Team Meetings (December 10<sup>th</sup> and 17<sup>th</sup>). Key items covered by the Leadership Team - Hiring Playbook, Field Intern Hiring, Employee Handbook Updates</li> <li>• Attended the Scappoose Bay Watershed Council Annual Meeting (Scappoose, December 4<sup>th</sup>)</li> <li>• Prep/Agenda Setting/Attendance – West Multnomah SWCD Board Meetings (December 12<sup>th</sup>)</li> <li>• Attended West Willamette Restoration Partnership - Partner Gathering (December 6<sup>th</sup>)</li> <li>• Attended the Tryon Creek Watershed Council's Holiday Gathering (December 11<sup>th</sup>)</li> <li>• Hazard Investigation – Led group to inventory/tag all shelves needing earthquake anchoring (12/13).</li> <li>• Managed logistics and set-up the 2019 meeting schedule for the Oregon Association of Conservation Districts <i>ad hoc</i> Communications Committee on behalf of Director Brian Lightcap, Committee Chair.</li> <li>• Presented the District's corrective action for compliance with Oregon's Equal Pay Law to the Board at the December 12<sup>th</sup> Board Meeting; followed-up with all employees and sent letters to the affected employees of the forthcoming salary changes (beginning 1/1/19) resulting from the corrective action.</li> </ul>
<b>Sturgeon Lake</b> (In Kind = 10.5 hrs)	<ul style="list-style-type: none"> <li>• Check in Meeting w/ Mark Nebeker, Oregon Department of Fish and Wildlife (w/ Scott Gall, 12/12).</li> <li>• Finalized draft Intergovernmental Agreement for Monitoring and Maintenance of the Sturgeon Lake Restoration Project for review by the State of Oregon and Multnomah County. The draft agreement included a draft Monitoring and Maintenance Plan defining the respective partner roles for conducting monitoring of the project and for taking action should maintenance need thresholds be reached.</li> <li>• Screening and Passage Cost Share Grant Agreement (\$100,000) Closeout Letter to ODFW.</li> <li>• Review/comment of final edition of Sturgeon Lake Restoration Project electronic newsletter.</li> </ul>
<b>Diversity, Equity and Inclusion</b>	<ul style="list-style-type: none"> <li>• Read Mary Logalbo's Executive Master of Public Administration Graduate School Culture, Values &amp; Leadership paper featuring Mary's interview with Koffi Dessou, Interim Director, City of Portland Office of Equity and Human Rights. Central to achieving equity is building long-term and meaningful relationships with organizations or individuals representing marginalized people and communities.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Butte Creek Ranch (Cascade Pacific Council, Boy Scouts, Clackamas &amp; Marion counties) Forest Management Planning Site Visit (12/14) (I serve on the Scouts' Forest Management Committee).</li> <li>• CONNECT 2019 Wildfire Track Planning Meeting (12/20). I chair the Wildfire Track Committee which consists of Jeremy Baker (East Multnomah SWCD) and Tom Salzer (Clackamas SWCD).</li> </ul>

**Michael Ahr, Forest Conservationist**  
**December Staff Report**

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> <li>• Worked with Contractors to cut 2 acres of blackberry on NW Morgan Road</li> <li>• Worked with contractors to cut 2 acres of blackberry off Skyline Blvd</li> </ul>
Greater Forest Park Conservation Initiative (GFPCI) <b>(27.75 total hours)</b>	<ul style="list-style-type: none"> <li>• Worked with contractors to thin about 2.5 acres in McCarthy Creek (9.25 hrs)</li> <li>• Site visits to McCarthy property to check progress of 13 acre thinning project (3 visits – 5.5 hrs)</li> <li>• Wrote management plan for former holly farm on McNamee Road, sent draft (38 acre site) (7.5 hrs)</li> <li>• Grant reporting and processing invoices for GFPCI work (4 hrs)</li> <li>• Working on learning Forest Vegetation simulator (1.5 hours)</li> </ul>
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> <li>• Sturgeon Lake Tour with WMSWCD and EMSWCD staff</li> <li>• Participated in conference call on WoodsCamp – forestry outreach tool</li> </ul>
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> <li>• None</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• Wrote recommendation letters for past interns/employees</li> <li>• Attended Board Meeting on 12/12 for Metro trails discussion</li> <li>• Tech staff held a meeting at River View Cemetery to discuss work that has taken place there over the years as well as upcoming ideas.</li> <li>• Winter Break Vacation for about 1.5 weeks</li> </ul>
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> <li>• Met with colleagues about intern qualifications for upcoming season</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

