

Long Range Business Plan (LRBP) Board Report 2/6/2020

Information Gathering:

- Staff interviewed 7 program participants (i.e. schools, landowners and/or residents that have worked with one or more of our programs)
- A total of 32 current or new potential partners has been interviewed (see attached list). A few additional interviews are pending.
- Michele has reached out to a subset of our partners to ask financial sustainability specific questions, these include Tax Supervising and Conservation Commission, Special Districts Association of Oregon and Government Finance Officers Association.
- The WMSWCD Board survey received 4 online responses plus one interview survey.
- The online community survey has received 164 responses and 17 demographic questionnaires.
- The 8 Community Engagement Liaisons (CELs) we are working with are returning 20 surveys each for a total of 160 surveys. There will be a debrief with the CELs on these results this February.
- Staff have completed an organizational health survey and its discussed results.
- The Diversity, Equity and Inclusion committee has approved use of the most recent draft of the District's equity lens for the LRBP update and a subset of committee members have volunteered to be trained lens facilitators for the LRBP update process. Susan Weedall has also expressed interest in this training.
- The conservation scope planning team (plus Jim, Randi and Michele) have crafted draft ideas on how we might integrate the "Whose Land is Our Land" narrative into our LRBP update.
- The financial sustainability planning team held its first meeting where it reviewed a draft financial sustainability lens and discussed evolving success criteria.
- The following have accepted chair positions within their planning teams to ensure agendas are well built and meetings are successfully facilitated:
 - Weston Miller, Chair of Financial Sustainability Planning Team
 - Shawn Looney, Chair of Conservation Scope Planning Team
 - Jan Hamer & Randi Razalenti, Co-Chairs of Organizational Health Planning Team

Next Steps:

- Equity lens planning meeting with Cliff Jones scheduled this February 11th.
- Debrief meeting with CELs and Ping Khaw to discuss survey results and community outreach insights is scheduled for February 20th.
- Interviews & survey findings analyzed, synthesized and reported out on for staff and board review in March.

- Planning teams to develop evolving success criteria, theme conversation questions to be examined and conversation participant makeup/framework. The following team meetings are scheduled and all interested directors are welcome to participate:
 - Conservation Scope Team: February 25th, 10 am – 12 pm, WMSWCD Conference Room
 - Financial Sustainability Team: March 3rd, 12:30 pm – 2 pm, WMSWCD Conference Room
 - Organizational Health Team: TBD

Upcoming Board Decision:

- At the March Board meeting, directors will be asked to review and endorse theme planning team's emerging success criteria, conservation scope direction setting questions and participant makeup/framework.
- At the April 18th Board retreat, the board will be asked to answer the conservation scope questions and, depending on upcoming input from Cliff Jones of Capacity Building Partnerships, may apply an equity lens to their answers.

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

General	This month’s staff report reflects my reduced work schedule; averaging about 38 % full time equivalent for the month of January. Most of this work is done remotely from home. Days I was in the office were Mondays, January 6 th , January 13 th and January 27 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.
Goal 1: Erosion & Healthy Soil	No Activity
Goal 2: Water Quality	No Activity
Goal 3: Habitat & Biodiversity	No Activity
Goal 4: Working Lands	<ul style="list-style-type: none"> Oregon Association of Conservation District’s Monthly Communication Call featuring Mike Powers, Oregon Department of Agriculture, on newly passed and enacted legislation (House Bill 2437) relating to Channel Maintenance and Intermittent Streams of agricultural lands (January 30th).
Goal 5: Cultivating Stewards	No Activity
Goal 6: Vibrant Agency	<ul style="list-style-type: none"> All Staff Meeting (1/6), Leadership Team Meetings (1/13, 1/27), Technical Staff Meeting (1/28). Board Meeting Prep and Check-In with Director Terri Preeg Riggsby (phone call) (1/9) Update position descriptions for the Conservationist and Invasive Species Program Manager and Controller and Administrative Manager positions. Sent to respective employees for their review. Fiscal Year 2020-21 Annual Work Plan reviews with Mary Logalbo (Urban Conservationist, 1/27) and Laura Taylor (Conservationist and Education Coordinator, 1/30) and Michael Ahr (Forest Conservationist, 1/30).
Long Range Business Plan (LRBP) Update	<ul style="list-style-type: none"> Review and comment on draft Financial Sustainability Lens with Leadership Team (1/27). Participated in Tech Staff’s review of the internal Organizational Structure and Health Survey (1/28)
Sturgeon Lake Restoration Project (In Kind = 16.5 hrs)	<ul style="list-style-type: none"> Check-In Phone Calls with W. Fritz Paulus (Real Estate Contract Attorney) CLOSING on the Permanent Conservation and Road Purpose easements from Landowner #4 (1/10). Finalized the Permanent Conservation Easements from Landowners #1 – Ready for Closing.
Diversity, Equity and Inclusion	<ul style="list-style-type: none"> Diversity Equity and Inclusion Committee Meeting (by phone) (January 22nd). Participated (by phone) in the staff discussion on options relating to the District’s response to the findings and recommendations from the paper, <i>Whose Land is Our Land - Spatial exclusion, racial segregation, and the history of the lands of western Multnomah County</i>. (This was part of the January 28th Technical Staff meeting.)
Professional Development	No Activity

