

**District Manager’s Report to WMSWCD Board for the October 2020 Meeting (Covers September 2020 Activity)**

<b>Goal 1: Erosion &amp; Healthy Soil; Goal 2: Water Quality; Goal 5: Cultivating Stewards – No Activity</b>	
<b>Goal 3: Habitat &amp; Biodiversity</b>	<ul style="list-style-type: none"> <li>• Conference call w/ Jason Faucera (Clackamas SWCD) and Director Jane Hartline regarding next steps with the Intergovernmental Agreement (IGA) with the Oregon Department of Fish and Wildlife (ODFW), <i>Working Towards Fully Functional Habitat Incentive Programs for Private Lands ...</i></li> <li>• Attended Oak Prairie Working Group “Where Do We Go From Here” Forum with SWCDs (9/30)</li> </ul>
<b>Goal 4: Working Lands</b>	<ul style="list-style-type: none"> <li>• Forestry program check in with Michael Ahr regarding conservation acquisition, conservation easement and forest carbon market opportunities on private forestlands within the District.</li> <li>• Phone call w/ Kristin Kovalik, Trust for Public Lands (and Michael Ahr) about potential acquisition of timberlands in the North Tualatin Mountains and the District’s possible management role (9/15).</li> <li>• Read the American Forest Foundation’s 2020 white paper <i>Family-Owned Forests: How to Unlock the Carbon Potential in America’s Backyard</i>.</li> <li>• Forestry discussion (including use of conservation easements) w Director Sowder (w/ M. Ahr, 9/30)</li> </ul>
<b>Goal 6: Vibrant Agency</b>	<ul style="list-style-type: none"> <li>• Attended All Staff Mtg (9/8), Tech Staff Mtg (9/14, 9/28), Leadership Team Mtg (9/14, 9/21, 9/28).</li> <li>• Attended remotely Sept 15<sup>th</sup> West Multnomah Soil &amp; Water Conservation District Board meeting.</li> <li>• Orientation Zoom meetings with Office Manager Randi Razalenti regarding COVID-19 remote work environment, communication policies and administrative/fiscal procedures including introduction to new tools such as Zoom and Slack. Slack is being used as an internal social media platform for staff.</li> <li>• Reviewed August 2020 Board Meeting materials relating to soil and water conservation district (SWCD) director eligibility criteria; reviewed joint East Multnomah/West Multnomah SWCD letter to the Oregon Department of Agriculture and the Oregon Soil and Water Conservation Commission regarding eligibility criteria for SWCD directors.</li> <li>• Attended remotely September 14<sup>th</sup> Tryon Creek Watershed Council Board meeting.</li> <li>• Authored District Manager’s Message for the Fiscal Year 2019-20 Annual Report</li> <li>• Took Special District Association of Oregon Training (via webinar), <i>Harassment and Discrimination in the Workplace: What’s New?</i> (9/23)</li> <li>• District Intern program &amp; supervisor update meetings (9/23, 9/28).</li> </ul>
<b>Long Range Business Plan (LRBP) Update</b>	<ul style="list-style-type: none"> <li>• Attended Financial Sustainability Planning Committee Meeting via Zoom (9/10).</li> <li>• Reviewed and commented on draft versions of the District’s Vision, Mission and LRBP Goals.</li> <li>• Attended Organization Health Planning Team Meeting (9/25)</li> <li>• Attended and took notes for the Conservation Scope Advisory Committee Meeting (9/25)</li> <li>• Board retreat planning meeting w/ Cliff Jones (Capacity Building Partnerships) (w/ M. Logalbo, 9/28)</li> </ul>
<b>Sturgeon Lake Restoration Project</b> (In Kind = 6 hours)	<ul style="list-style-type: none"> <li>• Check in phone call with Fritz Paulus (contract real estate attorney), Michele Levis and Scott Gall regarding status of remaining work on the project (Maintenance and Monitoring Intergovernmental Agreement; Permanent Access Agreement with the Oregon Department of State Lands).</li> <li>• Reviewed draft Maintenance and Monitoring IGA and sent to Fritz Paulus so it could be finalized and executed by the Oregon Department of Fish and Wildlife and Multnomah County.</li> <li>• Original, executed document transfer (e.g., conservation easements) from F. Paulus (9/28)</li> <li>• Check in phone call with Tim Greseth, Oregon Wildlife Foundation, regarding remaining work on the project (bridge plaque commemorating William Wessinger, interpretative kiosk, project update to project funders and fundraising for the Sturgeon Lake Restoration Project Stewardship Fund).</li> </ul>
<b>Diversity, Equity and Inclusion</b>	<ul style="list-style-type: none"> <li>• Check in phone call w/ Mary Logalbo re: next steps for the <i>Whose Land is Our Land</i> report (9/8).</li> <li>• Reviewed <i>Deepening Our Understanding of Gender</i> and <i>Microaggression</i> Training Materials.</li> <li>• Viewed Ted Talk video, <i>The Urgency of Intersectionality</i>, by Kimberlé Crenshaw.</li> <li>• Brainstormed possible support for a Central American indigenous farming group (w/ Scott Gall, 9/26).</li> <li>• Friends of Family Farms’ Racial &amp; Food Justice Webinar - <i>Equitable Food Access ...</i> (9/29)</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Tree School Online Webinar, <i>Biology and Management of Western Redcedar</i> (9/15).</li> <li>• Portland Chapter, Society of American Foresters virtual meeting (9/28)</li> </ul>

