

Long Range Business Plan (LRBP) Board Report

3/10/2020

Information Gathering:

- The online community survey received 182 responses and is now closed. Survey results have been analyzed and reported out to the Conservation Scope Planning Team.
- A total of 32 current or new partners and 7 program participants have been interviewed. Interview results have been transcribed, coded, analyzed and reported to the Conservation Scope Planning Team.
- A total of 160 surveys were collected by 8 Community Engagement Liaisons (CELs) that reached out to 20 community members each within the racial and/or ethnic communities that they are active leaders within. There was a debrief with the CELs on these results this past February. CELs debrief and survey results have been analyzed and reported to the Conservation Scope Planning Team.
- Staff completed an organizational health survey and discussed its results. The Organizational Health Planning team has also reviewed these results. The Organizational Health Planning team has decided that the board should also complete a similar survey, which has been developed and sent out with a March 20th deadline.
- All planning teams have met and drafted evolving success criteria to examine and weigh difficult decisions against. Teams have also developed questions to guide our direction setting conversations (*included in this packet*).
- The financial sustainability planning team finalized a financial sustainability lens to better ensure
- A subset of the Diversity, Equity and Inclusion Committee members (Randi & Laura) Mary met with Cliff Jones, of Capacity Building Partnerships, to craft a plan and review a draft LRBP specific equity lens.

Next Steps:

- Equity Lens Train the Trainer, postponed until further notice.
- Board Retreat, postponed until further notice.
- Planning team meetings, equity lens review of developed questions/criteria with board input incorporated. *Notices will be sent out as meetings are scheduled.*
- Conservation Scope Team, following up discussion on Conservation Scope Advisory Committee (CSAC)

Upcoming Board Decision:

- At the Spring Board retreat (*April 18th meeting was postponed until further notice*), the board will be asked to apply a modified LRBP equity lens to the conservation scope evolving success criteria and answer the conservation scope questions.

Survey & Interview Results Highlights:

Survey & interview projects have robust and detailed reports that may be requested and/or presented on as desired, please contact Mary Logalbo at mary@wmswcd.org with requests:

Community Engagement Liaison services (CELS) Surveys (160 responses):

- Clean water, clean air, climate change & access were top conservation issues.
- Lack of awareness of our organization, services & work was overwhelming.
- Language, landowner and cultural barriers and key opportunities identified.
- Working within existing community structures and organizations was stressed.
- Lack of government trust and need to build relationships was emphasized.
- Jurisdictional and jargon confusion coupled with the need to simplify was noted.
- Cultural conflicts with invasive species management was noted.
- One quarter of respondents lived in our district and majority didn't feel our services were accessible.

Interviews (33 response):

- Most mentioned strengths: collaborating & convening, trusted professional staff, diversity, equity & inclusion work (DEI), customer support and conservation planning.
- Improvements: better outreach/communications around services/offerings, increase/expand collaboration, and address climate change.
- Top conservation issues: Education & outreach most mentioned followed by watershed health & water quality, wildlife needs/connectivity; climate change & invasive species following that with DEI, wildfire risk and forest health thereafter.
- Greatest threats: Lack of education/awareness/information (overwhelmingly most stated), climate change, development/urbanization and capacity/funding.

Online Surveys (182 responses):

- Top conservation issues: Climate change, healthy habitats & clean water.
- Most valued service: Property wide conservation planning & advice, online & in print information and invasive weed control.
- Most respondents lived in our District and felt our services were accessible.
- Awareness of our offerings was the top listed barrier to access.

Organizational Health (All staff responded):

- Capacity & Overachiever Culture: Concerns about staff capacity and our culture of overachieving was the top overarching theme throughout many responses and related questions. A desire to have clear strategic priorities through the LRBP was mentioned.
- Comradery & Communications: Overall, we all deeply value each other and overwhelmingly enjoy working together and mostly feel our communications at all level are welcomed, however it was stated that there aren't good avenues to share when dissatisfactions arise and some don't feel welcomed to speak with the board.
- Leadership: There are primarily positive interactions and appreciation for organizational leadership at the staff and board level, however some concerns about top down shifts in management, reaching leadership in a timely manner, feeling in the dark about decision making and micromanagement were voiced.
- Equity & Inclusivity: Our diversity, equity and inclusivity (DEI) work was noted as a something we love about working here, a desire for more time to work on DEI was expressed and suggestions about increasing inclusivity at board meetings were noted.
- Engagement & Recognition: All staff are engaged either all the time or some of the time with their work. Many did not feel adequately recognized, but denoted the recently started performance reviews as a step in the right direction.
- Promotion & Benefits: Only half of our staff are satisfied with their chances for promotion. All deeply value our benefits package and see our ability to have flexible schedules as a big draw.

