

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

Goal 1: Erosion & Healthy Soil & Goal 2: Water Quality – No Activity	
Goal 3: Habitat & Biodiversity	<ul style="list-style-type: none"> Lower McCarthy Creek wetland enhancement coordination meeting w/ Tom Josephson (Columbia River Estuary Study Taskforce (CREST)) and Kammy Kern-Korot (Senior Conservationist). CREST is proposing further enhancements through a Compatible Use Agreement with the U.S. Department of Agriculture, Natural Resources Conservation Service Wetland Reserve Program easement). Final draft of a proposed Intergovernmental Agreement, <i>Working Towards Fully Functional Habitat Incentive Programs for Private Lands in Partnership with Soil and Water Conservation Districts</i>, with the Oregon Department of Fish and Wildlife (ODFW). Other participating SWCDs are Clackamas, East Multnomah, Polk and Tualatin. The agreement explores the use of SWCD capacity so ODFW can offer fully functional Wildlife Habitat Conservation and Management and Riparian Lands Tax Incentive programs within ODFW's North Willamette Watershed District. Oak Prairie Working Group Oak Prioritization Subgroup Meeting (April 23rd) which featured Biohabitats as the successful contractor to spatially map important oak associated habitats. Prep conservation with Jimmy Kagan, Oregon Biodiversity Information Center, Portland State University.
Goal 4: Working Lands (GFPCI In Kind = 7.5 hours)	<ul style="list-style-type: none"> Toured the Burlington Forest property (Metro Parks and Nature) with Jeff Merrill (Associate Natural Resource Scientist, Metro) and Karen Vitkay (Regional Planner, Metro) to get an understanding of the recent conducted road maintenance and fish passage culvert replacement work (w/ Michael Ahr, 4/16). Greater Forest Park Conservation Initiative Quarterly Meeting (April 23rd).
Goal 5: Cultivating Stewards	<ul style="list-style-type: none"> Tabled at Trillium Festival w/ Tryon Creek Watershed Council (April 6th) Rover and moderator at Soil School (April 8th) Attended reception for Aliesje King, the Sauvie Island Center's new Program Director (April 18th). Oregon Zoo Education Center Partnership Check-In Meeting (w/ Renee Magyar) (April 30th)
Goal 6: Vibrant Agency	<ul style="list-style-type: none"> All Staff Meeting (April 1st, April 3rd (budget), Leadership Team Meetings (April 8th, 15th, 22nd, 29th). Prep/Attendance – West Multnomah SWCD Board Meetings (April 4th (OACD Bylaws), April 17th) Finalized Staff recommended balanced budget (w/ Michele Levis) for fiscal year 2019-20. Michele Levis presented to the Budget Committee at their April 17th meeting. The budget was approved. Tryon Creek Watershed Council Board Meeting (April 15th). Assigned Mary Logalbo (Urban Conservationist) as the Project Manager for the District's Long Range Business Plan/Financial Sustainability Index Project to be completed in Fiscal Year 2019-2020. Sauvie Island Drainage Improvement Company Board Meeting (April 16th). Prepared District Managers recommended balanced budget (w/ Michele Levis) for fiscal year 2019-20. World Forest Institute's International Fellows Meet and Greet (April 25th).
Sturgeon Lake Restoration Project (In Kind = 22 hours)	<ul style="list-style-type: none"> Attended Oregon Fish and Wildlife Commission Tour of the Sauvie Island Wildlife Area (April 18th). One stop featured the Sturgeon Lake Restoration Project where Tom Josephson (CREST) and I presented. The site was the location of the new bridge spanning the constructed Dairy Creek channel where I welcomed them to "Bill's Crossing" (the official geographic name we are seeking for the constructed channel in honor of William Wessinger. The Wessinger family is a key supporter; raising nearly \$500,000 through the Oregon Wildlife Foundation (OWF). Continued work on Monitoring and Maintenance Intergovernmental Agreement, Multnomah County Road Purpose easements and planning for the OWF Ribbon Cutting Ceremony on June 21st. Meeting with Steve Gagnon (Fish and Wildlife Administrator, Bonneville Power Administration (BPA)) (w/ Tom Josephson (CREST), Scott Gall) to discuss post project contingency funding and needs (April 24th). BPA is committed to provide contingency funding for the next 5 years. Mtg w/ Renee Magyar, Scott Gall to discuss possible Oregon Field Guide segment (4/30)
Diversity, Equity and Inclusion	<ul style="list-style-type: none"> Collaborative Workforce Development Meeting hosted by the Forest Park Conservancy. Participants were Portland Parks and Recreation, the Columbia Land Trust and the Blueprint Foundation (4/24). Intertwine Alliance's Spring Summit (April 29th). Keynote was Meera Bhat, Director of the North American Cities Network of The Nature Conservancy. Excellent meeting.
Professional Development	<ul style="list-style-type: none"> CONNECT 2019 Conference (April 9-11th, Sunriver). I served on the conference planning team as the Wildfire Track Session Team Lead. Served as session champ for several of the track's sessions. Friends of Tryon Creek's Science Pub, <i>River Restoration: Why YOU Should Be Concerned</i> by Dr. Guillermo Giannico (Associate Professor of Fisheries Extension, Oregon State University, 4/25).

