

## Michael Ahr, Forest Conservationist

### May Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> <li>• Collected soil samples at 8 properties and delivered them to the soil lab in Corvallis. This is part of our understory species work.</li> <li>• Worked with Laura on updating draft documents and getting statistics input on our results for the Understory project.</li> <li>• Site visits; 2 – holly farm, and another nearby to check work that contractors had completed.</li> <li>• Crew work occurred on 4 sites this month. Mostly all maintenance work around new plantings that were installed in February.</li> <li>• Worked on a proposal to NACD for their technical assistance funds. It's due June 1. The idea is to see if we can get about \$35,000 next year to fund some of my time with the intent to keep delivering a few new EQIP projects each year, plus some Conservation Stewardship Program (CSP) projects. We haven't used CSP much in our District, but it might be really appealing to many landowners. It kind of rewards them for their good work rather than paying for restoration to degraded sites.</li> </ul>
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> <li>• Met by phone with Renee Myers (FPC), Kristin Ramstad (ODF), and Mary to discuss a potential grant idea with Oregon Department of Forestry. We submitted a preproposal, but they did not move it on for further consideration</li> <li>• Met (phone) with Brandy Saffell at Tualatin SWCD to discuss project management questions that she had</li> <li>• Woodland Fish &amp; Wildlife Group Meeting. We meet twice a year. I'm taking the lead on an invasive forest vegetation publication and how that work relates to wildlife.</li> <li>• Discussed pending EQIP applications with Mike Hensley (NRCS)</li> </ul>
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> <li>• Attended webinars over parts of 2 days on new pollinator habitat guidance/tools from NRCS</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• Updated a form for tracking my time (how it is spent on various tasks)</li> <li>• Completed a performance review with Mary</li> <li>• Tech staff met to talk more about our thoughts on the conservation threats that were identified during interviews and surveys for the LRBP</li> </ul>
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> <li>• Met with all staff on using the equity lens to assess our questions for the conservation scope team (LRBP)</li> </ul>

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**  
**June 2020 Staff Report (May 14<sup>th</sup> – June 10<sup>th</sup> 2020)**

<p><b>Task</b></p> <p><u>Early Detection, Rapid Response</u> (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<p>The EDRR Team has reached 235 landowners so far this year (and counting!) In all, 1.9 acres of garlic mustard has been cumulatively controlled across 10 affected acres (stats compiled by Ari- thank you!) District wide (from Newberry Rd down to the county line that runs through Tryon Creek State Park). We have relied far less on herbicide this year, as many of our sites are mixed in with native plants making a comeback! The long wet spring has also made it possible to pull more easily. There is nothing more satisfying than finding isolated garlic mustard patches and pulling them to immediately 'liberate' the understory forbs and ferns. Staff have removed 1829 pounds of garlic mustard, and our contractors have removed 1060 pounds.</p> <p><b><i>Anthriscus sylvestris</i> (cow parsley/wild chervil)</b> – Two populations in our district were confirmed by City of Portland BES Dominic Maze. Both border Forest Park, but on either ends. We are working with the landowners to pursue treatment and removal. While currently unlisted in Oregon it is a Class B in Washington and appears to be spreading quickly in some sensitive upland meadow and forest edge habitats.</p> <p><b>Emerald Ash Borer (EAB) trapping:</b> Our staff entomologist, Ari, is leading our EAB trapping effort, installing six traps in higher risk ash stands across our District (and just beyond). Ari is coordinating with USDA-APHIS, Portland Parks, Columbia SWCD and ODF to procure materials, place traps strategically and even produce a comprehensive partner map to track our regional trapping effort. With very minimal dedicated funds from state and federal agencies, Ari has been able to revive this important early detection program for this part of our state!</p> <p><b>Spurge laurel</b> – Staff and contractors have worked to control several patches this spring.</p> <p><b>Outreach</b> – Working with Multnomah Master Gardeners to host a large online workshop. Sent a couple more dozen outreach letters, and received several replies. Almost as important as the actual EDRR work is the opportunity it has given us to connect directly with numerous community members across our district and provide them with all types of technical assistance.</p> <p><b>Oregon State Weed Board grant:</b> We are implementing the 2020 Portland Garlic Mustard Partners 2020 grant (which secured nearly \$35,000 for garlic mustard control). Daily-weekly etc coordination with partners.</p> <p><b>Our EDRR program is made possible with the assistance of Ari DeMarco, and our dedicated interns Hannah Spencer, Cole Carr (WMSWCD) and Joseph Justice and Selena Gutierrez (FPC), as well as our intern coordinator Laura, communications coordinator Renee and our tireless admin team (Randi, Michele and Mary)! Special thanks also to Kammy for assisting with surveying again this month, and to Board members Jane Hartline and Shawn Looney for pulling garlic mustard at Wapato Access on Sauvie Island! THANK YOU</b></p>
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> <li>• Provided IPM guidance to community members, property owners and others</li> <li>• Improvements to safety equipment</li> <li>• Reviewed herbicide records &amp; questions</li> <li>• Pursued and tracked IPM trainings and communications with partners and staff to improve best management practices</li> <li>• Hoping to look at new Solve Pest Problems content pages soon!</li> </ul>