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

<p>General</p>	<p>This month’s staff report reflects my reduced work schedule; averaging about 56 % full time equivalent for the month of January. Most of this work is done remotely from home. Days I was in the office were February 6th, 10th, 18th, 24th, 25th and 28th. I was also able to get out and conduct work at remote meeting locations including making a trip down to Salem to attend the Oregon State Weed Board meeting. 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.</p>
<p align="center">Goal 1: Erosion & Healthy Soil – No Activity</p>	
<p align="center">Goal 2: Water Quality – No Activity</p>	
<p>Goal 3: Habitat & Biodiversity</p>	<ul style="list-style-type: none"> • Oregon State Weed Board Meeting (2/20, Salem). • Foresters for the Birds Conference Call (2/23). Forester for the Birds is designed to engage landowners with how they can support bird populations on their forestlands by maintaining key habitat features specific so focal bird species associated with a particular forest cover (habitat) type.
<p>Goal 4: Working Lands</p>	<ul style="list-style-type: none"> • Oregon Department of Agriculture Webinar on new legislation (HB 2437) pertaining to Agricultural maintenance of ditches and intermittent streams (2/3) • Focus group meeting on the Sauvie Island Cultural Mapping Tool hosted by Dr. Eric Jones (Wilamit LLC) and Dr. Rebecca McClain (Portland State University) (2/5).
<p align="center">Goal 5: Cultivating Stewards – No Activity</p>	
<p>Goal 6: Vibrant Agency</p>	<ul style="list-style-type: none"> • Leadership Team Meetings (2/10, 2/23), Technical Staff Meeting (). • Board Meeting Prep and Check-In with Director Terri Preeg Riggsby (phone call) (2/6); attended the February 18th Board Meeting featuring staff presentations of their annual work plans. • Fiscal Year 2020-21 Annual Work Plan reviews for Administration & Budgeting/Finance (2/3) and for the Communications and Outreach Manager, Senior Conservationist and Rural Conservationist (2/4). • Tryon Creek Watershed Council Meeting featuring presentation of the Tryon Creek Watershed Assessment by Danielle Goodrich (Portland State University) (2/10). • Performance Evaluation for the Conservationist and Invasive Species Program Manager (2/19). The performance evaluation covers three items: (1) finalization of the position description, (2) the performance rating and (3) approval of the employee’s Professional Development Plan.
<p>Long Range Business Plan (LRBP) Update</p>	<ul style="list-style-type: none"> • Financial Sustainability Planning Team Meeting (2/5). • Core Team Meetings (2/6, 2/21) (by phone). • Community Engagement Liaison (CEL) Debriefing Meeting (2/20). CELs representing African-American, African, Arabic, Chinese, Latinx, Native American, Slavic and Vietnamese communities shared their experiences with engaging their respective community members on the LRBP survey regarding our services. • Organizational Health Planning Team Meeting (2/23). • Conservation Scope Planning Team Meeting (2/24)
<p>Sturgeon Lake Restoration Project (In Kind = 3.5 hrs)</p>	<ul style="list-style-type: none"> • Check-In Phone Call with W. Fritz Paulus (Real Estate Contract Attorney) (2/25) • Executed the assignment of Landowner #4’s Road Purpose Easement (that expanded the right-of-way for the bridge) to Multnomah County. • Continued tracking of getting Consent Agreements from property lien holders for Landowners #1 and #3. The Consent Agreements are necessary because lenders agree to the granting of the permanent conservation easements to the District and as such the easements would survive foreclosure.
<p align="center">Diversity, Equity and Inclusion – No Activity</p>	
<p>Professional Development</p>	<ul style="list-style-type: none"> • Preparation meeting for Tree School Clackamas (2/28). I am teaching a class with Brandy Saffell (Tualatin Soil and Water Conservation District) and Michael Ahr (Forest Conservationist) – <i>Supporting Oregon’s Diverse Flora and Fauna</i> featuring the Oregon Biodiversity Map Viewer.

