

**District Manager’s Report to WMSWCD Board of Directors for November 2019 Meeting (Covers October 2019 Activity)**

<b>Goal 1: Erosion &amp; Healthy Soil and Goal 2: Water Quality – No Activity</b>	
<b>Goal 3: Habitat &amp; Biodiversity</b>	<ul style="list-style-type: none"> <li>Protecting Sauvie Island oaks discussion (w/ Jane Hartline, Kammy Kern-Korot) (Oct 3<sup>rd</sup>)</li> <li>Hosted Clacka-nomah-atin SWCD Oak Prioritization Mtg (10/21). Distributed notes from meeting.</li> <li>Close out meeting with Oregon Department of Fish and Wildlife (ODFW) and lower Willamette soil and water conservation districts (SWCDs) on working toward fully functional Wildlife Habitat Conservation and Management/Riparian Lands Tax Incentive programs (10/23, Oregon City). Phase 1 of the work – Know What We Have – successfully completed by Jake Lovell and Derek Palmore.</li> <li>The Intertwine Alliance’s Regional Connectivity Working Group Meeting (October 24<sup>th</sup>)</li> </ul>
<b>Goal 4: Working Lands</b>	<ul style="list-style-type: none"> <li>Monthly Rural Lands Coordination Meeting with the U.S. Department of Agriculture, Natural Resources Conservation Service and East Multnomah SWCD (10/10; hosted by West Multnomah).</li> <li>Capacity Grant close out meeting with Courtney Shaff, Oregon Watershed Enhancement Board, for the Collaborative Restoration Agreement amongst Verde, Forest Park Conservancy, Portland Parks and Recreation and West Multnomah Soil &amp; Water Conservation District.</li> </ul>
<b>Goal 5: Cultivating Stewards</b>	<ul style="list-style-type: none"> <li>Nature Guiding (Friends of Tryon Creek) – Pacific Academy – Watersheds 101 (October 9<sup>th</sup>)</li> <li>“Why is My Tree Dying” Train the Trainer Conference Planning w/ Glenn Ahrens, Oregon State University Forestry and Natural Resources Extension (October 18<sup>th</sup>)</li> <li>Preparatory discussions for 2020 Tree School Clackamas sessions I plan to be instructing – (1) Forest Management Planning and (2) Supporting Oregon’s Diverse Flora and Fauna.</li> </ul>
<b>Goal 6: Vibrant Agency</b>	<ul style="list-style-type: none"> <li>All Staff Meeting (10/7), Leadership Team Meetings (10/7 (LRBP focus), 10/14). Tech Staff Meeting (LRBP focus) (10/21)</li> <li>Prep/Attendance – West Multnomah Soil &amp; Water Conservation District Board Mtg (October 15<sup>th</sup>)</li> <li>District Manager’s Message and Long Range Business Plan Update article for fall e-newsletter.</li> <li>Check-ins with Jake Lovell and Derek Palmore (ODFW Program Interns) (10/3). Send-off celebration for Jake (October 24<sup>th</sup>).</li> <li>Oregon Association of Conservation District Monthly Communications Call ( ).</li> <li>Forest Park Conservancy Organizational Assessment phone interview w/ Scott Schaffer, Public Interest Management Group (October 14<sup>th</sup> )</li> <li>Safety Committee Planning Mtg regarding voluntary OSHA consultation recommendations) (10/22).</li> </ul>
<b>Long Range Business Plan Update</b>	<ul style="list-style-type: none"> <li>Continued working with Mary Logalbo, Project Manager, on developing the community engagement strategy for gathering information from known Partners, new Partners (those we have not historically engaged with) and traditionally underserved or oppressed and other culturally specific communities.</li> </ul>
<b>Sturgeon Lake Restoration Project</b> (In Kind = 13.5 hrs)	<ul style="list-style-type: none"> <li>Finalized ODFW Bridge Abutment Easement to Multnomah County. Finalized Landowner #4 Road Purposes Easement to Multnomah County. Both of these are necessary for allowing County access for inspection and maintenance of the Reeder Road bridge.</li> <li>Meeting with Jessica Berry (Multnomah County Transportation) and Tim Greseth (Oregon Wildlife Foundation) regarding plaque for bridge and signage for “Bill’s Crossing” waterway (October 16<sup>th</sup>).</li> <li>Check-In with Landowner #2 regarding obtaining easement consent agreement from lender (10/22)</li> </ul>
<b>Diversity, Equity and Inclusion</b>	<ul style="list-style-type: none"> <li>Finalized review draft of Diversity Equity and Inclusion Committee September 25<sup>th</sup> Mtg Summary</li> <li>Facilitated Leadership Team application of the Equity Lens to Bike &amp; Hike Incentive Program (10/14)</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Completed Butte Creek Scout Ranch Forest Management Plan (w/ Nick Augsburger, Woodland Management Company). Presented the plan to the Council’s Forest Management Committee (10/8). Council accepted the Committee’s recommendation to adopt the plan.</li> <li>Oregon State Parks and Recreation Department’s Forest Fungi - Mycological Marvels (10/9)</li> <li>Tryon Creek Watershed Council Science Talk – Let’s Talk About Bats (October 23<sup>rd</sup>)</li> <li>Working Effectively with American Indian Tribes certified planner training through US Department of Agriculture, Natural Resources Conservation Service. Hosted by the Cow Creek Band of the Lower Umpqua Indians. (October 29<sup>th</sup> – 31<sup>st</sup>, Roseburg) (w/ Scott Gall, Michael Ahr).</li> </ul>