**Michael Ahr, Forest Conservationist**  
**September Staff Report**

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> <li>• Worked much of the month on our final technical report and a soils fact sheet about our understory forest vegetation project. Held a couple zoom meetings with other staff to consult on soils info and review the doc.</li> <li>• Worked with Hannah and she completed a Forest Stewardship Plan (15 acres, McNamee Road/McCarthy Watershed)</li> <li>• Cole is also assisting with a forest stewardship plan</li> <li>• Site visit to check ivy project in Balch Creek and outreach to a neighbor who would like to get involved.</li> <li>• Signed landowner agreement with a Rock Creek owner to restore forest</li> <li>• Measured trees at 24 acre property near Logie Trail and Skyline</li> <li>• Jim and I held a phone call and have exchanged Emails with the Trust for Public Lands (Kristin Kovalik) about a land transaction she is trying to manage in our District. Weyerhaeuser is considering selling some of their land for conservation.</li> </ul>
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> <li>• Checked in with Mike Hensley at NRCS about status of 3 new forestry contracts for EQIP funding. A possible new one is coming together.</li> <li>• Talked to Brian Kittler, formerly working with the Pinchot Institute, to discuss carbon in forests</li> <li>• Talked to Emily Martin at Scappoose Bay Watershed Council about some modeling work they're doing in the Raymond Creek watershed.</li> <li>• Attended meeting with partners working on Understory Species Increase Project</li> </ul>
Education/Outreach/training (SP Goal 4 & 6)	<ul style="list-style-type: none"> <li>• Listened to Wildfire Listening Session with OSU Extension related to local fires</li> <li>• Watched recorded webinar from Tree School on carbon programs</li> <li>• Attended Portland Parks Foundation training mentioned in DEI</li> </ul>
Miscellaneous	<ul style="list-style-type: none"> <li>• Attended Conservation Scope Advisory Meeting</li> </ul>
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> <li>• Attended Portland Parks Foundation summit featuring Dr. Alisha Moreland-Capua discussing Racism and intersection with trauma. Very good talk!</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**  
**October 2020 Staff Report (Sept 10<sup>th</sup> – October 15<sup>th</sup> 2020)**