Michael Ahr, Forest Conservationist
February Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> • February was a busy month of planting! These planting projects went very well. In our Forestry program, we planted 16,850 plants were installed on 15 sites. For 3 of these, the landowners installed their own plants. Otherwise, 4 separate contractors performed the installation of the plants! I visited 13 of these sites during the month to prepare and help supervise crew work. • Visited 2 sites to take photos for NRCS certification. I do some paperwork and send the photos and then the landowners get their NRCS payment for practice completion • Discussed some forestry issues with a landowner on Sauvie Island related to forests near the Grange and Wapato.
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> • Attended Local Work Group Meeting with NRCS staff at Sauvie Island Grange. 4 landowners attended to discuss issues that could use funding in coming years. • Discussed some work plan items with Alejandro from Forest Park Conservancy. We'd like to work on management plans for a few properties where they hold conservation easements. • Met with Brandy Saffell, Tualatin SWCD. We get together every few months to check in on forest issues that we're working on. We are planning a field tour for May.
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> • Attended CPR training • Attended State of the state in Oregon: Forest Health Conference (2 days) • Met with Jim to discuss helping with his Tree School class in March. Also working on a PowerPoint for a class I'll teach with Laura Taylor
Miscellaneous	<ul style="list-style-type: none"> • Attended a Conservation Scope team meeting for LRBP • Helped with resume review and deciding who to interview for intern positions • Got an oil change for one of our WMSWCD vehicles
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> • Nothing specific this month...although I did take some time to review some articles on microaggressions.

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
March 2020 Staff Report (Feb 14th – March 17th 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"> • **WELCOME BACK ARI!!!** We are so happy to have you back after your break, and look forward to navigating through this unusual season together. Your positivity, tech saaviness and innovative ideas are already an uplifting force to our team! • Milk Thistle: Coordinated with ODFW Sauvie Island Staff and local landowner to control milk thistle infestation near the south end of Sturgeon Lake. • Lesser Celandine/Spurge Laurel: Pushed back due to planting season contractor demands. Tentatively scheduled a couple days for high priority celandine work. • Oregon State Weed Board grant: Our Portland Garlic Mustard Partners 2020 grant proposal requesting nearly \$35,000 for garlic mustard control was approved! • Oregon Invasive Species Council (OISC) Outreach & Education Grant: New grant proposal requesting for \$2000 for Portland Pest Prevention Outreach project will be reviewed in the coming month. • EDRR Outreach: Working (remotely) with Renee and Ari to send out a pre-season check-in postcard detailing our expected modified health and safety protocols in the event of coronavirus prevention measures. Also aiming to get a webpage online to update our project landowners as the season unfolds. Renee is putting together a garlic mustard article for the spring newsletter. While we had several events planned this spring, most, if not all, have been cancelled or postponed. Tabled with Tualatin SWCD at the Japanese Beetle open house in February. Coordination with Clark Conservation District and EDRR Outreach Materials. • Data Management & Mapping: Completed “Poll Together” Survey for 4-County CWMA Mapping efforts. Getting ready to send data to weedmapper and iMap. • Drone: Hoping to get to fly again soon! • Admin: Working with contractors to line up SOWs for upcoming field season. Been in touch with contractors re coronavirus precautions and expectations for work. Field safety improvements and equipment purchase. Admin for OSU Motorpool vehicle.
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> • Coordinated Spring Bi-Annual Contractor Check-In, with updated letter, triclopyr info, wildfire/climate predictions, applicator licensing requirements etc. Responded to tech suggestions and incorporated feedback. • Participated in National Invasive Species Awareness Week Triclopyr Webinar. • Provided review and edits to North American Invasive Species Management Association “Use of Pesticides in Invasive Species Management” Position Paper. Can find it at https://www.naisma.org/resources/positionpapers/the-use-of-pesticides-in-invasive-species-management/ • Participated in conference call to put final revisions/updates on Metro IPM. Calendar. Aiming to publish to 4-County CWMA website by end of the month. • Reviewed list of aquatically-approved surfactants and their associated toxicologies. • Reviewed staff contractor licensing and herbicide reporting questions. • Researched OSHA safety requirements and National Pesticide Information Center guidance and made safety improvements for herbicide storage and handling. • Provided IPM guidance to master gardeners, community members and others.