## Michael Ahr, Forest Conservationist

### October Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> <li>Continued work on a management plan that should be finalized soon</li> <li>Spent significant time on preparing for contractor work and site visits mentioned below</li> <li>12 site visits:</li> <li>4 visits to the McNamee Holly Farm Project. As of 10/31/19, about 7 acres of the 12.9 acres have been cut and mulched.</li> <li>2 visits to Rock Creek property where contractor was cutting 3-4 acres of blackberry</li> <li>1 visit to measure trees at a 13 acre property on Germantown Rd.</li> <li>Communicating and meeting with neighbors of our holly cutting project to make sure they're comfortable with the changes</li> <li>About 4 other visits to get crews working, or plan out tree cutting set for November.</li> </ul>
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> <li>Conference call check in with PNW region for Forest Stewards Guild</li> <li>Conference call for WoodsCamp (American Forest Foundation, local partners)</li> <li>Toured a site with partners of the Understory seed project (River View Nat. Area)</li> <li>EMSWCD-NRCS monthly partnership meeting</li> <li>Tualatin SWCD Forest Program Focus Group and feedback session</li> <li>GFPCI Quarterly meeting. Assembled data for update and shared our DEI work</li> <li>Briefly attended the Tryon Creek State Park Open House for new park manager</li> </ul>
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> <li>Assisted Nicole Ahr in leading an oak woodland tour at the Annual Tree Farm Program Meeting (at the Oregon Garden in Silverton). 25 attendees! Also visited the garden to plan the tour and met with Nicole to set the agenda</li> <li>Led "A Walk in the Woods" hike of Forest Park with Build Local Alliance. 5 attendees. The goal of this hike is to familiarize builders/designers/contractors with native tree species in our region and talk about wood properties of each species.</li> <li>Attended 3 day NRCS training in Roseburg (Working Effectively with American Indians). This was a very helpful training that featured a lot of tribal culture and history as well as the history of how the USA has treated tribes and their members. Scott and Jim also attended and we left with much to think about and new ideas for the District.</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>Returned our seasonal vehicle to Salem Motor Pool</li> </ul>
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> <li>Working Effectively With American Indians Training mentioned above</li> <li>Shared about our DEI work at GFPCI quarterly meeting</li> <li><i>I'm likely joining the DEI committee that is forming at Hayhurst elementary school (where my 1<sup>st</sup> grader attends)</i></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. LRBP – Long Range Business Plan

**Michelle Delepine, Invasive Species Program Coordinator**  
**November 2019 Staff Report (October 11<sup>th</sup> – November 15, 2019)**

