

District Manager’s Report to WMSWCD Board of Directors for January 2020 Meeting (Covers December 2019 Activity)

General	This month’s staff report reflects my reduced work schedule; averaging about 40% full time equivalent for the month of December. Most of this work is done remotely from home. Days I was in the office were Mondays, December 2 nd and December 9 th , Friday December 27 th and Monday, December 30 th . The focus of my limited time remains on the closing of the Sturgeon Lake Restoration Project permanent conservation (and related) 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.
No Activity -- Goal 1: Erosion & Healthy Soil – No Activity	
No Activity -- Goal 2: Water Quality – No Activity	
Goal 3: Habitat & Biodiversity	<ul style="list-style-type: none"> • Meeting w/ Mark Greenfield, Jane Hartline (Sauvie Island Habitat Partnership) (w/ Kammy Kern-Korot) on protecting oak habitats with conservation easements (December 2nd).
Goal 4: Working Lands	<ul style="list-style-type: none"> • Oregon Forest Resources Trust Climate Informational Meeting Conference Call w/ Sal Peralta (political activist) and Ryan Gordon (Oregon Department of Forestry (ODF)) and other VIPs (12/6). I use to manage the Forest Resources Trust when I was at ODF and Mr. Peralta invited me to join this call about how to use the Oregon Forest Resources Trust as a climate change mitigation program.
No Activity -- Goal 5: Cultivating Stewards – No Activity	
Goal 6: Vibrant Agency	<ul style="list-style-type: none"> • All Staff Meeting (12/2), Leadership Team Meetings (12/9, 12/30) • Board Meeting Prep and Check-In with Director Terri Preeg Riggsby (phone call) (12/5)
No Activity -- Long Range Business Plan (LRBP) Update – No Activity	
Sturgeon Lake Restoration Project (In Kind = 19 hours)	<ul style="list-style-type: none"> • Check-In Phone Calls with W. Fritz Paulus (Real Estate Contract Attorney) (12/5) • Finalized the Permanent Conservation Easements from Landowners #3 and #4 – Ready for Closing. • Meeting w/ Landowner #3 to review final Road Purposes and Permanent Conservation easements in preparation for closing on these two documents (December 11th, Fairview). • Phone conversation with Landowner #4 regarding obtaining consent from their lender for executing the permanent conservation easement and agreed upon path forward to for obtaining consent. • Setting up the dates and logistics of conservation easement closings with Landowners #3 and #4
Diversity, Equity and Inclusion	<ul style="list-style-type: none"> • Discussions with Director Terri Preeg Riggsby regarding structure of the Board’s standing Diversity, Equity and Inclusion Committee (phone call, 12/5).
Professional Development	<ul style="list-style-type: none"> • Submitted the Butte Creek Forest Management Plan for final signatures and for approval for cost share payment by the Oregon Department of Forestry.

Michael Ahr, Forest Conservationist
December Staff Report

The report is a little light this month as I took time off for holidays, family visits

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> • Assembled photos and data to certify completed NRCS practices at 4 properties. This helps NRCS track the work that gets done and triggers them to send incentive payment to the landowner for practice completion. • Attended a tour of an oak restoration site in Lake Oswego. This was valuable because Clackamas SWCD and LO Watershed Council were there and had ODF staff out to evaluate the wildfire risk of the planned slash treatment after forest thinning. • Site visit to holly farm removal project to set up photo points that I can monitor to see regrowth of holly in a few areas • 3 other site visits for contractor work and to take photos of completed NRCS work. • Working on budgets for a few potential projects that can begin in the Fall of 2020
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> • EMSWCD-NRCS monthly partnership meeting • Conference call with Build Local Alliance about offering a workshop for architects related to local trees/wood • Offered comments on a reptile publication from Woodland Fish & Wildlife Group
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> • Attended a workshop in Salem by Northwest Natural Resources Group on climate adaptation • Webinar on Community Wildfire Protection Plans
Miscellaneous	<ul style="list-style-type: none"> • Interviewed Ryan Gordon and Nate Agalzoff from ODF for Long Range Business Plan (LRBP) input. • Transcribed an interview with Renee Myers from FPC for LRBP
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> • Nothing to report this month

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

January 2020 Staff Report (Dec 12th 2019 – Jan 21st 2020)