	<ul style="list-style-type: none"> Collaborated with Jalene Littlejohn on “Effective collaboration to prevent and manage invasive pests: lessons learned from the Pacific Northwest (United States)” paper
Invasive Partnerships Goals 1-6	<p>4-County CWMA: Assisted with planning Spring General Meeting, including providing an update from the Technical Committee. Mary and Scott presented their DEI work. Steering is working on website planning and assisted with review of scope of work for a web designer. 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.</p> <p>Oregon Invasive Species Council (OISC): Participated in Communications Committee meeting. Scaling back OISC duties, but am committed to helping see through the vision of developing better local representation on the OISC through a revitalized OISC network.</p> <p>Tryon Creek Watershed Council: Provided updates to Jim (and Terri).</p> <p>Western Invasives Network: Correspondence with Troy (grants, networks, resource sharing)</p> <p>NAISMA Legislative Committee: Reviewed Herbicide Statement. Hope to attend 2020 conf.</p>
Long Range Business Plan	Actively engaged in the Conservation Scoping Tech Team.
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.
Presentation s/Tabling	LOTS of upcoming presentations were in the works, but are now mostly cancelled including Master Gardeners, Backyard Habitat, Tryon Creek, Tree School (Invasive Species ID in Woodlands, Non chem weed control), Parks - City Nature West Staff Meeting, and more.
Technical Assistance	Answered questions from Master Gardeners and community members (3).
Misc/Admin Goals 1-4, 6	Participated on Intern Hiring Committee and 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	Japanese Beetle Open House (2/22), Overcoming Triclopyr Confusion webinar (2/26), Invasive Species & Exotic Pests Workshop (2/27), Tualatin Garlic Mustard Contractor Coordination Meeting (3/4), OISC Communications Committee (3/5), 4-County CWMA General Meeting (3/11), and Steering Meeting (3/11).

* 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, 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
March Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	Next DEI meeting is Wednesday, March 25 th from 12-2.
Long-Range Business Plan	Assisting with the Conservation Scope Team on 2-3 meetings and continue to help lead DEI integration as requested by the Core Team.
Small Acreage Farms and new landowner contacts SP Goals 1-5	Met with a new landowner on Sauvie that is starting up a farm which is part will provide food the Sauvie Island Farmers Market. The do work with the Black Food Sovereignty Council and were looking for ways to improve soil health on a couple of properties they are farming.
Site Visits (3) SP Goals 1-5	Out to Dairy Creek and one livestock owner.
Sturgeon Lake Restoration 5 site visits (164 miles) 30 hours SP Goal 1 & 3	<p>Revegetation Work: Crews were out planting another 1.5 acres along Dairy Creek that were not ready last winter. We also assisted CREST to replant about 2000 plants in areas they planted in 2018. This will conclude the initial plantings. We may have to replant, depending on survival rates, but at this point only maintenance is anticipated.</p> <p>Fish Monitoring – Looks like both the PGE power hook up and ODFW install of the fish monitoring PIT tag array should come by the end of the April.</p>
ODA Grant SP Goals 1, 2, 4, 5 & 6	Ongoing tracking.
Off-Channel Salmon Habitat and McCarthy Creek WRE	<p>Had a meeting with CREST, BPA, ODFW and NRCS about the “Polansky” project which is on the site also known as Burlington Bottoms. Lot of interesting stuff came out of this “60% design” meeting.</p> <ul style="list-style-type: none"> • Main Project – CREST/BPA Will remove a large water control structure (WCS) (see photo below) completely. Water level and habitat data showed the WCS actually did very little to control the water level of the main lake on the property – which is managed for turtles and other amphibians. There was an elevation that was maintained by an old sand bag dam upstream of the WCS that was similar to the elevation to the lake. The sand bag dam will also be removed. That elevation (which is higher than the Multnomah Channel) will be maintained with 6 log structures that will mimic debris jams but serve like weirs – each one raising the level of the slough about 6 inches. These are fully fish passible and have been used with great success at many other sites. • McCarthy Creek – some of the work will include the removal of two culverts on the driveway owned by the neighboring property – which also has an NRCS wetland easement. These will be replaced by railroad car bridges and will facilitate movement of water between the two sites. Additionally, they will widen the McCarthy Creek floodplain in one area in order to alleviate flooding on that driveway during times of high water on McCarthy Creek. The floodplain work would occur on the neighboring property with the NRCS easement. • Wildlife Crossing under highway 30 – One very exciting aspect of the project is that BPA will has additional funding that they are willing to put towards a crossing under highway 30 in the Burlington area inspired by the “frog shuttle”. The main propose is to provide a way for the frogs (along with other amphibians and wildlife) to pass under highway 30 and avoid being run over – likely in the form of a large culvert. Initial data provided by both the shuttle volunteers and ODFW staff point to a couple of potential locations for the crossing. In a stroke of luck, the most promising also coincides with a spot that is most likely the most “buildable” in that there is sufficient space to utilize the special equipment necessary to put a culvert under the highway. Win! <p>Stay tuned for updates in the future!</p>