Task	
<p><u>Early Detection, Rapid Response</u> (EDRR) Program Goals 1-6</p>	<ul style="list-style-type: none"> <li>• <b>North American Invasive Species Management Association (NAISMA) 2019:</b> Collaborating with researchers based at Cornell and UMass to possibly conduct some garlic mustard research in Multnomah County! Provided a summary of what I learned and collaborated on at NAISMA to the PNW-Garlic Mustard Working Group.</li> <li>• <b>Ludwigia:</b> Contractors followed up on the SI patch—nothing to control after earlier handpulling efforts this year. Reported data to Willamette Aquatic Invasives Network.</li> <li>• <b>Knotweed:</b> A few new permissions are still coming in and we had contractors treat three patches on Sauvie Island, two in the Hwy 30 corridor and one in Columbia Creek. Provided technical assistance to additional landowners.</li> <li>• <b>Garlic Mustard: 260 outreach letters mailed, 118 renewal letters, 600 reached during tabling, 10 participants at weed watchers and 400 community members reached during field work</b> this year. Net acres 1.56 acres in 2019, down from 4.2 acres in 2018. Gross acreage also declined from &gt;12 acres in 2018 to 9.3 acres in 2019. Contractors completed fall rosette treatments at a few large, high priority sites. Coordinated with City of Portland on fall rosette treatment at Lewis &amp; Clark Law Campus. Confirmed Northwest Youth Corps for a week of work May 2020.</li> <li>• <b>SIDIC Canal Veg Survey:</b> Attended Metro Brown Bag presentation on Columbia Slough veg survey and treatment work, and discussed how we could possibly collaborate and learn from the work on Sauvie Island.</li> <li>• <b>PNW-Garlic Mustard Working Group: <i>Planned, organized and facilitated our 5<sup>th</sup> Annual Fall Meeting!</i></b> We had 24 attendees and remote participants from as far away as Juneau, Alaska and the Rogue Valley. We discussed roundtable updates from the field, new management techniques, IPM improvements, research needs, prevention strategies and products, and development of a regional management plan. Also led a small field tour of garlic mustard sites across the West Hills for King County and BES.</li> <li>• <b>Data Management &amp; Mapping:</b> Ari has developed and launched 2020 Weed Surveys &amp; Treatments app! <i>Ari has also drastically refined and improved the database including synergizing data, improving forms, developing queries, adding crucial fields, developing a much more comprehensive and customizable mailing list feature, worked with Cogent IT on addressing data security, adding password protections, and much more.</i> She also overhauled our data collection apps to improve our permissions data, landowner note tracking, and overall user interface. We are on track to have a major permission form request mailing this winter.</li> <li>• <b>Outreach:</b> Coordinated with Scappoose Bay Watershed Council to display invasive plant materials at their Fall Plant Sale.</li> <li>• <b>Oregon State Weed Board grant:</b> Synthesized District and partner Data from the 2019 field season, coordinated with partners, tracked invoicing and completed and submitted 2019 interim report. Also worked with Derek to improve our partner map.</li> </ul>
<p>IPM Coordination</p>	<ul style="list-style-type: none"> <li>• Reviewed contractor herbicide reporting questions from Kammy.</li> <li>• Reviewed OSHA report and researched equipment to satisfy safety requirements.</li> <li>• Reviewed and suggested revisions for Living on the Water guide.</li> </ul>

