

Michael Ahr, Forest Conservationist

April Staff Report

Despite all the commotion of COVID-19, we have still been getting some things done on the ground in the woodlands of West Multnomah!

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> Invasive weed and maintenance treatments around plantings completed on 6 sites. I made 3 trips related to these treatments to check sites and to show contractors where to work. A total of 9 sites visited We worked on a quarterly report to NRCS for our CIG (Understory seeding project). This also involved some good conversation with Laura to get organized for next steps. We're working with John Goetz at Clean Water Services to get some soil monitoring tools that might make tracking soil conditions easier. These will be owned by CWS, but they should be really quick and easy to use to measure moisture and a few other things. Submitted a fall order of native plants to fill in a couple projects with a denser planting.
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> Met by phone twice with Alejandro Orizola & Renee Myers 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"> There will be a <u>Tree School Webinar series</u>. This series began April 21 (3 pm) and will run every Tuesday for 15 weeks. Laura and I will present on Understory vegetation work on July 14 at 3 pm. Presented at a Portland Parks & Recreation Pesticide Recertification workshop. The topic was our forest program and the vegetation management that we assist with in this program. I focused a lot on our invasive species treatments and thinning work with an emphasis on using hack and squirt techniques. 104 people attended the presentation! I also attended 3 other talks during this event to earn some recertification credits
Miscellaneous	<ul style="list-style-type: none"> Attended a Quarterly Safety Meeting for the District Gave a forestry program introduction to new interns Hannah and Cole
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> Verde has been a great partner to us in Diversity, Equity and Inclusion. We've worked for more than 10 years with their landscape program where they have helped us with site preparation, native plantings, stormwater education, invasive weed treatment, etc. in our urban and rural portions of the District. Unfortunately they have now ended this program due in large part to financial challenges. COVID-19 was the final blow. We'll miss them. I had them working on 7 sites, and they installed plants on most of those as recently as February. I took some time in April to find new contractors for some of those sites. Note that Verde still exists and manages other enterprises, but the landscape program is no longer operational.

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

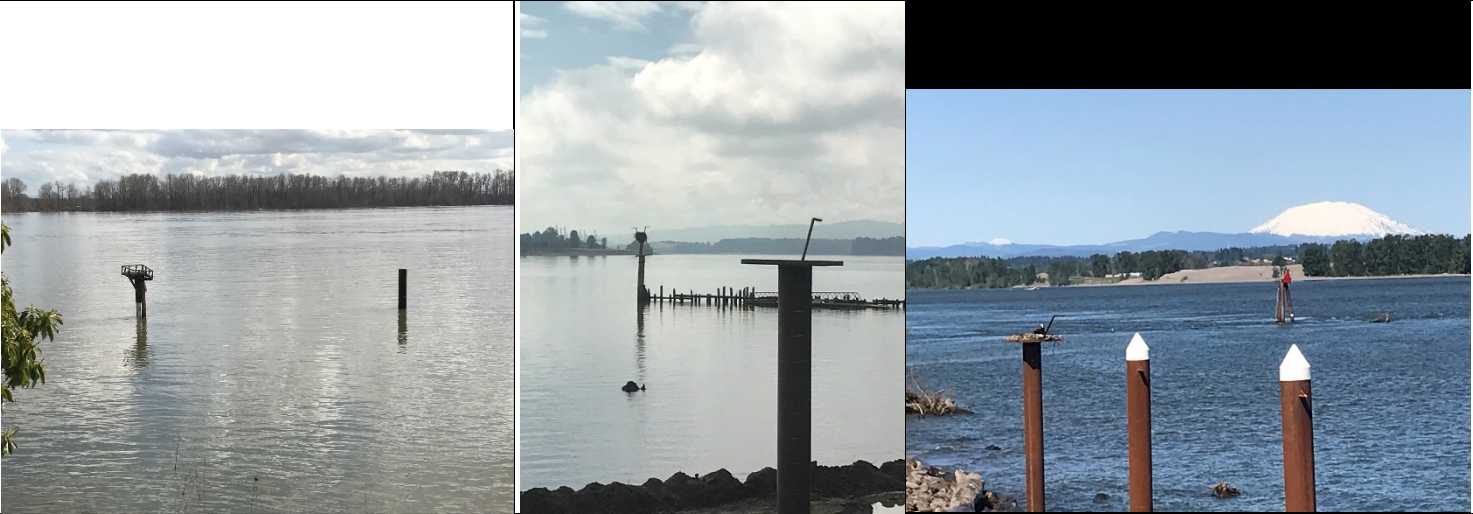
**Michelle Delepine, Invasive Species Program Coordinator
May 2020 Staff Report (March 18th – May 13th 2020)**

