

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

Goal 1: Erosion & Healthy Soil, Goal 2: Water Quality and Goal 3: Habitat & Biodiversity – No Activity	
<b>Goal 4: Working Lands</b> (GFPCI In Kind = 8 hours)	<ul style="list-style-type: none"> <li>Phone call with Kendra Petersen-Morgan (Portland Parks and Recreation) and Mary Logalbo regarding collaborative restoration partnership work opportunities for Verde (March 1<sup>st</sup>).</li> <li>East Multnomah-West Multnomah-U.S. Department of Agriculture Natural Resources Conservation Service Rural Lands Coordination tour of J. Frank Schmidt nursery, (March 14<sup>th</sup>, Boring).</li> <li>Attended Verde Collaborative Restoration Partnership Agreement Meeting (March 12<sup>th</sup>)</li> <li>Provided comment on Forest Park Conservancy's Pre-Assessment Application to Oregon Solutions for the Green Workforce Development Project.</li> <li>Linnton Firewise Community Tour w/ Oregon Department of Forestry, Portland Fire &amp; Rescue and the Linnton Neighborhood Association (March 16<sup>th</sup>).</li> </ul>
<b>Goal 5: Cultivating Stewards</b>	<ul style="list-style-type: none"> <li>Nature Guiding (Friends of Tryon Creek) – Columbia Christian School - 1st &amp; 2nd Grade (3/12).</li> </ul>
<b>Goal 6: Vibrant Agency</b>	<ul style="list-style-type: none"> <li>Special District Association of Oregon consultation regarding requirements for applicants to perform essential duties of a position and providing reasonable accommodation.</li> <li>All Staff Meeting (March 4<sup>th</sup>), Leadership Team Meetings (March 11<sup>th</sup>, March 18<sup>th</sup> and March 25<sup>th</sup>).</li> <li>Prep/Agenda Setting/Attendance – West Multnomah SWCD Board Meetings (March 13<sup>th</sup>)</li> <li>Reviewed content/contributed the District Manager's message to the winter electronic newsletter.</li> <li>Check in w/ Eric Jones (Wilamit LLC) &amp; Renee Magyar – 75<sup>th</sup> anniversary event planning (March 4<sup>th</sup>)</li> <li>Tryon Creek Watershed Council Board Meeting (March 11<sup>th</sup>). Attended and served as a Tryon Creek Watershed Council Board Liaison for Council's Watershed Wide Event (March 16<sup>th</sup>).</li> <li>Proposed budget reviews w/ staff for Invasive Species, Urban, Education and Forestry program areas.</li> <li>Hosted Oregon Association of Conservation District's (OACD) Communications Committee's On-Line Meeting (March 18<sup>th</sup>). Distributed meeting summary. Compiled proposed revised OACD Communications Plan w/ Alicia Ward (Oregon State University) and distributed for review.</li> <li>Hazard Investigation Team Review Meeting with Randi Razalenti (March 21<sup>st</sup>)</li> <li>Developed vegetation/restoration contract award decision tree for technical staff (w/ Randi Razalenti).</li> <li>Prepared District Managers recommended balanced budget (w/ Michele Levis) for fiscal year 2019-20</li> </ul>
<b>Oregon Legislature</b>	<ul style="list-style-type: none"> <li>Prepared/submitted written testimony and provided oral testimony for Senate Bills 5539 and 5540 (Oregon Watershed Enhancement Board Budget (OWEB)) to the Joint Committee on Ways and Means' Joint Subcommittee on Natural Resources per request of OACD (March 19<sup>th</sup>).</li> <li>Signatory to the Portland Metro area soil and water conservation district joint letter in support of the \$30 million dollar budget increase for Oregon State University Extension Programs.</li> <li>Written testimony in support of SB 445 (Oregon Invasive Species Council) for the Joint Ways and Means Committee's March 21<sup>st</sup> Budget Hearing at Portland Community College – Cascade Campus.</li> <li>Distributed to Board/staff, Chair Preeg Riggsby's written testimony to the House Committee on Agriculture and Land Use on HB 2958 relating to soil and water conservation District Board eligibility</li> </ul>
<b>Sturgeon Lake Restoration Project</b> (In Kind = 18.5 hours)	<ul style="list-style-type: none"> <li>Developed FY 2018-19 supplement budgets for both the General Fund and the Sturgeon Lake Fund.</li> <li>Meeting with Madeline Ishikawa and Tom Josephson (Columbia River Estuary Study Taskforce) regarding budget support for real estate and vegetation management cost overruns (March 13<sup>th</sup>)</li> <li>Obtained a legal opinion from Fritz Paulus (project contract attorney) regarding the use of District tax levy funds as a means to cover the project's budget shortfall.</li> </ul>
<b>Diversity, Equity and Inclusion</b>	<ul style="list-style-type: none"> <li>Finalized draft summary of the January 25, 2019 Diversity, Equity and Inclusion Committee Meeting.</li> <li>Portland Audubon's Nature Night featuring <i>Why Environmental Sustainability Depends on Diversity In Our Movement</i>, with Teresa Baker, founder of the African American National Park Event (3/12)</li> <li>Diversity, Equity and Inclusion Committee Meeting (March 22<sup>nd</sup>). I serve as Secretary.</li> <li>Reference check for Capacity Building Partnerships (Cliff Jones) for Benton SWCD (w/ M. Logalbo).</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Tree School Clackamas – Instructor for Supporting Oregon's <i>Diverse Flora &amp; Fauna on Your Forestland</i> and <i>Forest Management Plan Writing for Tree Farmers</i> (March 23, Oregon City).</li> <li>Delivered the final set of speaker forms for the CONNECT 2019 Wildfire Track (there are 16 speakers in this track). Call in CONNECT 2019 Planning Team Mtg (3/7), Wildfire Track Planning Mtg (3/21).</li> </ul>