Goals 1-4, 6	<ul style="list-style-type: none"> <li>• Provided feedback on 100 Year Water Vision for Oregon at Listening Session.</li> <li>• Participated in Clean Rivers Coalition event and provided informal feedback.</li> <li>• Collaborating with CWMA on revising the IPM Weed Treatment Calendar and making it available publically on the CWMA website for land managers, etc across the region.</li> <li>• Working with partners to refine the regional Garlic Mustard IPM matrix.</li> <li>• Reviewed organic herbicide options with partners (takeaway is that it is extremely expensive (\$500/gal), requires multiple applications to be effective and even the product reps can't speak to mode of action, efficacy and ideal timing of application.</li> <li>• Participated on the Solve Pest Problems Fall Advisory Council meeting. Did not receive legislative funding, but working on developing 15 pilot content pages by June, with an expected public release date for the platform in 3-4 years.</li> </ul>
Restoration Goals 1-4, 6	Continue to follow up with landowners I previously worked with to offer additional conservation planning assistance and planting recommendations.
Invasive Partnerships Goals 1-6	<p><b>4-County CWMA:</b> Facilitated my last Mapping &amp; Data meeting as interim chair—we now have a chair and vice chair taking over! Elected as chair for another term on the Technical &amp; Scientific Review Committee. Assisted with finalizing details for Pull Together 2020 (Jan 15<sup>th</sup>). Participated in special steering committee meeting devoted to work plan prioritization, funding discussion, website development and regional species prioritization modelling project. Submitted items for 4-County CWMA annual report.</p> <p><b>Oregon Invasive Species Council (OISC):</b> Presented the 2019-20 OISC Communications Plan at the Fall meeting, and participated in two days of meetings and a field trip. Participated on the monthly OACD conference call to help outreach for the new OISC Council Seat nomination requests, and answered OACD members questions about the Council and serving OISC. Actively recruiting new members from tribes, North Coast, Mid-Willamette, Portland Metro and elsewhere across the state, and will be submitting at least a couple letters of support for nominations. Reviewed the new statewide Education &amp; Outreach Grant (thanks Laura for also reviewing!). Assisted with outreach of this new grant.</p> <p><b>Tryon Creek Watershed Council:</b> Provided updates to Coordinator and Jim. Spoke with new Oswego Lake Coordinator about garlic mustard sites.</p> <p><b>Western Invasives Network:</b> Met the new coordinator (Troy Abercrombie) and responded to questions from the WIN steering committee about the OISC.</p> <p><b>NAISMA Legislative Committee:</b> Signed up to receive updates from this committee.</p>
DEI Goal 6	Worked with Laura to review the new OISC Education & Outreach grant with an equity lens. Continue to bring forward ideas & need for DEI focus topics at upcoming Pull Together 2020. Considered DEI perspective & lens in several planning and review items over course of work.
Technical Assistance	Continue to field seasonal requests for technical assistance, mostly related to pokeweedm knotweed, ivy and planting recommendations and more (6).
Misc/Admin Goals 1-4, 6	Officially passed my drone pilots exam (Ari did as well—and she aced it with 100%)! Michele Levis is still working with SDAO to access funds for technology and equipment to assist in my recovery while at work. Participated in Conservation Scoping process and Interview Question review of Long-Range Business Planning process; Invoicing Review; Database entry; Conservation Plan tracking; Safety Committee participation; Coordinating with partners; Curating our invasive plant specimens; Field Supplies Management & purchasing; Office space deep cleaning prep; Landowner correspondence; Budget Tracking; Listserv posts, etc.
Meetings/ Events, Tabling, Presentations, Site Visits etc (10) Goal 6	Oregon Invasive Species Council Meeting & Communications Plan presentation (10/15-10/17), 100 Year Water Vision Listening Session – Gresham (10/22), Clean Rivers Coalition Forum – Remote Attendee (10/23), Solve Pest Problems Advisory Council Meeting (10/29), Clean Rivers Coalition Social Event/Workshop (10/30), OACD Conference Call speaker & participant (10/31), Metro Brown Bag – Columbia Slough Veg Survey (11/1), Conference Call with Laura Hancock – UMASS (11/5), 4-County CWMA Committee Meetings (4), facilitated (1) (11/13)

\* CWMA-Cooperative Weed Management Area, EDRR – Early Detection, Rapid Response, IPM- Integrated Pest Management, NAISMA- North American Invasive Species Management Association, ODA-Oregon Dept of Agriculture, OISC – Oregon Invasive Species Council, PSU – Portland State University, SI-Sauvie Island, UMASS – Univ of Massachusetts

