

Michael Ahr, Forest Conservationist

March Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> Measured some regeneration plots with Mike Hensley of NRCS. We have worked together to come up with 3 potential NRCS-EQIP projects for the April 17 sign up. Mike helped the 3 landowners get paperwork in order for application. For above landowner after a regeneration harvest, I sent them a Stewardship Plan draft that highlights how to achieve successful regeneration and also some conservation actions they can take on the property (McCarthy WS, 20 acres) Checked a site where we're treating reed canary grass and had planted many native shrub cuttings near Logie Trail Road (Cuttings are leafing out!) Laura and I are working on grant deliverable related to our understory seeding work. We've been working on creating a technical report on the project will be at a 60% complete phase by the end of April. Sent draft stewardship plan for 14 acre property on Germantown Road Proposed a 2020-21 Forestry Program Budget and discussed with Mary
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> Met with EMSWCD and NRCS for monthly partner meeting Met by phone with Alejandro at FPC to discuss a potential grant idea with Oregon Department of Forestry
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> Worked on Tree School presentations for 2 classes. Tree School ended up being cancelled, but it's likely that Laura and I will present on our understory seeding work for a Tree School Webinar. This series begins April 21 (3 pm) and will run every Tuesday for 15 weeks. Began preparing for an April Pesticide Recertification presentation
Miscellaneous	<ul style="list-style-type: none"> Attended a Conservation Scope team meeting for LRB Attended Leadership Team Meeting Spent significant time adjusting to new work from home format with the COVID-19 pandemic. Invested a little time in researching COVID-19 viability on certain surfaces so I could better weigh in on the sharing of vehicles among staff. We're trying not to share them much and staff feel better using their own vehicles in many cases
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> Nothing major here, I did review the notes and agenda for recent DEI Committee meeting. I don't often attend, but try to keep track We actually learned of this in April, but worth mentioning here, Verde, a contractor that I work with on 5-10 projects a year is terminating their landscape program so will no longer be a viable vegetation contractor. We had partnered with them recently on some ideas for grants/fundraising/building of organizational and partnership capacity. They've been a good partner in helping us in our DEI journey as they are heavily tied into the latinx community and have offered job training for years. They still exist as an organization, but no longer doing vegetation management (weed control, planting, maintenance, stormwater projects)

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, **GFCPI** – 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

Scott Gall
April Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	DEI meeting was held on Wednesday, March 25 th . This was our first all remote (aka Zoom) meeting. Participated in Equity Lens Facilitator training held on 4/2/2020 and already facilitated my first lens review – assisting the financial sustainability team to review their LRBP evolving success criteria.
Long-Range Business Plan	Assisted Financial Sustainability team as an equity lens review facilitator on 4/7/2020.
Small Acreage Farms and new landowner contacts SP Goals 1-5	Continuing work on several conservation plans. Also working with Matthew Edwards (NRCS Soil Conservationist out of Oregon City) to partner on some farms on Sauvie Island. Stay tuned.
Site Visits (1) SP Goals 1-5	Just to McCarthy Creek.
Sturgeon Lake Restoration SP Goal 1 & 3	Revegetation Work: Getting ready for spring maintenance work. As long as the plantings from last year and this year continue to do well, we are now fully into maintenance in all aspects of the project. The crew is planning on going out in the next week or two spray and mow. Easements – we are close to closing two more easements. Both may be closed by mid-May. The fourth and final private easement has hit a bit of a snag due to the lender being completely unresponsive. But we have an alternative plan forward should this continue. And the irrigation project is on track to wrap up sometime around the end of the fiscal year.
ODA Grant SP Goals 1, 2, 4, 5 & 6	Submitted the report that was due 4/15/2020.
Off-Channel Salmon Habitat and McCarthy Creek WRE	Met with CREST and NRCS on 4/2/2020 (with plenty of space between us!) on site to talk about a portion of the project on the Polansky (Burlington) bottoms project that will impact the NRCS easement. Things look good and NRCS is happy. For some background here is what I wrote last month: <ul style="list-style-type: none">• 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.
Soil Health SP Goal 1,2,3,4&5	Two new soil health projects on Sauvie island and likely more to come out of the partnership with NRCS. So far, covid-19 hasn't had an impact on most of the farms we work with.
Water Quality Monitoring SP Goals 2,3 & 6	Report for 2019 forthcoming.