## Michael Ahr, Forest Conservationist

### March Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"><li>• In March, I spent some time on the Understory seeding project (NRCS CIG). This included creating an outline of a fact sheet for resource professionals related to this project, as well as updating an early draft on a technical report for the project. Also completed a site visit related to this project. Also met with Clean Water Services (John Goetz) and Laura to discuss progress and next steps.</li><li>• 4 site visits to existing projects to look at work progress</li><li>• Updated landowner agreement for a blackberry control project - NW Morgan Rd</li><li>• Worked with Verde to cut blackberry on 3 sites</li><li>• Prepared a budget request for the forestry program and met with Jim to discuss</li></ul>
Greater Forest Park Conservation Initiative (GFPCI) <b>(9 total hours)</b>	<ul style="list-style-type: none"><li>• Worked on a stewardship plan for a McNamee Road Property (6 hrs)</li><li>• Visited site where we're converting reed canary grass to native habitat to see if it was time for a spring weed treatment (1 hr)</li><li>• Processing invoices (mostly related to February plantings) (2 hrs)</li></ul>
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"><li>• NRCS/East Multnomah SWCD meeting</li><li>• Toured a restoration site (Heritage Pine) with Metro, TSWCD, CSWCD staff</li><li>• Met with Aaron Shaw and Brandy Saffell (TSWCD) about their forestry program and how to best budget the work. Also met with Washington County NRCS staff about District collaboration with NRCS on forest restoration projects.</li></ul>
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"><li>• Attended 2 webinars on wildfire in forests</li><li>• Spent much of the month getting ready for Tree School including teaching 2 courses. It was a great event on 3/23. I had a class of 20 and 40 participants.</li><li>• Working with Forest Stewards Guild to have a field day with local professionals on considering birds in forest restoration projects (Foresters for the Birds)</li></ul>
Miscellaneous	<ul style="list-style-type: none"><li>• Participated in a meeting to decide who to offer internship positions to, also a follow up meeting on this and a debrief meeting on the entire process</li><li>• Continue to work on researching Metro Trails plan at Burlington forest. Had a good phone call with Susan Barnes at ODFW on the topic.</li></ul>
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"><li>• Attended a talk at World Forestry Center by Ms. Flor de Maria Vega Zapata who has worked to reduce illegal logging and export in the Peruvian Amazon. She was honored in D.C. as an international woman of courage. It was amazing to hear about the reluctance of the Peruvian government to do much about this and also alarming to hear about the human trafficking associated with illegal logging and mining.</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 – Clackamas 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

