

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

Goal 1: Erosion & Healthy Soil	<ul style="list-style-type: none"> Soil School 2019 debriefing & Soil School 2020 planning conference call w/ Lacey Townsend, Tualatin Soil and Water Conservation District (w/ Scott Gall and Renée Magyar) (7/16)
No Activity -- Goal 2: Water Quality – No Activity	
Goal 3: Habitat & Biodiversity	<ul style="list-style-type: none"> Review/comment on the “Tryon Creek East Fork Fish Passage Barrier Removal Project” fact sheet being prepared by the Tryon Creek Watershed Council for the 4th Avenue Culvert Project July 19th Site Review by the Oregon Watershed Enhancement Board (OWEB) grant funding team. Attended the OWEB site review along with several other project partners – Oregon Parks and Recreation Department, City of Portland Bureau of Environmental Services, Henderson Environmental Design-Build Professionals. Unfortunately, the OWEB grant funding team did not recommend funding. Check in meeting with Oregon Department of Fish and Wildlife (ODFW) about the Wildlife Habitat Conservation and Management Program (WHCMP) and Riparian Lands Tax Incentive Program (RLTIP) project (7/25). This project was launched through an Intergovernmental Agreement with ODFW and Lower Willamette Basin soil and water conservation districts. See Vibrant Agency below.
Goal 4: Working Lands	<ul style="list-style-type: none"> Hosted East Multnomah-West Multnomah-U.S. Department of Agriculture Natural Resources Conservation (NRCS) Service Rural Lands Coordination Meeting (7/11). Reviewed Biohabitats’ Task 1 Memo (data and document sources) for the Spatial Prioritization of Oak and Prairie project being overseen by the Tualatin SWCD on behalf of the Intertwine Alliance’s Oak Prairie Working Group. Provided comment to Nicole Ruggiero, Tualatin SWCD.
Goal 5: Cultivating Stewards	<ul style="list-style-type: none"> Tabling at the Oregon Zoo’s Twilight Tuesday (w/ Alexis Barton, Tryon Creek Watershed Council & Erik Horngren, Westside Watershed Resource Center) (July 16th). Theme was Healthy Watersheds. Season-end debriefing – Pacific Academy Nature Guide Hikes – Friends of Tryon Creek (7/18).
Goal 6: Vibrant Agency	<ul style="list-style-type: none"> All Staff Meeting (7/1), Tech Staff Meeting (7/22), Leadership Team Meetings (7/8, 7/16, 7/22), Learning Lunch (Understory Seeding Project) (7/22). Provided office coverage for Friday, July 5th. Monthly Check-In Meeting with Terri Preeg Riggsby (7/18) (No Board Meeting in July). On boarded new ODFW Interns: Jake Lovell (RLTIP Intern) and Derek Palmore (WHCMP Intern) (July 7th and 8th). Weekly Check-In Phone Calls on July 16th and 25th. Oregon Occupational Health & Safety Administration (OHSA) voluntary consultation (7/17). The site review affirmed our safety practices and office environment and provided some good suggestions. Oregon Association of Conservation District Monthly Communications Call (July 25th).
Long Range Business Plan Update	<ul style="list-style-type: none"> Set-up Project Core Team for the Long Range Business Plan (LRBP) update project (Mary Logalbo (Project Manager), Jim Cathcart and Michele Levis) and established roles for project oversight for the Leadership Team (as Steering Committee) and Diversity, Equity and Inclusion Committee. Core Team Meeting to develop the framework that will guide the LRBP update. Three themes were developed: (1) Conservation Scope, (2) Financial Sustainability and (3) Organizational Development.
Sturgeon Lake Restoration Project (In Kind = 14 hours)	<ul style="list-style-type: none"> Met with Ken Malone (Portland General Electric) and Tom Josephson (Columbia River Estuary Study Task Force (CREST)) regarding electrical hook-up for Landowner #4 irrigation well and for the Passive Integrated Transponder (PIT Tag) Array reader (July 2nd). Meeting with Statewide Land Surveying to review draft legal descriptions for the permanent conservation easements with Landowners #1, #2, #3 and #4 (July 9th). Meeting with ODFW Sauvie Island Wildlife Area Staff and Tom Josephson (CREST) to discuss maintenance of the Dairy Creek channel and debris boom (July 17th) (w/ Scott Gall). Assisted Michele Levis with the Fiscal Year 2018-19 Sturgeon Lake Budget close-out. Meeting with Indi Keith and Scott Gall to discuss developing the baseline report for the permanent conservation easements with Landowners #1, #2, #3, and #4. (7/25).
Diversity, Equity and Inclusion	<ul style="list-style-type: none"> Compiled draft May 14, 2019 Diversity, Equity and Inclusion Committee Meeting Summary Meeting with Richard Banda, World Forestry Institute International Fellow from Malawi to continue mentoring and discussion about Richard’s economics of reforestation project (7/24).
Professional Development	<ul style="list-style-type: none"> Washington County Neighbor-to-Neighbor Woods & Outstanding Tree Farm of the Year Tour (7/20) Friends of Tryon Creek Nature Pub -- Gabe Sheoships (Education Director) on “Environmental Indicators: Tryon Creek & Global Sustainability”. (July 25th).