Michael Ahr, Forest Conservationist

January Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> Supervised cutting of trees at an EQIP project on McNamee Rd – about 2-3 acres were cut for future conifer planting. Also had a crew cutting gaps at a property between Skyline and Rock Creek Road. Met the landowner who owns the headwaters of McCarthy Creek. This landowner is interested in a plan and NRCS funding. Planning another project for NRCS funding in the Holbrook (NW Morgan Rd) area. Visited a property on Pauly Road to discuss weed control on acreage that has been clearcut. I'm excited to see the landowner do some extra work to get the trees growing better. 9 total site visits Prepared for planting season coming up in February – a couple of the site visits were related to discussing the plantings with landowners.
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"> Met with Forest Park Conservancy/Green Jobs interns CWMA Pull Together event on noxious weed control and collaboration
Miscellaneous	<ul style="list-style-type: none"> For LRBP, I interviewed OSU Extension, Tualatin River Watershed Council, Skyline Ridge Neighbors, Forest Park Neighborhood Association and 2 individual landowners. Worked to transcribe all of those interviews Participated in surveys and various staff discussions related to LRBP Reviewed resumes and attended associated meetings for hiring our interns Attended Clackamas SWCD Open House
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. **RCP**-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
February 2020 Staff Report (Jan 22nd – Feb 13th 2020)

Task	
<p><u>Early Detection, Rapid Response (EDRR)</u></p> <p>Program</p> <p>Goals 1-6</p>	<ul style="list-style-type: none"> • Milk Thistle: Working with ODFW staff and local landowners to control milk thistle on Sauvie Island near the southern end of Sturgeon Lake. • Lesser Celandine/Spurge Laurel: Contractor/Agency coordination for limited high priority treatments, including Tryon Creek, Abbey Creek and Skyline. • Oregon State Weed Board grant: Our Portland Garlic Mustard Partners 2020 grant proposal requesting nearly \$25,000 for garlic mustard control will be reviewed at next week’s Oregon State Weed Board meeting. • Oregon Invasive Species Council (OISC) Outreach & Education Grant: Submitted new grant proposal requesting for \$2000 for Portland Pest Prevention Outreach project. Working with realtors, community groups and master gardeners to deliver workshops and build on in-production “Don’t Move a Pest” materials created by ODA. Also, approached by Kammy to assist with Aquatic Invasive Species Multnomah Channel Moorage Outreach project proposed by Scappoose Bay Watershed Council (requesting \$10,000 in OISC education & outreach funds). • EDRR Outreach: Working with Renee to compile and send large spring outreach mailing for new properties, renewals and new ownerships. Several Weedwatcher/Contractor trainings in the works for Forest Heights, Lewis & Clark College Maintenance Staff, Multnomah County Adult Alternative Community Service Crews, Tree School, Backyard Habitat Certification Program, Multnomah County Master Gardeners and Tryon Creek. Will be tabling at Japanese Beetle open house. • Data Management & Mapping: Attended webinar for PNW EDDMapS training. Discussing ESRI Collector/Survey 123 training for 4-County CWMA. • Drone: Hoping to get some practice flights in but have been too busy! • Other: Presented oral testimony to Portland City Council for 2020-2030 Portland Invasive Species Strategy. It was very well received and passed! Reviewed revised 100 year water vision survey.
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> • Provided additional review/suggestions for Metro IPM Calendar. Aiming to publish to 4-County CWMA website in mid-March. • Reviewed list of aquatically-approved surfactants and their associated toxicologies. • Reviewed Solve Pest Problems Planning Session minutes. • Reviewed contractor herbicide reporting questions from Kammy. • Working on 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: <i>Website planning—goal is to focus target audience on professionals since Solve Pest Problems will not include this group as a primary focus during development. Looking at improving layout, design and developing/publishing training resources for restoration and land managers. Reviewed survey results from Pull Together and starting early planning for next year. Contributed to mapping and data committee discussion on mapping priority species. Reviewed NAISMA herbicide statement. Co-planning next general meeting to be held in Multnomah County March 11th (10am-12pm at EMSWCD).</i></p>

