

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

<p>General</p>	<p>I want to thank all of you that have been keeping me in your thoughts and prayers as I face my serious and uncertain health situation over the coming months. This means a lot to me and knowing I have this kind of support really lessens the load of this unfortunate situation. One thing I am confident in is that staff will pick up the necessary day to day operations of the District and will cover for my needed absences. I have curtailed my professional development activity, have significantly reduced my availability with partner organizations so as to focus my limited time on the closing of the Sturgeon Lake Restoration Project permanent conservation easements, providing guidance and direction on the Long Range Business Plan update project and handling the day to day personnel and fiscal management operations of the District.</p>
<p>No Activity -- Goal 1: Erosion & Healthy Soil and Goal 2: Water Quality – No Activity</p>	
<p>Goal 3: Habitat & Biodiversity</p>	<ul style="list-style-type: none"> • The Intertwine Alliance’s Oak Prairie Working Group quarterly meeting (11/18). The meeting included an indigenous people’s perspective on Metro’s Kelipi Camas restoration project by Metro Parks and Nature interns Sequoia and Savahna (11/18). • Forest Steward Guild’s Foresters for the Birds -- Habitat Group Conference Call (11/25).
<p>Goal 4: Working Lands</p>	<ul style="list-style-type: none"> • Monthly Rural Lands Coordination Meeting with the U.S. Department of Agriculture, Natural Resources Conservation Service and East Multnomah SWCD (11/14; hosted by East Multnomah). • Verde restoration work plan development for the Collaborative Restoration Partnership Agreement w/ Verde, Forest Park Conservancy, Portland Parks and Recreation and West Multnomah SWCD (11/15).
<p>Goal 5: Cultivating Stewards</p>	<ul style="list-style-type: none"> • Nature Guiding (Friends of Tryon Creek): Pacific Academy - Nutrient Cycling (prep 11/5, hike 11/13) • Meeting with Morgan Holen (Consulting Arborist) on the proposed “Why is My Tree Dying” Train the Trainer Conference (Lake Oswego, 11/23). Morgan agreed to join the planning team consisting of myself and Glenn Ahrens, Extension Forester (Clackamas, Marion and Hood River Counties).
<p>Goal 6: Vibrant Agency</p>	<ul style="list-style-type: none"> • All Staff Meeting (11/4), Leadership Team Meetings (11/18, 11/25) • Managed transition of Intern Derek Palmore from Derek’s assignment with the Oregon Department of Fish and Wildlife to providing geographic information system and other data support to Tech Staff. • Tryon Creek Watershed Council Board Meeting (11/11). Presentation by Bala Cadambi on <i>Increasing Organizational Capacity with Watershed Councils in Mind</i>. • Prep/Attendance – West Multnomah Soil & Water Conservation District Board Mtg (11/19) • Employee Handbook Review Meeting (11/20, w/ Michele Levis, Randi Razalenti). The purpose is to tee up needed revisions and set the process for developing and discussing these revisions with staff. • Quarterly Safety Committee Planning Meeting (11/23, w/ Randi Razalenti, Michelle Delepine).
<p>Long Range Business Plan (LRBP) Update</p>	<ul style="list-style-type: none"> • Attended Long Range Business Plan Orientation meeting with the Community Engagement Liaisons (CELs) (w/ Mary Logalbo, Renée Magyar; 11/7). The CELs gave us important feedback on tailoring our interview and survey questions to be culturally responsive as well as the importance of demonstrating how input obtained through the CELs will be used in the LRBP decision process. • Meeting w/ Cliff Jones, Capacity Building Partnerships, (w/ Mary Logalbo) to discuss Scope of Work for a professional services contract to assist with the equity components of the LRBP update (11/14). • Began work with Mary Logalbo on outlining the Decision Framework for the LRBP process. (The need for this was called out in both the CEL meeting as well as with the meeting with Cliff Jones.) The purpose of the framework is to outline key decision points for the LRBP update and the responsible parties for making those decisions.
<p>Sturgeon Lake Restoration Project (In Kind = 15 hours)</p>	<ul style="list-style-type: none"> • Provided direction to Derek Palmore on completing the Baseline Report for the permanent conservation easements with the 4 cooperating private landowners (w/ Scott Gall) (11/6) • Guest speaker at the Sandy River Chapter, Association of Northwest Steelheaders monthly Membership Meeting: <i>Sturgeon Lake Restoration Project</i> (11/6, Troutdale). • Continued work with contract real estate attorney, Fritz Paulus, on finalizing the Landowner #4 permanent conservation easement for closing and obtaining Landowner #2 lender’s consent to conveying the permanent conservation easement to the District.
<p>Diversity, Equity and Inclusion</p>	<ul style="list-style-type: none"> • Oregon Solutions Assessment interview by Sarah Giles and Manuel Padilla (Portland State University) regarding the proposed Portland Metro Region Green Jobs Workforce Development project (11/12). • Joint Diversity, Equity and Inclusion Meeting with East Multnomah SWCD (11/20)
<p>Professional Development</p>	<ul style="list-style-type: none"> • Oregon Zoo Pub Talk - Get Stuck on the Pacific Lamprey (11/13)