Invasive Partnerships  Goals 1-6	<p><b>PNW- Garlic Mustard Working Group:</b> Curated listserv posts, including contest with Ari!</p> <p><b>4-County CWMA:</b> <i>On Field Break.</i></p> <p><b>Oregon Invasive Species Council (OISC):</b> Participated in a Communications Committee meeting, 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><b>Tryon Creek Watershed Council:</b> Provided updates.</p> <p><b>Western Invasives Network:</b> Correspondence with Troy (grants, networks, resource sharing)</p> <p><b>NAISMA Legislative Committee:</b> Tracking.</p>
Long Range Business Plan	Actively engaged in the Conservation Scoping Tech Team. Assisted with equity lens review, and participated in all meetings. Provided feedback etc.
DEI Goal 6	Utilizing equity lens / considering how to improve equity in our work via LRBP and day to day work. Staying engaged, aware and current of so many important issues we are facing!
Presentations/Tabling	Leading a Master Gardener online training workshop (June 26).
Technical Assistance	Phone/email and in-person, I have provided assistance to 75 people this month on a wide variety of conservation issues ranging from invasive species, management practices, erosion, native planting and ID, wildlife enhancement, stormwater etc etc
Site Visits	Two planned site visits regarding <i>Antriscus sylvestris</i> and other conservation planning issues.
Misc/Admin  Goals 1-4, 6	Contracting and SOW paperwork; Invoicing Review; Data entry, Conservation Plan tracking; Coordinating with partners; Curating our invasive plant specimens; Field Supplies Management & purchasing; Landowner correspondence; Partner coordination; Budget Tracking; District admin responsibilities; Listserv posts; Work plan development (including COVID work plan), Slack communication ETC

\* 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**  
**June Staff Report**