Task	
<p><u>Early Detection, Rapid Response</u> (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<ul style="list-style-type: none"> • Milk Thistle: Completed site visit to Sauvie Island (NW Reeder Rd near NW Gillihan), after call from landowner (referred by Oregon Dept of Ag). Met with Mark Nebeker and made arrangements to have ODFW treat infestation, and provide additional followup. • Oregon State Weed Board grant: Submitted grant for 2020 requesting nearly \$25,000 for garlic mustard control. • Oregon Invasive Species Council Outreach & Education Grant: Reviewed potential grant projects with several partners. Working with local realty firm to possibly submit a grant for developing/distributing outreach materials to new property owners. • EDRR Outreach: Compiling large spring mailing list for new properties, renewals and new ownerships. Collaborating with Renee to complete. Weedwatcher/Contractor trainings in the works for Forest Heights, Lewis & Clark College Maintenance Staff, Multnomah County Adult Alternative Community Service Crews, and Tryon Creek. • Data Management & Mapping: Quality controlled 150 database records and entered new data. Gathering mapping data to report to weedmapper and iMap. • Drone: Received pilots license in the mail, and drone registration. May work with ODFW and Sauvie Island landowners to gather some aerial imagery during the low water portion of winter (ie early feb). • Other: Drafted testimony for City of Portland Invasive Species Stratgey 2020-2030. Completed 100 year water vision survey.
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> • Reviewing Metro IPM Calendar to publish to 4-County CWMA website. • Participated in Solve Pest Problems Planning Session. • Renewed Pesticide Applicators License for staff, and documented new licenses. • ODA Species Nomination for <i>Impatiens balfourii</i> • Reviewed contractor herbicide reporting questions from Kammy. • OSHA safety improvements for herbicide storage. • Provided IPM guidance to master gardeners, community members and others. • Collaborating with Jalene Littlejohn on “<i>Effective collaboration to prevent and manage invasive pests: lessons learned from the Pacific Northwest (United States)</i>” paper
<p>Invasive Partnerships</p> <p>Goals 1-6</p>	<p>4-County CWMA: Assisted as organizer for Pull Together 2020 event. Largest ever with nearly 150 participants and a wide range of topics from herbicide resistance, plant ID, biocontrol and DEI-focused invasive species work (in King County). Provided Tech Committee update to attendees. Helped ID new potential CWMA partners and MOU signators. Etc.</p> <p>Oregon Invasive Species Council (OISC): My second term came to an end this past month, but I am really excited for the direction the council is heading with improved communication and representation from local organizations. During the transition to new council onboarding, I will remain an interim chair of the communicaitons committee, but am happy to report there is already a new leader that will be taking over (Karen Ripley – USFS). Assisted 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>Tryon Creek Watershed Council: Provided updates to Council via Mary and Jim.</p> <p>Western Invasives Network: Correspondence with Troy re grants etc.</p> <p>Willamette Aquatic Invasives Network: Meeting with Marci to discuss grants.</p> <p>NAISMA Legislative Committee: Inactive currently.</p>

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

Long Range Business Plan	Interviewed following partners: Oregon Invasive Species Program, West Willamette Restoration Partnership, Mosaic Ecology. Scheduled 4-County CWMA, and working on scheduling Columbia SWCD. Interviewing Tualatin SWCD with Renee.
DEI Goal 6	Working with CWMA and BES to develop CEL's survey. Discussed need for DEI work with Clackamas SWCD staff. Educated myself on historical housing practices in Portland. DEI or (Environmental Social Justice) talk held at 11 th Annual Pull Together.
Presentations/Tabling	Tabled at Oregon Zoo with Laura Taylor (pollinators). Teaching, or co-teaching, a couple classes at Tree School (Invasive Species ID in Woodlands, Non chem weed control).
Technical Assistance	Answered questions from Master Gardeners and community members (5).
Misc/Admin Goals 1-4, 6	Participating on Intern Hiring Committee; Shared info on Hypothermia (Jan Safety topic); 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, Landowner correspondence; Budget Tracking; Listserv posts, etc.
Meetings/ Events, Tabling, Presentations, Site Visits etc (3) Goal 6	Solve Pest Problems Planning Session (1/9), Pull Together (1/15), Sauvie Island Site Visit / ODFW Followup (1/21).

