

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

General	This is always a busy and important time of year with the District as February marks planting season. And what a challenging season it has been with the weather – dry, windy, cold, desiccating weather that is pure evil for bare root stock to rain, snow, flooding and mud which makes keeping to a schedule difficult. And then we have annual work planning and budget preparation work on top of all this. Fortunately, we have excellent staff that always keep their eye on the ball even if it means for long days and late nights.
Goal 1: Erosion & Healthy Soil – No Activity	
Goal 2: Water Quality – No Activity	
Goal 3: Habitat & Biodiversity	<ul style="list-style-type: none"> Completed Regional Habitat Connectivity Threat Assessment Survey (w/ Mary Logalbo). Hosted Tualatin, Clackamas and West Multnomah SWCD Oak Prioritization Meeting (2/26) Oak Prairie Work Group Meeting (2/26).
Goal 4: Working Lands (GFPCI In Kind = 3 hours)	<ul style="list-style-type: none"> East Multnomah-West Multnomah-U.S. Department of Agriculture Natural Resources Conservation Service Rural Lands Coordination Meeting (February 14th) Attended Oregon Solutions Green Workforce Development Project Discussion (hosted by Forest Park Conservancy) (2/21)
Goal 5: Cultivating Stewards	<ul style="list-style-type: none"> Nature Guiding (Friends of Tryon Creek) – Pacific Academy (Monitoring) (2/13)
Goal 6: Vibrant Agency	<ul style="list-style-type: none"> All Staff Meeting (February 4th), Leadership Team Meetings (February 25th). Annual work plan reviews with the Invasive Species Coordinator, Communications and Outreach Manager, Senior Conservationist and Controller/Budget Officer. Mtg w/ Jeremy Baker (President, Oregon Conservation Education Assistance Network (OCEAN)) re: the Oregon Conservation Partnership between OCEAN, the Oregon Association of Conservation Districts, the Coalition of Oregon Land Trusts and the Network of Oregon Watershed Councils) (2/6). Tryon Creek Watershed Council Board Meeting (2/11), Sauvie Island Drainage Improvement Company Board Meeting (2/19); Japanese beetle Eradication Open House (Cedar Mills, 2/19). Prep/Agenda Setting/Attendance – West Multnomah SWCD Board Meetings (February 13th) Hosted OACD On-Line Communications Committee Meeting (2/20). Distributed meeting summary.
Oregon Legislature	<ul style="list-style-type: none"> Prepared written testimony for the Board for HB 5002 (Oregon Department of Agriculture Budget – Noxious Weeds, w/ Michelle Delepine), HB 2579 (Farm to School Program, w/ Laura Taylor) and SB 445 (Oregon Invasive Species Council, w/ Michelle Delepine). Review of HB 2958 – Soil and Water Conservation District Board Eligibility Requirements
Sturgeon Lake Restoration Project (In Kind = 22 hours)	<ul style="list-style-type: none"> Meeting w/ Henry Wessinger (donor), Tim Greseth (Oregon Wildlife Foundation) and Dick Springer (former District Manager) at the project site to discuss channel and bridge naming options (2/1). Follow-up bridge/channel naming meeting with Multnomah County Commissioner Sharon Meieran, Joanna Valencia (Multnomah County Planning and Development Manager) and Dick Springer (2/21). Continued discussions with Statewide Land Surveying and Wolf Water Resources (engineering) regarding the benchmark elevation to use to survey the tidally influenced high water mark that forms the boundary between private ownership and State of Oregon ownership along Dairy Creek. Entered into contract agreement with Statewide Land Survey to survey the easement boundaries for the project and to develop the boundary legal descriptions for use in recording the easements. Developed proposed Supplement Budgets for both the General Fund and the Sturgeon Lake Special Fund to resolve a projected \$70,000 budget shortfall for the project.
Diversity, Equity and Inclusion	<ul style="list-style-type: none"> Board Equity Lens training debrief w/ Cliff Jones (Capacity Building Partnerships), S. Weedall (2/13)
Professional Development	<ul style="list-style-type: none"> Prep for Tree School Clackamas Forest Management Planning Class (February 6th, Salem). CONNECT 2019 Planning Meeting (2/7), Wildfire Track Planning Meeting (2/21). Attended the Urban Ecology Research Consortium's 2019 Urban Ecology Symposium (February 11th). Attended the Columbia Gorge Invasive Species and Exotic Pest Workshop (2/28, Stevenson, WA).