Task	
<p>Early  <u>Detection,</u>  <u>Rapid</u>  <u>Response</u>            (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<p><b><u>Pokeweed:</u></b> Found and controlled several new patches of pokeweed on Sauvie Island, predominately along the west side in the vicinity of NW Gillihan Road. These include both on private property and right of ways. Ari and I deadheaded and controlled a large established stand in this area, in addition to isolated large specimens.</p> <p><b><u>Dalmatian toadflax &amp; Spotted knapweed:</u></b> Deadheaded and controlled infestations near a critical vector hub (Metro Central Transfer station).</p> <p><b><u>Knotweed:</u></b> Conducted a contractor treatment of lower McCarthy Creek, where several new medium size clumps were found and treated. Special thanks to Kammy and Laura for documenting some new patches in this area. Worked with Cole, WMSWCD intern, and Greenworkforce intern Ahmed to survey and control new knotweed patches reported in Tryon Creek Watershed before they could infest adjacent riparian corridors. Ari and I also conducted knotweed survey and treatments at several historic sites around NW Skyline Blvd. <b>Ari discovered a single garlic mustard rosette</b> at one such location on NW Beck Rd!</p> <p><b><u>Garlic mustard:</u></b> Ari surveyed and I conducted fall treatments on infestations flagged for fall followup. We also had a contractor day spent working on larger patches in Abbey Creek/NW Skyline area. Ari and I also laid down native upland grass seed at four critical garlic mustard sites that have been reduced greatly to prevent erosion, promote restoration and provide wildlife forage.</p> <p><b><u>Anthriscus sylvestris (cow parsley/wild chervil):</u></b> Worked with a cooperater and a contractor to control a population in a historic meadow near Newberry.</p> <p><b><u>False Brome:</u></b> Michael found a sizeable false brome patch in Abbey Creek at a restoration site. Ari and WMSWCD intern Hannah deadheaded it and surveyed the area. Ari assisted a contractor crew in followup treatment, including resurgence of blackberry in restoration area.</p> <p><b><u>Phragmites:</u></b> Followed up on a report from Kammy at a project site and coordinated a contractor to control it due to its size along Multnomah Channel.</p> <p><b><u>Alianthus (tree of heaven):</u></b> Conducting treatment trials including foliar, girdling and squirt.</p> <p><b><u>Emerald Ash Borer:</u></b> Ari checked on our six traps and took them down. No suspects found!</p> <p><b><u>Drone Program &amp; Mapping and Data Collection:</u></b> Ari and I, and Greenworkforce intern Jonathan, collaborated with Tualatin SWCD to loan our drone for filming of Conservation Canines in action. This film focused on a recent black lab, Jasper, and his hunt for detecting garlic mustard in Forest Heights. Ari and intern Hannah assembled our 2019-20 EDRR map for incorporation in our District's Annual Report. Ari also continues to make significant improvements to our EDRR data collection app which allow for better prioritization of sites, categorization of optimal treatment times, accommodation for multiple site visits per year and more accurate herbicide data.</p> <p><b><u>Oregon State Weed Board Grant:</u></b> Prepared and submitted our 2020 Interim Report, as well as completed follow up requested items to finalize our 2019 grant paperwork and payment request. Also, I participated in a webinar related to the outlook of the OSWB program. Unfortunately, OWEB has deprioritized funding this important statewide grant and the upcoming cycle has been cancelled. Working to carefully administer and stretch our current</p>

