

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

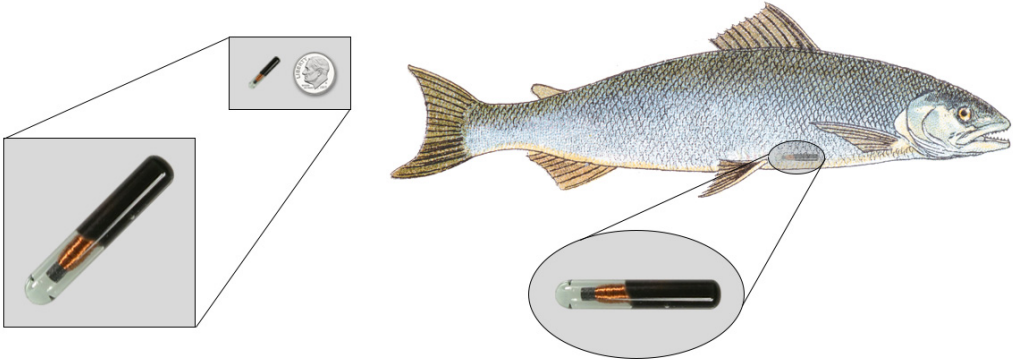
Goal 1: Erosion & Healthy Soil – No Activity	
Goal 2: Water Quality	<ul style="list-style-type: none"> Sauvie Island Drainage Improvement Company Board Meeting (1/15). Pat Welle, Scappoose Bay Watershed Council, gave an update on the drainage canal operations and maintenance plan.
Goal 3: Habitat & Biodiversity	<ul style="list-style-type: none"> Tryon Creek Watershed Council Stewardship Committee mtg (1/8). Michelle Delepine, Mary Logalbo and I shared the District's perspective on maintenance of prior restoration projects. Some of our earlier assumptions being testing: landowners not in a position to cover maintenance; plant establishment takes longer than 3 years and fundamentally, all sites are fighting invasive weed entropy. Need to assess our earlier investments in restoration and fund maintenance to protect initial investments. Hosted Tualatin, Clackamas and West Multnomah SWCD Oak Prioritization Meeting (January 14th) Four County Cooperative Weed Management Area "Pull Together" (January 16th). Excellent meeting!
Goal 4: Working Lands (GFPCI In Kind = 7 hours)	<ul style="list-style-type: none"> WoodsCamp Coordination Calls (1/2 & 1/8). Michael Ahr is now lead staff for this. Linnton Neighborhood Association Meeting (January 2nd). Gave the group a brief update on Linnton becoming a Firewise community. Firewise Plus – meaning Firewise standing (risk assessment for both residential and industrial areas) and hazardous fuels mitigation inside Forest Park. Good news is that Portland Parks and Recreation is on board and pursuing hazardous fuels mitigation grant funding. East Multnomah-West Multnomah-U.S. Department of Agriculture Natural Resources Conservation Service Rural Lands Coordination Meeting (January 10th). Greater Forest Park Conservation Initiative Quarterly Meeting (January 23rd)
Goal 5: Cultivating Stewards	<ul style="list-style-type: none"> Nature Guiding (Friends of Tryon Creek) – Pacific Academy (Urban Wildlife Adaptations) (1/9) Science Talk – Tyron Creek Watershed Council – Laura Taylor talking about Native Bees (1/24)
Goal 6: Vibrant Agency	<ul style="list-style-type: none"> All Staff Meeting (January 7th), Leadership Team Meetings (January 2nd and 14th). Special Districts Association of Oregon webinar – Benefits of Early Return to Work Policies (1/3) Meetings w/ Jalene Littlejohn (Samara Group) & Lisa DeBruyckere (Creative Resource Strategies) – consultant assistance in developing framework for and facilitating Long-Range Business Plan update. Prep/Agenda Setting/Attendance – West Multnomah SWCD Board Meetings (January 9th) Hazard Investigation -- Met w/ Djoseland Construction Services – earthquake proofing shelves (1/9) Contracting Workflow Analysis – Met with Randi Razalenti and then Leadership Team to develop a workflow checklist for managing professional services contracts and processing invoices for payment. Review of financial policies to discuss needed updates w/ Michele Levis (January 10th) Tryon Creek Watershed Council Board Meeting (1/14). I am an <i>ex officio</i> member. 75th Anniversary Event Planning w/ Eric Jones (Wilamit LLC) and Renee Magyar (1/30). Hosted OACD On-Line Communications Committee Meeting (1/18). Distributed meeting summary. Updated Position Descriptions and completed performance ratings for the Rural Conservationist, Urban Conservationist, Forest Conservationist and Conservationist and Education Coordinator. Oregon Association of Conservation Districts (OACD) Monthly Communication Call (1/24)
Sturgeon Lake (In Kind = 17 hours)	<ul style="list-style-type: none"> Scope of Work w/ Statewide Land Surveying (Gresham) – final survey of the permanent conservation easement boundaries including ordinary high water boundary separating private from public lands. Contingency Funds for Bridge (\$225,000). Closeout Letter to Oregon Wildlife Foundation. Landowner #1 check in to discuss timeline/process for closing on the conservation easement (1/30). Other project activity: final water rights permitting report for Landowner #4, draft consent agreements for lenders, Monitoring and Maintenance IGA, ODFW Road Purpose Easements
Diversity, Equity and Inclusion	<ul style="list-style-type: none"> Sauvie Island Cultural Mapping Project Focus Group w/ Eric Jones (Wilamit LLC) and Rebecca McClain (Portland State University). This was attended by both Board and staff members (1/15). Diversity, Equity and Inclusion Committee Meeting (January 25th) Attended Board Equity Lens Training (w/ Cliff Jones, Capacity Building Partnerships) – January 26th
Professional Development	<ul style="list-style-type: none"> Forest Management Committee Meeting (Cascade Pacific Council, Boy Scouts). I serve as Chair. Washington County Small Woodlands Association Meeting – Researching Property History (1/22) CONNECT 2019 Wildfire Track Planning Meeting (1/30).