Michael Ahr, Forest Conservationist

July Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none">Each year, we try to encourage a few landowners to sign up for the Environmental Quality Incentives Program (EQIP) with NRCS. This year we had 4 woodland owners meet with Kim Galland in pursuit of the funding that comes with EQIP. One landowner ended up being ineligible, but the other 3 will receive funding for forest restoration! In July, both Kim and I spent time working with landowners to get them signed up and comfortable with their plans. This involves creating job sheets and specifications on my end of things and also communicating with the landowner on the overall budget of the project. Combined, the 3 owners will receive \$42,801 in project funding over the next 2-3 years. Between \$17,234-\$33,907 will be used this fiscal year, and I've been able to move about \$5,000 of our forest program budget to other projects because of these funds. Note that Kim Galland has been especially helpful and patient in getting these projects to the contract stage. She's a superstar! This EQIP funding is critical to helping us achieve what we've been doing with the forestry program over the past several years. Compare the average of ~\$14,000 per project we're getting from NRCS to the \$15,000 we can ask for in an OWEB small grant, or the \$28,000 average we were getting each year from the ODF Greater Forest Park grant, and you see that this budget help is significant to getting conservation done on the ground.One of the EQIP projects relates to a holly farm removal project on McNamee Road. There will be ample opportunity to publicize this project if everything continues to work out. I help a pre-bid tour of the site this month which was attended by 4 contractors, and I've already received 2 proposals. I'll update you on this project next month in my staff report.Worked with Sam (intern) to measure transects on a forest property where landowner is eager for a management plan (40 acres, Rock Creek Watershed).Site visit with McNamee landowner to check on blackberry treatmentSite visit with Holbrook landowner to check on blackberry trx and planting planReviewed spring monitoring data that Laura and interns gatheredWorked with Sam on a management plan for a landowner in Holbrook areaAdded project updates to database for use in the District accomplishment map that will be used in annual report.
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none">NRCS/District collaboration meeting with EMSWCD staffMet with Brandy Saffell, staff forester at Tualatin SWCD, to review recommendations she was making in a management plan
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none">Laura and I led a learning lunch presentation with WMSWCD staff where we presented preliminary thoughts and updates on understory seeding project.
Miscellaneous	<ul style="list-style-type: none">Got oil change and tire rotation for 1 of our vehiclesTook a week of vacation
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none">Met with several staff about how to review DEI experience in the hiring process. We're looking at how to judge professional experience as well as lived experience. I also read a few articles that Mary shared on the topic.

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
August 2019 Staff Report (July 12th – August 16th 2019)