Task	Explanation
	
	<p>Top left: The water control structure (WCS)</p> <p>Top Right: one of the two culverts to be removed</p> <p>Bottom: site of the seasonal flooding on the driveway. Floodplain work would occur on the left of the photo.</p>
<p>Soil Health SP Goal 1,2,3,4&5</p>	<p>Starting out with a new landowner with about 10 acres. Newish farm and good opportunity for them to get out ahead of soil health.</p>
<p>Water Quality Monitoring SP Goals 2,3 & 6</p>	<p>Report for 2019 forthcoming.</p>

Acronyms:

- BPA – Bonneville Power Administration
- CREST – Columbia River Estuary Study Taskforce
- ODA – Oregon Department of agriculture
- ODFW – Oregon Department of Fish and Wildlife
- OWEB – Oregon Watershed Enhancement Board
- NRCS – USDA Nature Resources Conservation Service

Kammy Kern-Korot, WMSWCD Senior Conservationist
Staff Report for February 17 – March 17, 2019

Activity Type	Tasks and Descriptions
<p><i>Healthy Streams (HSP) / Rural Conservation (Goals 1-4: water quality, erosion, habitat, working lands)</i></p>	<ul style="list-style-type: none"> • Ongoing planning & program management, including contractor & landowner coordination, fiscal oversight for Healthy Streams Program (HSP) and Special Habitat sites; close out use of City of Portland Plant cooler; planting season follow-up and preparation for early spring weed control • Completed re-planting at 4 Healthy Streams & Special Habitat sites, including one pond site and vegetative armoring of an eroding stream-bank; did site preparation in the form of weed control at the largest site; provided Oregon oak & Willamette Valley Ponderosa Pine seedlings to 1 Sauvie Island landowner;
<p><i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i></p>	<ul style="list-style-type: none"> • Ongoing coordination related to the NRCS wetland reserve easement (WRE) site and follow up to winter planting in the wetland restoration areas and uplands. Prepared fiscal documentation for NRCS reporting. • Reviewed design plans and participated in a 60% design meeting with CREST & multiple partners planning a large wetland restoration project on the adjacent wetland mitigation site; provided input and follow-up related to culvert replacement, earthmoving and habitat enhancements planned for the WRE site. Improvements may include a crossing under Highway 30 for frogs. • Did final preparations and directed winter-planting of 4,800 oak-associated trees and shrubs, as well as placement of 110 cubic yards of mulch to 1/3 acre hedgerow at Oak savanna “CIS” habitat project in the upper Abbey Creek watershed. Followed up re: rapid response needed for control of shiny geranium & other early emerging weeds • Prepared for and did site visit with new owners of large farm on Sauvie Island to advise on multiple habitat enhancement and soil health opportunities; followed up with landowner to provide additional technical resources and funding information
<p><i>Outreach & Education; partnerships, collaborative grants (Goals 1-6)</i></p>	<ul style="list-style-type: none"> • Reviewed layout and photos for Living on the Water version 2 soon to go to press • Responded to request for copy of Sauvie Island Oregon white oak map • Shared multiple photos from planting season & field visits for social media; responded to feedback • Begin planning for new habitat project signage at stables HSP site • Prepare guidance for landowners re: spring maintenance at project sites • Responded to request for letter of support re: creation of frog ponds in Forest Park • Reached out to key landowners re: final year of current NRCS Oak habitat funding
<p><i>Admin. / training (Goal 6: Maintain a vibrant agency)</i></p>	<ul style="list-style-type: none"> • Coordinated technical team response to corona virus situation; facilitated 2 technical staff meetings; prepared for return to work of seasonal technical • Participated in 2 leadership team meetings, including one primarily devoted to corona virus response planning • Participated in Organizational Health and Conservation Scope Team meetings for long-range business planning and provided subsequent input • Presented annual work plan at Board of Directors meeting • Did monthly report, timesheet; other misc. admin. • Took time off to used up extra hours accrued during busy planting and long-range business planning season; 1 holiday • Attended oak woodlands and butterflies talk & debriefed tech. staff; attended PSU Urban Ecology Symposium (UERC) and followed up with speakers of interest
<p><i>NRCS project match; DEI</i></p>	<ul style="list-style-type: none"> • Enyart WRE: 10 hours • DEI: Attended multiple DEI themed talks at UERC, including our former intern re: <i>Whose Land is Our Land</i> research done for WMSWCD