	<p>Oregon Invasive Species Council (OISC): Attended general meeting in January and facilitated communication committee breakout session, and participated in strategic/action plan breakout. The new council members are hitting the ground running! I will remain engaged in the communications committee to help see through the vision of local OISC networks.</p> <p>Tryon Creek Watershed Council: Co-leading Watershed Wide Event work party with Mary. Attended Tryon Creek Watershed Assessment/Feb Board Meeting. Working with Lewis & Clark staff and students to host a garlic mustard work party in April.</p> <p>Western Invasives Network: Correspondence with Troy (grants, networks, resource sharing)</p> <p>Willamette Aquatic Invasives Network: Phone meeting with Marci to discuss OISC grant.</p> <p>NAISMA Legislative Committee: Reviewing Herbicide Statement. Hope to attend 2020 conf.</p>
Long Range Business Plan	Interviewed Columbia SWCD, Western Invasive Network, and 4-County CWMA (8 interviews in all). Typed and submitted interview notes and corresponding documents. Participated in Organizational Health survey, and reviewed results with Jim.
DEI Goal 6	Working with CWMA and BES to develop CEL's survey. Discussed green workforce development programs with tech staff and 4-County CWMA. Developing DEI-topics for Pull Together 2021.
Presentations/Tabling	LOTS of upcoming presentations in the works including Master Gardeners, Backyard Habitat, Tryon Creek, Tree School (Invasive Species ID in Woodlands, Non chem weed control) and more.
Technical Assistance	Answered questions from Master Gardeners and community members (6).
Misc/Admin Goals 1-4, 6	Participating on Intern Hiring Committee; Reviewed 15 applications and participated in interviewee selection meeting; Contracting and SOW paperwork; Invoicing Review; Database entry; Conservation Plan tracking; Coordinating with partners; Curating our invasive plant specimens; Field Supplies Management & purchasing; Landowner correspondence; Budget Tracking; Listserv posts; Work plan development; Position Description Review; Letter of reference for former intern; etc.
Meetings/Events, Tabling, Presentations, Site Visits etc (7) Goal 6	Portland City Council Meeting (1/22), Oregon Invasive Species Council (1/28), PNW-IPC EDDMapS webinar, TCWC meeting (2/10), CWMA Committee Meetings (2/12)

* 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, PNW-IPC (PNW Invasive Plant Council), PSU – Portland State University, SI-Sauvie Island, UMASS – Univ of Massachusetts