# Scott Gall

## November Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	From October 29-31, Michael, Jim and I attended the NRCS's "Working Effectively with Native Americans" in Roseburg. Overall a great training with heavy participation from the Cow Creek Band of the Umpqua and the Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians. The best quote of the training for me was "Natural Resources are Cultural Resources" to American Indian Tribes. It is something I have heard before, but the added perspectives and deeper understanding I received from the tribal participants really reinforced that notion. It's just a reminder that native plants and native habitats provide the plants and animals at the center of most of their way of life as well as their cultural/spiritual beliefs and practices.
Small Acreage Farms and new landowner contacts <b>SP Goals 1-5</b>	Nothing new here.
OWEB Small Grant Team <b>SP Goal 1-3</b>	OWEB approved the team's "Bylaws and procedures" and "Local Priority Concerns and Project Types" documents which the team adopted back on July 25 <sup>th</sup> . Our first grant cycle ended on October 31 <sup>st</sup> – and we received one application that will be reviewed over the next week or two. I plan to submit a grant for the Dec 15 <sup>th</sup> great deadline for the added work out at Dairy Creek.
Site Visits (5) <b>SP Goals 1-5</b>	Out to Dairy Creek and three landowner visits.
Sturgeon Lake Restoration 5 site visits (164 miles) 30 hours <b>SP Goal 1 &amp; 3</b>	<p><b>Revegetation Work:</b> Crews completed their fall maintenance work on ~12 acres. 1.5 acres that have up to this point been just in site prep mode, will be planted with woodies this coming winter (~February/March 2020). Additionally, ~ 2 acres that were planted by CREST in 2018 will be replanted/inter-planted during the same operation. Their plantings did not fare as well as those WMSWCD planted in other areas around the same time. This is was likely due to a variety of factors including compacted soils from construction, planting stock (a lot of large container stock was used) and perhaps a contractor that was not as experienced with native plant restoration – at least in the way we typically think of planting natives.</p> <p><b>Irrigation project</b> – Irrigation well is complete and the well test showed ample water. Installation of the pump and electrical equipment is the final step and will occur of the next month or so.</p> <p><b>Fish Monitoring</b> – CREST has already spent at least \$30,000 (of the potential \$40k) provided by the US Army Corps of Engineers for the equipment for the PIT Tag array. ODFW will oversee installation in the next month or so. CREST (with help from WMSWCD) we look after the equipment afterwards – along with managing the data. We are working with an electrician to get power to the devices which should occur any day.</p>
ODA Grant <b>SP Goals 1, 2, 4, 5 &amp; 6</b>	Completed the ODA report back on October 10 <sup>th</sup> .
Off-Channel Salmon Habitat and McCarthy Creek WRE	Project on lower McCarthy Creek is complete. I personally have not yet been to the site to see it. Rains delayed the project about two weeks, but the contractor did a great job working through tough...muddy... conditions.
Soil Health <b>SP Goal 1,2,3,4&amp;5</b>	I know at least three of my landowners with a Soil Health contract were planning on planting upwards of 60 acres this year. But I don't have any reports back on actual acres.
Water Quality Monitoring <b>SP Goals 2,3 &amp; 6</b>	Temperature loggers in Crabapple, McCarthy and Miller Creeks are all...logging!

### Acronyms:

- CREST – Columbia River Estuary Study Taskforce
- ODA – Oregon Department of agriculture

- ODFW – Oregon Department of Fish and Wildlife
- OWEB – Oregon Watershed Enhancement Board