**Michelle Delepine, Invasive Species Program Coordinator**  
**Dec 2018 & January 2019 Staff Report (Nov 7<sup>th</sup> 2018 – Jan 4<sup>th</sup>, 2019)**

Task	
<p>Early Detection, Rapid Response (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<p><b>Garlic Mustard:</b> While it may not be garlic season, much coordination work went into the past two months. First, <b>our 4<sup>th</sup> annual PNW-Garlic Mustard Working Group meeting</b> was a great success. This informal network is comprised of invasive plant managers working on garlic mustard across Oregon and Washington, as well as BC. We had 26 participants for the 11-15-18 meeting and we covered everything from new IPM updates, glyphosate moratorium in Seattle, outreach products, regional maps and even new biocontrol agents on the horizon. I presented a poster of our meeting highlights at the Oregon Interagency Noxious Weed Symposium. I also submitted a <b>2019 Oregon State Weed Board grant application requesting \$34,368</b> for Portland Garlic Mustard Control. This year we are including additional ask for treatment on the Ross Island and at Oaks Bottom Wildlife Refuge (control coordinated by Portland Parks), in addition to our work in the West Hills, Johnson Creek and SW Portland. I also have been invited to present a poster on the PNW-Garlic Mustard Working Group at the upcoming UERC conference in February.</p> <p><b>Phragmites:</b> Our Phragmites work with ODA was highlighted at the INW Symposium. We also our working on submitting this data to the Willamette Aquatic Invasives Network.</p> <p><b>IPM Coordinating:</b> At the Oregon INW Symposium I received a <b>Special Recognition Award</b> for “contributions and leadership in Oregon noxious weed management.” Submitted public comment for Proposed Lift to Emerald Ash Borer Quarantine. Responded to IPM requests for assistance. Made updates to contractor directory. Explored drone assisted herbicide applications technology. General IPM coordination with partners, etc.</p> <p><b>Mapping &amp; Data Management:</b> Submitted our 2018 garlic mustard data to WeedMapper. Admin management for Fulcrum application.</p> <p><b>Misc:</b> Reviewing Contractor Invoices &amp; herbicide records; Species ID work; Coordinating with partner organizations and staff; Sent out final weekly fire report; Field Supplies Management; Landowner correspondence; Budget Tracking; Partner Collaborations; Listserv posts; Admin, Safety Committee needs/evaluation; Oil change for vehicle; Shared notes from workshop</p>
<p>Restoration</p> <p>Goals 1-4. 6</p>	<p>Planted 300 native plants (containers) at an oak restoration site in River View area. Controlled holly at two restoration project sites adjacent to Forest Park. Completing conservation plan for Firestation 27—which has potential to be a demonstration site. Submitted winter plant order for 3000 plants.</p>
<p>Invasive Partnerships</p> <p>Goals 1-6</p>	<p><b>4-County CWMA:</b> After 2.5 years, I officially <b>stepped down from chair of the 4-County CWMA</b>, and have been busy bringing Mitch Bixby (BES) and Aaron Shaw (TSWCD) up to speed as new chair, and vice chair. I am now serving as co-chair of the Technical and Scientific Review Committee, and remain engaged in the Steering Committee (as well as Mapping &amp; Data, and Education &amp; Outreach Committees). As chair, I led a big funding push, helped hire a new coordinator, and focused on work plan development and execution. We are getting ready to host our big annual event, the <b>10<sup>th</sup> Annual Pull Together on Jan 16<sup>th</sup></b> at the Kennedy School. I will be emceeding the event once again. We expect close to 150 participants</p> <p><b>Oregon Invasive Species Council (OISC):</b> The OISC met in November at PSU. I have been heavily involved in the legislative committee, which has been busy working on a legislative concept for restructuring the council (to open up participation) and finding additional funding. I am meeting with Anna Freitas, OACD’s Policy &amp; Program Manager (and former WMSWCD intern!) to discuss the upcoming bill. Additional outreach, collaboration and support related to Council and advisory board.</p> <p><b>Tryon Creek Watershed Council:</b> Watershed Wide Event is slated for March 16<sup>th</sup>. We will be discussing long-term maintenance options, etc at upcoming stewardship meeting.</p>