Scott Gall
February Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	<p>Next fiscal year’s draft DEI work plan is in the packet and on the agenda for the Board Meeting in February.</p> <p>The Board adopted the DEI Guiding Principles Document last month. Of those that missed it, here they are again:</p> <ul style="list-style-type: none"> a) Inclusivity: The District is an inclusive organization that welcomes and engages all people in all facets of our organization, activities and programs. b) Diversity: The Board and staff of the District, the contractors we hire and the people who benefit from our work reflect the demographics of our service area. c) Equitable Engagement: The District meaningfully engages historically marginalized communities decision making, programs, and policy. d) Equity Accountability: The District works proactively and deliberately to understand and advance equity outcomes. e) Racial focus: The District will lead with racial inclusivity, diversity, equity and accountability actions and policies that result in positive outcomes for all.
Long-Range Business Plan	<p>Wrapped up interviews with a farmer on Sauvie Island and the World Forestry Institute.</p>
Small Acreage Farms and new landowner contacts SP Goals 1-5	<p>Reworking a conservation plan with a landowner on Sauvie. Pervious work was with pollinator habitat but their farm has grown to include animals over the last few years and now they have some mud issues they are dealing with. So we are working on some fixes there.</p>
Site Visits (3) SP Goals 1-5	<p>Out to Dairy Creek and one livestock owner.</p>
Sturgeon Lake Restoration 5 site visits (164 miles) 30 hours SP Goal 1 & 3	<p>Revegetation Work: We are getting ready to plant (in 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.</p> <p>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.</p> <p>Other Monitoring – on January 31st I assisted with Adrian Jimenez, a student with Portland State University, we collection of water samples from on or around Sturgeon Lake. Adrian is continuing a study looking at the interaction of the Willamette and Columbia Rivers around Sauvie Island and the changes to the source of the water within Sturgeon Lake.</p>



Some Photos of Adrian sampling in and around the lake (from left to Right): “The Wash”, “Big Eddy” fishing dock; Metro boat ramp.

Task	Explanation
ODA Grant SP Goals 1, 2, 4, 5 & 6	Ongoing tracking.
Off-Channel Salmon Habitat and McCarthy Creek WRE	Not much new here. We hope to get out in spring/early summer when the water goes down to see the effects of the wetland scrap down.
Soil Health SP Goal 1,2,3,4&5	Starting out with a new landowner with about 10 acres. Newish farm and good opportunity for them to get out ahead of soil health.
Water Quality Monitoring SP Goals 2,3 & 6	Report for 2019 forthcoming.

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 January 20 – February 14, 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; prepared scopes of work; coordinated related invoicing and record keeping • Did final planning for planting season, which will include re-planting at 4 HSP/SH sites + 2 additional sites noted below; received and inventoried plants at the plant cooler; coordinated with contractors, City of Portland, landowners and nursery. Providing a handful of Oregon oaks and Valley Ponderosa pines to Sauvie landowner. • Visited one HSP site to assess streambank erosion.
<i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i>	<ul style="list-style-type: none"> • Did site visit with contractor, technical preparations, directed crews, and completed winter planting of ~6,000 plants at NRCS WRE site uplands and wetland areas in newly placed soils, and in temporary access and staging areas -- as the final phase of the wetland restoration project for which earthmoving was completed in October. Plantings included 625 upland shrubs and small trees -- to accompany fall-planted forbs/wildflowers -- in 4 large pollinator hedgerows, 27 clusters of Oregon oaks, and 1,000s of individuals of multiple native willow and shrub-scrub wetland species. Consistent w/NRCS specifications, secured necessary materials and constructed and installed wire caging and tubes for 400 upland plants, including oaks. Coordinated with CREST, our partner on the wetland restoration. Provided documentation to NRCS for 2019 project activity. • Did site visit with contractor, final scope of work and preparations, and refinement of specifications for winter-planting at Oak savanna “CIS” habitat project in the upper Abbey Creek watershed, in coordination w/ landowner, nursery & vegetation contractor. Did budgeting, ordered supplies, received plants and arranged last step of site preparation on steep slope to be planted.
<i>Outreach & Education; partnerships, collaborative grants (Goals 1-6)</i>	<ul style="list-style-type: none"> • Continued final review and coordination for Living on the Water version 2 • Provided input for SBWC \$10K grant application to Oregon Invasive Species Council, with WMSWCD as a partner, to do signage & education with the moorage community about aquatic invasive species; began planning for next year’s partnership agreement • Prepared for and attended NRCS local work group meeting on 2/13 at the Sauvie Island Grange
<i>Admin. / training (Goal 6: Maintain a vibrant agency)</i>	<ul style="list-style-type: none"> • Facilitated 2 technical staff meetings, participated in 2 leadership team meetings • Completed First Aid & CPR training to renew certification • Participated in long-range business/strategic planning; did follow-up to interviews; participated in internal organizational health survey & follow-up discussions • Prepared annual work plan and reviewed with manager; did monthly report, timesheet; other misc. admin. • 1 Holiday (MLK Day: spent personal time doing SOLVe litter clean-up)
<i>NRCS project match; DEI</i>	<ul style="list-style-type: none"> • Enyart WRE: estimated 60 hours on planting, preparations & documentation • DEI: Review progress and check in re: Sauvie Island Cultural Mapping Tool; considered opportunities to work with corrections crews