Michael Ahr, Forest Conservationist
January Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> • Late in January, I spent a good amount of time preparing for planting at several projects beginning February 5. We'll install about 16,000 plants on forest sites • Measured trees in preparation for Stewardship plans at 3 sites. 40 acres in EF McKay Watershed, 30 acres in Rock Creek WS, 19 acres in Rock Creek WS • 2 of the above sites were measured with Brandy Saffell (forester at TSWCD) and she has taken the lead on writing plans for both sites as part of her training with me. She has a draft complete for the 40 acre EF McKay property. • Installed straw wattles aka fiber rolls for erosion control on site in Abbey Creek Watershed and also planted several hundred seedlings & cuttings • Completed 19 ac. Stewardship plan in Rock Creek watershed • Visit w/ small acreage owner on Old Germantown Rd related to fire protection
Greater Forest Park Conservation Initiative (GFPCI) (17 total hours)	<ul style="list-style-type: none"> • Site visits to McCarthy property to check progress of 13 acre thinning project (2 visits – 4.5 hrs) • Grant reporting as well as sorting trees and Scopes of work for planting in GFPCI in early February (4.5 hrs) • Site visit to 30 acre ownership in Balch Creek Watershed. I may update a plan, and we're exploring feasibility of some hardwood harvest (2 hours) • Site visit 2 additional properties to check work, prep for planting (2.5 hours) • Attended GFPCI quarterly meeting where all partners were encouraged to attend. Attendance was Friends of Trees, Columbia Land Trust, FPC, Metro, Forest Park Neighborhood Association, Portland Parks & Rec
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> • NRCS/East Multnomah SWCD meeting (check in) • Participated in 3 WoodsCamp calls (internet based outreach tool for woodland owners) • Met with staff from Metro and Clackamas SWCD about contracting forest management practices. Metro Cooperative Procurement is very helpful to us • Phone meeting with Gregor Yanega who is coordinating the Forests for the Birds Program in Oregon. It's new, but modeled off a very successful program by the same name in Vermont and other areas. It gets landowners interested in managing for wildlife (especially birds) and Gregor and I plan to visit some sites this Spring
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> • Worked with Alejandro at FPC to submit a presentation idea for the 2019 Land Camp meeting (led by several partners, mostly Coalition of Oregon Land Trusts) • Attended CWMA pull together. Great workshop covering several topics • Attended Emerging pest webinar focused on Emerald ash borer, Japanese beetle, gypsy moth, and spotted lanternfly
Miscellaneous	<ul style="list-style-type: none"> • Met with Jim for performance review and discussed workplan for next year as well as a very early draft of my program budget request
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> • I had a fantastic experience supporting Laura Taylor as her helper at Youth Mentoring Collaborative Job Fair. Lots of youth from communities of color were there looking for summer positions in the environmental field.