Michael Ahr, Forest Conservationist

April Staff Report

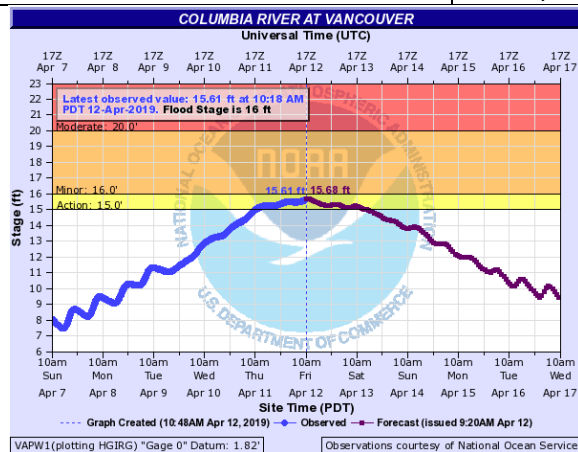
Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> April continued with work on the Understory seeding grant from NRCS. Laura and I attended a meeting with Clean Water Services, Metro, and Bureau of Environmental Services to discuss their work on similar projects. I spent 2 days in the field monitoring understory seed sites with Laura. Our seed mix seems to be working well so far! Another monitoring of each site in a few months will be telling as to whether the seedlings are continuing to grow after initial establishment. Submitted quarterly understory grant report to NRCS Completed a 2 year post project report for an OWEB Small Grant on River View Cemetery. I took new photos and I'm very pleased to see the understory shrubs growing well, and the ivy is still under control. Contractors sprayed grass competition at 2 sites (3 total acres) 3 site visits to new landowners. 1 will become a 20 acre plan near Crabapple Cr. Another site visit with a landowner to consult on progress of his planting project 3 landowners signed up in hopes of getting NRCS-EQIP funding for restoration
Greater Forest Park Conservation Initiative (GFPCI) (30 total hours)	<ul style="list-style-type: none"> Follow up visit to a site and completion of a Stewardship Plan on 43 acre McNamee Road Property (6.5 hrs) Site visits to 4 properties to check on conditions, past veg management (7.5 hrs) Presenting at Leaving a Land Legacy event (Skyline Grange). Presentation, prior meetings, and prep = 7.5 hrs GFPCI quarterly partner meeting with prep (3 hrs) Site visit and communication about holly farm removal project (2.5 hrs) Contractor treating reed canary grass near Logie Trail (1 hr) Prep for site visits and partner communication (2 hrs)
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> Attended Tualatin River Watershed Council Meeting Above mentioned GFPCI and Understory seed meetings
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> Working with Forest Stewards Guild to have a field day with local professionals on considering birds in forest restoration projects (Foresters for the Birds). Visited 4 potential sites with Gregor Yanega on 4/15. Tour on 5/3 Toured 3 sites with Brandy Saffell in Washington County Presented at "Leaving a Land Legacy" workshop at Skyline Grange with Alejandro Orizola of FPC and Mark Wigg of Northwest Land Conservation Trust. Much discussion about conservation easements at this event. Worked with Nicole Ahr of Clackamas SWCD to submit an outline of a publication with Woodland Fish & Wildlife Group. These are intended for family woodland owners, and the topic of this pub is "Invasive Forest Trees"
Miscellaneous	<ul style="list-style-type: none"> Updated potential letter in response to Metro request to build trails at North Tualatin Mountain sites. Also visited Burlington Forest with Metro staff. Stuffed Soil School packets
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> Assembled a list of job training programs in Portland Metro region and created a diagram of how WMSWCD might fit into an inclusive green workforce