**Michelle Delepine, Invasive Species Program Coordinator**  
**March & April 2019 Staff Report (Feb 9<sup>th</sup> – April 8<sup>th</sup>, 2019)**

Task	
<p><u>Early Detection, Rapid Response</u> (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<p><b>Garlic Mustard: PNW-Garlic Mustard Working Group:</b> I participated in the Western Governors' Association webinar "Conservation Districts and Invasive Species Management" as a panelist, spotlighting the PNW-garlic mustard working group (A BIG thanks to Terri for connecting us to this opportunity!). Lindsey Karr (Clackamas SWCD) and I will also be co-presenting on this topic at Connect 2019. Our PNW-GMWG poster was also on display at Urban Ecological Research Consortium (2/11), Washington Coordinators Association Conference (Chelan, WA), and two Gorge CWMA events! <b>Outreach &amp; Coordination:</b> A big thanks to Renee and Ari for assistance with mailing 242 outreach letters for 2019! An additional 118 letters were sent with our EDRR final report to previous participants requesting renewals. We have already received a huge stack of replies.</p> <p><b>Contracting:</b> Sent out request for proposals. Tracked and evaluated submissions. Developed scopes of work and worked with Randi and Jim to award and send out contracts, etc.</p> <p><b>Oregon State Weed Board grant:</b> We received our grant acceptance paperwork for our 2019 grant (award amount \$34,368). Also working on final reporting for 2018 grant.</p> <p><b>Lesser celandine:</b> Two contractor days were spent on strategic efforts on Sauvie Island, Skyline, McCarthy Creek, Tryon Creek and Columbia Creek. Also fielding LOTS of reports and requests for technical assistance and contractors. Also, coordinated with OPRD to ensure treatment of riparian celandine infestations within Tryon Creek Natural Area.</p> <p><b>Spurge laurel:</b> Laid groundwork for a few large sites in upper Abbey Creek, but currently putting work on hold pending budget for garlic mustard work. Hope to spend a couple of days on control in May with Northwest Youth Corps.</p> <p><b>Weed Watcher Workshop:</b> Spring Workshop planned for April 30<sup>th</sup>, 5:30-7:30pm at Multnomah Arts Center. Working with Renee, Tryon Creek Watershed Council, SWNI &amp; Friends of Tryon Creek to put this event on.</p> <p><b>Tabling:</b> We added several fresh new live plant specimens to our "library" and they are already making the rounds, including Stop the Invasion, Skyline Ridge Neighbors Plant Sale, Trillium Fest and Scappoose Bay Watershed Council. A big thanks to Jim, Laura, and new interns Sam and Indi for assisting with tabling!!</p> <p><b>Mapping &amp; Data Management:</b> Ari has been very busy prepping, enhancing and streamlining our District database and Fulcrum mobile app platforms in preparation for field season 2019! She is developing and refining these tools with the bigger picture in mind—for improving our overall long-term workflows and increasing our data tracking efficiencies!</p>
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<p>Prepared materials and tech staff work meeting for our bi-annual contractor check-in, which will result in a package of seasonal info and District updates for contractors. Worked with Jim and Terri to submit written and oral testimony for SB 445, and provided input for a joint Portland-area SWCD letter for SB 257, related to solvepestproblems.org funding. Participated in community hearing for Joint Ways and Means Committee. Assisted with Japanese beetle open house. Participated in Flowering Rush Working Group meeting as a remote attendee.</p>
<p>Restoration</p> <p>Goals 1-4, 6</p>	<p>This past February 2000 plants were installed across 6 restoration sites for upland forest habitat, riparian cover, oak restoration and project demonstration. Three sites in River View/Dunthorpe area and three on NW Skyline, near Forest Park. 1200 plants in GFPCI area.</p>
<p>Invasive Partnerships</p>	<p><b>4-County CWMA:</b> Lots of exciting new inroads right now including community outreach with community engagement liaisons (CELSs), exploring engagement opportunities with the contracting community, website updates to better serve the CWMA and community, and 'peer-reviewing' best management practices documents for several weed species.</p>