	2020 award into the 2021 treatment season, which will prioritize funding partners unable to complete work without grant funds.
IPM Coordination  Goals 1-4, 6	<ul style="list-style-type: none"> <li>Facilitated discussion of glyphosate epigenetic transgenerational study results with 4-County CWMA Technical and Scientific Review committee.</li> <li>Provided hands on / field orientation to IPM with greenjobs workforce intern Ahmed, and oversaw treatments by Cole.</li> <li>Checked in regarding updates and publishing timeline of PDX IPM Weed Maintenance calendar.</li> <li>Checked safety equipment, eye washes, etc. Other maintenance as needed.</li> <li>Participated on safety committee and continued working on to do items.</li> <li>Reviewed herbicide records &amp; questions</li> <li>Provided feedback for Contractor COVID, etc policies.</li> <li>Pursued and tracked additional IPM trainings and communications with partners and staff to improve best management practices</li> </ul>
Invasive Partnerships  Goals 1-6	<p><b>4-County CWMA: Steering Committee:</b> Provided annual report submissions. Reviewed Request for Bids for website project. Participated in committee meeting and election planning.</p> <p><b>Technical Committee (Chair):</b> Facilitated discussion around new glyphosate research and new Carrot family species of potential concern. Began a googledocs tracking sheet for publically viewable locations of key “new” carrot species. Provided update for General Meeting.</p> <p><b>Oregon Invasive Species Council (OISC):</b> Participated in legislative committee meetings and email correspondence regarding funding and potential legislative concepts. Weighed in on Worst Invaders relaunch initiative. Provided feedback for new OISC brochure.</p> <p><b>Tryon Creek Watershed Council:</b> Provided updates to Jim and Mary.</p> <p><b>Western Invasives Network:</b> Correspondence with Troy (grants, networks, resource sharing)</p>
Long Range Business Plan	Actively engaged in the Conservation Scoping Tech Team. Assisted with visioning exercises and provided feedback.
DEI Goal 6	Staying connected and tracking challenges districts are facing with regard to director eligibility. Casual correspondence with EMSWCD and Clackamas SWCD regarding DEI development.
Presentation s (2)	Co-Presented “Garlic Mustard ( <i>Alliaria petiolata</i> ) in the WWRP Corridor, where are we at in 2020?” with Mitch Bixby (BES) at the West Willamette Restoration Partnership Sept meeting. Guest panelist for Cat De Riveria’s PSU Bioinvasions Course (10/6). Some collaborative assistance with Kammy preparing Aquatic Plant ID resources for the floating home community in partnership with Scappoose Bay Watershed Council. Planning prep for Master Gardener training / workshop in 2021.
Technical Assistance (20)	Phone/email and in-person, I have provided assistance to 20 people this month on conservation issues ranging from invasive species, management practices, restoration meadowscaping, erosion, native planting and ID, wildlife enhancement, stormwater etc
Site Visits (3)	Met with and provided in-person and follow-up technical assistance as necessary to landowners in Tryon Creek, Rock Creek and Sauvie Island
Misc/Admin  Goals 1-4, 6	LRBP and Conservation Scope Review and Meetings; Annual Report data submissions; Slack & Email Correspondence ;Admin paperwork; Invoicing Review; Data entry, Conservation Plan review and updating; Coordinating with partners; Curating our invasive plant specimens; Field Supplies Management & maintenance; Landowner correspondence; Partner coordination; Budget Tracking; Other District admin responsibilities
Meetings (6)  Goal 5	OISC Legislative Committee (9/16), Oregon State Weed Board Grant Meeting (9/17), Worst Invaders Meeting (9/22), King County Noxious Weed Training (9/23), OISC Education/Communication Committee & Legislative Committee (9/23), 4-County CWMA General & Steering Meeting (10/14), 4-County CWMA Pull Together Planning (10/15)