Michael Ahr, Forest Conservationist

February Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> I spent much of February on planting native trees and shrubs. This involved receiving plants from 2 nurseries, driving plants to sites, showing projects to contractors and communicating planting instructions, organizing plants in the plant cooler, and landowner coordination. In all, 16,900 plants were installed on 10 properties. Visited River View Cemetery with M. Logalbo to discuss future needs and objectives on the 170 acre cemetery. Cemetery staff have identified a need for a stronger plan to support their Green Burial initiative and will need this plan to cover stormwater, invasive species, erosion, planting, and other topics. There's a genuine interest at the cemetery to restore habitat and protect water quality. Created a work plan related to forestry program and presented it to Board. Also created an early draft of 2019-2020 Program Budget Request. Completed a Stewardship Plan on 30 acre Rock Creek property. Brandy Saffell of Tualatin SWCD took the lead on writing this plan with my review. This plan has a tie in to the CIG on understory forest seeding
Greater Forest Park Conservation Initiative (GFPCI) <i>(20.5 total hours)</i>	<ul style="list-style-type: none"> Prepared a rough budget on potential costs of removing portions of a holly farm in the McCarthy Watershed. Accounted for NRCS funding potential. Also completed associated Stewardship Plan and it was signed by landowner during a site visit on 2/22. (2.5 hrs) Met with ODF and FPC for update on Firewise and grant progress (1.5 hrs) Spent 16.5 hrs managing plantings in the GFPCI area. 7 properties had plants installed. 2 of them were done by the landowner, 5 of them were done with crews that I helped to arrange. In total, 9,050 plants were installed.
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> NRCS/East Multnomah SWCD meeting Participated in 1 WoodsCamp call (outreach tool for woodland owners) Attended Local Work Group meeting where we discuss future NRCS funding priorities
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> Getting organized with Lindsay Malone of Northwest Natural Resources Group and BLA to teach at Tree School in March. Toured Hopkins Demonstration Forest to plan a hike as part of this class.
Miscellaneous	<ul style="list-style-type: none"> Another large chunk of work time was spent on hiring interns this month. I reviewed 34 applications formally, and then did a quick review of ~20 who were being considered for interviews. Also attended a meeting on interview selection. Participated in 10 interviews for internship.
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> Nothing specific, but I was very pleased with diversity in the pool of interviewed candidates for the internship position.

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

March Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	Assisting committee with DEI work plan but otherwise nothing to report.
Small Acreage Farms and new landowner contacts SP Goals 1-5	Completed two conservation plants on Sauvie that will plant a combined 27 of cover crops this year. In addition, both are planted small quantities of trees and shrubs for pollinator habitat.
OWEB Small Grant Team SP Goal 1-3	There is STILL \$5,132 remaining in the small grant fund for our area. Final grant application period is April 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: We are on to our own planting for Dairy Creek. We are planting 15,800 plants on roughly 7 acres on March 6-8th. As of March 6th when I wrote this report, the planting crew was making great headway in spite of the snow!! See photos below.</p> <p>Monitoring: the fish monitoring “PIT” tag array looks to be a go but not sure on the timing at the moment as we need to work on logistics and payment. The USACE is committing \$25,000 to ODFW for the installation and upkeep of the equipment, while CREST and WMSWCD would be responsible for the data collection and management.</p> <p>Also we are gearing up for the summer aquatics invasives survey in the lake. Scappoose Bay Watershed Council will be taking more of a role as they assist us in engaging community volunteers to help us monitor. Currently we are planning a single day blitz with staff, interns and limited volunteers on June 19th or 20th. Email me if you are interested in joining.</p> <p>We have also engaged NRCS to help us do monitoring of the channel. They have a “z-boat” and need to find a place near Portland to do some training and fine-tuning of the equipment. What better place than Sauvie Island and Dairy Creek!!! A z-boat is an unmanned remote controlled craft used to get bathymetry of water bodies. We hope to run the boat when the water is higher and this will give us a much more comprehensive dataset to see how the channel has changed over the winter as well as more information on what is happening just outside of the mouth of Dairy Creek in the Columbia River.</p>