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

Scott Gall

May 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	Aside from a couple of technical assistance requests handled over the phone, not much happened in the three weeks
OWEB Small Grant Team SP Goal 1-3	The final \$5,132 remaining in the small grant fund for our area was awarded to Tryon Creek Watershed Council for a project with the Lake Oswego United Church of Christ. Over the last year the team successfully awarded \$126,923 to 11 projects with matching funds of \$120,683 of cash and in kind. What's more at least 7 were in our district!
Site Visits (6) SP Goals 1-5	Mostly Sturgeon Lake plus one each for erosion and soil health.
Sturgeon Lake Restoration 5 site visits (164 miles) 38 hours SP Goal 1 & 3	<p>Revegetation Work: So far the plants look great though we have yet to any comprehensive monitoring. We are preparing for the next leg of maintenance, the spring spray and mow.</p> <p>Monitoring: We saw the first high water event since the reopening which peaked April 12th. Now that the water has come back down, we are starting to evaluate the effects. We have seen no significant erosion or scour. We did see some sand deposited in areas around the bridge, but only a couple yards with of material. Not even enough to bury the plantings there.</p> <p>Finally, someone was kind enough to provide a free paint job to the new bridge (see below). This what covers the north bridge abutment.</p>



Left: The hydrograph for the recent highwater event. **Right:** Turbulent water under the Reeder Road Bridge.
Below: New paint job and a blow up of one of the “scenes”.



Task	Explanation
ODA Grant SP Goals 1, 2, 4, 5 & 6	Grant report was submitted April 15 th and accepted shortly after. The end of the fiscal year will also bring the end of the biennium of the current grant. I will be working with staff to submit the application for this non-competitive grant
Off-Channel Salmon Habitat and McCarthy Creek WRE	Just received the draft for the final, 100% drawings for the Phase 2 of the McCarthy Creek Wetland Enhancement Project. CREST plans to put this out to bid sometime in late May.
Soil Health SP Goal 1,2,3,4&5	Not much new here other than several site visits to check out the newly planted areas.
Water Quality Monitoring SP Goals 2,3 & 6	Report was completed and I sent it out a few weeks ago. I will be reinstalling the temperature sensors towards the end of May.