Task	
<p><u>Early Detection, Rapid Response (EDRR)</u></p> <p>Program</p> <p>Goals 1-6</p>	<ul style="list-style-type: none"> • Emerald Ash Borer (EAB) Trapping & Monitoring: Ari DeMarco completed our 8-week spot check of all 6 EAB traps across our District, and put out fresh pheromone lures. No EAB suspects were discovered, but we found some interesting beetles! • Ludwigia: Ari followed up on Kammy's Ludwigia report on Sauvie Island. Only two small clumps observed, and are being monitored. Second round of removal in Fall. • Knotweed EDRR Control: Just beginning our fall knotweed coordination and control work. Ari, Sam and Indi have controlled knotweed at 11 sites so far (Sauvie Island, Skyline, Rocky Point, Rock Creek, etc)...and counting. • Impatiens balfourii: Received new report of location within Tryon Creek drainage. Referred to City of Portland, who is nominating this species to be considered for a noxious weed designation with ODA. • Pokeweed EDRR Control: Attempting to get access to remaining known pokeweed location on Sauvie Island. One other site treated, and two others had no new plants! • Garlic Mustard EDRR Control: In the planning stages for our fall garlic mustard rosette control work. Participated in Lewis & Clark College garlic mustard strategy/coordination meeting. Checked over final contractor invoices for spring work. Partner coordination with Tualatin SWCD, City of Portland, Clackamas SWCD, etc. • PNW-Garlic Mustard Working Group: In the planning stages for our Fall 2019 meeting. I will be presenting at the North American Invasive Species Management Association conference this fall as part of the "Regional Collaborations to Integrate Science and Management" panel. • EDRR Mapping/Oregon Invasives Hotline: Sam put together the 2018-19 WMSWCD EDRR map with guidance from Ari and I. I responded to several reports made both in the hotline and by email. • Outreach: Supplied invasive plant specimens for Forest Park – National Night Out, as well as Multnomah Days. Getting ready for summer tabling events by refreshing and replenishing our noxious weed specimens. Coming up we have Twilight Tuesday at the Zoo, Skyline Ridge Neighborhood Night Out and Multnomah Days! Our new mobile bootwash station was demonstrated by Ari at the 4-County CWMA Field Day event in June. • Oregon State Weed Board grant: Completed final revisions to 2018 grant, and sent out call for 2019 data. We are expecting our final 2018 grant payment soon (\$8075 – total award amount \$32,300).
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> • Researched and reviewed changes to Vastlan label, surfactant rates, bindweed control, pesticide applicator licensing, and more. • Improved our herbicide log data sheet template distributed to contractors • Facilitated our fall biannual contractor check-in with tech staff and Randi • OSHA inspection of herbicide equipment went well. A couple necessary follow-up actions were identified and are being acted upon. • Assisted with NPDES data recording, and follow-up to contractors where needed

	<ul style="list-style-type: none"> Contracting work for Solve Pest Problems. Communicated pertinent invasive species legislation updates, requests for public comment, etc.
Restoration <i>Goals 1-4, 6</i>	Looking at creative ways to stretch our restoration financial resources. Planning limited summer maintenance activities at six restoration sites. Three sites in River View/Dunthorpe area and three on NW Skyline, near Forest Park. A couple additional small projects as well.
Invasive Partnerships <i>Goals 1-6</i>	<p>4-County CWMA: We held our Summer General Meeting in Oregon City, and were treated with amazing presentations including “Clackamas Contractor Training,” a retrospective of the Lolo Pass Hawkweed work that begun in 2000, and an overview of the Metro rare plant strategy. The Steering Committee reviewed a CWMA-wide survey to prioritize projects to direct funding. We are beginning to plan Pull Together 2019 (likely to be held on Jan 15th at the Kennedy School). Lots of other good work going on too. Be sure to check out the website as we are actively improving it and making it more relevant and useful (including hopefully publishing the Portland Weed Management Calendar!!).</p> <p>Oregon Invasive Species Council (OISC): ODA Budget Bill (HB 5050) had our \$300K funding ask from SB 445 tacked on at the last minute before it passed! For the first time since its inception the OISC has dedicated funds (\$100K) for an education & outreach grant program. We also have an additional \$200K for emergency control and a total of \$150K for coordination (for this biennium). There is a flurry of Council activity as we reboot our committees, work plans, bylaws (to implement membership changes, etc passed in SB 445), coordinate press releases and implement the grant program. I've been charged with temporarily chairing the Communications Committee, but will be stepping down in December once my second OISC term expires. Also active in the education and outreach committee, which has many goals for the Fall including an update to the species prioritization list!</p>
Diversity, Equity & Inclusion <i>Goal 6</i>	Participated in “A Community Conversation on Portland’s Exclusionary Housing and Land Use History” event at Multnomah Arts Center Working with BES, and 4-County CWMA to develop invasive species needs assessment with underserved communities in Portland.
Technical Assistance (10) <i>Goals 1-4, 6</i>	Continue to field lots of seasonal requests for technical assistance, including knotweed, blackberry, purple loosestrife, pokeweed and giant hogweed.
Misc/Admin <i>Goals 1-4, 6</i>	Safety Committee work (assisted with researching August topic: Bee sting preparedness). Database entry; World Forest Institute tour; Coordinating with partners; Curating our invasive plant specimens; Field Supplies Management & purchasing; Fire restriction tracking/staff communication; Landowner correspondence; Budget Tracking; Listserv posts; Admin
Meetings/ Events, Tabling, Site Visits etc (7) <i>Goal 6</i>	Tryon Creek Stewardship Meeting (7/23), A Community Conversation on Portland’s Exclusionary Housing & Land Use History (7/25), Sauvie Island Center Fundraiser (7/27), Oregon Invasive Species Council meeting (7/30), Lewis & Clark College Garlic Mustard Coordination Meeting (8/6), 4-County CWMA General Meeting (8/14), World Forest Institute tour (8/16)