Left: 15,800 plants ready for installation. **Center:** two Oregon grape planted March 6, 2019 **Right:** Mosaic Crew planting near the Reeder Road bridge.

Task	Explanation
	<p>Also, for those interested, here is what a the NRCS's "Z-Boat" looks like!</p>
ODA Grant SP Goals 1, 2, 4, 5 & 6	Tracking for next report.
Off-Channel Salmon Habitat and McCarthy Creek WRE	We have copies of the 90% for the so called "Phase 2". CREST has submitted Federal, State and local permits and the landowner is fully on board. Very much on track for a summer construction.
Soil Health SP Goal 1,2,3,4&5	See above for "Small Acreage Farms and new landowner contacts).
Water Quality Monitoring SP Goals 2,3 & 6	Writing the report now.

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 February 11 – March 6, 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 • Completed two HSP winter (phase 2 & 3) plantings, including coordination and supervision of planting contractor and landowner involvement. Received and inventoried plants, prepared planting materials, reviewed and approved invoices, etc. • Planted 9,850 native trees & shrubs of varied stock at 5 sites (3 noted below). • Did follow-up technical assistance w/riparian landowner after site visit in Crabapple watershed
Special Rural Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants	<ul style="list-style-type: none"> • Completed phase 2 riparian planting at NRCS wetland reserve easement (WRE) site on McCarthy Creek by 2/16 despite intense weather and flooding early in the week. Did informal monitoring and re-marking of fall-planted wetland plugs while on site. • Coordinated with CREST re: 90% design phase for new wetland restoration at the WRE project site. Provided additional input re: species and maintenance methods. • Joined CREST to meet with and advise Sauvie Island landowner with wetland restoration project under consideration by BPA re: funding and project options • Did ongoing coordination re: enrolled Oak habitat “CIS” project landowner • Completed re-planting of oaks, valley pine, shrubs in organic farm hedgerows; provided specialized tubing and guidance for oaks here and a Sauvie Island site that received 3 oaks and 3 containerized valley pine to be planted by the landowner. • Did 2 additional oak habitat site visits in response to Oak CIS funding interest: one a relatively small woodland with several oaks, another w/36 ac. of mixed oak woodland and open-land, both in the Abbey Creek watershed • Initiated site-specific planning and NRCS application process for 2-3 landowners. If enrolled, the 3 sites would represent up to 66 ac. of new oak habitat project •
Outreach & Education; partnerships, collaborative grants (Goals 1-6)	<ul style="list-style-type: none"> • Continued planning for next year’s partnership agreement with SBWC and follow-up re: Operations & Maintenance Plan for Sauvie Island (SIDIC) canals • Prepared for and participated in meeting with SIDIC & SBWC re: relevant aquatic invasive weed, their control and survey options • Prepared materials and participated in moorage outreach meeting 2/26 on Sauvie Island, which was well attended by 15 engaged residents, leaders and managers. • Provided input, coordination and outreach for pond habitat workshop to occur April 6 • Participated in “Clacka-nomah-atin” SWCD oak habitat group meeting focused on coordinated outreach; did preparation and follow-up • Coordinate internally re: NRCS local workgroup meeting and potential future initiatives, including on Sauvie Island to address canal maintenance issues
Admin. / training (Goal 6: Maintain a vibrant agency)	<ul style="list-style-type: none"> • Facilitated 1 technical staff meeting; 1 participated in 1 leadership team meeting. • Finalized and presented annual work-plan at Board meeting • Prepared annual budget requested, in consultation with manager and affected staff; projected end of year spending; Prepared monthly report and timesheet • Reviewed 20 intern applications; participated in re-review of top candidates and meeting to select interviewees • Attended Columbia Gorge CWMA Invasive Species workshop with topics on riparian restoration, flowering rush, post-Scot’s Broom reforestation, spotted lanternfly, aquatic invasive species decontamination, pesticide residue in applicator clothing, EDRR weed control after the Gorge fires. • Attended Urban Ecology Research Symposium at PSU on multiple topics and served as student poster judge. Followed up re: canal surveys for aquatic weeds; Sauvie Island and Multnomah Channel water source: and ad-hoc conversations. • I holiday in February (President’s Day) and flextime off in early March