Michael Ahr, Forest Conservationist

November Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> • The McNamee Holly Farm Project is complete. This project included the cutting and mulching of 12.9 acres of English holly as well as 4.1 acres of blackberry cutting. The site will eventually be replanted to native forest. See upcoming article in the Skyline Ridgerunner for more details (written by Laura Foster). I was onsite 9 different times to oversee work and certify completion of a few NRCS practices. I also spread some seed and acorns onsite. • Jane Hartline donated about 8 species of seed to the forestry program as well as 100 acorns. They have all been planted on 2 sites. • About 2-3 acres has been thinned on Skyline Boulevard – Conifer planting to follow. The site was dominated by weak maple clumps, and some of the cutting has released conifer to more sunlight. • Initial site visit to property on Old Germantown. Advised on blackberry mgmt. • Checked cutting/spray work on project on Logie Trail and another on Rock Creek road • Visited a future gap creation site with contractor to go over the cutting plan. Also visited a separate time to confirm all blackberry cutting was complete • Had contractors plant a floodplain project on Logie Trail Road as a fall planting to better encourage root growth over the winter. Many of the plants were installed as cuttings (willow, red-osier dogwood, ninebark, twinberry, etc). The site is often flooded in February, so a fall planting helped us avoid issues with access in the Spring. • 19 total site visits
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> • EMSWCD-NRCS monthly partnership meeting • Met with Brady Saffell (TSWCD) to discuss respective forestry programs, we plan to do this quarterly moving forward • Attended Woodland Fish & Wildlife Group meeting • Attended presentation from Derek (ODFW/WMSWCD intern) related to the Wildlife Habitat Conservation Management Program • Two conference calls on Foresters for the Birds, an upcoming program • Interviewed Renee Myers at FPC for input on our LRBP update
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> • Interviewed by Laura Foster (a Skyline resident and author) for an article for submission to the Skyline Ridgerunner related to holly project. • Attended NRCS training on Wildlife Habitat Structures
Miscellaneous	<ul style="list-style-type: none"> • Attended safety meeting related to Personal Protective Equipment (PPE) on field visits • Performed Hazard investigation in the office • New tires on the Jeep
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> • Participated in an equity lens review of the internship program and using “lived experience” in the scoring of candidates

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
December 2019 Staff Report (November 16th – December 12th 2019)