Diversity, Equity & Inclusion <i>Goal 6</i>	Read various DEI-related articles, mostly local.
Presentations/Tabling <i>Goal 6</i>	Presented “2017-18 PNW-Garlic Mustard Working Group Meeting Highlights” poster at the Oregon Interagency Noxious Weed Symposium. Submitted abstracts for UERC 2019 and Connect 2019.
Technical Assistance (5) <i>Goals 1-4, 6</i>	Seasonal requests for technical assistance slowed down.
Meetings/Events, Tabling, Site Visits etc (6) <i>Goal 6</i>	PNW-Garlic Mustard Working Group Meeting (11/15), OISC Fall Meeting (11/13-11/14), CWMA Committee Meetings (11/14), OISC Legislative Committee Meeting (11/29), Oregon Interagency Noxious Weed Symposium (12/4-12/16), Seeing Our Conservation Work Through the Lens of Climate Change: Starting a Conversation webinar (12/20)



\* 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, UERC- Urban Ecosystem Research Consortium, 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

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

Task	Explanation
Diversity, Equity & Inclusion (DEI)	Not much new here, reached out to Wisdom of the Elders a few times over the holidays but with no response.
Small Acreage Farms and new landowner contacts <b>SP Goals 1-5</b>	Ongoing conservation plans, no new contacts this month.
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 February 15 <sup>th</sup> , 2019.
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> Subcontractor for CREST/Elting (Fox erosion control) planted over 6000 willow stakes in December. They will be back later in January to install another 8000 plants, mostly container stock.</p> <p>Side note: Mosaic Ecology, WMSWCD's reveg contractor, is featuring Sturgeon Lake/Dairy Creek on their website with some great pictures of the work they did: <a href="https://mosaicecology.com/riparian-revegetation">https://mosaicecology.com/riparian-revegetation</a></p> <p><b>IGA:</b> Jim and Fritz Paulus continue to work on the both the IGA and accompanying Monitoring and Maintenance Plan. I drafted the plan, with input from CREST, Multnomah County and ODFW. The IGA, when completed, would outline the long-term roles and responsibilities for West Multnomah SWCD, ODFW and Multnomah County. This has long been seen as a key piece to the success of the Sturgeon Lake Restoration Project and something that was not truly completed during the last attempt. The short version: Multnomah County is responsible for the bridge, ODFW maintaining the physical Dairy Creek channel and banks, and WMSWCD the riparian vegetation corridor within our permanent easements.</p> <p><b>Construction:</b> Is all wrapped up, aside from the revegetation work.</p>
ODA Grant <b>SP Goals 1, 2, 4, 5 &amp; 6</b>	Currently writing the report for the Jan 15 <sup>th</sup> due date.
Off-Channel Salmon Habitat and McCarthy Creek WRE	<p>We received the 60% plans for the McCarthy Creek Wetland restoration. The review team consists of WMSWCD (both myself and Kammy), NRCS, and CREST. 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.</p> <p>McCarthy Phase 1: here are some recent pictures of the culvert removal (summer of 2017) on McCarthy from just after new year. As you can see below, the creek is more or less in the same place but there is some minor increases in sinuosity through the removal site and there appears to be a small hold forming on the upstream side. Banks have held up for 1.5 winters so far!</p>