Activity Type	Tasks and Descriptions
GFPCI & DEQ grants, NRCS project match; DEI	<ul style="list-style-type: none"> • Re: GFPCI: lower-middle McCarthy Creek HSP projects: 1 hr. admin./budgeting • DEQ 319 grant match: 6 hr. (aquatic weed research, contractor outreach, meeting...) • Enyart WRE: 20 hours planting (15), planning & admin. (5) in Feb. (+34 hrs. in Jan.) DEI: review DEI work plan and meeting minutes and provide comments

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 |

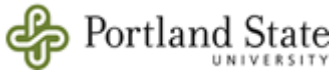
Acronyms:

CIS: Conservation Implementation Strategy	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	SIDIC: Sauvie Island Drainage Improvement Company
TSWCD: Tualatin Soil & Water Conservation District	USGS: United States Geological Survey
WRE: Wetland Reserve Easement	

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

	Vibrant Agency Goal 6	Status This Month
1	Diversity Equity and Inclusion	DEI Committee special meeting: goal setting and work planning on 2/19
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.
3	Human Resources (personnel files, employee handbook, benefits, retirement plans, recruiting, hiring, onboarding, termination)	Drafted re-hire letter for Permanent Seasonal Conservation Tech. Developing salary matrix for admin positions. 2019 Internship recruitment - scheduled interviews for field interns and sent Post-Interview surveys to those that interviewed Coordinated with PERS on employee eligibility updates
4	Budget	Evaluating need for Supplemental Budget for FY19 Continuing budget review and monitoring for FY19 and impact on FY20 Coordinating budget updates and program forecasted spending with staff
5	Board of Directors meetings	Resolution to adopt revisions to the District's adopted financial policies. Resolution to adopt a revision to the Board's policy on the election of Board Officers. 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 (ODA TALMA, NRCS WRE, Oregon Wildlife Foundation, Multnomah County Sturgeon Lake Grant).
7	Other District meetings (Staff, DEI, Safety, Leadership, Annual)	All Staff Meeting (including safety meetings), Leadership Team Meetings, DEI meeting.
8	Other external meetings and events (WHA Insurance Agents, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Coordinated with Cogent IT on phone options and software updates
9	Training / Workshops / Conferences (SDAO, OACD, CONNECT, PROFESSIONAL ORGANIZATIONS)	Monthly SDAO safety webinars first Thursday of every month.
9	General Administrative	OSHA 300A Summary completed and posted