* 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

August Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	Co-chaired my first DEI meeting July 17 th ...though Susan handled the primary chair duties at the actual meeting. At the meeting we reviewed our past meeting's summary, discussed the Committee's role in the WMSWCD Long-Range Business Plan (LRBP), use of the partnership log, review of the self-assessment and a possible change in meeting day/time. Additionally the committee made the decision to switch to monthly meeting (previously bimonthly) in order to accommodate additional workload from and input to the LRBP.
Small Acreage Farms and new landowner contacts SP Goals 1-5	No new landowners this month, though still trying to connect to the landowner on Sauvie interested in soil health.
OWEB Small Grant Team SP Goal 1-3	The team held our biennial review meeting on July 25 th , 2019. At this meeting we set the team's priority restoration activities (largely unchanged from last biennium) as well as roles and responsibilities. One big change for me, is that after 10 years serving as the "Team Leader" (which included coordinating meetings, processing applications, and recorded keeper) I have handed those responsibilities over to Tualatin SWCD. I will continue to serve as the WMSWCD representative and review/ evaluate applications. The team includes three SWCD's (Clackamas, Tualatin, and West Multnomah) and three watershed councils (Oswego Lake, Tualatin River, and Tryon Creek).
Site Visits (5) SP Goals 1-5	Mostly Sturgeon Lake.
Sturgeon Lake Restoration 5 site visits (164 miles) 30 hours SP Goal 1 & 3	Revegetation Work: Some summer spray and mow work to keep the weeds down. The early summer rains have been great for the plantings and necessary after the hot, dry spring. Unfortunately it has also been good for weeds...especially reed canary grass. Have seen a second "flush" of growth in several of our wetland sites. Monitoring: The PIT tag array is slated to go in this fall with ODFW supervising procurement and installation of equipment and the US Army Corps supplying funding. PSU Project – Last summer, a PSU student analyzed water samples from the Willamette and Columbia Rivers around Sauvie Island to better understand the how two rivers mix and interact at their confluence. She found that 40% of the water in the Multnomah Channel is actually derived from the Columbia River. To further this understanding, a second PSU student has picked up the study, increasing the number of sampling sites and collecting water from wells around the Island. The hope is to get a better understanding on how the Columbia River water flows through Sauvie Island. Results should be available by the end of August or early September.
ODA Grant SP Goals 1, 2, 4, 5 & 6	Application for the ODA grant was accepted. Now working on the report due August 15 th .
Off-Channel Salmon Habitat and McCarthy Creek WRE	Aquatic Contracting will start removing reed canary grass and other vegetation from the worksite on McCarthy starting August 12 th with excavation to start around August 15 th .
Soil Health SP Goal 1,2,3,4&5	Still trying to touch base with the landowner on Sauvie interested in soil health. On a similar note, it looks like that I will already have full allocation of Soil Health funds for the coming year. Awareness in this program is spreading by word of mouth and larger acreage farmers are becoming increasingly interested. In order to meet demand, I am already discussing with Kim Galland at NRCS for either extending her existing Soil Health Conservation Implementation Strategy (CIS) or starting a new one.
Water Quality Monitoring SP Goals 2,3 & 6	Temperature loggers in Crabapple, McCarthy and Miller Creeks are all...logging!