Task	Explanation	
		
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 December 6 – January 7, 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; reviewed invoices and herbicide records and addressed issues of concern; updated records in Access database to prepare for landowner mailing</li> <li>• Responded to inquiry from stables horse boarder re: district assistance with manure storage, invasive weeds, habitat, etc.</li> <li>• Did site visit to asses readiness for phase 3 planting at Sauvie Island HSP site</li> </ul>
Special Rural Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants	<ul style="list-style-type: none"> <li>• Did additional planning for phase 2 planting and new wetland restoration at NRCS wetland reserve easement (WRE) site on McCarthy Creek.</li> <li>• Did site visit with Sauvie Island landowner interest in native habitat, including oak savanna; prepared resources to bring and provided follow-up information</li> </ul>
Outreach & Education; partnerships, collaborative grants (Goals 1-6)	<ul style="list-style-type: none"> <li>• Finalized and mailed 1 HSP annual project summary to relevant Sauvie Is. landowner.</li> <li>• Responded to prospective graduate student inquiry re: Sauvie Island... Community Opportunities Resource</li> <li>• Responded to inquiry re: partnership opportunities by new local nursery with education and soil remediation goals</li> </ul>
Admin. / training (Goal 6: Maintain a vibrant agency)	<ul style="list-style-type: none"> <li>• Participated in 1 all-staff meeting; 1 technical staff meeting re: intern position qualifications, plus related work re: hiring timeline; 1 internal meeting re: long-term maintenance of projects in Tryon Creek watershed; 1 leadership team meeting, plus 1 related to leadership team. Issued addressed include equal pay and district handbook revision and hiring timelines to include equity “pauses.”</li> <li>• Participated in all-field tech. staff site visit at Riverview Cemetery to consider long-term maintenance challenges at habitat projects with high weed pressure</li> <li>• Prepared monthly report and timesheet</li> <li>• 4 days family leave; Christmas &amp; New Year’s holidays</li> <li>• Attended webinar re: restoring urban soil through plant density</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: 0 hr.</li> <li>• Enyart WRE: 1 hour planning</li> <li>• DEI: Research &amp; coordinate discussion with leadership team &amp; tech. staff re: contractor identification as “minority-owned,” etc. Initiated conversation with sister district re: how we message about Native American use of native plants.</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:**

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|--|---|
| 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               |

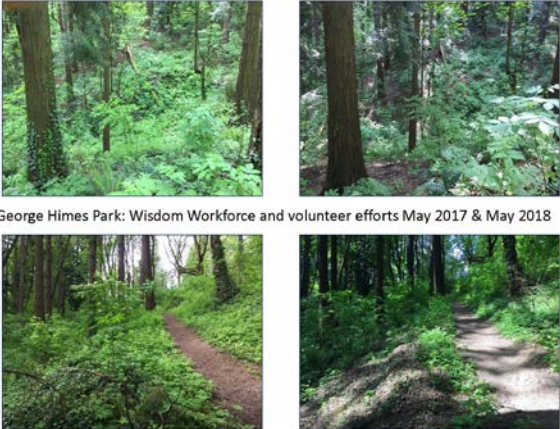
**Fiscal & Administration Report (Levis and Razalenti)**  
**Staff Report for Board (covers month of December)**

	Vibrant Agency Goal 6	Status This Month
1	Diversity Equity and Inclusion	Worked on Hiring Playbook (DEI Initiative driven).
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)	Documented Pay Equity law corrective action for board. Consulted with SDAO representatives to review planned actions per Oregon Pay Equity law. Finalized edits/updates to Employee Handbook. Completed HR paperwork for Permanent Seasonal Conservation Tech departure for the season. Helped create new Eligibility Form for Internship 2019 hiring on website. Began recruitment for 2019 Interns
4	Audit	Filed Audit Report for FY 2018 with Secretary of State and TSCC; posted on website.
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	Accounting and tracking for regular grant reporting and submissions (including final Connect SW PDX reimbursement request).
7	Other District meetings (Staff, DEI, Safety, Leadership, Annual)	All Staff Meeting, Leadership Team Meetings, DEI meeting. Attended River View Cemetery tour with Tech staff
8	Other external meetings and events (WHA Insurance Agents, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Consulted with Cogent IT on two projects budgeted for current year: firewall replacement and switch for internal network connectivity. Implementation planned for January.
9	Training / Workshops / Conferences (SDAO, OACD, CONNECT, PROFESSIONAL ORGANIZATIONS)	Monthly SDAO safety webinars first Thursday of every month.