\* 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

**Scott Gall**  
**October Staff Report**

Task	Explanation
Diversity, Equity & Inclusion (DEI)	<p>At the September 23<sup>rd</sup> meeting will include a review of the past meeting’s summary, discussion of future DEI Committee Chair position and term lengths, continued discussion of WMSWCD’s recruitment process for Associate Board Directors, a presentation of Cole Carr’s draft report (with maps) on the demographics of schools within WMSWCD, and review of the current meeting date and time for the committee and if that can changes to be more inclusive.</p> <p>Additionally, staff have been having regular “DEI Voluntary Discussions” and those seems to be going really well. This is a space for folks to openly talk about DEI topics that may be on their mind and has been our attempt to intentionally create a space without much if any agenda in the age of social distancing.</p>
Long-Range Business Plan	Participated in several Conservation Scope related meetings and reviews as well as work during the DEI committee meeting.
Small Acreage Farms and new landowner contacts <b>SP Goals 1-5</b>	Working on a new plan with a landowner on Sauvie interested in soil health.
Site Visits (5) <b>SP Goals 1-5</b>	Dairy Creek and one landowner visit
Sturgeon Lake Restoration <b>SP Goal 1 &amp; 3</b>	<p><b>Revegetation Work:</b> We had our first treatment of the fall season and will likely wrap up the rest when in just one more day. This next round will include a cut stump treatment of false indigo bush that has come back in. Initially treatment of indigo was really successful and we are doing with a small fraction of the original infestation.</p> <p><b>Easements – ALL PRIVATE EASEMENTS HAVE CLOSED!</b> Just keeping this item in our of nostalgia ☺</p> <p><b>Monitoring – IS ALSO COMPLETED!</b> CREST has been out conducting monitoring of the channel. This includes topographic cross-sections of the channel as well as drone imagery. I will update the board once I get my hands on the data. Laura assisted (read: with the interns and without my help ☺) veg monitoring of our plantings along the creek with a short pause due to smoke – things are still looking good. The PIT Tag array is ready to go... if only we could get PGE to hook up the power... hopefully soon.</p>
ODA Grant <b>SP Goals 1, 2, 4, 5 &amp; 6</b>	Completed the report and virtually attended the Biennial Review for the Lower Willamette Ag Water Quality Management Area Plan (AgWQMA) and Local Advisory Committee. For our district, the lower Willamette covers the areas of our district that drain directly into the Willamette River and Multnomah Channel but not Sauvie Island. Sauvie Island is in the North Coast AgWQMA and the areas that drain towards the Tualatin River are in the Tualatin AgWQMA. Both of those are up for review in the next couple of months with Tualatin scheduled for December.
Off-Channel Salmon Habitat and McCarthy Creek WRE	Met on site with the Multnomah Channel landowner as well as two consultants that are looking for projects for ODOT. ODOT is looking for “mitigation bank” sites for the area around Portland, the Columbia River and Multnomah Channel for future road and bridge projects that may or may not include the Columbia River crossing. The consultants thought the site had a lot or promise for what ODOT is looking for which includes mitigation for wetland, riparian habitat, fish passage and more.
Soil Health	Several farms installed cover crops to the tune of 31 acres. More have either planted but not yet reported to me or are in the process of installing at the time of this report. Below is a no-till drill used by a farmer on Sauvie Island used to plant both cover crops and rejuvenate a pasture. He as able to rent the drill (tractor was his) from Clackamas SWCD’d rental program for just \$100.

Task	Explanation
	
OWEB Small Grant Team	The small grant team processed another grant for this biennium (which runs till June 30, 2021). There is still \$72,000+ left for restoration grants up to \$15,000 apiece.

Acronyms:

- 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 September 10 – October 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"> <li>• Ongoing planning &amp; program management, including contractor &amp; landowner coordination, fiscal oversight for Healthy Streams Program (HSP) and Special Habitat (SH) sites.</li> <li>• Did site visit with a Multnomah Channel moorage to meet new contacts, assess EDRR weeds, plan control and discuss future restoration options</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; did plant survival and photo monitoring of wetland and upland planting areas on 10/1 for both NRCS, CREST/permit obligation and internal purpose; included Green Workforce intern on our field team. Coordinated work and invoicing, including photo documentation, with paid crews.</li> <li>• Provided ongoing oversight for project implementation at Oak savanna “CIS” (and OWEB-funded) habitat project in the upper Abbey Creek watershed. Ordered and secured native grass and forb seed mixes for fall sowing. Coordinated final stage of site preparation with contractor and landowner. Applied for and received a grant deadline extension from OWEB due to impacts of Oregon wildfires.</li> <li>• Did plant survival, etc. field monitoring of hedgerows, other planted areas at Oak CIS/OWEB project 9/24. Included &amp; trained Green Workforce intern on our methods.</li> <li>• Misc. tech. asst. to one landowner re: shiny geranium and native grasses</li> <li>• Did site visit to a Multnomah Channel moorage wetland site, with consultants, to assess wetland mitigation opportunities being pursued by ODOT + potential for oaks</li> </ul>
<i>Outreach &amp; Education; partnerships, collaborative grants (Goals 1-6)</i>	<ul style="list-style-type: none"> <li>• Ongoing preparation for district annual meeting; collected photos and wrote article for annual report; provided edits and coordinated input from technical staff.</li> <li>• Collected &amp; provided aquatic invasive species to SBWC for educational paddle at Scappoose Bay originally targeted at the floating home community. Earlier hazardous air quality required rescheduling.</li> <li>• Convened preparatory meeting and participated in ad-hoc committee of the regional Oak Prairie Workgroup to focus on conversion of oak habitat to agriculture; weighed in communications strategy development grant recently secured for western Oregon and other regional activity around oak habitat protection &amp; restoration;</li> <li>• Began planning for mailing to West Multnomah oak habitat landowners regarding NRCS funding opportunity that we hope will be announced in November</li> <li>• Continued taking, sharing &amp; captioning photos in Slack app for posting to social media</li> </ul>
<i>Admin. / training (Goal 6: Maintain a vibrant agency)</i>	<ul style="list-style-type: none"> <li>• Organized &amp; led 3 meetings for technical staff (with 33 hours devoted to long-range business plan); participated in 2 Leadership team meetings, 1 all-staff meeting.</li> <li>• Continued to review and provide input on long-range business/strategic plan and spend time on new technologies.</li> <li>• Did monthly report, preparation and review of timesheets, database entry, admin, time-keeping; trouble-shot computer issues; misc. admin.</li> <li>• Participated in one Organizational Health team meeting for LRBP</li> <li>• Wrapped up work with interns, whose season ends 10/16</li> <li>• Reviewed misc. materials re: current conservation projects and knowledge</li> <li>• Took vacation/flex time (7 days) mid-September</li> </ul>
<i>NRCS project match; DEI</i>	<ul style="list-style-type: none"> <li>• Enyart WRE: &gt;16 hours monitoring, contractor management, etc.</li> <li>• DEI: continued reading on DEI issues and tracking committee developments; participated in equity training and morning of service with indigenous community folks, sponsored by Portland Parks Foundation</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 September)**

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	Monitoring and updating staff on reopening office status and county guidelines; modifying COVID Safety Policy as needed to respond to changing conditions. Administering and tracking Families First Coronavirus Response Act leave, including payroll processing, and modifications to time reporting; addressing staff questions as staff use family leave for managing school-age children at home. Internship Supervisor / Green Jobs Interns debriefing with supervisors and evaluating proposed changes to Intern program structure and compensation of supervisors. COVID-19 remote work environment onboarding with returning District Manager.
Manage development and filing of District Budget, ensuring that all local, state and federal standards and laws met; staff, board and public participate	Reviewing and monitoring budget results for FY21, coordinating expected spending with all program managers. Evaluating impact of discretionary purchases on cash flow.
Manage annual audit, ensuring that government-wide and fund financial statements are in compliance with accounting standards without exception	Prepared and reviewed supporting documents and schedules for year-end financial statement audit and coordinated with auditor regarding field work completed in September.
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 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.). Presented and facilitated Board adoption of revised Public Contracting Policy.
Manage grant administration and reporting & contracting	Reported on all accounting and tracking for regular grant submissions (ODA TALMA, NRCS Wetland Reserve Easements, NRCS Conservation Innovation Grant reporting for Understory Seeding project, OSWB and OWEB small grants reporting, National Assoc. of Conservation Districts Technical Grant).
Manage Office and General Admin area (office equipment, vehicles, systems, files, reception duties, mail distribution, scheduling, etc.) to ensure all areas related to office functioning optimally	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). Coordinating and updating filing systems for new fiscal year. Continuing coordinating postal mail pickup and distribution. COVID-19 safety updates to office at Montgomery Park (when staff need to work from the office) and field vehicles.
Support Communications and Outreach efforts	Participated in Annual Meeting preparations and planning discussions. Prepared Financial info pages for Annual Report. Co-wrote Interim District Manager message for Quarterly eNewsletter.
Plan/Chair/Coordinate/Participate in relevant District meetings (Staff, DEI, Safety, Leadership, Annual, LRBP and sub-LRBP)	Planned and participated in all Staff Meeting (including safety committee meetings), Leadership Team meetings, Board Chair check-ins, DEI Committee (9/23), DEI-focused voluntary discussion for staff, and relevant tech staff meetings virtually. Chaired/took notes for Long Range Business Plan Organizational Health (9/25) and Financial Sustainability (9/10) planning team meetings.
Plan/Coordinate/Participate in external meetings and events (WHA Insurance, SDAO, Property Manager, Cogent IT, ADP, GFOA, TSCC, TCWC, Legal, etc.)	Consulted with Cogent IT on replacing backup battery unit in server room. Coordinated with Building property management regarding lease increases.
Sturgeon Lake Restoration Project	Conference call (9/9) with attorney, returning District Manager, and Rural Conservationist on Sturgeon Lake regarding next steps for IGA (intergovernmental agreement) for the channel maintenance, the permanent agreement with the Department of State Lands, and map corrections with Multnomah county.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Attending as able monthly SDAO safety webinars first Thursday of every month & other management training. Harassment and Discrimination in the Workplace SDAO training webinar 9/23 (DEI focus)