Acronyms:

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

Kammy Kern-Korot, WMSWCD Senior Conservationist
Staff Report for March 18 – April 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 coordination, fiscal oversight for Healthy Streams Program (HSP) and Special Habitat (SH) sites. Reviewed and processed invoices. Coordination re: spring weed control by contractors at sites, especially in light of Covid-19 restrictions; work at most sites was completed. Weed work at our large wetland site will wait until water levels go down.
<i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i>	<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. Also did budgeting and fiscal administration. Did site visit to the WRE site w/ CREST & NRCS to assess area for soils removal & placement during next phase of restoration planned for this and the adjacent large wetland site. Provided plant information to CR. Visited wetland and upland areas planted in this fall and winter to assess survival to date and maintenance needs. Did follow up to winter-planting at Oak savanna “CIS” habitat project in the upper Abbey Creek watershed. Coordinated, prepared and submitted OWEB grant amendments and funds reimbursement request for >\$10,000. Provided remote technical assistance to 2 landowners: one interested in the best locations to acquire and restore oak habitat, related incentives, and weed control and planting advice for current site; one seeking information & advice re: herbicides and control of thistle & blackberry in small oak savanna restoration site on Sauvie Island
<i>Outreach & Education; partnerships, collaborative grants (Goals 1-6)</i>	<ul style="list-style-type: none"> Shared multiple photos from neighborhood & woodland walks for social media; limited fieldwork due to COVID-19 means limited photo opportunities. Reviewed draft social media policy for WMSWCD, and webpages needing updating. Participated in an interview with former SBWC Coordinator for her book on wetland restoration of the Lower Columbia River and featuring restoration practitioners Facilitated funds request for SBWC partnership agreement and details regarding this and next year’s budget and work tasks Worked with Clackamas SWCD to prepare request for renewal of oak habitat CIS with NRCS, which would extend funding for 2 years Coordinated internally & with NRCS re: potential new funding sources, e.g. CSP
<i>Admin. / training (Goal 6: Maintain a vibrant agency)</i>	<ul style="list-style-type: none"> Prepared program budget request for next fiscal year and projected end-of-year spending; coordinated with internal colleagues, partners and contractors re: pending work and costs and future opportunities. Met w/ acting co-manager to review budget. Continued coordination of technical team response to corona virus situation; facilitated 2 meetings on Zoom for technical & other staff, plus the District Board Chairperson. Worked as a team to develop launch strategy and remote work projects for interns. Host Zoom meeting to orient our two new WMSWCD interns to my program areas Participated in 3 Leadership team meetings, and one all-staff meeting, which included discussion of budget, and outreach & safety / field work with COVID-19 restrictions Prepared work plan for remote work through at least April Did monthly report, timesheet; other misc. admin.; worked intensively to improve ergonomics and telecommunications of home work station, which is an ongoing effort. Gave lots of time and attention to WMSWCD, grantor, partner, contractor, etc. adaptations to working while “social (physical) distancing” and developing policy to continue working safely and responsibly. Attended webinar & learned new communications platforms, such as Zoom and Slack, and now employ them regularly.
<i>NRCS project match; DEI</i>	<ul style="list-style-type: none"> Enyart WRE: 10 hours DEI: Participated in DEI-focused facilitation workshop with Cliff Jones to prepare for leading groups in applying our equity lenses to key long-range business planning steps

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	CSWCD: Clackamas Soil & Water Conservation District
CIS: Conservation Implementation Strategy	CWMA: Cooperative Weed Management Area
CREST: Columbia River Estuary Study Task Force	DEQ: Department of Environmental Quality
DEI: Diversity, Equity & Inclusion	EMSWCD: East Multnomah Soil & Water Conservation District
EDRR: Early Detection Rapid Response [of invasive species]	ODA: Oregon Department of Agriculture
HSP: Healthy Streams Program	SIDIC: Sauvie Island Drainage Improvement Company
NRCS: Natural Resource Conservation Service	TSWCD: Tualatin Soil & Water Conservation District
PSU: Portland State University	WRE: Wetland Reserve Easement
SBWC: Scappoose Bay Watershed Council	
THPRD: Tualatin Hills Parks & Recreation District	
USGS: United States Geological Survey	

Fiscal & Administration Report (Levis and Razalenti)
Staff Report for Board (covers month of March)