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

Kammy Kern-Korot, WMSWCD Senior Conservationist
Staff Report for July 15 – August 16, 2019

Activity Type	Tasks and Descriptions
<i>Healthy Streams (HSP) / Rural Conservation (Goals 1-4: water quality, erosion, habitat, working lands)</i>	<ul style="list-style-type: none"> • Ongoing planning and program management, including contractor, landowner and fiscal oversight for Healthy Streams Program (HSP) and Special Habitat sites; reviewed fall monitoring plan; visited & coordinated with landowners of 2 large Sauvie Island sites re: weed control needs; arranged related crew work • Finalized nursery orders for fall and winter & scheduling for fall plantings • Provide technical assistance to Sauvie Is. landowner re: bindweed control; follow up with colleagues re: best management practices for surfactants • Respond to reports of Eurasian milfoil, a common aquatic weed, in Mult. Channel • Provided technical assistance to consultant working on dredging and potential wetland project at a Multnomah Channel moorage • Participated in last 2 days of Sauvie Island canal aquatic plant survey; reviewed & finalized summary report and recommendations with biological consultant; did related follow-up re: payment, photo documentation, weed & nutrient treatment, etc. and coordination with SIDIC
<i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i>	<ul style="list-style-type: none"> • Ongoing project management for NRCS WRE site; provide previous years' monitoring photos to new NRCS staff • Hosted in-stream freshwater mussel survey of lower McCarthy creek • Continued planning & site preparation for Oak savanna "CIS" habitat project, in coordination w/ landowner, nursery & NRCS, including tracking of expense for funders and finalization of planting specifications; submitted nursery order for 5400 woody plants for installation this winter. • Updated our oak mapping app in Fulcrum to allow for recording removed oak trees
<i>Outreach & Education; partnerships, collaborative grants (Goals 1-6)</i>	<ul style="list-style-type: none"> • Prepare for and participated in field tour for 7 World Forestry Fellows • Respond to request for input re: GIS mapping of oak habitat restoration priorities • Respond to landowner with question re: Oregon oak sapling • Edit e-newsletter article re: district aquatic monitoring this summer
<i>Admin. / training (Goal 6: Maintain a vibrant agency)</i>	<ul style="list-style-type: none"> • Facilitated 2 technical staff meetings, participated in 1 all-staff, 3 leadership meetings and related preparation and follow-up, incl. re: bike & walk incentive program, review of new strategic planning process, racial equity and non-discrimination statement, and cooperative procurement for contractor work • Tech. staff met to discuss hosting a Green Workforce Development intern in 2020, as well as do biennial check-in herbicide issues • Facilitated documentation of herbicide use near water at district projects in 2018-19 • Prepared monthly report, timesheets • Participated in various database projects, including preparation for fall mailing to landowners re: site maintenance, updating conservation planning status, contacts for 75th anniversary invitations, and landowners projects for mapping in annual report • Prepare metrics for annual report: coordination internally and with NRCS • Supervisory & administrative duties re: performance, timekeeping, fiscal review, etc. • Attended 2-day wetland plant ID class at CCC, including one field day • Attended internal learning lunches re: 1) our understory seeing project; and 2) insects.
<i>GFPCI & DEQ grants, NRCS project match; DEI</i>	<ul style="list-style-type: none"> • Enyart WRE: 8 hours in July-August (April – June TBD) • DEI: Participated in environmental justice & history tour of NW Portland

Strategic Plan Goals:

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|---|--|------------------------------|
| 1) Water Quality | 2) Erosion & Healthy Soil | 3) Habitat and Biodiversity |
| 2) Productive/Sustainable Working Lands | 5) Cultivate Land Stewards of all Ages | 6) Maintain a Vibrant Agency |

Acronyms:

BPA: Bonneville Power Administration

CIS: Conservation Implementation Strategy

CREST: Columbia River Estuary Study Task Force

DEI: Diversity, Equity & Inclusion

EDRR: Early Detection Rapid Response [of invasive species]