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

Task	Explanation
<p><b>Urban Conservation</b> (G1- 3, 5, 6)</p>	 <p>Coordinated, facilitated and hosted a successful <b>New Partners Gathering</b> for the West Willamette Restoration partnership. Newer partners (to WWRP) present at the meeting included representatives from <b>Wisdom of the Elders, Friends of Tryon Creek, Tryon Creek Watershed Council, Lower Columbia Estuary Partnership, The Intertwine Alliance, Forest Park Conservancy and Friends of Riverview Natural Area.</b> Results from this meeting will be shared and future ideas to collaborate across partner boundaries will be further explored.</p> <p>Worked with contractors and landowners to complete <b>weedy tree treatments.</b></p> <p>Placed a plant order with Clean Water Services for existing sites needing interplanting (contract crew and volunteer plantings to be held) – <b>1350 bareroot plants and 150 live cuttings to be installed.</b></p> <p>Corresponded with two new landowners seeking technical assistance and scheduled <b>two upcoming site visits</b> scheduled for this January.</p> <p>Amending <b>Partner Funding Application</b> documents.</p>
<p><b>Urban Programs Development Initiative</b> (G1-6)</p> <p>*DEI focused course work included.</p>	 <p>Met with Dr. Craig Shinn a second time to review <b>capstone progress and planning.</b> Created a proposal document with my top two research questions and approaches focused on stormwater management issues that arise from the City’s permitting, zoning and mitigation policy and related systems.</p> <p>Participated in the last <b>Culture, Values, &amp; Leadership and the Capstone Reflective Practices</b> courses.</p> <p>Started reading and coursework for <b>Research Design for Administrative Leaders</b> course.</p> <p>Sharing and incorporating feedback on my first draft of the <b>Urban Programs Development Initiatives.</b></p>

<p><b>Grants (G1 – 6)</b></p>	 <p>George Himes Park: Wisdom Workforce and volunteer efforts May 2017 &amp; May 2018</p>	<p>Coordinated a <b>final debrief meeting for Metro NIN Grant partners</b> including Community Engagement Liaison members that delivered the listening project to discuss lessons learned and next steps. Wrapped up all grant deliverables and <b>submitted final grant report</b> with</p>
<p><b>Diversity, Equity &amp; Inclusion (DEI) (G1-6)</b></p>	<p>Randi’s help. Accomplishments include <b>enhancement of 20+ acres</b> (pictured above), partnership development with <b>4 new partners</b>, carried out two on-the-ground <b>projects in one of the District’s most racially diverse neighborhoods that was historically devoid of any District projects.</b></p> <p>Completed <b>final Connect SW PDX report</b> that includes Listening Project findings and final partner debrief learnings and next steps.</p> <p>Met with WWRP partners to <b>prepare for the upcoming Metro NIN Grant round</b> this January 2019.</p> <p>Coordination of current <b>OWEB Small Grants’</b> progress ongoing.</p>	<p>*See Urban Program’s Development Initiative (above) for <b>DEI focused Culture, Values, &amp; Leadership course.</b></p> <p>Attended <b>Community Engagement Liaisons serices (CELS) Holiday Gathering.</b></p> <p>Provided Susan with my scoring responses for our biannual <b>Organizational Self-Assessment Related to Racial Equity.</b></p> <p>Participation as <b>co-chair of DEI Committee</b> including creating DEI agendas, coordinating meetings and crafting reports.</p>
<p><b>Training</b></p>	<p>Completed <b>14 hours of coursework and testing to maintain my ODA Herbicide Applicator’s Regulatory Weed License</b> through Oregon State University, PestEd and Ag CEU Online:</p> <ul style="list-style-type: none"> <li>Getting Tough w Pests and Going Soft on Pollinators (1 credit)</li> <li>Organic Sustainable Agricultural Production (1 credit)</li> <li>Common Aquatic Plants (2 credits)</li> <li>Weed Control in Agricultural Crops (2 credits)</li> <li>Pests of Forest Plantings (3 credits)</li> <li>Turf Insect and Disease Pest ID (2 credits)</li> <li>Veg Management on ROW and Drift Control (3 credits)</li> </ul>	