Task	
<p><u>Early Detection, Rapid Response</u> (EDRR) Program <i>Goals 1-6</i></p>	<ul style="list-style-type: none"> • The EDRR Team has been very hard at work! **A TREMENDOUS THANK YOU** to Ari DeMarco for really being lockstep with me in implementing our field work. Another huge round of applause is owed to our amazing new interns Hannah Spencer and Cole Carr, and FPC interns Joseph Justice and Selena Gutierrez. Also a big thanks to Mary, Randi and Michele for some heavy administrative lifting these past couple months, and to both Kammy and Laura for offering to assist with survey & field work. Since the season began in early April we have controlled garlic mustard across 131 sites. This has been an interesting year so far not just because of navigating our work in a post-COVID era, but also because there have been many new opportunities along the way such as having Laura and Kammy join us with surveying outlying areas, working the Green workforce interns, partnering with new contractor crews, and assisting with work in some really cool, and threatened, areas such as the new Kehoe acquisition at Audubon. Our EDRR team has really elevated what is possible and the feeling of teamwork has never felt more important. • Outreach: Over 100 outreach letters were mailed, with 50 returned so far. While our many tabling and workshop opportunities were postponed, Renee has been helping get our photos from the field out on social media. Distributed new “Boots Brushed?” buttons assembled by 4-County CWMA/Clackamas SWCD, with artwork from Jon Wagner (EMSWCD). • Oregon State Weed Board grant: We received acceptance paperwork for our Portland Garlic Mustard Partners 2020 grant (securing nearly \$35,000 for garlic mustard control). • Oregon Invasive Species Council (OISC) Outreach & Education Grant: Our grant proposal requesting for \$2000 for Portland Pest Prevention Outreach project was turned down. Over \$450,000 in funds were requested for a \$100,000 pot available. • Drone: Ari, Renee, Hannah and Joseph all had turns at flying our new drone. With current physical distancing protocols this new tool on our “fleet” will undoubtedly be instrumental in certain kinds of field work surveying. • Admin: A lot of admin & coordination work this year made necessary due to adapting our field work protocols to account for social distancing, taking extra steps with landowner correspondence, juggling contractor, crew and fieldwork schedules etc. Reviewing and responding to Oregon Invasive Hotline reports, and voicemails, emails etc. It has been very rewarding being able to get out and get hands on work accomplished.
<p>IPM Coordination <i>Goals 1-4, 6</i></p>	<ul style="list-style-type: none"> • Provided training materials for interns, and provided herbicide orientation • Ordered safety supplies, put together field safety kits for each intern and staff member • Installed eye wash stations, with assistance from Ari • General field safety equipment maintenance, etc, with assistance from Ari • Reviewed herbicide records & questions • Pursued IPM trainings and communications with partners to improve best management practices, and communicated these to staff • Assisted with revisions to IPM weed maintenance calendar • Provided IPM guidance to master gardeners, community members and others.