Goals 1-6	<p><b>Oregon Invasive Species Council (OISC):</b> Tracking legislative updates, especially related to the OISC Bill, SB 445. We are currently without a coordinator as funds for the rest have the biennium have already been spent. Help picking up the slack with communication to networks related to invasive species legislation updates.</p> <p><b>Tryon Creek Watershed Council:</b> Watershed Wide Event was a great success! Jim and I co- led an invasive species removal work party at Lewis &amp; Clark Law Campus, along with a student volunteer leader. Also, set up tabling display for a shared table at Trillium Fest.</p>
Diversity, Equity & Inclusion Goal 6	Use of equity lens in sending out request for proposals, and for awarding contracts.
Presentation s/Tabling (5) Goal 6	<p><b>Presentations/Trainings given:</b> Poster Presentation at UERC (2/11), Board Presentation (3/13), Western Governors' Association "Conservation Districts and Invasive Species Management" webinar (3/21) – 92 attendees, Backyard Habitat Certification Training – Invasives – 26 attendees (3/30)</p> <p><b>Tabling:</b> Japanese Beetle Open House (2/19), Home &amp; Garden Show – 321 visitors (2/16)</p>
Technical Assistance (20) Goals 1-4, 6	Seasonal requests for technical assistance in full force with the appearance of lesser celandine and Italian arum on the landscape.
Misc/Admin  Goals 1-4, 6	Assisted Intern hiring committee in reviewing applications, and providing feedback. Developed & revised annual work plan and Program budget. Developed and updated scopes of work, reviewing Contractor Invoices & herbicide records; Coordinating with partner organizations and staff; Field Supplies Management & purchasing; Landowner correspondence; Budget Tracking; Partner Collaborations; Listserv posts; Admin; Shared notes verbally from Flowering Rush Work Group. Nature guided under the theme "Watersheds" for a Friends of Tryon Creek field trip. Safety topic (April): fire safety & equip.
Meetings/ Events, Tabling, Site Visits etc (9) Goal 6	UERC (2/11), CWMA Committee Meetings (2/13), Home & Garden Show (2/16), OISC meeting (2/19), Japanese Beetle Open House (2/19), Bootbrushing webinar (3/14), Invasive Plant Council – Invasive Crayfish Webinar (3/20), Flowering Rush Working Group (3/27), Stop the Invasion (4/4)

\* 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, OPRD – Oregon Parks and Rec Dept 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