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 January)

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. 1099 reporting completed.
Human Resources (personnel files, employee handbook, benefits, retirement plans, recruiting, hiring, onboarding, termination)	Continuing salary matrices for staff positions. Employee Handbook fully updated and distributed. Internship resume redaction for 2020 Interns (DEI/Equity Lens) CPR/First Aid all staff training coordinated utilizing free training through SDAO.
Budget	Updated and issued Budget Calendars – external and internal. Confirmed Budget Committee Members. Budget process discussed and tools and information distributed to all Staff. Evaluation of priorities for FY 2021 and annual work plan preparation.
Board of Directors meetings	Prep, agenda, media notice, Treasurer’s Report, staff and DEI reports, room and refreshments, minutes, website postings. Finalized Board Duties and Responsibilities and Meeting Rules of Order policy 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 (DEI/Equity Lens), Core Team meetings for the Long Range Business Plan update project. CPR/First Aid all staff training coordinated utilizing free training through SDAO.
Other external meetings and events (WHA Insurance Agents, SDAO, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Coordination with WC Insurance; resolution of parking issues related to transition to new vendor; coordination/ review of year-end W-2 reporting.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Monthly SDAO safety webinars first Thursday of every month. CPR/First Aid all staff training coordinated utilizing free training through SDAO. TSCC Budget Law training.
Long-Range Business Plan	Ongoing core team meetings and coordination of interviews; began planning for board half-day retreat for LRBP discussion and input. Financial Sustainability Team meetings and prep.
General Administrative	Coordination of meetings/trainings: CONNECT, 4/18/20 Special Board meeting/retreat to discuss LRBP

Mary Logalbo, Urban Conservationist
 January 2020 Highlights (for February Meeting)

Task	Explanation
Urban Conservation (G1- 3, 5, 6)	<p>Installed 2300 native plants at the Deer Creek Restoration Connection site.</p> <p>Conducted a site visit with new landowners and provided follow-up technical assistance. Working on finalizing two conservation plans. Working on 2 conservation plans.</p> <p>Provided follow-up information and guidance to Forest Park Conservancy staff to plan for upcoming Canopy Weed program delivery.</p> <p>Worked with landowners to post WMSWCD project success signs.</p> <p>Met with the West Willamette Restoration Partnership steering committee to review open co-chair position, Declaration of Cooperation and other logistics.</p> <p>Provided former Columbia SWCD board member input on lawn conversion resources including <i>The Meadowscaping Handbook.</i></p> <p>Met with Kammy & Laura to discuss this year’s Partner Funding programs. Sent out urban conservation partner’s partner funding applications after updating and preparing the same from a revised template that Laura put together.</p> <p>Participated in Tryon Creek Watershed Council Stewardship Committee meeting.</p> <p>Met with Lewis & Clark staff to catch up and discuss the upcoming volunteer Watershed Wide Event on their campus.</p>
Grants (G1 – 6)	<p>Working on closing out Marshal Park & Deer Creek OWEB Small Grants.</p> <p>Met with WRC staff to discuss 1% for Green funding next steps.</p>
Diversity, Equity & Inclusion (G1-6)	<p>Followed up with PSU professor Dr. Craig Shinn on publication of "Whose Land is Our Land: Spatial Exclusion, Racial Segregation and the History of the Lands of western Multnomah County." Met with Indi to discuss her upcoming presentation & publication steps – provided follow-up input, materials and an outline for Indi’s UERC presentation highlighting the findings of this paper.</p> <p>Participated in January DEI Committee meeting and stepped down from DEI Committee until completion of the LRBP Update. <i>*Work in LRBP w/ CELs & Equity Lens also responds to DEI workplan.</i></p>
Other	<p>Managing Long Range Business Plan (LRBP), <i>see LRBP Report for progress.</i></p> <p>Served on WMSWCD internship applicant review team, includes a calibration meeting, two rounds of applicant reviews and a final applicant review meeting.</p> <p>Drafted my 2020-2021 Annual Work Plan and met with Jim to review the same.</p> <p>Met with new Green Jobs Interns and discussed career paths/interest w/ them.</p>