HSP: Healthy Streams Program

NRCS: Natural Resource Conservation Service

SBWC: Scappoose Bay Watershed Council

THPRD: Tualatin Hills Parks & Recreation District

USGS: United States Geological Survey

CSWCD: Clackamas Soil & Water Conservation District

CWMA: Cooperative Weed Management Area

DEQ: Department of Environmental Quality

EMSWCD: East Multnomah Soil & Water Conservation District

ODA: Oregon Department of Agriculture

SIDIC: Sauvie Island Drainage Improvement Company

TSWCD: Tualatin Soil & Water Conservation District

WRE: Wetland Reserve Easement

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

Vibrant Agency Goal 6	Status This Month
Diversity Equity and Inclusion	DEI Committee meeting
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. Continuing fiscal year-end financial wrap-up.
Human Resources (personnel files, employee handbook, benefits, retirement plans, recruiting, hiring, onboarding, termination)	On-boarding of new ODFW summer interns. Continuing salary matrices for other positions.
Budget	Reviewing and monitoring budget results for 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, and Multnomah County Sturgeon Lake Grant).
Public Contracting	Evaluating need for specific variances to the District's public contracting policy.
Other District meetings (Staff, DEI, Safety, Leadership, Annual, Long-range Business Plan update)	All Staff Meeting (including safety meetings), Leadership Team Meetings, DEI meeting, Core Team meetings for the Long Range Business Plan update project.
Other external meetings and events (WHA Insurance Agents, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Discussing with ADP additional service options.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Monthly SDAO safety webinars first Thursday of every month.
General Administrative	Met with OSHA inspectors for consultation on earthquake and other potential office hazard precautions that can be taken; continuing to evaluate other precautions that can be taken for greater safety in the office in the event of an earthquake. Organized and Conducted Quarterly Hazard Investigation (office, storage, vehicles)

Mary Logalbo, Urban Conservationist
July 2019 Highlights (for August Meeting)

Task	Explanation
Long Range Business Plan (LRBP) (G 1 – 6)	<p>Worked with Jim and Michele to respond after receiving Request for Proposals (RFP) from respondents (i.e. consultants) that did not fit our budget. In response, we decided to conduct a more thorough planning process that specifies and narrows where we need external support and leans more on utilizing organizational capacity to lead development of the LRBP.</p> <p>Created, shared and incorporated edits of a draft timeline, roles and workplan document (attached) that outlines “the plan for the plan” process with staff and Diversity, Equity and Inclusion Committee board members. Teams have been developed to either advise on and/or develop components of the LRBP development process. The “Primary Theme” teams (Conservation Scope, Financial Sustainability and Organizational Development) aim to include staff and board representation to ensure leadership and staff expertise are engaged in developing the conversations and processes that will shape our next LRBP.</p> <p>Meetings have been held with the following LRBP “teams” to introduce and gather input on the DRAFT timeline, roles and workplan for LRBP development:</p> <ul style="list-style-type: none"> • Steering Committee (Leadership Team) • Diversity, Equity & Inclusion (DEI) Committee • Community Outreach & Engagement Team (Renee & Mary) • Conservation Scope Primary Theme Teams (Technical Staff) <p>Jim, Terri and I have drafted a proposed plan for Board of Directors engagement in the Primary Theme teams and overall LRBP process.</p> <p>The Community Outreach & Engagement Team has met with Ping Khaw of Community Engagement Liaison services (CELs) to introduce the project and inquire about CELs engagement and overall design concepts. In response to this meeting, the Community Outreach & Engagement Team had a meeting to craft a more detailed outline of the community engagement process for the LRBP.</p>
Urban Conservation (G1- 3, 5, 6)	<p>Created and sent out Partner Funding Award Packets. Worked with Randi and partnering organizations to fully execute Partner Funding Agreements.</p> <p>Conducted two site visits with two new SW Residents both in the Fanno Creek Watershed. Working on a conservation plans for both landowners. Sam attended one of these sites and is leading drafting a plan for the same.</p> <p>Completed a conservation plan with a landowner in the Tryon Creek Watershed that has a pond (utilizing many pond workshop materials and pulling from Kammy’s expertise shared at the site visit) and have another plan in draft form.</p>
Grants (G1 – 6)	<p>Coordination of current OWEB Small Grants’ progress ongoing. Closing out and completing reporting for George Himes OWEB Small Grant.</p> <p>Participating in landowner outreach and contractor coordination for in a the SW</p>

	50th Drive ROW Improvement \$30,000 1% for Green Grant with SWNI staff, WRC staff and BES staff.
Diversity, Equity & Inclusion (G1-6)	<p>Participation as a DEI Committee member in July meeting and worked with co-chairs to draft and solidify the August Long Range Business Plan special DEI Committee meeting agenda.</p> <p>Supporting intern Indi Keith while she develops a paper and presentation on historic landowner, SWCD involvement and leadership barriers research.</p>
Other	<p>Nominated Annual Awardees and provided input on Annual Report items and Annual Report specific metrics.</p> <p>Worked with Sam to conduct a comparison of specifications for tasks in the Metro & CWS vegetation management contracts for District umbrella contract consideration. Technical staff to review findings at an upcoming meeting.</p>