### April 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 <b>SP Goals 1-5</b>	Provided technical assistance to two landowners, one for soil erosion and the other for cover crop questions. Neither are likely to become conservation plans (property size, lack of and/or landowner interest).
OWEB Small Grant Team <b>SP Goal 1-3</b>	There is STILL \$5,132 remaining in the small grant fund for our area. Final grant application period is April 15 <sup>th</sup> , 2019.
Site Visits (6) <b>SP Goals 1-5</b>	Mostly Sturgeon Lake plus one each for erosion and soil health.
Sturgeon Lake Restoration 5 site visits (164 miles) 38 hours <b>SP Goal 1 &amp; 3</b>	<p><b>Revegetation Work:</b> This month our contractor, Mosaic, planted 15,800 plants on roughly 7 acres between March 6-8<sup>th</sup>. Snow did not stop them and the crew breezed through – it helped that the site prep had been so successful! See photos below. This wraps up the last phase of implementation. There is likely to be a few thousand more plantings and several years of ongoing maintenance, but all the big tasks are now behind us. Between CREST and WMSWCD, we planted ~30,000 plants along ¾ of a mile of Dairy Creek. Yay!</p> <p><b>Monitoring:</b> not much going on here but we are monitoring the areas that were seeded with grass last October. Some areas are doing just fine while others have not yet germinated despite the recent rains and warm weather. Timing seems to be the key as the areas that doing well were seeded in early October while the poor performing areas two weeks later. We are working with CREST/BPA to get those areas reseeded and revegetated as soon as possible.</p> <p>We are also watching water levels. After a winter of below average water levels we are anticipating a pretty good freshette with all the snow in Oregon, Washington, Idaho and Canada. Though no one really knows what the Army Corps will do with the dams... seems even the Corps ☺ This high water would be the first true test of the project!</p>
 <p><b>Left:</b> 15,800 plants ready for installation. <b>Center:</b> two Oregon grape planted March 6, 2019 <b>Right:</b> Mosaic Crew planting near the Reeder Road bridge.</p>	
ODA Grant <b>SP Goals 1, 2, 4, 5 &amp; 6</b>	Writing the next report which is due April 15 <sup>th</sup> .
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.

Task	Explanation
Soil Health <b>SP Goal 1,2,3,4&amp;5</b>	~29 acres were seeded this spring on two properties. 11 are part of a conservation cover in a new orchard and the rest are in fields that will either be summer fallow or cash crops that will be planted later in the season.
Water Quality Monitoring <b>SP Goals 2,3 &amp; 6</b>	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 March 7 – April 13, 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; planning &amp; budgeting for spring maintenance</li> <li>• Received 1 new inquiry re: riparian restoration opportunities from McCarthy Creek landowner; provided additional technical information to Crabapple Cr. watershed riparian landowner interested in support</li> <li>• Reviewed and provided comments on final draft of Operations &amp; Maintenance Plan for Sauvie Island (SIDIC) canals; facilitated response to board member comments</li> <li>• Coordinated with SIDIC, SBWC and potential contractor re: aquatic weed/plant survey on canals, now tentatively scheduled for early summer</li> </ul>
Special Rural Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants	<ul style="list-style-type: none"> <li>• Continued coordination with CREST re: 90% design phase for new wetland restoration at the WRE project site. Did research &amp; prepared budget for planting and maintenance costs to meet &amp; exceed NRCS specifications, where relevant.</li> <li>• Did extensive site-visit follow-up with 3 landowners re: priority sites for Oak habitat “CIS” funding, particularly one needing oak release, including with habitat restoration forestry contractors</li> <li>• Did additional site visit with NRCS staff to Sauvie Island oak woodland (27 acres) site which may be moving forward for NRCS funding.</li> <li>• Participated in local field trip to Metro’s Heritage Pines site to learn and share oak habitat restoration techniques, e.g. weed control, thinning, brush &amp; slash management</li> <li>• Responded to Sauvie Island wetland landowner interested in restoration opportunities</li> <li>• Did site visit to large Sauvie farm re: oaks, Oregon ash, canals, weeds &amp; pests; plus follow-up technical assistance</li> </ul>
Outreach & Education; partnerships, collaborative grants (Goals 1-6)	<ul style="list-style-type: none"> <li>• Continued planning &amp; budgeting for next year’s partnership agreement with SBWC</li> <li>• Provided coordination &amp; supplies for pond habitat workshop; participated in workshop &amp; pond visit (Sat. April 6 on Sauvie Island). We had 51 attendees.</li> <li>• Communicated with “Clacka-nomah-atin” SWCD oak habitat group re: prioritization mapping and budget for workshops, mapping, etc.</li> <li>• Responded to inquires re: Oregon oak planting, habitat restoration and funding, in response to e-newsletter article and other outreach; reviewed revised oak webpage</li> <li>• Coordinated with interested landowner &amp; THPRD re: pacific madrone protection</li> </ul>
Admin. / training (Goal 6: Maintain a vibrant agency)	<ul style="list-style-type: none"> <li>• Facilitated 2 technical staff meetings; participated in 2 all-staff, 1 intern hiring debrief, &amp; 3 leadership team meetings; did follow up research &amp; coordination re: contracting.</li> <li>• Reviewed proposed budget; refined year-end spending projections; met to review &amp; adjust program budget request</li> <li>• Prepared monthly report &amp; timesheets</li> <li>• Supervisory &amp; administrative duties re: professional development &amp; work planning</li> <li>• Attended Tree School sessions on Oregon oak, riparian restoration, forest health, and birds; staffed WMSCWD table</li> <li>• Attending &amp; staffing Soil School on Saturday April 13</li> <li>• Attended 3 day CONNECT conference for SWCDs and watershed councils with sessions on oak &amp; prairie habitat, carbon farming and climate change, cover cropping, hemp production &amp; regulation, harmful algal blooms, changing (conservation) habits, connectivity modeling and use of drones. Did lots of networking with colleagues re: overlapping areas of work.</li> </ul>
GFPCI & DEQ grants, NRCS project match; DEI	<ul style="list-style-type: none"> <li>• Re: GFPCI: lower-middle McCarthy Creek HSP projects: 1 hr. admin/planning</li> <li>• DEQ 319 grant match: 5 hr. (plan review, aquatic weed survey planning, coord., etc.)</li> <li>• Enyart WRE: 17 hours planning upland &amp; wetland planting for 90% design, CUA</li> <li>• DEI: Tracked work of DEI committee; covered DEI issues in intern hiring debrief</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:**