Task	Explanation
Diversity, Equity & Inclusion (DEI)	<p>Held Committee meeting on May 27<sup>th</sup>. We discussed feedback provided by WMSWCD attendees to the 2020 Urban Ecology Research Consortium held in March. After review all the feedback, the DEI committee came up with these major take always in think about and include, while we work towards completing the long range business plan:</p> <ul style="list-style-type: none"> <li>• Organizational goal to go beyond <i>welcoming</i> of diverse communities to <i>belonging</i> of diverse communities in our organization. Shift our messaging to reflect this.</li> <li>• Having an equity lens isn't equal to having diverse leadership in decision making. <ul style="list-style-type: none"> <li>○ Hiring people of color at the leadership level is desirable.</li> <li>○ The most immediate opportunity for the District to involve a person of color at the leadership level is the recruitment of an Associate Director to serve on the Board to replace Susan Weedall, who recently moved out of the District and therefore can no longer serve as an Associate Director.</li> <li>○ Mary is working on creating an Advisory Committee to help with the LRBP, and is hopeful this Advisory Committee could serve beyond the LRBP.</li> </ul> </li> <li>• Integrating communities of color in our work in multiple ways. We do this now, and should continue to explore opportunities to expand on this.</li> <li>• When leading a discussion about our equity work, pausing at the beginning of the discussion to acknowledge privileges, the role that you play, and what is being done to include diverse perspectives from the community.</li> <li>• When people of color are hired onto our staff and become board members, it is crucial that they are not targeted as “having all the answers”, or doing all the work to uncover white peoples’ “blind spots”, or putting all the emotional burden and pressure on them to come up with answers simply because of their race.</li> <li>• Consider a dedicated position to lead in oversight, implementation, and further the District’s diversity, equity and inclusion work. This would not replace but rather lead and aid the staff’s involvement in this work. Capacity and time restrictions and the desire to do more have been documented in the Organizational Health staff survey as an issue. Though we cannot afford this position in the near future, it is important to document the desire and ideas for such a role should the budget allow for this position, as this could be a major step toward organizational health.</li> </ul>
Long-Range Business Plan	Participated in several Conservation Scope related meetings and reviews.
Small Acreage Farms and new landowner contacts <b>SP Goals 1-5</b>	No new plans or landowners, just concentrating on several existing plans.
Site Visits (4) <b>SP Goals 1-5</b>	All to Dairy Creek.
Sturgeon Lake Restoration <b>SP Goal 1 &amp; 3</b>	<p><b>Revegetation Work:</b> Nothing new here other than after visiting the site on May 28<sup>th</sup>, all the plants are looking great heading into the dry part of the year. Fingers crossed that this relatively dry spring hasn't set all our plantings in the District up for disaster.</p> <p><b>Easements</b> – We should finally be closing our 2<sup>nd</sup> easement on June 4<sup>th</sup>. Yeah!</p> <p><b>Osprey</b> – The pair of osprey building a nest at the mouth of Dairy Creek are still there. The nest is bigger, but still quite small for typical osprey standards. Also hard to tell if they have an egg or not. But there is always a bird there guarding the nest so I suspect</p> <p><b>Irrigation</b> – The irrigation project is almost done! Just waiting for power to be hooked up. And just in time for summer. This has been a long time coming but the landowner is happy with the end result.</p>

Task	Explanation
 <p><b>Left: The Debris Boom at the mouth of Dairy Creek. Note the log being kept from entering the creek and the ostrich nest atop the pole in the middle of the picture.</b></p> <p><b>Middle: Dairy Creek, looking towards the lake. Native Plantings and grass seeded two years ago are all looking great!</b></p> <p><b>Right: Electrical platform and well (small brown pipe in the middle of the picture) install in late May, 2020.</b></p>	
<p>ODA Grant <b>SP Goals 1, 2, 4, 5 &amp; 6</b></p>	<p>Ongoing tracking and reporting.</p>
<p>Off-Channel Salmon Habitat and McCarthy Creek WRE</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 May 14 – June 11, 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"> <li>• Ongoing planning &amp; program management, including contractor &amp; landowner coordination, fiscal oversight for Healthy Streams Program (HSP) and Special Habitat (SH) sites. Facilitated second round of spring maintenance work at 4 priority sites, which is now almost complete. Update scopes of work, review herbicide records.</li> <li>• Finalized, printed and mailed 7 HSP and SH annual activity reports to landowners. This completes this past year’s effort, which totaled 27 project summaries.</li> <li>• Connect with SIDIC and Mosaic Ecology re: Brazilian elodea in Sauvie Is. canals</li> </ul>
<i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i>	<ul style="list-style-type: none"> <li>• Ongoing management of NRCS wetland reserve easement (WRE) site restoration activity; coordinated and visited site 5/28 with vegetation management contractor doing spring weed control; continue to work with CREST re: wetland restoration plans for adjacent site. Prepared for spring vegetation monitoring at the site.</li> <li>• Did ongoing technical assistance &amp; implementation planning for remaining conservation practices at Oak savanna “CIS” habitat project in the upper Abbey Creek watershed. Secured OWEB grant reimbursement, which we passed to the landowner.</li> <li>• Followed up w/ Abbey Cr. landowner regarding riparian restoration &amp; tax incentives</li> <li>• In response to a board member’s concern about ailing native Indian plum, did coordination and research, including re: collection protocol for pathology analysis</li> <li>• Assisted landowner in SW Portland interested in oak habitat, including guidance on caring for newly seeded native grasses and habitat on rural oaklands</li> </ul>
<i>Outreach &amp; Education; partnerships, collaborative grants (Goals 1-6)</i>	<ul style="list-style-type: none"> <li>• Did additional final edits and photo collection for our Living on the Water publication version 2, which is about to go to print</li> <li>• Coordinated with SBWC re: partnership work plans for this &amp; next year</li> <li>• Participated in monthly coordination meeting with NRCS &amp; EMSWCD to discuss relevant program areas and share adaptations to Covid-19</li> <li>• Social media: took field photos and provided captions</li> <li>• Assisted EDRR team by spending a day surveying &amp; controlling garlic mustard in the Balch Creek watershed along with intern Joseph</li> <li>• Prepare photos and write e-newsletter article on WRE habitat restoration project</li> </ul>
<i>Admin. / training (Goal 6: Maintain a vibrant agency)</i>	<ul style="list-style-type: none"> <li>• Organized &amp; led 2 meetings on Zoom for technical staff; participated in 3 Leadership team meetings, &amp; 1 all-staff meeting. Focused on covid-19 issues; LRBPlan, social media, physical distancing, office re-opening, communications, database, contractor lists, internship, vehicle needs, etc.</li> <li>• Did monthly report, preparation and review of reimbursement requests &amp; timesheets;; misc. admin.; timekeeping; re-assessed budget ending balance for comptroller.</li> <li>• Continue to spend additional time adapting to Covid 19 work conditions, e.g. computer issues, remote meetings, new communications systems, sharing for social media</li> <li>• Prepared for and participated in two more Organizational Health and 2 Conservation Scope team discussions (one during a tech. staff meeting) for LRBP</li> <li>• Attended short rose identification training on Zoom by the Native Plant Society; Xerces Society workshop on mining bees; and Master’s thesis presentation on pollinator monitoring and habitat planning</li> </ul>
<i>NRCS project match; DEI</i>	<ul style="list-style-type: none"> <li>• Enyart WRE: hours TBD (6.5 hours on 5/28 site visit)</li> <li>• DEI: Helped craft statement of support against racial discrimination in response to current unrest in the country, for posting on social media; addressed DEI issues in long-range business planning meetings</li> </ul>