**Renee Magyar, Communications & Outreach Manager**

**Report covers month of December 2018**

<b>Area &amp; Goal</b>	<b>Explanation</b>
<b>Social media</b>	Shared partner orgs events and new media product announcements. Posted intern job announcement and New Year greeting
<b>Media Relations</b> ALL GOALS	Distributed DEI & Board public meeting announcements to media.
<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; work with Ops team and web host on job application web form
<b>Communications</b> ALL GOALS	Staff and Leadership Team meetings. Continue drafting annual communications strategy. Distribute Meadowsaping Handbook orders. Created Oak Habitat marketing mailer for January distribution. Attended board meeting to observe public comment on Metro's Access Plan
<b>Outreach/Events</b> ALL GOALS	Manage Metro Parks + Nature application, continue outreach and partnership development and planning, coordinate with illustrator for 75 <sup>th</sup> Anniv event and oral history project. Update annual event schedule for staff meetings. Continue Soil School planning and agenda development with event team.
<b>Diversity, Equity and Inclusion</b>	Posted DEI public meeting announcement to media. Shared on social media our participation in Traditional Environmental Knowledge workshop, and Youth Environmental Job fair targeted to minority youth. Coordinated contract arrangements with woman and minority-owned (self-ID'd) business for 75 <sup>th</sup> anniversary event branding. Planned for tribal involvement in 75 <sup>th</sup> anniv event.
<b>Other</b>	Stood in for Ops team troubleshooting internet connectivity

**Laura Taylor, Conservationist and Education Coordinator**

**January Board Meeting Staff Report (Covers December)**

<b>Task</b>	<b>Explanation</b>
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> <li>Reviewed and provided feedback on an ODF Woodland Fish &amp; Wildlife publication on pollinators in woodlands.</li> <li>Compiled a summary of monitoring results for our Field Tech Staff Meeting held at a forestry program participant property.</li> </ul>
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> <li>Reviewed contractor spray logs and invoice for fall weed management.</li> <li>Supervised contractor on follow-up maintenance needs at one property</li> <li>Made a live-stake plant order for one planting project.</li> </ul>
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> <li>Provided past pollinator monitoring volunteers with a program update and information on the Oregon Bee Atlas project.</li> <li>Consolidated Pollinator Monitoring Data from 2018 season, and began data analysis.</li> </ul>
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none"> <li>Met with Office Manager to coordinate Internship recruitment process and timeline</li> <li>Revised Internship job announcement which incorporates many changes recommended by the Internship Evaluation Committee. Consulted with all staff on these changes including redefining our minimum qualifications for the position.</li> <li>Coordinated with the Youth Mentoring Collaborative on participating in their Youth Environmental Job Fair which will be held during our internship recruitment on 1/12/2019. Prepared content representing the District for their flier and slideshow with help from our Communications &amp; Outreach Manager.</li> </ul>
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> <li>Presented revisions of the hiring timeline spreadsheet to the Leadership Team meeting and made further follow-up revisions.</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>Reviewed invoices and spray logs for 10 GFPCI properties (1 hr)</li> </ul>
NRCS Grant Contrib.	<ul style="list-style-type: none"> <li>None this month</li> </ul>
Diversity, Equity & Inclusion	<ul style="list-style-type: none"> <li>Completed Step 1 of the Coalition for Communities of Color’s Organization DEI Audit to help us track progress in this work.</li> <li>Made several changes to the structure and recruitment process of our internship to hopefully improve the equity and inclusivity of this opportunity for more under-represented candidates.</li> <li>Read Mary’s report on her interview with Koffi Dessou</li> <li>Learned about several Environmental job development programs including Blueprint Foundation’s partnership with Salmon Watch, and Tualatin Riverkeepers, Centro Cultural, and Muslim Educational Trust’s partnership on their Green Jobs Training program</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**