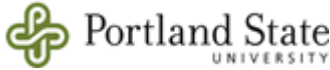
Acronyms:

- 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 April)

Vibrant Agency Goal 6	Status This Month
Diversity Equity and Inclusion	
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)	Onboarding Seasonal Interns Developing salary matrix for admin & seasonal tech positions Participating in salary and wage survey among SWCDs Added OM as PERS user and introduced reporting system components for new hires and ongoing reporting
Budget	Prepared and presented to Budget Committee the Budget Message for FY20 Preparing Approved Budget package submission to TSCC Reviewing and monitoring budget results for FY19 and impact on FY20
Board of Directors meetings	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, NRCS CIG, Oregon Wildlife Foundation, Multnomah County Sturgeon Lake Grant).
Public Contracting	Updated District Contractor Agreement to a new Umbrella Contract to be used for 3-year Agreements with Contractors to streamline paperwork for both the District and Contractors
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 Tech staff field meeting to view conservation work at Bishop's Close
Other external meetings and events (WHA Insurance Agents, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Confirmed health plan renewals with WHA Coordinated with Cogent to have rebuild of certain office computers having slow processing issues Written support given for TSCC related house bill 2504 Attended event to introduce new office building owners/property managers
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Monthly SDAO safety webinars first Thursday of every month. Attended Science Talk 2019 – better ways to communicate what we do, how SWCD actions can help combat climate change
General Administrative	Completed March Hazard Investigation follow-up tasks Coordinated Seasonal Vehicle rental & pickup / supplies stocked & ordered for the season for all District vehicles Assisted with Pond Workshop event preparation

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

Task	Explanation
Urban Conservation (G1- 3, 5, 6)	 <p>Participated in Tech Staff Field Day (pictured left) at Bishops Close.</p> <p>Completed one new conservation plan for properties in SW Portland.</p> <p>Attended a Tryon Creek Stewardship Committee meeting with our intern Sam.</p> <p>Reviewed PSU documents to assess Wildlife Habitat Connectivity Toolkit implementation with the WWRP partners, Portland State University & Metro.</p> <p>Provided technical conservation information to interested landowners and documented permit and neighbor issues related to city interactions explained.</p>
Greater Forest Park Conservation (G1-3, 5-6)	<p>Received permission forms and responded to numerous Canopy Weed landowners while coordinating with Forest Park Conservancy (2 hours).</p> <p>Worked with Ari & Interns to enter Canopy Weed Contacts in database.</p>
Urban Programs Development Initiative (G1-6) *DEI focused course work included.	 <p>Amidst capstone implementation. My capstone focuses on City's stormwater permitting policy, planning and processes. Conducted 7 interviews with regulatory agency staff, watershed organization, civil engineers and developers. Submitted & received a GIS public records request with the City and conducted a geospatial data analysis to further illuminate occurrences and severity of stormwater permitting issues highlighted. Transcribed, coded and compartmentalized recorded interviews.</p> <p>Amidst coursework in Administrative Ethics & Values. Completed first paper on <i>Correctives to Guard Against Speer's Approach to Administrative Management</i>.</p> <p>Reviewing funding mechanisms and partners to implement the Urban Programs Development Initiative.</p>
Grants (G1 – 6)	<p>Coordination of current OWEB Small Grants' progress ongoing. Worked with Scott and PP&R staff to finalize a pending OWEB agreement.</p> <p>Conducting a DSL & DEQ permit review follow-up (w/ a City Streamlining Team) for the SW 50th Drive ROW Improvement that was granted a \$30,000 1% for Green Grant to implement the plan we created to improve the drainageway.</p> <p>Crafted a Spirit Mountain Community Fund letter of interest for the Wildlife Habitat Connectivity Toolkit project we are spearheading with WWRP.</p>
Diversity, Equity & Inclusion	<p>Facilitated discussion and process for the DEI 2019-20 workplan and budget.</p> <p>Worked with the City's Office of Equity and Human Rights (OEHR) staff to</p>

(DEI) (G1-6)	<p>secure Equity 101 trainings for staff and board that have yet to attend.</p> <p>Participation as co-chair of DEI Committee including creating DEI agendas, coordinating meetings and crafting reports.</p> <p>Met with Jim & Susan to discuss recruitment of a new DEI Committee Co-Chair in light of the news that I'll be managing our Long Range Business Plan Update and Financial Sustainability Index projects.</p> <p>Contacted Ping Khaw to set a meeting date to discuss current and upcoming needs with Community Engagement Liaisons services (CEs).</p>
Other	Reviewed budget expenditures and commitments and provided priority funding information in the face of a need to decrease the Urban Programs budget .