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

Task	Explanation
<b>Interim Co-District Manager (G1 – 6)</b>	<p>Worked with Michele and Renee on a letter from the DM for our <b>quarterly eNewsletter</b>.</p> <p>Worked with Michele and Kammy to provide input on <b>monthly staff meeting</b> and <b>weekly leadership and tech staff meeting agendas</b>.</p> <p>Participated in regular <b>check-ins with Michele and Terri</b>.</p> <p>Worked with Renee, Michele, Randi and Jim to help plan the upcoming <b>WMSWCD Annual Meeting</b> scheduled for October 20<sup>th</sup>.</p> <p>Worked with Jim and others review options to modify <b>COVID-19 Safety Policy mileage reimbursement protocols</b> that change staff’s “duty stations” to home and afford contractors the same option, if their offices are closed.</p>
<b>Urban Conservation (G1- 3, 5, 6)</b>	<p>Placed a <b>fall native plant order</b> for landowner partners along Columbia Creek.</p> <p>Crafted <b>Partner Funding MOUs</b> (with input from Randi &amp; Michele) and sent out for signing.</p> <p>Met with <b>Forest Park Conservancy</b> staff on two accounts, a strategic plan progress check in and to further follow-up on next steps for <b>Canopy Weed</b> programming starting back up in January.</p> <p>Collaborated with OSU &amp; EMSWCD staff to craft and implement a response and outreach plan for the upcoming <b>USDA Urban Ag Committee Portland pilot</b> opportunity. Note FSA provided an <b>extension (until 10/28) for committee nominees</b>.</p>
<b>Diversity, Equity &amp; Inclusion (G1-6)</b>	<p><b>Met with Jim to discuss <i>Whose Land</i> project next steps</b> – drafting a digestible one-page fact sheet to summarize the key elements of the report.</p> <p>Participated in a <b>DEI Committee Meeting &amp; Voluntary DEI Staff Discussion</b>.</p> <p>Continued to work with <b>Cole on a school demographic mapping project</b> to help provide insight on the diversity of our district. Laura and Scott also now providing review/input as the project gets finalized.</p> <p><i>*Work in LRBP w/ CELs, Advisory Committee &amp; Equity Lens responds to DEI workplan.</i></p>
<b>Other</b>	<p><b>Managing Long Range Business Plan (LRBP)</b>, <i>see LRBP Report for progress.</i></p> <p>Worked with Renee to finalize WMSWCD <b>annual report articles, invite annual awardees and provide annual metrics</b>.</p>