Task	
<p><u>Early Detection, Rapid Response (EDRR)</u> Program Goals 1-6</p>	<ul style="list-style-type: none"> • <i>While field season has slowed down office season has hit in full force. Jump to IPM Coordination and Invasive Partnerships for a greater picture of what I've been up to.</i> • Drone: Thanks to a back-to-work SDAO grant Michele has administered the District now owns a Mavic 2.0 Pro drone with a 20megapixel camera, flight goggles and several accessories. On Ari's last day of the year we had our first day of flying at Wapato Access Area, complete with field training from Greg Jackson (SDAO). Our drone shows much promise for vegetation surveying, project monitoring, aquatic weed inspections in the canals and much more. Looking forward to using it at Sturgeon Lake for shoreline vegetation monitoring next year. Next up: drafting a drone policy and developing a fulcrum app for tracking flight data. • Oregon State Weed Board grant: Coordinating with our partners, ODA and drafting our 2020 OSWB grant application (Due Dec 16th). Attended an ODA webinar training on using the new online application software, hosted on the OWEB platform. Fingers crossed for another year of funding! • Knotweed: We wrapped up work for the season following an early start to dormancy due to October frost. A key new site was identified in Tryon Creek that Ari surveyed. Skyline Ridge Neighbors will be donating back two of their three injection guns. • Garlic Mustard: Coordinating with partners on strategy, timing and BMPs for next field season. Turning attention to outreach needs and permission requests mailing. • PNW-Garlic Mustard Working Group: Sent out meeting notes, revised IPM matrix and tended to follow-up collaborations that came out of our annual fall meeting. • Data Management & Mapping: Ari set up our new 2020 Weed Surveys & Treatments app so we will be ready to go for spring field season when she returns in March! Also, worked with her on developing our mailing lists for new permit of entry requests and renewals. • Outreach: Working with Multnomah County to set up a weed watchers training for field staff.
<p>IPM Coordination Goals 1-4, 6</p>	<ul style="list-style-type: none"> • Reviewing Metro IPM Calendar to publish to 4-County CWMA website. • Reviewed ODA Species Nomination for <i>Impatiens balfourii</i> • Reviewed contractor herbicide reporting questions from Kammy. • Reviewed OSHA report and researched equipment to satisfy safety requirements. • Reviewed and suggested revisions for Living on the Water guide. • Sent out request for participating in 100 year Oregon Water Vision survey to regional listservs. • Provided IPM guidance to master gardeners, community members and others. • Developed and distributed a survey on invasive species collaboration that will be used to draft a publication on regional collaborations lessons learned from the PNW.
<p>Restoration Goals 1-4, 6</p>	<p>Continue to follow up with landowners I previously worked with to offer additional conservation planning assistance and planting recommendations.</p>
<p>Invasive Partnerships</p>	<p>4-County CWMA: Publicizing Pull Together event (Jan 15th at Kennedy School)—registration is live (https://www.eventbrite.com/e/11th-annual-pull-together-registration-83092358481). Updated and finalized committee work plans for 2020. Working with Steering to provide</p>

Goals 1-6	<p>feedback to LRBP via partner interview. Final Steering Meeting of the year on Dec 11th. Working on identifying and outreaching to new CWMA partners and MOU signators.</p> <p><u>Oregon Invasive Species Council (OISC):</u> I attended my last meeting as a Council member following two terms (2 years each), but am really excited about the groundwork I helped lay to expand local representation and involvement in the Council. I helped recruit three new appointed members, and submitted letters on their behalf (Alex Staunch-Mosaic Ecology, Troy Abercrombie-Western Invasives Network and Cheryl Shippentower- Confederated Tribes of Umatilla Indian Reservation). All three were offered seats! During the transition to new council onboarding, I will remain an interim chair of the communications committee, but already putting pieces in play for a leadership transition. Super excited to see where the Council is headed as they implement the legislation passed in SB445 (which includes regional representatives appointed to the Council, relaxing the rules to allow anyone on the council to serve as chair/vice chair, and through the Xmas Tree Bill—funding for implementing a statewide Education & Outreach grant program). As Communications Chair, I presented updates to the Council on our 2019-20 plan and will facilitate a meeting to develop and assemble orientation materials for new members. I also helped with outreach for the new Education & Outreach grant, and answered questions from those interested in applying. Also, worked with two PSU students to develop an interactive OISC storyboard map.</p> <p><u>Tryon Creek Watershed Council:</u> Spoke with the new coordinator of Oswego Lake WC.</p> <p><u>Western Invasives Network:</u> Correspondence with the WIN steering committee related to OISC participation from WIN and working with Troy on bridging connections between 4-County CWMA and the newly reformed North Coast CWMA.</p> <p><u>Willamette Aquatic Invasives Network:</u> Participated remotely in fall meeting. Contributed and reviewed data for Multnomah Channel. Provided feedback on strategic plan.</p> <p><u>NAISMA Legislative Committee:</u> Inactive currently.</p>
DEI Goal 6	Read up on DEI articles. Pitched pursuing DEI training to Clackamas SWCD staff. Excited to report that the 11 th Annual Pull Together will have an afternoon capstone talk focused on DEI-driven invasive species work in King County.
Technical Assistance	Answered questions from Master Gardeners and community members (5).
Misc/Admin Goals 1-4, 6	Safety Committee meeting; Sharing training notes with tech staff; Invoicing Review; Database entry; Conservation Plan tracking; Coordinating with partners; Curating our invasive plant specimens; Field Supplies Management & purchasing; Reimbursement requests, Office space deep cleaning prep; Landowner correspondence; Budget Tracking; Listserv posts, etc.
Meetings/ Events, Tabling, Presentations, Site Visits etc (7) Goal 6	ODA Webinar – OSWB OWEB grant portal (11/26), PSU Bioinvasions Class Presentation/final project for OISC Storyboard Map (12/3), Willamette Aquatic Invasives Network Fall Meeting (12/3), Meeting with Jalene (Collaboration Survey) (12/4), Climate Adaptations Workshop (12/5), OISC December Meeting (conference call) (12/10), 4-County CWMA Steering Meeting (12/11)