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, EMSWCD – East Multnomah 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
February Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	Was told about a group called “Canoe Journey” while working with a landowner on Sauvie Island that growing medicinal herbs for their Native American gatherers. I hope to reach out to them or work through the landowner to learn more about this group. All I could find was a Facebook page that listed them as out of Olympia but they seem very active.
Small Acreage Farms and new landowner contacts SP Goals 1-5	Began new conservation plans on two properties on Sauvie that total about 40 acres. Very early stages but both are good candidates for the soil health program.
OWEB Small Grant Team SP Goal 1-3	There is still \$5,132 remaining in the small grant fund for our area. Next grant cycle is due February 15 th , 2019.
Site Visits (7) SP Goals 1-5	Mostly Sturgeon Lake plus one for soil health.
Sturgeon Lake Restoration 5 site visits (164 miles) 38 hours SP Goal 1 & 3	<p>Revegetation Work: CREST’s planting work on Dairy Creek is all done. See below for pictures. We, WMSWCD, will be coming back (with Mosaic Ecology as the contactor) to plant an additional 17,000 plants the first week of March. Paid for in part with \$15,000 from OWEB. And again, if you haven’t already, check out Mosaic’s featuring of Sturgeon Lake/Dairy Creek on their website with some great pictures of the work they did: https://mosaicecology.com/riparian-revegetation</p> <p>IGA: Not a lot new here, the IGA and the Monitoring and Maintenance Plan are being reviewed by the State and County. One note is that we are working with ODFW, BPA and the Corps to get a PIT (Passive Integrated Transponder) Tag array installed on the bridge. This looks like it will happen and likely in the next few months. And the Corps is likely paying for it!!! These arrays track salmonid movement if the fish has been fitted with a transponder – typically hatchery raised fish. See below.</p> <div style="text-align: center;">  </div> <p>Construction: It is all wrapped up! Just awaiting the official close out of the contract! That sure seemed quick...after waiting so long 😊</p>

Task	Explanation
	
<p>Left: The finished stormwater swale that filters runoff from the Reeder Road Bridge. Right: the swale and some of the plantings along the banks of Dairy Creek.</p>	
<p>ODA Grant SP Goals 1, 2, 4, 5 & 6</p>	<p>Completed Jan 15th ODA report, which was accepted. Tracking for next report.</p>
<p>Off-Channel Salmon Habitat and McCarthy Creek WRE</p>	<p>So called “Phase 2” continues to make progress. The landowner is fully on board and has signed the Federal, State and County permits for the project. The plans are moving towards 90% and which means most of the major details have been worked out.</p>
<p>Soil Health SP Goal 1,2,3,4&5</p>	<p>New interest and potentially two new landowners. I am also hoping to use this spring to “revamp” the program. I hope to convene a group of farmers and agency personnel to look for ways to make the program more interesting to producers (within the mission of WMSWCD of course) and hopefully broaden both the appeal and the footprint (for instance within the urban areas of the District). I will also use this opportunity to run the program through our equity lens with help both inside and outside the organization.</p>
<p>Water Quality Monitoring SP Goals 2,3 & 6</p>	<p>Data has been collected, still need to analyze it and write a report.</p>


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 January)

	Vibrant Agency Goal 6	Status This Month
1	Diversity Equity and Inclusion	Redaction of personal information on 2019 internship applicant materials, and coordination of demographic survey. Cultural History Mapping Project meeting on 1/15/19 with Eric Jones. DEI Committee meeting 1/25/19 Assisted with coordination of special Board meeting for Equity Lens Training 1/26/19
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. 1099 reporting and distribution.
3	Human Resources (personnel files, employee handbook, benefits, retirement plans, recruiting, hiring, onboarding, termination)	Arranged for staff Ergonomic assessments and follow-ups on recommendations. Developing salary matrix for admin positions. 2019 Internship recruitment. Updated OSGP deductions for new 2019 limits.
4	Budget	Updated and issued Budget Calendars – external and internal. Confirmed Budget Committee Members. Budget process discussed and tools and information distributed to all Staff. Evaluation of LRBP original template and potential modifications for 2020+ plan impact on budget
5	Board of Directors meetings	Prep, agenda, media notice, Treasurer’s Report, staff and DEI reports, room and refreshments, minutes, posting on website. Shared Associate Director recruiting and application policies with neighboring District Ad hoc work group meeting to review the current Election of Officers policy and explore options
6	Grant administration and reporting	Accounting and tracking for regular grant reporting and submissions (ODA TALMA, NRCS WRE, Oregon Wildlife Foundation, Multnomah County Sturgeon Lake Grant).
7	Other District meetings (Staff, DEI, Safety, Leadership, Annual)	All Staff Meeting, Leadership Team Meetings, DEI meeting. Leadership discussion of contractor invoice approval and work flow process, standardization; drafting of checklist to facilitate a smoother process.
8	Other external meetings and events (WHA Insurance Agents, Property Manager, IT Cogent, ADP, GFOA, TSSC FOG, TCWC, etc.)	Coordinated with Cogent IT for replacement of firewall and switch for internal network connectivity. Cultural History Mapping Project meeting on 1/15/19 with Eric Jones. HRA VEBA rep presentation on options for next budget year (1/7)
9	Training / Workshops / Conferences (SDAO, OACD, CONNECT, PROFESSIONAL ORGANIZATIONS)	Monthly SDAO safety webinars first Thursday of every month. TSSC Budget Law training (1/22) TSSC Quarterly Finance meeting (1/31)
9	General Administrative	Annual calendar year updates to mileage & per diem forms, 2019 insurance cards in trucks, various filing systems, etc. Met with contractor for price estimate of anchoring various bookshelves in the office and shelving in the basement as a follow-up corrective action item to the Districts’ November hazard investigation, performed by staff. Coordination of meetings/trainings: CONNECT, 1/26/19 Special Board meeting for Equity Lens Training