<p>Invasive Partnerships</p> <p>Goals 1-6</p>	<p>4-County CWMA: Attended committee meetings, and facilitated “Technical and Scientific Review Committee” meeting. Reviewed Request for Proposals for website redesign. IPM calendar review. Etc.</p> <p>Oregon Invasive Species Council (OISC): Participated in Communications Committee meetings, but haven’t been able to dedicate much attention beyond that. Aiming to continue work for better local representation on the OISC through a revitalized OISC network.</p> <p>Tryon Creek Watershed Council: Provided updates to Council via Mary.</p> <p>Western Invasives Network: Correspondence with Troy (grants, networks, resource sharing)</p> <p>NAISMA Legislative Committee: Tracking.</p>
<p>Long Range Business Plan</p>	<p>Actively engaged in the Conservation Scoping Tech Team. Assisted with equity lens review.</p>
<p>DEI</p> <p>Goal 6</p>	<p>Participated with equity lens review with Cliff Jones and the Conservation Scoping committee.</p>
<p>Presentations/Tabling</p>	<p>Declined to participate in Tree School online due to staff capacity. Directed folks to Tualatin SWCD online weed watchers class. Tracking remote outreach effort led by TCWC.</p>
<p>Technical Assistance</p>	<p>Answered questions from Master Gardeners and community members (40).</p>
<p>Misc/Admin</p> <p>Goals 1-4, 6</p>	<p>Contracting and SOW paperwork; Invoicing Review; Data entry, Database use; Conservation Plan tracking; Coordinating with partners; Curating our invasive plant specimens; Field Supplies Management & purchasing; Landowner correspondence; Budget Tracking; Listserv posts; Work plan development (including COVID work plan), Slack communication ETC</p>
<p>Meetings/ Events, Tabling, Presentations, Site Visits etc (9)</p> <p>Goal 6</p>	<p>Gorge CWMA (3/25), 4-County CWMA Committee Meetings (4/8), Portland Parks Recertification Training (4/9), Washington Integrated Vegetation Management webinar (4/27), OISC Communications Committee (4/9, 5/7)</p>

* 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
May Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	Next Meeting is May 27 th . Participated in Conservation Scope Success Criteria – Equity Lens Review.
Long-Range Business Plan	Participated in several Conservation Scope related meetings and reviews.
Small Acreage Farms and new landowner contacts SP Goals 1-5	Completed one conservation plan, working on others.
Site Visits (3) SP Goals 1-5	All to Dairy Creek.
Sturgeon Lake Restoration SP Goal 1 & 3	<p>Revegetation Work: Had the crews out again on April 24th. Most of the plants are looking great, but certain species are starting to find (or not find) their niches in various spots. But overall the plantings are doing really well. This spring rain is definitely needed though.</p> <p>Easements – Still working towards closing two of the easements. We had to do some additional survey work with one of the landowners upon their request. But we have worked through those and both may be closed the end of May. Still little progress on the fourth and final private easement due to the completely unresponsive lender.</p> <p>Osprey – We finally have a pair of osprey building a nest at the mouth of Dairy Creek.</p> <p><u>Some background</u> – when the original project went in (back in the 1980’s) a debris boom (similar to the one installed in 2018) was build. Sometime later, the landowner installed a platform for an osprey nest that was used frequently until about 2010. When we reported to the landowners that the pilings would be replaced, they asked if we could get a new one installed on the new debris boom – which was a great idea and completed in 2018. Unfortunately, the first year no birds seemed interested. This year a pair, of apparently young osprey, have been attempting to build a nest for a couple of weeks. A pair just upriver built a very large nest in the same amount of time – hence why we think they may be a young pair. Additionally, we wonder if the pair upstream and the young pair may be related. As there doesn’t seem to be the same territorial issues osprey often exhibit when nesting so close.</p>
	
<p>Left: Picture of old opsrey nest pre-project (~2016). Middle: New opsrey nest platform just after construction in 2018. Right: Nest platform with opsrey and nest, 2020.</p>	
ODA Grant SP Goals 1, 2, 4, 5 & 6	Ongoing tracking and reporting.

Task	Explanation
Off-Channel Salmon Habitat and McCarthy Creek WRE	
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.
Internship Program	Assisted with the Intern hiring debris as I was part of both the application review team and the interview team. With 101 applications and two great intern hires it was another successful year. But we always learn so much with every hire and this was no different.