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

Task	Explanation
Urban Conservation (G1- 3, 5, 6)	<p>Working on two new conservation plans for properties in SW Portland.</p> <p>Conducted two landowner site visits & provided follow-up information.</p> <p>Crafting past urban restoration review protocol and budget while exploring partner interests in collaboration with BES, FPC, TCWC and PP&R staff.</p> <p>Reviewing a new landscape demonstration funding application.</p> <p>Continuing to advise on two new 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.	 <p>Met with Dr. Craig Shinn a 4th time to review capstone progress and planning. My capstone proposal focused on stormwater management issues that arise from the City's permitting, zoning and mitigation policy, planning and processes was approved. Have started to reach out to partners and developers for initial triangulation of research. Interviews are now being scheduled. Provided Jim with my capstone proposal and requested feedback.</p> <p>Completed Research Design for Administrative Leaders course. Started Advanced Budgeting Concepts reading and coursework.</p> <p>Incorporated Urban Programs Development Initiative findings into upcoming Urban Program Workplan.</p>
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>Drafted initial DEI 2019-20 workplan, goals and objectives documents. Facilitated a special meeting held to discuss the same.</p> <p>Participation as co-chair of DEI Committee including creating DEI agendas, coordinating meetings and crafting reports.</p> <p>Participated in follow-up exchanges for the Sauvie Island Cultural Mapping Project.</p>
Other	Served on both the intern application and interview team .

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

Area & Goal	Explanation
Social media All GOALS	Shared partner orgs' native plant sales and events. Promoted District events including Soil School. Shared media on insects, flooding, and Oregon statehood anniversary. Attended seminar for social media marketing plan development
Media Relations All GOALS	Distributed Board public meeting announcement to media.
Website Management All GOALS	Coordinated Soil School registration page and updated event webpage
Communications All GOALS	Staff and Leadership Team meetings. Continue drafting District communications strategy. Distribute Meadowsaping Handbook through online orders + partner request. EDRR renewal mailing letter and reply form edits. Joint SWCD Oak Habitat communications campaign strategy development. Developed new business collateral materials for District mailings.
Outreach/Events All GOALS	75 th Anniversary event ongoing planning and contractor management: Budgeting, branding, marketing language, site plan development, equipment needs, website evaluation. Soil School ongoing planning and team management: Registration form creation; outreach and marketing; application + secured OLCB continuing education credits. Pond workshop: coordinate creation of registration page. Prep event materials for Japanese Beetle event tabling + floating home owner meeting
Diversity, Equity and Inclusion All GOALS	Review DEI annual work plan + participate in committee work plan meeting
Other	Internship application scoring. 2019-2020 Work plan + Communications plan development. SWCD communicators & educators quarterly meeting. Presented annual work plan at February board meeting.

Laura Taylor, Conservationist and Education Coordinator

March Board Meeting Staff Report (Covers February)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none">Assisted with supplying plants to contractors for a planting at a forestry property.
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none">February planting:<ul style="list-style-type: none">Received plants from nurseries and sorted plants by projectAssisted KK with supervision of contractors at three planting projects to plant 9,844 native trees and shrubs.Corrected planting contractor scope of work and planting plans based on actual work doneAssisted with plant invoice documentation and tracking
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none">Continued to negotiate elements of partnership scopes of work with key partners in environmental education leading up to the application due date for our Education Partner Funding Program.Attended and presented at the Pollinator Conference on Feb 14 – 15 where I showcased the District's Community Science Pollinator Monitoring Program and learned about many other pollinator programs occurring in our region.
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none">Supervised a team of seven staff to review and score all 117 applicants for the Field Conservationist Intern and GIS & Field Conservationist Intern positions using the revised scoring rubric.Scored 33 applications.Compiled and organized all review team scores, and distributed top recommended applicant materials to the review team.Met with the review team to calibrate our scoring as well as to make a decision on the top 10 applicants to invite to an interview.Organized a team of three staff to help revise interview questions and participate in interviews.Held successful interviews with 10 excellent intern candidates comprised of a diverse pool of people.Responded to candidate's request for feedback.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none">Attended the UERC conference.Attended WMSWCD staff, tech-staff meetings.Revised my 2019-20 work plan based on Board feedback
NRCS Grant Contrib.	<ul style="list-style-type: none">Planting and related planning and preparation for an NRCS project: 27 hrs, 2 round trips
Diversity, Equity & Inclusion	<ul style="list-style-type: none">Considered equity during internship hiring process at key decision points such as selection for interviews.Attended a special DEI committee meeting to develop the District's DEI work plan.

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