* 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, ODFW – Oregon Dept of Fish and Wildlife, PSU – Portland State University, SI-Sauvie Island, UMASS – Univ of Massachusetts

Scott Gall

January Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	Not much new here other than the Board will be seeing the proposed DEI organizational Guiding Principles” at the meeting in January.
Long-Range Business Plan	Conducted interviews with Oregon Department of Agriculture, the Columbia River Estuary Partnership, World Forestry Center and soon the Sauvie Island Drainage Improvement Company. Also working with two landowners to interview them in January. Kammy, Michael, and I also had a focus group with NRCS staff and the rural staff from East Multnomah SWCD. It has been interesting the difference (and often more candid) the discussion with individuals versus this group setting. But overall this has been a great opportunity to both get feedback from folks as well as to get to know them better.
Small Acreage Farms and new landowner contacts SP Goals 1-5	Working with Farmers on the Soil Health program.
Site Visits (1) SP Goals 1-5	Out to Dairy Creek.
Sturgeon Lake Restoration 5 site visits (164 miles) 30 hours SP Goal 1 & 3	Revegetation Work: We are getting ready to plant (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	Submitted January report.
Off-Channel Salmon Habitat and McCarthy Creek WRE	This is just a repeat from my last report as there is not much new out at the WRP site. The real changes will start to emerge in the spring: 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.
Soil Health SP Goal 1,2,3,4&5	Fall cover crops are in the ground and growing. Going to spot check over the next few months and add total acres. Estimated to be about 60-70 new acres this year on farms that cover almost 1000 acres.
Water Quality Monitoring SP Goals 2,3 & 6	Data downloaded and have only had a chance to peek at the data. But at first blush, in a summer that was fairly unremarkable air temperature wise, the stream temperatures seem to follow that same pattern.

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 December 13 – January 17, 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 • Prepared for planting season, including re-planting at 3 HSP/SH sites; coordinated storage needs at City of Portland plant cooler, plant inspection and delivery, etc.
<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; issued request for proposal for winter planting (of woodies) in uplands and new wetland areas, as well as ongoing maintenance for all project areas in 2020; prepared maps; coordinated and did 4 site visits to assess conditions, refine planting specifications, and show contractors project areas and review scope of work. Coordinated details re: this work & monitoring needs w/ our partner CREST and re: scoping for new large stream/wetland habitat restoration project in HSP project area of the site and the adjoining property. • Prepared for planting season and continued technical planning, grant funds budgeting, coordination & implementation for Oak savanna “CIS” habitat project, in coordination w/ landowner & contractors. Re-evaluating alternatives for mulch/moisture conservation and protection of plants from elk. Coordinated and did 2 site visits to assess current conditions, refine scope of work and show contractors the project area, as follow up to scope of work and request for proposals prepared and issued on 12/19. • Visited Sauvie Island oak habitat landowner w/Board member Hartline to discuss protection and habitat enhancement options; did follow up • Provided misc. technical assistance re: weed control, e.g. teasel, poison hemlock, etc.
<i>Outreach & Education; partnerships, collaborative grants (Goals 1-6)</i>	<ul style="list-style-type: none"> • Finalized my content edits to Living on the Water version 2 draft, including invasive species, vegetation and wildlife sections; did coordination and met via phone with SBWC staff on the same; document will move to design phase • Facilitated with new SBWC coordinator the initiation of a grant application to the Oregon Invasive Species Council re: innovative education and outreach to the moorage community regarding aquatic invasive species • Edited 3 additional individual annual reports for Healthy Streams projects, which were mailed out to relevant landowners with a Program accomplishments report • Participated in planning for NRCS local work group meeting to gather landowner input re: NRCS programs in our district; the meeting will be at the Sauvie Is. Grange 2/13 • Outreached to fellow SWCDs re: oak conservation easements & incentive programs
<i>Admin. / training (Goal 6: Maintain a vibrant agency)</i>	<ul style="list-style-type: none"> • Facilitated 1 technical staff meeting, participated in 1 leadership team meeting • Miscellaneous coordination and reading on current restoration & technical issues • Reviewed 2 internship applications and participated in scoring calibration meeting and additional meeting to refine job announcement and address DEI considerations • Participated in long-range business/strategic planning; did outreach and related logistics and then coordinated and conducted 2 interview sessions with landowners and transcribed responses; coordinated and conducted one additional partner interview • Prepared monthly report, timesheet; reviewed safety committee report and new fiscal year work-planning and budgeting timeline; did other misc. admin. work & planning • 2 days Holiday (Christmas & New Year’s Day), plus additional time off
<i>NRCS project match; DEI</i>	<ul style="list-style-type: none"> • Enyart WRE: 28 hours • <i>DEI</i>: Tech. staff further considered DEI re: our intern recruitment & job announcement; share our Whose Land is Our Land report with interested partner