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. Coordinating all changes with USBank and vendors that are required to function remotely (on-line bill pay, collecting vendor information to pay through ACH, etc.)
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	Coordinated and prepared for onboarding new interns remotely. Coordinated among SDAO, Standard Insurance and employee for transition to disability leave. Researched options for staff & Board regarding micro-aggression and Gender/Sex/ Pronoun training (DEI focus). Researched and disseminated information on new Families First Coronavirus Act and impact on employees, availability of leave, interpretations of law.
Manage development and filing of District Budget, ensuring that all local, state and federal standards and laws met; staff, board and public participate	Coordinated with staff regarding budget requests for FY21, requiring meetings, revisions, confirmations, etc. throughout the assembling of the budget. 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.). Researched impact of COVI-19 restrictions on public meeting laws; allowable accommodations given social distancing restrictions. Implemented new procedures for public meetings.
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	Coordinated needs (technology, communications, new systems and processes, etc.) for transition to remote working for all staff (related to COVID 19 office closure) Implemented and learned new software to aid in transition to remote working. Cancellation or rescheduling required for multiple events and staff trainings.
Participate in relevant District meetings (Staff, DEI, Safety, Leadership, Annual)	Participated in all Staff Meeting (including safety committee meetings) and Leadership Team Meetings using new technology; DEI meeting 3/25. Coordinated and participated in quarterly hazard investigation in office.
Participate in other external meetings and events (WHA Insurance Agents, SDAO, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, Legal, etc.)	Coordinating with insurance providers to assess FY21 insurance needs and associated costs. Consulting with Cogent IT to assess security risks and precautions when working remotely and to review options on remote working technology. Coordinating with Legal to have documents in order related to Sturgeon Lake matters and ensure continuing progress.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Monthly SDAO safety webinars first Thursday of every month. Zoom Meeting training Slack training OACD & SDAO webinars/conference calls on COVID-related issues and impact on operations, funding, etc. Attended UERC
Long-Range Business Plan Update and Transition Management	Participating in ongoing core team meetings 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 on creation/parameters of using LRBP shortened equity lens (DEI focus)

Mary Logalbo, Interim Co-District Manager; Urban Conservationist
March 2020 Highlights (for April Meeting)

Task	Explanation
Interim Co-District Manager (G1 – 6)	<p>Worked with staff and partners to craft the District's Social Distancing Policy in the face of the COVID-19 situation after taking a moratorium from field work while we assessed how to move forward. The policy was signed by all staff, is getting forwarded to contractors/partners and can be found here: https://wmswcd.org/our-response-to-covid-19/</p> <p>Met twice with each member of tech staff to review budget proposals and then to revise budget asks to address this year's budget goals. Worked with Michele to review budget partner lists and revenue projections.</p> <p>Coordinating and facilitating monthly staff meetings with input from all.</p> <p>Worked with leadership team on COVID-19 issues and other pressing issues.</p> <p>Worked with Michele and Terri to firm up and explain our interpretation and response to the Families First Coronavirus Response Act (FFCRA) to staff.</p> <p>Provided staff a template and guidance to craft prioritized Interim COVID-19 workplans and revised schedules.</p> <p>Participated in weekly check-ins with Michele and Terri and crafting agendas.</p> <p>Participated in OACD Statewide Check-in conference call with a discussion focused on SWCDs' COVID-19 responses.</p>
Urban Conservation (G1- 3, 5, 6)	<p>Submitted my 2020-2021 Budget Proposal & Projections.</p> <p>Held a follow-up coordinating meeting with Forest Park Conservancy staff to plan for upcoming Canopy Weed program delivery in the face of COVID-19 and Verde's landscape program's permanent closure.</p> <p>Participated in the West Willamette Restoration Partnership quarterly meeting.</p> <p>Completed review and budget proposals for this year's partner funding applications.</p> <p>Coordinated with TCWC & Lewis & Clark staff on the Watershed Wide Event – which was eventually canceled for the Lewis & Clark site due to COVID-19.</p>
Grants (G1 – 6)	<p>Submitted final report and reimbursement requests for the Deer Creek OWEB Small Grant.</p> <p>Working with Watershed Resource Center staff and contractors on phase 2 of the 1% for Green funding project – extending the project reach downstream.</p> <p>Met with FPC staff and Michael to plan for the US Forest Service Grant to support, “</p>
Diversity,	Working with Indi Keith on a peer review and publication of " Whose Land is Our

Equity & Inclusion (G1-6)	Land: Spatial Exclusion, Racial Segregation and the History of the Lands of western Multnomah County." <i>*Work in LRPB w/ CELs & Equity Lens responds to DEI workplan.</i>
Other	Managing Long Range Business Plan (LRBP), see LRPB Report for progress.