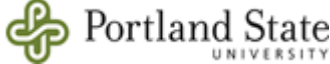
CIS: Conservation Implementation Strategy	CSWCD: Clackamas Soil & Water Conservation District
CREST: Columbia River Estuary Study Task Force	CWMA: Cooperative Weed Management Area
DEI: Diversity, Equity & Inclusion	DEQ: Department of Environmental Quality
EDRR: Early Detection Rapid Response [of invasive 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
THPRD: Tualatin Hills Parks & Recreation District	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 March)**

Vibrant Agency Goal 6	Status This Month
Diversity Equity and Inclusion	DEI Committee meeting 3/22; reviewed and commented on annual work plan
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.
Human Resources (personnel files, employee handbook, benefits, retirement plans, recruiting, hiring, onboarding, termination)	Hiring Debrief meeting and discussions regarding 2019 intern hiring process Seasonal HR duties to set-up and on-board Permanent Seasonal Conservation Tech and GIS and Field Developing salary matrix for admin positions. Coordinated with PERS rep regarding compliance with HB3495 for employees hired after 1/1/16
Budget	Prepared and presented Supplemental Budget for FY19 Reviewing and monitoring budget results for FY19 and impact on FY20 Budget FY20 discussion meetings with staff, compiling input, working on initiatives, developing package for Budget Committee meetings in April
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.
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).
Public Contracting	Streamlining contracting practices incorporating Tech staff and leadership team feedback
Other District meetings (Staff, DEI, Safety, Leadership, Annual)	All Staff Meeting (including safety meetings), Leadership Team Meetings, DEI meeting. Set up and participated in all staff quarterly hazard investigation
Other external meetings and events (WHA Insurance Agents, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Coordinated with WHA to determine renewal options; plan to meet in April. Coordinated with Property Manager regarding transition upon building sale effective 4/1
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Monthly SDAO safety webinars first Thursday of every month.
General Administrative	Met with new contractor (MBE certified) to get an estimate on various safety improvements throughout the office Linked Office Depot with North American Special Purchasing Oregon (also known as State of Oregon contract) for improved pricing on office supplies CONNECT registrations and accommodations finalized