**Kammy Kern-Korot, WMSWCD Senior Conservationist**  
**Staff Report for October 10 – November 13, 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"> <li>• Ongoing planning &amp; program management, including contractor, landowner and fiscal oversight for Healthy Streams Program (HSP) and Special Habitat sites; coordinated related crew work and invoicing; updated scopes of work &amp; fiscal records; provided information to contractor re: glyphosate toxicology research and communication tools</li> <li>• Conducted site visit w/resident owner &amp; SBWC staff to Multnomah Channel moorage to assess riparian restoration, pond, wetland and upland habitat opportunities; provided follow-up information, including customized site maps</li> </ul>
<i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i>	<ul style="list-style-type: none"> <li>• Ongoing project management &amp; coordination for NRCS WRE site; <b>~\$250,000 wetland restoration construction is complete.</b> Planned and directed subsequent fall planting of ~2,150 plants (wildflowers in the uplands/hedgerows, plus wetland plugs) on 10/25-26; conducted site visits to assess post-construction planting conditions, researched &amp; secured supplies, received and staged plants from nursery, refined planting design &amp; site maps, oversaw site preparation and crew planting, did contingency planning &amp; adaptive management, incl. schedule changes, review of final seed mixes &amp; adapting winter planting plans. Coordinated needed follow-up with agency partners, including CREST and NRCS. Completed fall photo-monitoring for NRCS.</li> <li>• Continued technical planning &amp; implementation for Oak savanna “CIS” habitat project, in coordination w/ landowner &amp; NRCS. Addressed OWEB grant funding issues. Researched options &amp; arranged late fall maintenance at Oak CIS site. Researched irrigation options for future fall plantings</li> </ul>
<i>Outreach &amp; Education; partnerships, collaborative grants (Goals 1-6)</i>	<ul style="list-style-type: none"> <li>• Participated in monthly coordination meeting with NRCS and EMSWCD</li> <li>• Participated in tri-county SWCD oak habitat conservation planning group meeting 10/21 addressing landowner communications &amp; outreach strategy, etc.</li> <li>• Reviewed &amp; commented on regional oak habitat prioritization mapping methodology</li> <li>• Provided restoration metrics to Greater Forest Park Conservation Initiative</li> <li>• Worked on Living on the Water publication update and solicited internal and external review of invasive species sections</li> <li>• Held planning meeting with outgoing SBWC coordinator re: next steps for partnership</li> <li>• Completed content and mailing list; sent out letter with fall &amp; winter maintenance tips to ~30 landowners with whom I’ve previously worked on vegetation management</li> <li>• Worked on Healthy Streams Program annual accomplishments report; collected &amp; updated data; reviewed metrics, performance standards, project &amp; wildlife photos, etc.</li> </ul>
<i>Admin. / training (Goal 6: Maintain a vibrant agency)</i>	<ul style="list-style-type: none"> <li>• Facilitated 2 technical staff meetings, participated in 1 all-staff, 3 leadership meetings</li> <li>• Participated in long-range business/strategic planning process &amp; meeting (10/21), including preparations for partner and landowner interviews</li> <li>• Prepared monthly report, timesheets; performed supervisory &amp; administrative duties</li> <li>• Completed in-person Forest Pest Detector class and related follow-up</li> <li>• Managed short-term fall internship; coordinated &amp; directed projects and intern, including re: the Riparian Lands Tax Incentive Program &amp; wildlife habitat tax deferral and various mapping projects; organized &amp; attended related brown bag lunch meeting</li> <li>• Worked with technical staff re: database issues specific to contractor data</li> <li>• Attend NRCS training 11/13 re: planning &amp; design of wildlife structures</li> <li>• 1 Holiday (Veteran’s Day)</li> </ul>
<i>NRCS project match; DEI</i>	<ul style="list-style-type: none"> <li>• Enyart WRE: TBD</li> <li>• DEI: Application of equity lens to new “Bike &amp; Hike” incentive program</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:**

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

PSU: Portland State University

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 October)**

Vibrant Agency Goal 6	Status This Month
Diversity Equity and Inclusion	DEI Committee meeting focusing on LRBP 10/23 Equity lens review of Hike and Bike Incentive Policy.
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. PERS Employer Incentive funds processed.
Human Resources (personnel files, employee handbook, benefits, retirement plans, recruiting, hiring, onboarding, termination)	Continuing exit interviews with interns. Continuing Workers Comp reporting and coordination. Continuing salary matrices for staff positions, including polling other SWCDs on position descriptions. Continuing edits to Employee Handbook, to be updated effective 1/1/20. Equity lens review of Hike and Bike Incentive Policy.
Audit	Continuing work on Audit report draft edits.
Budget	Completed Supplemental Budget to accommodate Sturgeon Lake change in timing of expenditures. 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, website postings.
Grant administration and reporting	Accounting and tracking for regular grant reporting and submissions (ODA TALMA, NRCS Wetland Reserve Easements, NRCS Conservation Innovation Grant reporting Phase 8, and Multnomah County Sturgeon Lake Grant).
Other District meetings (Staff, DEI, Safety, Leadership, Annual, Long-range Business Plan update)	All Staff Meeting (including safety committee meetings), Leadership Team Meetings, DEI meeting, Core Team meetings for the Long Range Business Plan update project. Special Safety Committee meeting on OSHA Consultation.
Other external meetings and events (WHA Insurance Agents, SDAO, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Completed SDAO Best Practices checklist, including coordination of setting up new Request for Disclosure of Public Records on District website. Coordination with WHA Insurance agents on renewal of policies. Coordination during transition with new company managing office parking facilities, effective 11/1.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Monthly SDAO safety webinars first Thursday of every month. SDAO Risk management Training 10/1 Oregon GFOA fall conference 10/28-10/31
General Administrative	Office deep cleaning coordination