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 April 15 – May 13, 2020

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. Scheduled second round of spring maintenance work at multiple sites and reviewed and processed invoices, including for plant cooler. • Prepare & meet with interns to review file management project for HSP documents • Visited HSP/SH sites 5/8, 5/12 on Sauvie Island and Lower McCarthy Creek to access seasonal vegetation management needs; visited Dairy Creek planting area
<i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i>	<ul style="list-style-type: none"> • Ongoing management of NRCS wetland reserve easement (WRE) site restoration activity; did site visit 5/12 with CREST and ODFW here and at neighboring wetland mitigation site. Visited planting areas to assess plant growth and maintenance needs. Provided documentation to NRCS for practice certification and payment. • Did implementation planning for remaining conservation practices at Oak savanna “CIS” habitat project in the upper Abbey Creek watershed. Refined OWEB grant budget amendment & reimbursement request for ~\$10,000, which is pending. • Met w/ Abbey Cr. landowner via phone 5/1 and for a site visit 5/12 regarding riparian restoration options, weed control and rural land management; made resource map. • Spent 2 full fields day on garlic mustard survey & control at HOA and 3 rural sites; met with landowners; did follow-up on technical and forest management issues. Secured tools and masks; prepared supplies, dropped off pulled garlic mustard.
<i>Outreach & Education; partnerships, collaborative grants (Goals 1-6)</i>	<ul style="list-style-type: none"> • Did intensive final edits and photo assessment for Living on the Water publication; met with communications staff on same and re: launch for document • Coordination with SBWC re: partnership workplan for next year, launch of Living on the Water v. 2, related outreach to the moorage community, and invasive species grant • Coordinated internally re: new funding opportunity for staff time spent on NRCS work • Take and share multiple field photos with captions for posting to social media • Collect info. & respond to request for Multnomah Channel water quantity data
<i>Admin. / training (Goal 6: Maintain a vibrant agency)</i>	<ul style="list-style-type: none"> • Led 2 meetings on Zoom for technical & other staff, plus District Board members, on covid-19 adaptations, strategic planning and technical staff business. • Participated in 3 Leadership team meetings, and 1 all-staff meeting, which included discussion and follow-up on covid-19 issues; social media, physical distancing and internal communication guidance; outreach; budgeting; and health plans • Did monthly report, timesheet prep. & review, research & purchasing of field supplies, preparation and review of reimbursement requests; review staff reports; misc. admin. • Spent lots of time adapting to Covid 19 work conditions; learned to use Slack and started using it daily for staff communications and sharing of photos for social media • Visited Flight’s End wetland restoration site on Sauvie Island on personal time • Participated in NRCS remote training on new tools for planning pollinator plantings • Prepared for and participated in Organizational Health and Conservation Scope team meetings for LRBP
<i>NRCS project match; DEI</i>	<ul style="list-style-type: none"> • Enyart WRE: 10+ hours (6 hours on site visit) • DEI: Participated in 2 meetings to apply equity lens to success criteria for long-range business planning areas of focus

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
LRBP: Long Range Business Plan
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
HOA: Home Owner Association

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 April)