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 February)

Fiscal & Admin Annual Work Plan items relevant to this month	Status This Month
Manage Accounting and Finances to maximize efficiency and effectiveness	Completed monthly processing and reporting of A/P, A/R, Time sheets, Payroll, PERS, credit cards, banking, taxes, insurance. Vendor coordination and follow-ups. Monthly Financial Statements and reconciliations.
Manage Human Resources and Benefits, ensuring District in compliance with all labor laws and regulations regarding personnel files, employee handbook, benefits, retirement plans, recruiting, hiring, onboarding, termination	Managed Internship Interview scheduling and preparation for interview team; alerted all candidates of status. Updated post-interview survey with hiring supervisor and communications manager to be more informative for updating the District's hiring practices and distributed to interviewees (DEI initiative). On-boarding of Permanent Seasonal Conservationist beginning. Updating salary matrices for staff positions. Provided specialized benefit information and resources to employee.
Manage development and filing of District Budget, ensuring that all local, state and federal standards and laws met; staff, board and public participate	Completed and presented to Board annual work plan. Recommended appointments for budget committee members. Provided all staff with revenue projections and guidelines for budgeting. Reviewing and monitoring budget results for FY20.
Support Board of Directors as needed (minutes, public meeting announcements, board package, updated or new board policies) ensuring compliance with all public meeting laws and relevant Oregon Revised Statutes	Prepared all meeting materials and for monthly meeting (agenda, Treasurer's Report, consolidated staff and DEI reports, room and refreshments, minutes, etc.)
Manage grant administration and reporting	Reported on all accounting and tracking for regular grant submissions (ODA TALMA, NRCS Wetland Reserve Easements, NRCS Conservation Innovation Grant reporting).
Manage Office and General Administrative area (office equipment, vehicles, systems, files, reception duties, mail distribution, admin, scheduling, etc.) to ensure all areas related to office functioning optimally	Facilitating communications about office disinfecting Coordination of meetings/trainings: CONNECT, 4/18/20
Participate in relevant District meetings (Staff, DEI, Safety, Leadership, Annual)	Participated in all Staff Meeting (including safety committee meetings) and Leadership Team Meetings
Participate in other external meetings and events (WHA Insurance Agents, SDAO, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, etc.)	Resolved all transition issues with 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 Update and Transition Management	Participating in ongoing core team meetings Planning and coordination for LRBP Board Retreat Coordinate and Lead LRBP Organizational Health Planning team meetings and Financial Sustainability Planning team meetings Participating in LRBP Conservation Scope planning team meeting Working with team to shorten equity lens to use for LRBP success criteria (DEI initiative)

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

Task	Explanation
Urban Conservation (G1- 3, 5, 6)	<p>Conducted a site visit at the Deer Creek Restoration Connection site with landowners and took photos of the plantings.</p> <p>Conducted a site visit with a new landowner and provided guidance with help from Michael Ahr and Urban Forestry staff. Working on finalizing two conservation plans. Working on 2 conservation plans.</p> <p>Held a coordinating meeting with Forest Park Conservancy staff to plan for upcoming Canopy Weed program delivery.</p> <p>Met with the West Willamette Restoration Partnership and OSU Extension staff to plan OSU Master Naturalist coursework in our District.</p> <p>Reviewing this year's partner funding applications.</p> <p>Served on Portland Parks & Recreation hiring panel for open ecologist position.</p> <p>Coordinating with TCWC & Lewis & Clark staff on 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>Sending out BHCP offer to 1% for Green funding landowners.</p>
Diversity, Equity & Inclusion (G1-6)	<p>Worked with Indi Keith on UERC presentation and co-hosted learning lunch on "Whose Land is Our Land: Spatial Exclusion, Racial Segregation and the History of the Lands of western Multnomah County."</p> <p><i>*Work in LRBP w/ CELs & Equity Lens responds to DEI workplan.</i></p>
Other	<p>Managing Long Range Business Plan (LRBP), <i>see LRBP Report for progress.</i></p> <p>Provided input on WMSWCD internship applicant review process.</p> <p>Drafting my 2020-2021 Annual Work Plan and met with Jim to review the same.</p>