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

Area & Goal	Explanation
Social media All GOALS	Promoted District and District-sponsored events including Soil School, Weed Watchers, Land Legacy workshop, and Forest Guild tour with Michael Ahr. Promoted partner orgs' workshops. Posted on Earth Day. Scheduled posts for coming month.
Media Relations All GOALS	Distributed Board regular and special meeting and Budget committee public meeting announcements to media. First pitch Sturgeon Lake project to OPB/OR Field Guide at Science Talk, and prep follow up pitch.
Website Management All GOALS	Updated homepage promotion of Weed Watchers. Track spam newsletter sign-ups. Post Board materials to website.
Communications All GOALS	Staff and Leadership Team meetings. Produce SLRP photo packet for Oregon Fish and Wildlife Commission project tour. Tech staff meeting at project site. Maintain publication supplies. Create event needs form
Outreach/Events All GOALS	75 th Anniversary event ongoing planning and contractor management: ongoing partnership development, marketing, equipment needs, website updates. Oral history video project interview. Present 75 th at SICA annual meeting. Soil School final planning, outreach, team management; event production; post-event wrap-up. Weed Watchers event needs: room rental, food order, online registration page, marketing Arrange Grange reservation for June 21 SLRP celebration Prep Trillium fest + SRN plant sale tabling materials Zoo partnership meeting
Diversity, Equity and Inclusion All GOALS	Discuss DEI plan for 75 th Anniversary with Metro
Other	Attend Science Talk conference. Safety hazard mitigation. Negotiate credit at printer for past over billing. Promo item reorder (hats).

Laura Taylor, Conservationist and Education Coordinator

May Board Meeting Staff Report (Covers April)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none">Planned and executed April monitoring activities for the Understory Seeding Conservation Innovation Grant. Monitored 7 properties. Assisted with one partner property to train and calibrate with partners.
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none">Provided technical assistance on plant identification for a Wetland Reserve ProjectCoordinated with contractors on maintenance of 16 HSP and SH sites
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none">Created a modified FY 2019-20 Education Budget based on new budget constraints.Processed reimbursement requests for school garden funding recipientsDeveloped an audience-specific presentation and presented on Meadowsclaping at Soil School and helped staff the eventPresented a webinar on our pollinator monitoring program for the NACD Urban and Community Conservation webinar seriesComposed a detailed report of 2018 pollinator monitoring results and findings.Observed a school field day led by one of our partner organizations, ECOMet with the new Education Program Manager for one of our partner organizations, Sauvie Island CenterTabled at the Skyline Grange native plant sale.Collected bee specimens for the Oregon Bee Atlas
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none">Provided an orientation and training to our two new interns.Worked with inters and staff on intern scheduling for regular field and office work and intern professional development opportunities.Reviewed and approved intern timesheets.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none">Attended WMSWCD staff, tech-staff, and special budget planning meetings.Attended the 2019 CONNECT conference. Learning highlights were on Biochar, Carbon Farming, and Oak and Prairie restoration.Attended the CWMA Stop the Invasion workshop
NRCS Grant Contrib.	<ul style="list-style-type: none">Planned and executed April monitoring activities for the Understory Seeding Conservation Innovation Grant. Monitored 7 properties: 55 hours, 6 round-trips.Provided technical assistance on plant identification for a Wetland Reserve Project: 1 hour
GFPCI Grant Contrib.	<ul style="list-style-type: none">Maintenance of HSP projects included 5 sites in the GFPCI area. See invoices from KK on costs. 1 hr of coordination.
Diversity, Equity & Inclusion	<ul style="list-style-type: none">During orientation, took steps to make sure the District feels like an inclusive and welcoming work place for our new interns.

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