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. Implemented new remote payment process (document flow, approvals, timing) to remotely process invoices.
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	Onboarded new interns remotely using Zoom and DocuSign; oriented them to fiscal side of District, including budgeting and grant opportunities. Implemented Families First Coronavirus Response Act leave, coordinating with payroll processor, ADP, and modifications to time reporting; addressing staff questions. Transitioned to paperless payroll reporting and paystub delivery. Coordinating two upcoming trainings for board and staff on 1) microaggressions and 2) pronoun usage and gender nonconforming (DEI focus). Updating status and planning for all fiscal year-end performance evaluations and professional development plans.
Manage development and filing of District Budget, ensuring that all local, state and federal standards and laws met; staff, board and public participate	Completed FY21 Budget message and all associated documents and notices. Coordinated and held Budget Committee Meeting and subsequent filings and reporting. 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, etc.). Further researched impact of COVID-19 restrictions on public meeting laws; allowable accommodations given social distancing restrictions, and refined newly implemented procedures for public meeting logistics.
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), equipping staff with seasonal vehicle, and addressing technical and ergonomic needs for working from home and/or in the field. Continuing rescheduling of various events and staff trainings.
Participate in relevant District meetings (Staff, DEI, Safety, Leadership, Annual)	Planned and participated in all Staff Meeting (including safety committee meetings), Leadership Team meetings, Board Chair check-ins, and relevant tech staff meetings virtually. Chaired quarterly safety committee planning meeting.
Participate in other external meetings and events (WHA Insurance Agents, SDAO, Property Manager, IT Cogent, ADP, GFOA, TSCC FOG, TCWC, Legal, etc.)	Evaluated comparative analysis of medical insurance renewal options provided by our insurance agent and reviewed with leadership team. Consulting with Cogent IT to assess security risks and precautions when working remotely and to review options on remote working technology. Coordinating with attorney to have documents in order related to Sturgeon Lake matters and ensure continuing progress, specifically for closing on permanent easements and completing irrigation related work.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Monthly SDAO safety webinars first Thursday of every month. Continuing training on remote working technology (Zoom, slack, etc.) OACD & SDAO webinars/conference calls on COVID-related issues and impact on operations, funding, etc.
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; both focusing this month on applying our equity lens to the success criteria (DEI focus). Participating in LRBP Conservation Scope planning team meeting.

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

Task	Explanation
Interim Co-District Manager (G1 – 6)	<p>Worked with staff and partners to revise the District’s Social Distancing Policy to denote the adoption of Multnomah County’s employee health guidelines regarding actions to take when feeling ill and to include a mobilization flat fee option for contractors.</p> <p>Participated in an OACD/ODA District Managers meeting on COVID-19 response and an NACD NRCS TA Funding meeting.</p> <p>Worked with all to set up budget projection & tracking mechanisms for hard-to-predict end of fiscal year costs related to COVID-19 (i.e. increased mileage & mobilization fees from contractors).</p> <p>Coordinating and facilitating monthly staff meetings with input from all.</p> <p>Worked with leadership team on finalizing internal remote communications guidelines, insurance plans and</p> <p>Participated in Safety Committee Meeting with Michelle and Randi. We firming up the next 3 months of staff meeting topics and finalized our Heat Illness Plan.</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.</p>
Urban Conservation (G1- 3, 5, 6)	<p>Participated in the West Willamette Restoration Partnership administrative planning meeting.</p> <p>Responded to landowner information requests on Meadowscaping, stormwater and Oregon Grape Molding.</p> <p>Lined up contractors for spring invasive weed treatments on cost-share sites.</p> <p>Participated in a TCWC Board & Stewardship Meeting.</p>
Grants (G1 – 6)	<p>Submitted revised 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 further discuss the Oregon Department of Forestry LSR Grant.</p>
Diversity, Equity & Inclusion (G1-6)	<p>Sent Scott UERC presentation and conversation take homes for follow-up discussion that he’s planning.</p> <p><i>*Work in LRBP w/ CELs & Equity Lens responds to DEI workplan.</i></p>

Other	Managing Long Range Business Plan (LRBP) , <i>see LRBP Report for progress.</i> Participated in Intern Orientation Checkin.
--------------	--