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

Task	Explanation
<b>Urban Conservation</b> (G1- 3, 5, 6)	<p>Completed <b>two new conservation plans</b> for properties in SW Portland.</p> <p>Conducted <b>two landowner site visits &amp; provided follow-up information.</b></p> <p>Continuing to reach out to partners to assess interests in collaboration with BES, FPC, TCWC, PP&amp;R and Verde on a <b>monitoring review and treatment program for historic “Health Watershed” program sites</b> (i.e. urban restoration cost-share sites) and Canopy Weed Sites. Meeting with <b>Verde staff</b> has solidified a plan moving forward as well as a desire to work together on this effort.</p> <p>Begun planning for a <b>Wildlife Habitat Connectivity Toolkit</b> project implementation with the WWRP partners, Portland State University &amp; Metro.</p> <p><b>Continuing to advise on two new landscape demonstration projects</b> – one could have a substantial impact on stormwater if the landowner elects to move forward on implementation.</p>
<b>Urban Programs Development Initiative</b> (G1-6)  *DEI focused course work included.	 <p>Amidst <b>capstone implementation</b>. My capstone proposal focuses on stormwater management issues that arise from the City’s permitting, zoning and mitigation policy, planning and processes. <b>Interviews have begun</b> and will be continuing through April. Working on a <b>public records request</b> with the City to assess geospatial data that will further illuminate occurrences and severity of stormwater permitting issues highlighted.</p> <p>Completed <b>Advanced Budgeting Concepts</b> reading and coursework. Begun <b>FINAL coursework in Administrative Ethics &amp; Values!</b></p> <p>Finalized FY 2019-20 budget needs related to <b>Urban Programs Development Initiative</b> implementation.</p>
<b>Grants (G1 – 6)</b>	<p>Provided a letter of support, match and review for a <b>WWRP Metro NIN Grant</b>– Columbia Land Trust will serve as fiscal agent this round with a project that continues engagement with <b>CEls and Wisdom of the Elders</b>. This grant also supports engagement with a new partner, <b>Central City Concern</b>.</p> <p>Coordination of current <b>OWEB Small Grants’</b> progress ongoing. Worked with Scott and PP&amp;R staff to review pending agreement status.</p> <p>Conducting a DSL &amp; DEQ <b>permit review follow-up</b> (w/ guidance from Scott) for the <b>SW 50<sup>th</sup> Drive ROW Improvement</b> that was granted a <b>\$30,000 1% for Green Grant</b> to implement the plan we created to improve the drainageway!</p> <p>Crafted a <b>Spirit Mountain Community Fund</b> letter of interest for the Wildlife Habitat Connectivity Toolkit project we are spearheading with WWRP.</p>
<b>Diversity, Equity &amp; Inclusion (DEI)</b> (G1-6)	<p>Facilitated a discussion to finalize <b>DEI 2019-20 workplan and budget</b> for the upcoming April Budget and Board Meetings. Completed <b>budget narrative</b> with Susan.</p>

	<p>Participation as <b>co-chair of DEI Committee</b> including creating DEI agendas, coordinating meetings and crafting reports.</p> <p>Participated in follow-up exchanges for the <b>Sauvie Island Cultural Mapping Project</b>.</p> <p>Spoke with Shweta of Coalition of Communities of Color to find that they are unable to work with us on the <b>Demographic Data Collection Plan</b>. Moving forward with <b>CEls staff Ping Khaw</b> and additional partners to conduct the same.</p>
<b>Other</b>	<p>Provided input on the <b>intern questions and at the debrief meeting</b>.</p> <p>Completed finalized <b>Urban Programs budget and narratives</b> for Partners and Urban Programs with Jim's input.</p>