**Mary Logalbo, Urban Conservationist**  
**October 2019 Highlights (for November Meeting)**

Task	Explanation
<p><b>Long Range Business Plan (LRBP)</b> (G 1 – 6)</p>	<p>The <b>Community Engagement Liaison Team (CELS) members</b> have been finalized and have begun review of the community engagement plan, interview and survey questions in preparation for their November 7, 2019 orientation. This team includes community leaders within the following communities: Arabic, African American, Chinese, Latinx, Native American, Slavic, Africans and Vietnamese.</p> <p>Follow-up meetings have been held with the following <b>LRBP “teams” to support Foundational Assessment, Framing &amp; Launch (Phase 1.2)</b> for the LRBP update:</p> <ul style="list-style-type: none"> <li>• Core Team (Jim &amp; Michele)</li> <li>• Steering Committee (Leadership Team)</li> <li>• Diversity, Equity &amp; Inclusion (DEI) Committee</li> <li>• Conservation Scope Teams (Technical Staff &amp; Renee)</li> </ul> <p>The <b>Strengths, Weaknesses, Opportunities and Threats (SWOT) survey</b> and <b>75<sup>th</sup> Jubilee stakeholder survey</b> data has been conducted and analyzed for emerging themes. <i>Results have been presented to staff and are available upon request.</i></p> <p>The more <b>detailed outline of the community engagement process</b> for the LRBP including Community Engagement Liaison services (CELS) for a community liaison team that will reach out to historically underserved communities in this process was vetted at a Tech Staff meeting as well as the October 23<sup>rd</sup> DEI Committee meeting. DEI input largely focused on requests to ensure efficacy and consider better streamlining phases while being mindful and clear about community partners and members commitments and roles has arisen. The plan has been adapted in response to feedback received (see <i>Community Outreach &amp; Engagement Plan</i> document dated 11/14/19).</p> <p>A refined plan for reaching out to a robust subset of WMSWCD partners with staff and board assignments has resulted from these meetings (see <i>Community Outreach &amp; Engagement Plan</i> document dated 11/14/19). Assignments aimed to select the clearest organizational lead in our efforts with listed partners. Each staff member will also be reaching out to residents that have received our services. A small subset of Board members that have more direct relationships with prospective partners (than staff members) are being asked to reach out to those partners in lieu of staff doing the same. <b>Board members that feel we should reach out to additional partners or residents that aren’t addressed in this plan are encouraged to contact Mary</b> to explain who they might wish to include and how they might wish to be part of this outreach.</p> <p>A November meeting has been scheduled with <b>Cliff Jones of Capacity Building Partnership</b> to review our request to work with him to help us refine our equity lens plan, conduct a train the trainer session for LRBP team leads facilitating the lens and to have Cliff facilitate one-two equity lens reviews at key decision points in the LRBP process. This plan and lens placement have been vetted by the DEI Committee and Steering Committee (Leadership Team).</p>

<p><b>Urban Conservation</b> (G1- 3, 5, 6)</p>	<p><b>Reviewed all Stormwater Stars fact sheets</b> and provided technical feedback/edits on the same. Also, <b>reached out to BES staff</b> for further review.</p> <p><b>Ordered winter plants and scheduled contractor crews</b> for restoration projects.</p> <p><b>Conducted a site visit</b> and provided technical advice. Received and responded to 3 <b>technical advice requests</b> (online &amp; phone). Working on 2 conservation plans.</p> <p>Met with the <b>West Willamette Restoration Partnership Steering Committee</b> and worked with Randi to send out West Willamette Restoration Partner invoices.</p> <p>Sent out <b>Tryon Creek Watershed Council</b> updates to Terri &amp; Jim for meetings.</p>
<p><b>Grants</b> (G1 – 6)</p>	<p>Working with TCWC staff to fulfill work party requirements related to <b>OWEB Small Grants</b>.</p> <p>Debrief on successfully removed culverts, regraded slopes and installed erosion control materials and seeding at the <b>SW 50<sup>th</sup> Drive ROW Improvement \$30,000 1% for Green Grant</b> supported site!</p>
<p><b>Diversity, Equity &amp; Inclusion</b> (G1-6)</p>	<p>Facilitated the last <b>DEI Committee Special Meeting focused on Long Range Business Plan</b> to review the community engagement plan and equity pause plan (updates listed in LRBP section).</p> <p>Reached out to PSU professor to explore publication of "<b>Whose Land is Our Land: Spatial Exclusion, Racial Segregation and the History of the Lands of western Multnomah County.</b>" Working with Indi to explore presentation opportunities – including the upcoming UERC venue.</p>