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

Area & Goal	Explanation
Social media All GOALS	<ul style="list-style-type: none"> • Promoted partner online webinars on: soil health, Tree School sessions, Earth Day virtual nature walks and City Nature Challenge, , • Posted/shared on Soil School 2021, Green Jobs Team members (Forest Park Conservancy Interns), drone photos, notice of Stormwater Stars to be featured on KATU News 2, goat weed management, the benefits of native poison oak, invasive plants • Created channel on Slack for staff to share images for social media postings • Completed Social Media Best Practices Guide and distributed to staff • Tracking stats of followers: Facebook 1143, Instagram 264, Twitter 522
Media Relations All GOALS	<ul style="list-style-type: none"> • Distributed Board & Budget committee meeting announcement to media list • Sent Garlic Mustard ‘how we’re working during COVID-19 with best practices’ to local neighborhood media outlets • Renewed Skyline Ridge Runner ad
Website Management All GOALS	<ul style="list-style-type: none"> • Updated Board & Budget pages with meeting announcements and attachments, and budget award • Updated website related to coronavirus: office closure, staff availability, how we are working during coronavirus pandemic • Update erosion, healthy streams, wetland services, and Meadowsclaping pages • Update Garlic Mustard page for 2020 spring season and working while social distancing • Continue early prep work on website redesign: create project timeline; meet (conference call) with neighbor SWCDs to share ideas and needs for website redesign
Communications All GOALS	<ul style="list-style-type: none"> • All Staff, Tech Staff, and Leadership Team meetings, timesheets, and staff report • Co-created plan for how to distribute Meadowsclaping Handbooks during office closure; Assisted with distribution - updated distribution list for mailing • Continued update to Living on Water guide • Begin planning for Summer newsletter: update editorial calendar, coordinate articles • Provided additional information for annual budget request • Design, layout, text edit, list cleanup, and production of Garlic Mustard Work During COVID-19 postcard mailer • Coordinated response to Request for Assistance inquiries generated through the website • Participated in drone photography practice session to assist with photo composition for best image quality for District communications needs; helped troubleshoot file sharing issues
Outreach/Events All GOALS	<ul style="list-style-type: none"> • Completed Soil School notification to registrants about no refund processing due to website error during registration (registration fees were not successfully collected)
Diversity, Equity and Inclusion All GOALS	<ul style="list-style-type: none"> • No specific activities

Other	<ul style="list-style-type: none">• Participated in meet & greet meeting with Conservation Interns• Provided input and edits for District's Social Distancing Policy• Provided input and edits for District's Internal Communications Guidelines• Additional home office internet & desk set-up• Processed donation of sick time• Helped test Zoom-Outlook connection tool
--------------	---

Laura Taylor, Conservationist and Education Coordinator

May 2020 Board Meeting Staff Report (Covers April)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> Met with Michael to strategize our next phase of the Understory Seeding project. Analyzed and graphed Understory Seeding Study Data and contributed to the NRCS Conservation Innovation Grant report. Consulted with a statistician on developing an analysis plan and scope of work for our Understory Seeding data analysis. Developed a pollinator meadow enhancement planting plan and final budget for a West Hills land owner
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> EDRR Support: Surveyed five properties for Garlic Mustard over three days. Supervised a contractor crew one of these day, and hand-pulled garlic mustard two of these days. Provided a summary of planted acres for the ODA report
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> Corresponded with School Garden Program participants to answer questions. Met with Tryon Creek Watershed Council staff and partners to collaborate on developing the final application for a Metro Nature In Neighborhoods Education Grant which would include funding several school environmental education projects we currently support. Acquired 4 letters of support from three partners plus ourselves in support of the Metro Education Grant. Met with a Portland State University student to provide career advice
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none"> Provided a District orientation and training for our new interns, Hannah and Cole Coordinated with the Forest Park Conservancy (FPC) and our staff on logistics for beginning to work with two FPC Green Jobs interns. Provided an orientation to two new (to us) FPC Green Jobs interns. Attended a quarterly Green Jobs Internship Partner meeting Reviewed and approved time sheets and reimbursement forms.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> Long Range Business Plan (LRBP) Update: <ul style="list-style-type: none"> Prepared for and Facilitated an Equity Lens meeting for the Organizational Health Team to look at their evolving success criteria. Attended WMSWCD staff & tech staff meetings. Contributed content for social media posts
NRCS Grant Contrib.	<ul style="list-style-type: none"> CIG Grant: Understory Seeding Study Data analysis (16 hrs), report writing (6 hrs), meetings (3 hrs) = 25 hrs Total
Diversity, Equity & Inclusion	<ul style="list-style-type: none"> Prepared for and Facilitated an Equity Lens meeting for the Organizational Health Team

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