**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 May)**

Fiscal & Admin Annual Work Plan items relevant to this month	Status This Month
Manage Accounting and Finances to maximize efficiency and effectiveness	<p>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.</p> <p>Implemented new remote payment process (document flow, approvals, timing) to remotely process invoices.</p> <p>Continuing to coordinate/document/modify and adapt as necessary to ongoing new procedures for current remote work environment.</p>
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	<p>Coordinated employee insurance renewal option information, addressed staff questions, facilitated submission of enrollment forms, etc.</p> <p>Gathering input from staff on reopening office re: comfort level, preferences, ideas for a smooth transition as Multnomah County moves through the phases of reopening.</p> <p>Administering Families First Coronavirus Response Act leave, including payroll processing, and modifications to time reporting; addressing staff questions.</p> <p>Coordinating two upcoming trainings for board and staff on 1) microaggressions and 2) pronoun usage and gender nonconforming (DEI focus).</p> <p>Scheduling, planning for and having fiscal year-end performance evaluations and professional development plans for supervised employees.</p> <p>Internship Hiring Debrief (DEI related)</p>
Manage development and filing of District Budget, ensuring that all local, state and federal standards and laws met; staff, board and public participate	<p>Updating and evaluating all budget assumptions with input from all program managers and preparing all materials for Budget Hearing.</p> <p>Met all legal requirements regarding public notice, publishing budget details, submission of approved budget for TSCC certification, which was received.</p> <p>Reviewing and monitoring budget results for FY20, coordinating expected spending with all program managers.</p>
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	<p>Prepared all meeting materials for monthly meeting, coordinating with all relevant staff and board members (agenda, Treasurer's Report, consolidated staff and DEI reports, resolutions and policies as applicable, etc.).</p>
Manage grant administration and reporting	<p>Reported on all accounting and tracking for regular grant submissions (ODA TALMA, NRCS Wetland Reserve Easements, NRCS Conservation Innovation Grant reporting, OWEB small grants reporting).</p>
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	<p>Continuing to coordinate staff needs (technology, communications, systems and processes, etc.) to ensure effectiveness and efficiency while remote working (due to COVID 19 office closure).</p>
Participate in relevant District meetings (Staff, DEI, Safety, Leadership, Annual)	<p>Planned and participated in all Staff Meeting (including safety committee meetings), Leadership Team meetings, Board Chair check-ins, and relevant tech staff meetings virtually.</p>
Participate in other external meetings and events (WHA Insurance Agents, SDAO, Property Manager, Cogent IT, ADP, GFOA, TSCC FOG, TCWC, Legal, etc.)	<p>Consulted with WHA health insurance agent to review implicit tax effect of domestic partner coverage.</p> <p>Consulting with Cogent IT to equip staff with needed technology to work from home.</p> <p>Coordinating with attorney on Sturgeon Lake matters and ensuring continuing progress, specifically for closing on permanent easements and completing irrigation related work.</p>
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	<p>Attending as able monthly SDAO safety webinars first Thursday of every month.</p> <p>Continuing training on remote working technology (Zoom, slack, etc.)</p> <p>GFOA Annual Conference attended virtually.</p>
Long-Range Business Plan Update and Transition Management	<p>Participating in ongoing LRBP meetings.</p> <p>Coordinate and Lead LRBP Organizational Health Planning team meetings and Financial Sustainability Planning team meetings;</p>