* 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
December Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	The DEI committee recrafted what were our “DEI Goals” in to what we are calling out “Organizational DEI Guiding Principles”. By clearly stating our commitment to diversity, equity and inclusion as an organization, the District seeks to provide actions that hold ourselves responsible for progress. These will serve as a foundation and should be incorporated in the overall mission, goals, makeup, programs and services of the District. These principles provide the groundwork for the creation of refined diversity, equity and inclusion strategies with measureable objectives that feed into annual work plans for every staff and program at WMSWCD. I will work with staff and board to present these at some upcoming board meeting.
Small Acreage Farms and new landowner contacts SP Goals 1-5	Nothing new here.
OWEB Small Grant Team SP Goal 1-3	We had our first round of grants and one that as submitted by Oswego Lake Watershed Council. Next round starts Dec 15 th (with grants due the 31 st). I have one ready to go for a 2 nd phase of Dairy Creek plantings and will submit this coming round.
Site Visits (3) SP Goals 1-5	Out to Dairy Creek and one landowner visit.
Sturgeon Lake Restoration 5 site visits (164 miles) 30 hours SP Goal 1 & 3	Revegetation Work: We are getting ready to plan (in Feb/Mar) another 1.5 acres along Dairy Creek that were not ready last winter. We also have a contract with CREST to replant about 2000 plants in areas they planted in 2018. Fish Monitoring – We are waiting on PGE to hook up the power, but more critically for ODFW to install the monitoring equipment. No timetable set, but hoping for Jan or Feb.
ODA Grant SP Goals 1, 2, 4, 5 & 6	Just tracking for the next report.
Off-Channel Salmon Habitat and McCarthy Creek WRE	Aquatic Contracting and CREST completed construction on what is officially called “McCarthy Creek Phase 2”. This project moved 13,000 cu yards of soil from reed canary infested areas to three upland sites. In the wetland areas, the crews lowered elevations to be inundate the site for longer periods and drown out reed canary grass. Side channels were created for fish and McCarthy Creek floodplain is much boarder. Log structures were installed for turtle habitat. The overall intent was to introduce more hydrology to the site and create more favorable conditions for native plants which creates high quality habitat for fish and waterfowl. The update areas will be planted to an oak savannah/ pollinator hedgerow habitat. Below are some pictures of construction.



Left: wetland scrap down area adjacent to McCarthy Creek. Right: updated area to be planted with oaks and pollinator species.

Task	Explanation
Soil Health SP Goal 1,2,3,4&5	Not much new here. Just working with a couple of farmers that were planting fall cover crops.
Water Quality Monitoring SP Goals 2,3 & 6	Temperature loggers were retrieved from Crabapple, McCarthy – 6 sites total. There was a site on Mill Creek but the early fall rains seems to have wiped it out... 😞 Results and report to come.

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 November 14 – December 12, 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 & program management, including contractor, landowner and fiscal oversight for Healthy Streams Program (HSP) and Special Habitat sites; coordinated related invoicing and record keeping • Synthesized monitoring data collected this past fiscal year; and prepared HSP annual program & project reports as note in Outreach & Education below • Follow-up to SIDIC aquatic plant / weed survey
<i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i>	<ul style="list-style-type: none"> • Ongoing project management & coordination for NRCS WRE site; submitted fall photo-monitoring to NRCS (on 11/21) • Continued technical planning, coordination & implementation for Oak savanna “CIS” habitat project, in coordination w/ landowner & NRCS. Evaluated irrigation and mulching options for future fall plantings • Reached out to key oak habitat landowners re: 3rd year of Oak CIS federal funding; miscellaneous outreach to landowners interested in oak habitat • Participated in internal meeting with board member Hartline re: oak conservation • Provided misc. technical assistance to landowners re: weed control
<i>Outreach & Education; partnerships, collaborative grants (Goals 1-6)</i>	<ul style="list-style-type: none"> • Participated in monthly coordination meeting with NRCS and EMSWCD • Participated in NRCS meeting for oak habitat conservationists to share strategies, etc. • Did coordination; reviewed input and continued edits to Living on the Water version 2 draft; met with SBWC & communications staff to plan final edits, design and printing • Held orientation meeting with incoming SBWC coordinator re: partnership plans • Finalized 17 individual annual for Healthy Streams projects, which are being mailed out to landowners with a Program accomplishments report, also finalized and printed.
<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, 2 leadership meetings, additional tech. staff meeting devoted to shared database updates • Miscellaneous technical staff coordination • Provided input for changes to Employee Handbook and personnel policy • Participated in long-range business/strategic planning; coordinated and conducted 2 interview sessions with partners, one of which was a group interview • Prepared monthly report, timesheets; performed supervisory & administrative duties, including end of field season performance review; organized send-off celebration • Finalized and followed up on projects w/fall intern concerning Riparian & wildlife habitat tax incentive programs & habitat mapping; attended intern send-off celebration • Attended full-day Climate Change Adaptation workshop, in Salem, hosted by Northwest Natural Resource Group; and additional talk re: mitigating role of forests • Clean and organize personal and shared office space as part of deep cleaning • 2 days Holiday (Thanksgiving)
<i>NRCS project match; DEI</i>	<ul style="list-style-type: none"> • Enyart WRE: TBD • DEI: Met with tech. staff to apply equity lens to intern applicant evaluation tool