**Renee Magyar, Communications & Outreach Manager**  
**Report covers month of September 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 events, posts, + products: Managing for beaver, native plant sales, Small Farm School, bird watching with Audubon</li> <li>• Posted/shared on pollinators, wildfire, wildfire cleanup (avoiding leaf blowers), bee researcher profile, newsletter publication</li> <li>• Tracking stats of followers: Facebook 1066, Instagram 414, Twitter 546</li> </ul>
<b>Media Relations</b> All GOALS	<ul style="list-style-type: none"> <li>• Distributed September board + DEI meeting announcements to Media</li> <li>• Provide article on monitoring to Skyline Ridge Runner</li> </ul>
<b>Website Management</b> All GOALS	<ul style="list-style-type: none"> <li>• Continued discontinuation of service with current web support provider: plug-in updates, sent request for hosting transfer, research to prep for internal-led hosting transfer; develop contract for new developer</li> <li>• Updated website content: native bee research blog (DEI), wildfire evacuation blog, pollinator pages, board + DEI committee meeting docs</li> </ul>
<b>Communications</b> All GOALS	<ul style="list-style-type: none"> <li>• Coordinate with Scappoose Bay WC for Living on Water guide distribution</li> <li>• Filled orders for Living on Water guide</li> <li>• Annual Meeting and Annual Report preparations and coordination</li> <li>• Coordinate and publish fall newsletter</li> <li>• Scripted, filmed, began edits for short video for social media collaboration with watershed groups</li> <li>• Started coordination for rural service recipient article</li> <li>• Updated Meadowsclaping handbook order tracker</li> <li>• Attended Storytelling for Special Districts learning webinars</li> <li>• Fielded request for assistance email</li> <li>• All-Staff, Tech Staff, and Leadership Team meetings, timesheets, and staff report</li> </ul>
<b>Outreach/Events</b> ALL GOALS	<ul style="list-style-type: none"> <li>• Begin Annual Meeting planning</li> </ul>
<b>Diversity, Equity and Inclusion</b> All GOALS	<ul style="list-style-type: none"> <li>• Completed + published, and promoted article on BIPOC bee scientist grad student</li> <li>• Participated in DEI committee mtg</li> <li>• Attended trauma informed training presentation</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• LRBP: participation on Conservation Scope team; mission + vision concepts and revision drafts</li> </ul>

**Laura Taylor, Conservationist and Education Coordinator**

**October 2020 Board Meeting Staff Report (Covers September)**

<b>Task</b>	<b>Explanation</b>
Forestry/Rural Program Support (Goals 1 – 4)	<p>Understory Seeding Project:</p> <ul style="list-style-type: none"> <li>Summarized and analyzed soil data for the project.</li> <li>Made final edits to our final technical report and soil fact sheet for the</li> <li>Monitored six forestry projects to track plant survival and project success</li> <li>Supervised interns in data and file management for monitoring.</li> </ul>
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> <li>Monitored four Healthy Habitats projects and the Dairy Creek project to track plant survival and project success.</li> <li>Supervised interns in data and file management for monitoring.</li> <li>Cowered inside away from the toxic air and obsessively checked the Air Quality Index for a week.</li> </ul>
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> <li>Corresponded with School Garden Program participants.</li> <li>Renewed funding for one School Garden Project.</li> <li>Compiled annual education program metrics for the annual report.</li> <li>Wrote an article featuring one of our school garden projects for the annual report.</li> </ul>
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none"> <li>Updated Jim on the internship program and upcoming recruitment for the Intern Supervisor position.</li> <li>Organized an outdoor celebration to honor and thank our interns as they complete their internships with us.</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>Reviewed and approved time sheets and reimbursement forms.</li> <li>🚩 Attended an update meeting with the Forest Park Conservancy and other partners of the Green Jobs Internship Program.</li> </ul>
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> <li>🚩 Attended a talk by Dr. Alisha Moreland-Capuia on fear, trauma, and racism and a path to healing offered by the Friends of Portland Parks.</li> <li>Participated in the Long Range Business Plan (LRBP) Update process.</li> <li>Attended WMSWCD staff &amp; tech staff meetings.</li> </ul>
NRCS Grant Contrib.	<ul style="list-style-type: none"> <li>CIG Grant - Understory Seeding Study: <b>LT:</b> office work (40)</li> </ul>
Diversity, Equity & Inclusion 🚩 Also see above	<ul style="list-style-type: none"> <li>Participated in a DEI Committee meeting where our intern, Cole presented his findings of a school district demographic mapping project.</li> <li>Participated in a voluntary DEI staff discussion</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**