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

Area & Goal	Explanation
Social media All GOALS	Share partner news, events, articles, publication, app, video; posted promotion of open RFP; share news articles on creek restoration and oak habitat; promote Sauvie Island Jubilee (SIJ – 75 th anniv. event)
Media Relations All GOALS	Distributed DEI committee meeting announcement to media list. Review media outlets for creating updated media alert list.
Website Management All GOALS	Update Board meetings page. Continued coordination of addition of business hours to website with other edits to simplify Contact info dropdown
Communications All GOALS	Staff and Leadership Team meetings. Distribution of Meadowscape Handbook. Distribute general inquiry and request for assistance emails. Create Urban program flyer for Backyard Habitat packets. Coordinate reprint for PPR moth and bee guides. Provide new logo for future Metro Native Plants booklet reprint. Plan for upcoming Living on Water publication revisions. Begin production of Annual Report – outline and awardees, production schedule, line up designer and photographer, coordinate historic project metrics.
Outreach/Events All GOALS	75 th Anniversary event-Sauvie Island Jubilee (SIJ) ongoing planning and contractor management: second round of mailing event marketing/invite postcard; create marketing email template and send email invite; outreach invite to potential exhibitors; outreach to Bailey's and Kruger's about event involvement; create event promotion posters – English + Spanish; coordinate promotion via event partners; apply for required county event permit; procure partial donation for RSVP incentive/raffle prize. Oral history video project production - direction on edits. Coordinate materials and attendance at partner events (SIC and SRN); attended SIC event for partner support and to promote 75 th Anniversary event. Create 3 partner newsletter sign-up form for Zoo event. Begin planning for Soil School 2020 including check-in on big picture goals.
Diversity, Equity and Inclusion All GOALS	Media announcement for monthly meeting. Create Spanish language version of SIJ poster (translation provided by contractor)
Other	Hazard inspections on vehicles. Final annual review paperwork. Inquire about options for activating U of O museum membership (award received). LRB Community Outreach team discussions.

Laura Taylor, Conservationist and Education Coordinator

August Board Meeting Staff Report (Covers July)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none">• Quality-checked, compiled, and summarized data collected this spring for the Understory Seeding Conservation Innovation Grant.• Prepared and presented a Learning Lunch talk on the Understory Seeding Project.• Monitored 1 property for forestry projects and the Greater Forest Park Conservation Initiative (GFPCI) Grant using the Unified Monitoring Protocol (UMP).• Supervised interns on data entry and compilation for UMP and Understory Seeding monitoring.
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none">• Reviewed and made final recommendations on HSP/HH maintenance and planting Contractor Scope of Work for FY 19-20.• Updated program cost tracking spreadsheet• Supervised intern on updating all HSP and SH project entries in the Access Database• Developed planting recommendations for two sites, and sent plant order requests to the nursery.• Quality-checked contractor work at one site• Marked plants to protect them from mowing damage at one site
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none">• Wrote and sent fiscal year grant close-out letters to school and community garden funding recipients for the end of the fiscal year.• Education Program budget spreadsheet development for the new fiscal year.• Compiled Partner Funding Packets and sent to FY 19-20 Education Partner Funding Recipients for signature and execution.• Received and documented 19-20 fiscal year education program funding requests, and corresponded with applicants.• Compiled all Education Program contacts, and documented program participation per fiscal year over the program's history.• Entered FY18-19 Education Program activities and contacts into the Access Database
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none">• Worked with staff on intern assignments and scheduling• Reviewed and approved intern timesheets.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none">• Attended WMSWCD staff and tech-staff meetings.•
NRCS Grant Contrib.	<ul style="list-style-type: none">• Data analysis, presentation for the Understory Seeding Conservation Innovation Grant. LT: 5 hours, Interns: 16 hours
Diversity, Equity & Inclusion	<ul style="list-style-type: none">• Held a meeting to discuss how the District can take into consideration both lived and professional experience in the areas of Diversity, Equity and Inclusion during our hiring process.

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