Renee Magyar, Communications & Outreach Manager

Report covers month of January 2020

Area & Goal	Explanation
Social media All GOALS	<ul style="list-style-type: none">• Shared partner + District-supported events and news articles• Posted/shared invasive species workshop, Oregonian native plant article featuring Weston Miller, Backyard Habitat program article, Tualatin SWCD Land Steward course, testifying on invasives to Portland City Council, promoted Tree School Clackamas, Rogue Farm Corps farm succession planning workshop, forest restoration project site• Launched Instagram account
Media Relations All GOALS	<ul style="list-style-type: none">• Distributed DEI committee & Board meeting announcements to media list
Website Management All GOALS	<ul style="list-style-type: none">• Updated Board + DEI pages with meeting attachments• Updated various program and board meeting pages
Communications All GOALS	<ul style="list-style-type: none">• Staff and Leadership Team meetings• Distributed Meadowscape Handbooks• Editing and layout for update to Living on Water guide• January board meeting presentation to board• Coordinated for EDRR mailing
Outreach/Events ALL GOALS	<ul style="list-style-type: none">• Continued Soil School planning: arrange speakers; coordinate partners and build out agenda development• Coordinated tabling and materials for Japanese Beetle annual ODA event
Diversity, Equity and Inclusion All GOALS	<ul style="list-style-type: none">• Participate in DEI committee January meeting
Other	<ul style="list-style-type: none">• Ongoing LRBP Community Outreach team work; coordinated Tualatin SWCD partner interview, conducted and transcribed interview• Sent Rural Living handbooks to partner for distribution• Attended Tech Staff meeting for LRBP/Org Health discussion

Laura Taylor, Conservationist and Education Coordinator

February 2020 Board Meeting Staff Report (Covers January)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • none
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Wrote draft of 1 Healthy Habitats Project Summary • Coordinated with contractors on removing tree protection tubes where they are worn out and/or trees have out-grown them.
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> • Provided technical advice on poison hemlock removal to a school participating in the School Garden Program. • Sent requests for Partner Funding applications to Education Partners: Sauvie Island Center, Friends of Tryon Creek, and Ecology in Classrooms & Outdoors. • Worked with partners (Tryon Creek Watershed Council, HAKI Community Organization, Friends of Tryon Creek, and Sauvie Island Center) to develop a pre-application for a Metro Nature in Neighborhoods Education Grant which was submitted by Tryon Creek Watershed Council. • Worked on identifying District caught Oregon Bee Atlas specimens to family level, and turned in our specimens to the program organizers.
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none"> • Compiled a summary of accomplishments for our 2019 interns for future reference. • 2020 Internship Recruitment: <ul style="list-style-type: none"> • Responded to intern applicant questions • Updated the intern application scoring rubric • Organized and held a scoring calibration meeting with all reviewers • Assigned applications to reviewers • Reviewed and scored 16 applications • Coordinated with Randi on hiring logistics. • Hosted 4 interns and the program coordinator for the Green Jobs Internship Program at the District for a meet-and-greet introduction with District staff.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> • Conducted 1 interview with a school for the Long Range Business Plan (LRBP). • Transcribed 5 LRBP interviews. • Responded to the District’s Organizational Health Questionnaire and discussed results at a staff meeting. • Developed my 2020-21 Work Plan, and met with Jim to discuss it. • Reviewed Employee Handbook updates • Attended the CWMA Pull Together Conference • Attended WMSWCD staff & tech staff meetings.
NRCS Grant Contrib.	<ul style="list-style-type: none"> • None
Diversity, Equity & Inclusion	<ul style="list-style-type: none"> • Participated in a Diversity, Equity, & Inclusion Committee Meeting

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