Mary Logalbo, Urban Conservationist
 January 2019 Highlights (for February Meeting)

Task	Explanation
Urban Conservation (G1- 3, 5, 6)	<p>Participated in the Tryon Creek Stewardship Committee Meeting.</p> <p>Conducted three site visits including one site visit to prepare for the upcoming TCWC Watershed Wide Event. Compiled and sent off a new native plant list for this event.</p> <p>Reviewing received Partner Funding Applications.</p> <p>Advising on two new prospective landscape demonstration projects – one could have a substantial impact on stormwater if the landowner elects to move forward on implementation.</p>
Urban Programs Development Initiative (G1-6) *DEI focused course work included.	<div style="display: flex; align-items: center;">  <div> <p>Met with Dr. Craig Shinn a third time to review capstone progress and planning. Created a proposal document with my refined research questions and approaches focused on stormwater management issues that arise from the City’s permitting, zoning and mitigation policy, planning and processes. Have started to reach out to partners for initial triangulation of research.</p> <p>Midway through reading and coursework for Research Design for Administrative Leaders course.</p> <p>Sharing and incorporating feedback on my first draft of the Urban Programs Development Initiatives. Created a new version with key program action items highlighted.</p> </div> </div>
Grants (G1 – 6)	<p>Coordinated with WWRP partners to submit a Metro NIN Grant preapplication – Columbia Land Trust will serve as fiscal agent this round.</p> <p>Coordination of current OWEB Small Grants’ progress ongoing. Visited the Deer Creek OWEB project to review contractor work and advise a participating landowner on an additional meadowscaping project.</p> <p>Conducted a site visit to the SW 50th Drive ROW Improvement project that was granted a \$30,000 1% for Green Grant to implement the plan we created to improve the drainageway! Project roles, priorities and a timeline was discussed for with partners at the site visit.</p>
Diversity, Equity & Inclusion (DEI) (G1-6)	<p>Met with Ping Khaw of Community Engagement Liaison services (CELS) to discuss demographic data collection and Connect SW PDX planning follow-up.</p> <p>Filled in historical information and sent out DEI committee responses for our biannual Organizational Self-Assessment Related to Racial Equity to Shweta Moorthy of Coalition of Communities of Color (CCC) for review in relation to our hopeful Demographic Data collection project planning with CCC.</p> <p>Participated along with Susan at a “Local Government DEI” meeting coordinated by Jay Udelhoven of East Multnomah SWCD that included representatives from City of Portland, Metro, Multnomah County, Multnomah</p>

	<p>County Drainage District and the Port of Portland.</p> <p>Participation as co-chair of DEI Committee including creating DEI agendas, coordinating meetings and crafting reports. Participated in an additional “special meeting” held on the Sauvie Island Cultural Mapping Project.</p>
Training	<p>Participated in an Oregon State University webinar on <i>Low-Impact Development and Watersheds: The role of Oregon Watershed Councils, Districts, and Land Trusts in Urban Development.</i></p> <p>Attended the <i>4 County CWMA Pull Together</i> event and learned about new weeds, equity focused collaborations with green workforce development efforts and new invasive species strategies.</p>
Other	<p>Completed draft work plan and met with Jim on the same. Reaching out to partners on the feasibility of working together on components of this.</p> <p>Met with Jim to discuss my performance review, position description and check in on my professional development plan.</p>

Renee Magyar, Communications & Outreach Manager
Report covers month of January 2019