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

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 November)

Vibrant Agency Goal 6	Status This Month
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 2 nd payment applied for and approved for 2020.
Human Resources (personnel files, employee handbook, benefits, retirement plans, recruiting, hiring, onboarding, termination)	Continuing Workers Comp reporting and coordination. Continuing salary matrices for staff positions. Continuing edits to Employee Handbook, to be updated effective 1/1/20, ensuring compliance with new employment laws (including Pregnancy Accommodations Act and drafting new policy for Prevention of Workplace Discrimination, Harassment, and Retaliation). (DEI) Off-boarding with ODFW Interns and Permanent Seasonal Conservationist. Participated in equity lens application to internship hiring (DEI)
Audit	Audit completed and filed with Secretary of State, ODA, and TSCC.
Budget	Adjusted all budget documents to reflect Supplemental Budget adopted in October. 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. Shared documents relevant to Board Assessment Recommendations and drafted updates to 2014 Board Duties and Responsibilities Policy.
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).
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. Coordinated quarterly office/vehicle hazard investigation. Held quarterly Safety Committee Planning Meeting.
Other external meetings and events (WHA Insurance Agents, SDAO, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Coordination with WHA Insurance agents on renewal of policies on 1/1/2020 Working with SDAO/SDIS on Workers Comp.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Monthly SDAO safety webinars first Thursday of every month.
Long-Range Business Plan	Interviewed Office of Equity and Human Rights for feedback regarding the District’s Long Range Business Plan update.(DEI)
General Administrative	Completed last round of office deep cleaning coordination.

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

Task	Explanation
<p>Long Range Business Plan (LRBP) (G 1 – 6)</p>	<p>Coordinated the Community Engagement Liaisons (CELS) Team members November 7th orientation. This team includes community leaders within the following communities: Arabic, African American, Chinese, Latinx, Native American, Slavic, Africans and Vietnamese.</p> <p>Worked with Ping to respond to CELs input and redesign outreach plans and surveys with their input. Sent redesigned workplan and surveys to CELs for a follow-up meeting on November 30th.</p> <p>Follow-up meetings have been held with the following LRBP “teams” to support Foundational Assessment, Framing & Launch (Phase 1.2) for the LRBP update:</p> <ul style="list-style-type: none"> • Core Team (Jim & Michele) • Steering Committee (Leadership Team) • Diversity, Equity & Inclusion (DEI) Committee • Conservation Scope Teams (Technical Staff & Renee) <p>Mary worked with staff and board to refine a plan to reach out to a robust subset of WMSWCD partners and community members through interviews and surveys.</p> <p>Mary worked with the leadership and core teams to create a draft decision-making framework, criteria and flow chart to ensure there’s a clear plan and process for finalizing key decisions.</p> <p>Worked with Derek (WMSWCD intern) & Leslie Pool Ketchum to draft wildlife corridor maps and assess if we might</p>
<p>Urban Conservation (G1- 3, 5, 6)</p>	<p>Completed a conservation plan for engaged landowners in the Miller Creek Watershed. Working on 2 conservation plans.</p> <p>Participated in a database meeting with other tech staff.</p> <p>Met with the West Willamette Restoration Partnership Steering Committee and worked with Randi to send out West Willamette Restoration Partner invoices.</p> <p>Sent out Tryon Creek Watershed Council updates to Terri & Jim for meetings.</p>
<p>Grants (G1 – 6)</p>	<p>Scheduled a December 15th work party with TCWC staff and landowners to fulfill requirements related to OWEB Small Grants.</p> <p>Went to City Land Use Planning department to file OWEB Land Use Forms.</p>
<p>Diversity, Equity & Inclusion (G1-6)</p>	<p>Participated in the District’s DEI Committee meeting and an East Multnomah SWCD & WMSWCD partner sharing DEI meeting.</p> <p>Participated in an Equity Lens review on Internship Hiring led by Laura.</p> <p>Set up meeting with PSU professor Dr. Craig Shinn to explore publication of "Whose Land is Our Land: Spatial Exclusion, Racial Segregation and the History of the Lands of western Multnomah County." Reviewed and provided input to Indi for her submission of an UERC abstract for this paper.</p>