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

Task	Explanation
<p><b>Interim Co-District Manager (G1 – 6)</b></p>	<p>Worked with the leadership team to revise the <b>District’s Social Distancing Policy</b> to denote reporting and response mechanisms should staff, partners and/or contractors test positive for COVID-19.</p> <p>Worked with Michele &amp; Randi on <b>health insurance renewal options</b> review and follow-up with staff.</p> <p>Coordinating and facilitating <b>monthly staff meetings</b> with input from all.</p> <p>Held initial discussions with staff on <b>reopening our office</b> to better understand how we might transition as the county approaches phase 1 of reopening.</p> <p>Participated in <b>weekly check-ins with Michele and Terri</b>.</p> <p>Conducted a <b>staff performance review</b>.</p> <p>Participated in a <b>TCWC Board Meeting</b>.</p>
<p><b>Urban Conservation (G1- 3, 5, 6)</b></p>	<div data-bbox="431 835 766 1276" data-label="Image"> </div> <p>Oversaw contractors for <b>spring invasive weed treatments</b> on cost-share sites. Some participating landowner family members joined the crews and I (pictured left).</p> <p>Submitted a <b>CWSP Letter of Support</b> for First United Methodist Church, which has been a long-term partner in education and demonstration restoration projects.</p> <p>Worked with <b>WWRP Steering Committee</b> to refine the scope of work for the partnership for fiscal year 2020-2021.</p>
<p><b>Grants (G1 – 6)</b></p>	<p>Met with and worked with Michael, Kammy, Scott and Kim to discuss submission of an <b>NACD TA funding</b> grant largely focused on supporting Michael’s work. Michael authored a recently submitted proposal.</p> <p>Submitted a final report and reimbursement requests for the Marshal Park <b>OWEB Small Grant</b>.</p> <p>Met with Watershed Resource Center staff to discuss next steps for <b>1% for Green funding</b> project – sending mailer to participating landowners.</p> <p>Received word that we didn’t receive the <b>Oregon Department of Forestry LSR Grant</b>.</p>
<p><b>Diversity, Equity &amp; Inclusion (G1-6)</b></p>	<p>Participated in the <b>DEI Committee Meeting</b>.</p> <p>Checked in with Indi &amp; PSU Professor, Dr. Shinn, to discuss picking back up the peer review of the <b>“Whose Land”</b> literature review.</p>

	<p>Crafted and sent out a <b>Deepening our Understanding of Gender survey</b> monkey to staff to prepare for the upcoming training and to help uncover any looming issues around this that we should think about.</p> <p>Met with Cole to start him on an <b>update to our existing Metro Demographics</b> mapping project to help inform the LRBP as well as other DEI efforts.</p> <p><i>*Work in LRBP w/ CELs &amp; Equity Lens responds to DEI workplan.</i></p>
<b>Other</b>	<p>Participated in an <b>internship hiring debrief</b>.</p> <p><b>Managing Long Range Business Plan (LRBP)</b>, <i>see LRBP Report for progress.</i></p>