Area & Goal	Explanation
Social media All GOALS	Shared partner orgs' & District events
Media Relations All GOALS	Distributed Board public meeting announcement to media. Distribute District updates for SICA newsletter.
Website Management All GOALS	Content management: homepage edits; address website outage & Mobile site bug; updating/editing program pages and links; posting board meeting and DEI committee docs; continue removing second step click-throughs; research ADA Section 508 compliance & edit top level page photos to comply; update Internship hiring pages; update Soil School page; update SLRP web page; create event entries; upload budget docs
Communications All GOALS	Staff and Leadership Team meetings. Continue drafting District communications strategy. Distribute Meadowsclaping Handbook orders. Oak Habitat marketing mailer list clean-up and distribution. EDRR outreach plan & edits for renewal mailing. Send final SLRP newsletter. Joint SWCD Oak Habitat communications campaign strategy development. Prep event materials for Youth Job Fair. Coordinate use/editing of photo for partner exhibit.
Outreach/Events All GOALS	75 th Anniversary event ongoing planning: Manage Metro Parks + Nature permit; outreach and partnership development; coordinate with illustrator for event branding; site plan and power needs; budget development Soil School ongoing planning: Speaker arrangements; agenda development; registration form creation; coordinate scholarships & promotion with Tualatin SWCD; create outreach schedule SLRP spring celebration: early planning meeting
Diversity, Equity and Inclusion All GOALS	DEI committee meeting & discussion of increasing event speaker diversity. Planned for tribal involvement in 75 th anniv event. Secured TEK speaker for Soil School. Attended Board equity lens training. Updated top level web pages for Section 508 compliance.
Other	Edit content for SLRP contractor website page. Share mail merge how-to with tech staff person. Training on WoodsCamp software. Dairy Creek bridge naming. Collected photos for SLRP interpretive signage. 2019-2020 Work plan development.

Laura Taylor, Conservationist and Education Coordinator

February Board Meeting Staff Report (Covers January)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Assisted with a forest inventory site visit at one forestry program participant property. • Discussed logistics for planting at a forestry property I will be leading planting at.
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Prepared for February plantings: <ul style="list-style-type: none"> - Checked site conditions and maintenance quality control at planting site and inventoried existing woody plant species to inform future planting plans, documented with field notes and photos. - Coordinated with nurseries on plant order delivery and last-minute plant order requests - Inventoried and ordered planting supplies - Assisted with the development of planting contractor scope of work • Made plant selection recommendations for a future planting informed by monitoring data at similar site conditions. • Assisted with invoice documentation and tracking
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> • Sent out requests for proposals for the Education Partner Funding Program to key partners in environmental education and discussed elements of partnership with them. • Developed a presentation and presented an one-hour science talk on Native Bees to a public audience of 90 people hosted by the Tryon Creek Watershed council • Prepared a presentation for the upcoming Pollinator Conference on Feb 14 – 15 at which I will be showcasing the District’s Community Science Pollinator Monitoring Program. • Participated in the Oregon Bee Project Advisory Committee meeting • Continued 2018 Pollinator Monitoring data analysis. • Coordination with school garden program participants
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none"> • Prepared for and tabled at the Youth Environmental Job Fair on 1/12/2019 to promote our Internship position openings to a diverse audience of youth*. • Successfully recruited 117 applicants collectively for the Field Conservationist Intern and GIS & Field Conservationist Intern positions with the help of the Office Manager and Communications Manager. • Revised the Internship application scoring rubric to reflect our new qualifications framework, organized an application review team, and prepared for an application scoring calibration meeting with this team. • Initiated a task list for our 2019 interns and requested input from staff
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> • Attended the CWMA Pull Together conference. • Attended WMSWCD staff, tech-staff meetings. • Developed my 2019-20 work plan and reviewed it with Jim • Performance evaluation meeting with Jim
Greater Forest Park Conservation Initiative (GFPCI) Grant Contributions	<ul style="list-style-type: none"> • None this month

NRCS Grant Contrib.	<ul style="list-style-type: none"> • Planning and field visits related to NRCS project planting: 14 hrs, 1 round trip
Diversity, Equity & Inclusion	<ul style="list-style-type: none"> • * See Youth Environmental Job Fair work listed in Internship Supervisor section. Demographic data for this event available upon request. • Applied our Equity Lens to the development of the application scoring rubric. • Arranged for the redaction of personal identifiers and graduation dates on all intern applicant materials. • Developed a list of environmental career development programs for which we will award preference in our internship review process. • Extended invitations for Education Partner Funding to Partners who incorporate diversity, equity, and inclusion into their programs, services, and internal operations. • Attended the Diversity, Equity & Inclusion Meeting and a focus group meeting to learn about the Sauvie Island Cultural Mapping Project

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**