Renee Magyar, Communications & Outreach Manager

Report covers month of February 2020

Area & Goal	Explanation
Social media All GOALS	<ul style="list-style-type: none">• Promoted partner + District-supported events: Soil School, Watershed Wide, Butterflies of Oakwoods, native plant sales,• Posted/shared on urban forest tour and invasive species; ranging elk in future restored oak savannah; emerging spring leaves, flowers, and pollinators; National Invasive Species Awareness Week (Garlic mustard); planting season• Explore issue raised by partner SWCD about public records retention of social media posts• New tracking stats of followers: Facebook 1103, Instagram 154, Twitter 519
Media Relations All GOALS	<ul style="list-style-type: none">• Distributed DEI committee & Board meeting announcements to media list• Sent Soil School promotion to media outlet and partner newsletters: Skyline Ridge Runner, Cedar Mill News, SICA
Website Management All GOALS	<ul style="list-style-type: none">• Updated Board page with meeting attachments
Communications All GOALS	<ul style="list-style-type: none">• Staff and Leadership Team meetings• Distributed Meadowscape Handbooks• Layout update to Living on Water guide• Annual work planning; present annual work plan to board at February 18 meeting• Edit landowner spring maintenance letter• Ordered supplies for EDRR mailing
Outreach/Events All GOALS	<ul style="list-style-type: none">• Continued Soil School planning: coordinate partners and venue, finalize agenda, coordinate registration webpage, outreach and promotion• Coordinate partner tabling events at the Zoo
Diversity, Equity and Inclusion All GOALS	<ul style="list-style-type: none">• No specific activities
Other	<ul style="list-style-type: none">• Coordinated Sauvie Island Cultural Mapping project meeting update• Ongoing LRBP Community Outreach team work – CELs survey outreach progress update meeting• CPR training

Laura Taylor, Conservationist and Education Coordinator

March 2020 Board Meeting Staff Report (Covers February)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> Went on a site visit with KK and SG to a new farm operation on Sauvie Island to provide technical assistance on pollinator habitat planting Developed a Scope of Work for a pollinator meadow enhancement project at a West Hills property.
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> Wrote draft of 1 additional Healthy Habitats Project Summary Acquired materials for plant protection caging Checked site conditions to ensure readiness for planting Assisted with planting supervision at one Wetland Enhancement Project, and Supervised planting crew and 4 HS/HH projects to install 6,300 and 1,575 plants respectively. Coordinated with contractors on early spring weed treatments.
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> Worked with NRCS’s Plant Materials Specialist, Kathy Pendergrass on developing two plant identification trainings for NRCS and SWCD staff. Consulted with a school on finding wood chips for their garden.
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none"> 2020 internship job announcement: <ul style="list-style-type: none"> Compiled reviewer scores Read 20 top applications in preparation for interviewee decision meeting. Held interviewee selection meeting Held interview planning meeting Interviewed 11 intern candidates Met with interview panel and selected top 3-4 intern candidates Checked references of top 3 intern candidates. Made job offers to two new interns! Coordinated with Randi on hiring logistics.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> Presented my annual work plan to the Board. Long Range Business Plan (LRBP) Update: <ul style="list-style-type: none"> Attended a meeting to review results of our interviews and survey Participated in a Conservation Scope Planning Team meeting Attended a meeting to help draft an abbreviated version of our Equity Lens for use during our LRBP update process. Participated in a Leadership Team meeting Equity lens review of the Bike & Hike Incentive Program. Attended WMSWCD staff & tech staff meetings. Attended a CPR/AED and First Aid Training
NRCS Grant Contrib.	<ul style="list-style-type: none"> None
Diversity, Equity & Inclusion	<ul style="list-style-type: none"> Attended a meeting to help draft an abbreviated version of our Equity Lens for use during our LRBP update process. Considered Diversity, Equity, & Inclusion throughout our intern hiring process.

Strategic Plan Goals: 1) Water Quality, 2) Erosion & Healthy Soil, 3) Habitat and Biodiversity, 4) Productive/Sustainable Working Lands, 5) Cultivate Land Stewards of all Ages, 6) Maintain a Vibrant Agency