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 December)

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. Processed retroactive pay adjustments resulting from supplemental budget adoption.
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. Incorporated edits/updates to Employee Handbook, 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. Began recruitment for 2020 Interns
Audit	Audit completed and filed with Secretary of State, ODA, and TSCC and posted on website
Budget	Adjusted all budget documents to reflect Supplemental Budget adopted in October, including retroactive pay adjustments. 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. Finalized resolution and policy effective 1/1/20 for Prevention of Workplace Discrimination, Harassment, and Retaliation. Drafted updates to 2014 Board Duties and Responsibilities Policy adding meeting rules of order and associated resolution.
Grant administration and reporting	Accounting and tracking for regular grant reporting and submissions (ODA TALMA, NRCS Wetland Reserve Easements, NRCS Conservation Innovation Grant reporting).
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 new parking vendor and property manager.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Monthly SDAO safety webinars first Thursday of every month.
Long-Range Business Plan	Ongoing core team meetings and coordination of interviews; began planning for board half-day retreat for LRBP discussion and input.
General Administrative	Completed last round of office deep cleaning coordination.

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

Task	Explanation
<p>Long Range Business Plan (LRBP) (G 1 – 6)</p>	<p>Responded to December Board Member’s input with a board-specific survey/interview option to gather initial feedback from Board Members. Thus far I’ve received 4 responses (3 via the online survey and one board member interview).</p> <p>Follow-up meetings have been held with the following LRBP “teams” to support Information Gathering Phase and address upcoming planning for the LRBP update:</p> <ul style="list-style-type: none"> • Core Team Members (Terri, Jim & Michele) • Leadership Team • Conservation Scope Teams (Technical Staff & Renee) <p>Worked with Terri to redesign Board LRBP report formats and delivery (attached).</p> <p>Worked with Cliff, Tere, Michele, Jim and Randi to finalize the LRBP Equity Lens Contract and Scope of Work terms and language. Currently awaiting signatures.</p> <p>Conducting interviews with partner organizations and program participants and coding incoming interviews for reporting out early February.</p>
<p>Urban Conservation (G1- 3, 5, 6)</p>	<p>Finalized winter contractor crew planting logistics and put in Clean Water Services Bareroot/Cutting order.</p> <p>Conducted a site visit with contractors and landowners to plan for next steps and review progress for the SW 50th project.</p> <p>Met with Forest Park Conservancy and Portland Parks & Recreation staff to plan for upcoming Canopy Weed program strategy.</p> <p>Working on 2 conservation plans.</p> <p>Worked with landowners to post WMSWCD project success signs.</p> <p>Met with the West Willamette Restoration Partnership and coordinated our signed Declaration of Cooperation.</p>
<p>Grants (G1 – 6)</p>	<p>Working with Janelle St. Pierre to close out Marshal Park OWEB Small Grant.</p> <p>Provided input on WWRP Community Engagement Strategy for NIN Grant.</p>
<p>Diversity, Equity & Inclusion (G1-6)</p>	<p>Met 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> <p>Participated in Internship Lived Experience CDE informaiton debrief meeting.</p> <p><i>*Work in LRBP w/ CELs also responds to DEI workplan.</i></p>

Long Range Business Plan (LRBP) Board Report

12/30/2019

Information Gathering Progress:

- The following additional partners have been interviewed (since the December report): Watershed Resource Center, Oregon Department of Forestry and Clackamas SWCD.
- The WMSWCD Board survey was launched and has received 3 online surveys plus one interview survey.
- The online community survey has received 147 responses and 15 demographic questionnaires.
- The Community Engagement Liaisons (CELs) have translated the surveys in 5 languages (Arabic, Chinese, Russian, Spanish and Vietnamese) and have begun gathering survey responses.
- Cliff Jones of Capacity Building Partnerships, the contractor that will be developing a training and facilitating some sessions to implement the Equity Lens, has provided overall plan feedback to incorporate.