	<i>*Work in LRBP w/ CELs also responds to DEI workplan.</i>
Other	Conducted routine vehicle hazard investigations review with Scott. Provided former intern with reference check interviews/surveys.

Renee Magyar, Communications & Outreach Manager

Report covers month of November 2019

Area & Goal	Explanation
Social media All GOALS	<ul style="list-style-type: none">• Shared partner + District-supported events• Posted on promoting tree planting; Rogue Farm corps seeking board members; Tualatin SWCD hiring; sharing our 2018-2019 annual report; show otters in Dairy Creek; Tualatin watershed story map; humor post for Black Friday• Updated seasonal cover photo• Continued work on social media best practices guide• Fielded comments about partner event
Media Relations All GOALS	<ul style="list-style-type: none">• Distributed DEI committee & Board meeting announcements to media list• Sent Soil School save the date to Cedar Mill News, Skyline Ridge Runner• Edited guest-written holly orchard conversion article for Skyline Ridge Runner
Website Management All GOALS	<ul style="list-style-type: none">• Updated Board + DEI pages with meeting attachments• Updated Financials page with audit docs• Coordinated fix to site errors
Communications All GOALS	<ul style="list-style-type: none">• Staff and Leadership Team meetings• Zoo partnership check-in and tabling scheduling• Design + print Healthy Streams Annual Report• Distributed Meadowsclaping Handbooks• Edited internship announcement
Outreach/Events All GOALS	<ul style="list-style-type: none">• Ordered food for Garlic Mustard Working Group• Began Soil School planning: budget, kickoff planning meeting, arrange speakers
Diversity, Equity and Inclusion All GOALS	<ul style="list-style-type: none">• Participated in DEI Committee meeting
Other	<ul style="list-style-type: none">• Ongoing LRBP Community Outreach team discussions; Plan input and edits• Updated "About our work" info sheet for LRBP interviewees• Participated in office deep clean prep• Continued work on "Big One" earthquake plan

Laura Taylor, Conservationist and Education Coordinator

December 2019 Board Meeting Staff Report (Covers November)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Provided information to an interested member of the public on the Understory Seed Enhancement Project.
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Corrected contractor scope of work cost tracking spreadsheet. • Developed content for the HSP annual report including graphs, summary statistics, pictures, and information summaries. • Reviewed intern drafts, made significant contributions, incorporated Kammy’s feedback, finalized and mailed 10 Healthy Streams Project Summaries to their respective land owners along with the HSP annual report
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> • Attended a workshop on “Foundations of Cultural Ecology” offered by the Friends of Tryon Creek. •
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none"> • 2020 internship job announcement: <ul style="list-style-type: none"> • Incorporated partner input in to job announcement making it shorter, more concise, and more well organized • Developed proposed scoring criteria for our desired experience with DEI work • Conducted an equity lens review with a team of fellow staff focusing on changes to our desired experience with DEI work. • Arranged for a consultation with the Center for Diversity and the Environment to review our job application. • Continued to collaborate with partners at the Forest Park Conservancy, Blueprint Foundation, Wisdom of the Elders, Tualatin Riverkeepers, and Columbia Land Trust on the development of a new Green Jobs Internship program and letters of support for grant applications to fund the project.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> • Conducted 1 interview with a school, and one with an education partner for the Long Range Business Plan (LRBP). • Attended WMSWCD staff and tech-staff meetings.
NRCS Grant Contrib.	<ul style="list-style-type: none"> • Provided information to an interested member of the public on the Understory Seed Enhancement Project: .5 hours
Diversity, Equity & Inclusion	<ul style="list-style-type: none"> • Participated in the DEI committee meeting. • Attended a workshop on “Foundations of Cultural Ecology” offered by the Friends of Tryon Creek. • Participated in an Equity Lens review of the 2020 Internship changes to scoring criteria and our desired experience with DEI work.

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