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

<b>Area &amp; Goal</b>	<b>Explanation</b>
<b>Social media</b> All GOALS	<ul style="list-style-type: none"><li>• Promoted partner online webinars on: Weed watchers workshop, Tree School, Bumble Bee Atlas training; OSU Fire program</li><li>• Posted/shared on best practices for cutting ivy in nesting season; fern ID collage; fire season and Home Ignition Zone; millipedes and their role in soil health; National Invasive Species Awareness Week</li><li>• Tracking stats of followers: Facebook 1179, Instagram 305, Twitter 523</li></ul>
<b>Media Relations</b> All GOALS	<ul style="list-style-type: none"><li>• Distributed Board &amp; DEI meeting announcements to media list</li></ul>
<b>Website Management</b> All GOALS	<ul style="list-style-type: none"><li>• Updated Board, Budget, DEI webpages and event pages with meeting announcements and attachments</li></ul>
<b>Communications</b> All GOALS	<ul style="list-style-type: none"><li>• All Staff, Tech Staff, and Leadership Team meetings, timesheets, and staff report</li><li>• Updated annual work plan</li><li>• Reviewed and approved request by Univ. of BC to use Forest Thinning video</li><li>• Continued update to Living on Water guide</li><li>• Continued coordination of articles for Summer newsletter</li><li>• Updated design, printed, coordinated pick-up for car door magnets for staff personal vehicle usage</li><li>• Updated Meadowsaping Handbook distribution list for assisted mailing</li><li>• Coordinated response to Request for Assistance inquiries and questions sent to info@</li><li>• Renewed SICA sponsorship and updated WMSWCD description for SICA website</li></ul>
<b>Outreach/Events</b> All GOALS	<ul style="list-style-type: none"><li>• Completed Soil School 2021 event site contract with PCC to hold space for next year</li></ul>
<b>Diversity, Equity and Inclusion</b> All GOALS	<ul style="list-style-type: none"><li>• Participated in May DEI committee meeting</li><li>• Began communications with BIPOC bee scientist for presenting at future District events</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Provided input and edits for LRBP Conservation Scope priorities and recommendations</li><li>• Participated in Intern hiring debrief</li></ul>

**Laura Taylor, Conservationist and Education Coordinator**

**June 2020 Board Meeting Staff Report (Covers May)**

<b>Task</b>	<b>Explanation</b>
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> <li>Met with a statistician to further develop scope of work for Understory Seeding Study analysis</li> <li>Planned and prepared for spring field data collection for the Understory Seeding project.</li> <li>Developed seedling identification training materials to prepare our interns for helping with Understory Seeding data collection</li> <li>Trained our interns, Hannah and Cole on Understory Seeding data collection methods, and collected data at five properties.</li> </ul>
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> <li>Quality-checked contractor work at projects recently treated for weeds.</li> <li>Answered questions and gave feedback on HSP annual project summaries.</li> </ul>
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> <li>Corresponded with School Garden Program participants to answer questions.</li> <li>Reviewed and Approved School Garden Project reimbursement requests.</li> </ul>
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none"> <li>Held a hiring debrief meeting on the recent internship hiring process.</li> <li>Regularly checked in with interns on how they were doing, work scheduling, and any needs they had</li> <li>Coordinated with staff on scheduling interns for different work assignments.</li> <li>Coordinated with District and Forest Park Conservancy staff and interns on Green Jobs intern work assignments and work accessibility needs</li> <li>Reviewed and approved time sheets and reimbursement forms.</li> </ul>
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> <li>Attended a series of two 2-hour trainings on designing NRCS-specified Pollinator Habitat enhancement projects</li> <li>Long Range Business Plan (LRBP) Update:                             <ul style="list-style-type: none"> <li>Participated in an Equity Lens meeting for the Conservation Scope Team’s evolving success criteria.</li> <li>Attended a Conservation Scope team meeting</li> </ul> </li> <li>Attended WMSWCD staff &amp; tech staff meetings.</li> <li>Contributed content for social media posts</li> </ul>
NRCS Grant Contrib.	<ul style="list-style-type: none"> <li>CIG Grant - Understory Seeding Study: LT: planning and preparation (16 hrs), training materials development (8 hrs), field work (71 hrs) = 95 hrs total; Interns: field work (71 hrs).</li> </ul>
Diversity, Equity & Inclusion	<ul style="list-style-type: none"> <li>Participated in a DEI Committee meeting</li> </ul>

**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**