Next Steps:

- Wrap up remaining information gathering tasks (financial sustainability index, financial forecast, cost-benefit analysis and organizational health examination).
- Debrief meeting with CELs and Ping Khaw.
- Code and report out on information gathered.
- Planning teams to develop emerging success criteria, theme conversation questions to be examined and conversation participant makeup/framework.

Upcoming Board Decision:

- In April, the Board will be asked to review and endorse theme planning team's emerging success criteria, conservation scope direction setting questions and participant makeup/framework.

Renee Magyar, Communications & Outreach Manager

Report covers month of December 2019

Area & Goal	Explanation
Social media All GOALS	<ul style="list-style-type: none"> • Shared partner + District-supported events and news articles • Posted aerial drone test flight photos; big leaf maple syrup making; declining bird populations; ash trees and emerald ash borer; • Soil School, Long Range Business Plan survey, and internship hiring promotions • Continued work on social media best practices guide
Media Relations All GOALS	<ul style="list-style-type: none"> • Updated media distribution list • Distributed DEI committee & Board meeting announcements to media list • Distribute guest-written holly orchard conversion article to Linnton Neighborhood Assn newsletter • Distribute NRCS meeting announcement to Skyline Ridge Runner
Website Management All GOALS	<ul style="list-style-type: none"> • Updated Board + DEI pages with meeting attachments • Updated various program and board meeting pages • Coordinated internship hiring web forms and created pages
Communications All GOALS	<ul style="list-style-type: none"> • Staff and Leadership Team meetings • Distributed Meadowsaping Handbooks • Project planning for update to Living on Water guide • Edited ODFW internship blog for winter newsletter (Feb/Mar) • Prep for January presentation to board • Update editorial calendar for winter newsletter
Outreach/Events ALL GOALS	<ul style="list-style-type: none"> • Table at Zoo Education Center to promote winter pollinator habitat • Continued Soil School planning: arrange speakers; build out agenda
Diversity, Equity and Inclusion All GOALS	<ul style="list-style-type: none"> •
Other	<ul style="list-style-type: none"> • Ongoing LRBP Community Outreach team work; budget tracking; distribution email list clean-up and survey distribution • Coordinated presentation on Sauvie Island Cultural Mapping Tool project • Arranged meeting NRCS space at Sauvie Island Grange

Laura Taylor, Conservationist and Education Coordinator

January 2020 Board Meeting Staff Report (Covers December)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Attended a workshop on Climate Adaptation for Northwest Forests
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Reviewed intern drafts, made significant contributions, incorporated Kammy’s feedback, finalized and mailed 11 Healthy Streams Project Summaries to their respective land owners along with the HSP annual report. • Wrote drafts of 4 additional Healthy Streams Project Summaries ready for Kammy’s review. • Reviewed herbicide treatment reports and invoices.
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> • Approved a reimbursement request for school garden expenses • Tabled at the Oregon Zoo to promote protecting and providing winter hibernation and nesting sites for native bees. • Informed all of our school garden participants about the upcoming Farm to School and School Garden Conference.
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none"> • Filled out a reference questionnaire for one of our 2019 interns • 2020 internship job announcement: <ul style="list-style-type: none"> • Consulted with the Center for Diversity and the Environment (CDE) to review our job announcement. • Met with staff to review the CDE’s recommendations and gain consensus on what to incorporate. • Incorporated the CDE’s input in to job announcement and scoring criteria. • Had the job announcement reviewed by SDAO, consulted with them, and then made revisions to finalize the job announcement. • Worked with Rene and Randi to post the announcement on our website and advertise it. • Interviewed 4 prospective interns for the Green Jobs Internship program and discussed planning and logistics of the program with partners.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> • Conducted 1 interview with a school, and 2 with education partners for the Long Range Business Plan (LRBP). • Attended WMSWCD staff meeting.
NRCS Grant Contrib.	<ul style="list-style-type: none"> • None
Diversity, Equity & Inclusion	<ul style="list-style-type: none"> • Consulted with the Center for Diversity and the Environment (CDE) to review our job announcement, and incorporated their recommendations.

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