**Renee Magyar, Communications & Outreach Manager**

**Report covers month of October 2019**

<b>Area &amp; Goal</b>	<b>Explanation</b>
<b>Social media</b> All GOALS	<ul style="list-style-type: none"><li>• Shared partner + District-supported events</li><li>• Promoted BLA event led by Michael Ahr</li><li>• Re-posted Cover Crop video produced in 2018</li><li>• Shared Xerces blog with #LeaveTheLeaves message – with organic reach of over 3000 (20x the average interaction of our posts)</li><li>• Began work on social media best practices guide</li></ul>
<b>Media Relations</b> All GOALS	<ul style="list-style-type: none"><li>• Distributed DEI committee &amp; Board meeting announcements to media list</li></ul>
<b>Website Management</b> All GOALS	<ul style="list-style-type: none"><li>• Updated Board + DEI pages with meeting attachments</li><li>• Removed expired RFP</li><li>• Added Request for public records form</li></ul>
<b>Communications</b> All GOALS	<ul style="list-style-type: none"><li>• Staff and Leadership Team meetings</li><li>• Distributed Meadowsaping Handbooks</li><li>• Updated award plaques</li></ul>
<b>Outreach/Events</b> ALL GOALS	<ul style="list-style-type: none"><li>• Final wrap-up of 75<sup>th</sup> Anniversary event-Sauvie Island Jubilee (SIJ): returned rental equipment; budget; invoicing; thank you letters to exhibitors, Sheriff; store District event materials; intake final video files</li><li>• Produced fall newsletter</li></ul>
<b>Diversity, Equity and Inclusion</b> All GOALS	<ul style="list-style-type: none"><li>• Participated in DEI Committee meeting</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Ongoing LRBP Community Outreach team discussions; Plan input and edits</li><li>• Produced “About our work” info sheet for LRBP interviewees</li><li>• Provided photos for SLRP cultural map project</li><li>• Began work on “Big One” earthquake plan</li><li>• Input on fragrance free workplace internal communications</li></ul>

**Laura Taylor, Conservationist and Education Coordinator**

**November 2019 Board Meeting Staff Report (Covers October)**

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> <li>• Collected forest inventory data at one property in the West Hills.</li> <li>• Developed a pollinator habitat conservation plan and budget proposal for one Forestry program land owner.</li> <li>• Met with Understory Seed Enhancement Project partners for a quarterly update.</li> </ul>
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> <li>• Quality checked contractor work of fall weedy tree treatments at 3 sites.</li> <li>• Trained and supervised intern on HSP monitoring office work: mapping monitoring plots, and updating annual land owner project summaries.</li> </ul>
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> <li>• Prepared for and presented a lesson on compost to middle school students at one of the schools we are working with.</li> <li>• Prepared for and presented a lesson on soil and seeds to 2<sup>nd</sup> grade students at one of the schools we are working with.</li> <li>• Met with parent volunteers at one of the schools we are working with to provide technical assistance on a pollinator meadow project they are starting.</li> <li>• Identified and labeled District-collected bee specimens for contribution to the Oregon Bee Atlas.</li> </ul>
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none"> <li>• Began updating the 2020 internship job announcement and application scoring rubric, and requested feedback from partners on proposed equity-focused changes.</li> <li>• Planned the timeline for our upcoming internship hiring process.</li> <li>• Worked with partners at the Forest Park Conservancy on the development of a new Green Jobs Internship program we will be collaborating on.</li> </ul>
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> <li>• Presented to the Board on the District’s monitoring work and results.</li> <li>• Participated in various Long Range Business Plan (LRBP) meetings, and sent invitations to Education partners and school groups to be interviewed for the LRBP.</li> <li>• Attended a Safety Committee meeting</li> <li>• Attended WMSWCD staff and tech-staff meetings.</li> </ul>
NRCS Grant Contrib.	<ul style="list-style-type: none"> <li>• CIG Grant: Met with Understory Seed Enhancement Project partners for a quarterly update: 2 hours</li> </ul>
Diversity, Equity & Inclusion	<ul style="list-style-type: none"> <li>• Participated in the DEI committee meeting.</li> <li>• Participated in an Equity Lens review of the District’s pilot Bike &amp; Hike incentive policy.</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**