Renee Magyar, Communications & Outreach Manager**Report covers month of March 2020**

Area & Goal	Explanation
Social media All GOALS	<ul style="list-style-type: none">Promoted partner + District-supported events & posted notification of event cancellations: Soil School, Watershed Wide, Stormwater StarsPosted/shared on native plants & native plant sales, office closure, first day of spring, oak savannah habitat restoration project, Oregon World Water Day, newsletterTracking stats of followers: Facebook 1117, Instagram 195, Twitter 509
Media Relations All GOALS	<ul style="list-style-type: none">Distributed DEI committee & Board meeting announcements to media listSent notice of Soil School cancellation to media outlets and partner newsletters: Skyline Ridge Runner, Cedar Mill News, SICASubmitted shortened version of spring maintenance letter to Skyline Ridge Runner
Website Management All GOALS	<ul style="list-style-type: none">Updated Board, Budget, & DEI pages with meeting announcements and attachmentsUpdated staff list with DM leave and interim Co-managersPosted on website related to coronavirus: office closure, staff availability, how we are working during coronavirus pandemic; Soil School cancellationUpdate Garlic Mustard page for 2020 spring season and working while social distancingBegin working on website redesign: seek ballpark estimate for budget, plan collaboration on website needs idea sharing with neighbor SWCDs
Communications All GOALS	<ul style="list-style-type: none">All Staff, Tech Staff, and Leadership Team meetingsDistributed Meadowscaping HandbooksContinued update to Living on Water guideProduce Spring newsletter: Coordinate and write articles, collect and create images, build + publish digital newsletterCompleted annual budget request
Outreach/Events ALL GOALS	<ul style="list-style-type: none">Continued Soil School planning (coordinate partners and venue, outreach and promotion, coordinate volunteers) & rolled out cancellation of Soil School due to coronavirus: update website and social media, email registrants about refunds; troubleshoot registration non-payment website error and communicate to registrants; Reserve 2021 date with PCC Rock CreekCoordinate (cancelled) partner tabling events at the Zoo
Diversity, Equity and Inclusion All GOALS	<ul style="list-style-type: none">Attended March DEI Committee meeting
Other	<ul style="list-style-type: none">Attended Urban Ecosystem Research Consortium (UERC) full day symposiumParticipated in quarterly meeting of Lower Willamette Valley SWCD Conservation EducatorsOngoing LRB Community Outreach & Conservation Scope team work: Participated in creation of evolving success criteriaHome office internet & desk set-up; adopt and learn Zoom and Slack platforms for remote working

Laura Taylor, Conservationist and Education Coordinator**April 2020 Board Meeting Staff Report (Covers March)**

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none">• Cleaned and analyzed Understory Seeding Study Data• Developed some example data to share, and attended a meeting with other partners using the Unified Monitoring Protocol to coordinate on methods for field data collection and analysis.• Worked with contractor, Mosaic Ecology to update and finalize a Scope of Work for a pollinator meadow enhancement project.
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none">• Coordinated with contractors on spring weed treatments
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none">• Received and reviewed two Partner Funding applications• Developed a budget proposal for the Education Program, and met with Mary to discuss it.• Corresponded with school and community garden program participants regarding projected spending on their projects, and any adaptations needed for their project proposals to accommodate school closures and home-schooling activities due to the COVID-19 pandemic.
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none">• Corresponded with candidates who were not selected for our internship about areas for improvement.• Met twice with the Forest Park Conservancy Green Jobs Team Coordinator to plan and prepare for starting to host interns in April.• Organized and then canceled several trainings for interns :-(• Organized introductions with each staff member and training for our Intern's first days.• Worked with staff to schedule intern work assignments.• Coordinated with Randi, interns, and other staff on logistics for onboarding interns, and making sure they were set up with capabilities to work from home and maintain social distancing while doing field work.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none">• Attended the UERC Symposium (Urban Ecology)• Attended the Oregon Bee Atlas Conference• Long Range Business Plan (LRBP) Update:<ul style="list-style-type: none">• Participated in 1 Conservation Scope Planning Team meeting• Attended WMSWCD staff & tech staff meetings.• Culled, cleaned, and organized the technology drawer where shared cameras, gps units, ect. are stored.• Safety inspection of District vehicles• Set up work-from-home station, and made work plan adjustments to adapt to social distancing and stay at home orders due to COVID-19.• Attended a meeting on how to use Zoom online meeting platform
NRCS Grant Contrib.	<ul style="list-style-type: none">• CIG Grant: Understory Seeding Study Data analysis (16 hrs)
Diversity, Equity & Inclusion	<ul style="list-style-type: none">• Did a trial run of the LRBP-version of the Equity Lens.• Attended a DEI 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