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

<b>Area &amp; Goal</b>	<b>Explanation</b>
<b>Social media</b> All GOALS	Promoted partner orgs' workshops, and native plant and seed sales. Promoted District and District-sponsored events including Watershed Wide, Soil School, Pond workshop. Posted on World Water Day, shared an article on soil.
<b>Media Relations</b> All GOALS	Distributed Board and DEI public meeting announcements to media. Distributed garlic mustard article to Skyline Ridge Runner. Updated and renewed Skyline RR ad. Distribute Soil School promo to Cedar Mill News.
<b>Website Management</b> All GOALS	Coordinated Pond workshop registration page creation and troubleshooting. Created Pond workshop event webpage. Updated Invasives and Oak webpages. Continue to remove 2-step click-throughs. Post oak, turtle, and two garlic mustard articles on blog. Post Board and DEI materials to website.
<b>Communications</b> All GOALS	Staff and Leadership Team meetings. Complete design of District business collateral materials for mailings. EDRR renewal mailing letter and reply form edits. Communications budget request.
<b>Outreach/Events</b> All GOALS	Published Winter newsletter. 75 <sup>th</sup> Anniversary event ongoing planning and contractor management: Budgeting, marketing, equipment needs, website updates, pre-interview with oral history interviewee. Soil School ongoing planning, outreach, and team management: run of show, room layout, catering, staffing, outreach and marketing; application + secured APLD continuing education credits. Produce Garlic Mustard mailing letters and materials and help with mailing. Prep event materials and table at Tree School.
<b>Diversity, Equity and Inclusion</b> All GOALS	Review DEI annual work plan, participate in committee meeting. Updated links to new versions of Spanish language CWMA species flyers.
<b>Other</b>	Internship hiring debrief. Safety hazards check. Provide image and caption for partner website link to District.

## Laura Taylor, Conservationist and Education Coordinator

### April Board Meeting Staff Report (Covers March)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"><li>• Visited Metro property “Heritage Pine” with tech staff and other partners to see and learn about oak, pine and meadow habitat restoration techniques.</li><li>• Met with partner staff to address current and upcoming needs for the Understory Seeding Conservation Innovation Grant.</li><li>• Developed a pollinator habitat planting plan for a land owner participating in forestry program assistance.</li></ul>
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"><li>• Site checks to representative HSP sites to assess spring maintenance needs.</li><li>• Drafted a spring maintenance Scope of Work for all HSP and HH sites, and sent to our contractor. Coordinated initiation of work.</li><li>• Drafted a maintenance and planting Scope of Work for Fiscal-Year 2019-20 for all HSP and SH sites.</li><li>• Reviewed planting invoices from contractors and plant vendors and documented actuals in program spreadsheets.</li></ul>
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"><li>• Received and scored Education Partner Funding Program applications.</li><li>• Developed a draft FY 2019-20 Education Budget and budget narrative, and met with Jim to discuss program and partner budget elements.</li><li>• Processed reimbursement requests for school garden funding recipients</li><li>• Analyzed pollinator monitoring data from 2018 and developed statistics and graphs for presentations and reports.</li><li>• Attended the Intertwine Greening Schoolyards Collective kick-off meeting, and participated in the fund-raising break-out session.</li><li>• Attended an Oregon Bee Atlas training day, and the first collection day.</li></ul>
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none"><li>• Met with the interview team to make final selections for our two internship positions.</li><li>• Consulted with Jim and Michele on questions regarding protected class status of a candidate.</li><li>• Called internship candidate references</li><li>• Made position offers to our top two candidates, and set up logistics for their first week.</li><li>• Held an interview debrief meeting with the interview team, and followed up with edits to the interview questions.</li><li>• Held a hiring process debrief meeting with the entire hiring team</li></ul>
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"><li>• Attended WMSWCD staff, tech-staff meetings.</li><li>• Hazard investigation walk-through</li><li>• Delivered truck to shop for maintenance.</li></ul>
NRCS Grant Contrib.	<ul style="list-style-type: none"><li>• Planting and related planning and preparation for an NRCS project: 27 hrs, 2 round trips</li></ul>
Diversity, Equity & Inclusion	<ul style="list-style-type: none"><li>• Considered equity during internship hiring process at key decision points such as final selection for position offers.</li><li>• Attended a DEI committee meeting, and presented a summary of the Internship hiring process strategy and outcomes with regard to DEI.</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