

District Manager's Report to WMSWCD Board for the November 2020 Meeting (Covers October 2020 Activity)

Goal 1: Erosion & Healthy Soil and Goal 2: Water Quality – No Activity	
Goal 3: Habitat & Biodiversity	<ul style="list-style-type: none"> Virtual meeting with Kammy Kern-Korot and Director Hartline regarding the loss of oak habitat to agriculture conversion & overcoming the barriers to providing incentives to prevent habitat loss (10/9) Review and comment on The Intertwine Alliance's Regional Connectivity Work Group draft Strategic Action Plan. Attended October 27th Regional Connectivity Work Group meeting. Discussions w/ Michelle Delepine on 4 County Cooperative Weed Management Area comments to the Oregon Watershed Enhancement Board (OWEB) regarding post wildfire restoration grants.
Goal 4: Working Lands	<ul style="list-style-type: none"> Phone call w/ Kristin Kovalik, Trust for Public Lands (and Michael Ahr) on possible timberland acquisition and proposed Regional Conservation Partnership Program (RCPP) application (10/23). Rural lands coordination meeting with East Multnomah SWCD and NRCS (10/27). Meeting with Forest Carbon Works (w/ Michael Ahr) discussion carbon market opportunities (10/30)
Goal 5: Cultivating Stewards	<ul style="list-style-type: none"> Visit to Sauvie Island Center on Topaz Farms w/ Joanne Lazo, Executive Director. (10/21). Observed their Grow Lunch Garden program with two 8th graders from Sauvie Island School and a possible wetland restoration site Topaz Farms is interested in. Followed up with Tech Staff on next steps.
Goal 6: Vibrant Agency	<ul style="list-style-type: none"> Attended Tech Staff Mtg (10/26), Leadership Team Mtg (10/12, 10/19, 10/26). Invoice approvals (10/2, 10/19); Timesheet approvals (10/9, 10/22), Tryon Creek Watershed Council Board Mtg (10/12) Phone mtg w/ R. Razalenti re: remote procedures for approving invoices, payroll, timesheets (10/1). Drafted program script; served as Master of Ceremonies for the October 20th Virtual Annual Meeting. Prepared agenda, prep meeting w/ Director Preeg Riggsby and attended October 20th Board Meeting. Reviewed draft meeting minutes for the 10/20 Annual Meeting and 10/20 Board Meeting. Office space/lease check-ins with Master Gardeners and Columbia River Estuary Study Task Force. Expanded Supervisory Pay window for the Field Intern Supervisor based on feedback provided from the incumbent currently performing those duties and recommendation of the Leadership Team. Attended end of season Field Intern Celebration for Cole Carr and Hannah Spencer (10/15). Review and revised direction on District COVID-19 policy and initiated the creation of a COVID-19 policy attachment (completed by Michelle Delepine) for use in new professional services contracts. Initiated mid-year employee check-ins as part of the District's employee evaluation process.
Long Range Business Plan (LRBP)	<ul style="list-style-type: none"> Assisted with preparation for (w/ Mary Logalbo, Renee Magyar and Cliff Jones, Capacity Building Partnerships) and participation in the Board Retreat on Vision, Mission and Goals (10/7, 10/9). Attended Conservation Scope Planning Team Meeting on draft Strategic Direction Goals (10/8). Check in with Director Peterson regarding Long Range Business Plan process (10/8). Attended Organizational Health Planning Team meetings addressing work-life balance, communication and staff/Board recognition (10/13, 10/22). Attended Financial Sustainability Planning Team meeting addressing pay grades and equity (10/21) Attended and took notes for Conservation Scope Advisory Committee Meeting (10/16) Core Team Meeting (w/ Mary Logalbo and Director Preeg Riggsby) (10/30)
Sturgeon Lake	<ul style="list-style-type: none"> Lower Columbia River Estuary Partnership Science Work Group meeting - Explore and synthesize relationships of fish, fish prey and habitat structure affecting the juvenile salmon food web (10/27)
Diversity, Equity and Inclusion	<ul style="list-style-type: none"> "We Are All on Native Land: A Conversation about Land Acknowledgments" seminar (10/14). Read March 29, 2019 Harvard Business Review article "Why Inclusive Leaders Are Good for Organizations, and How to Become One" by Juliet Bourke and Andrea Titus.
Professional Development	<ul style="list-style-type: none"> Completed American Tree Farm System Tree Farm Inspector Recertification online training (10/19) Tryon Creek Watershed Council Science Talk – <i>Tryon Creek's Fish</i> (10/21) <i>Restoration and Resiliency in the Rogue</i> webinar by The Freshwater Trust (10/22) Attended Portland Chapter, Oregon Society of American Foresters Chapter Meeting (10/26) Oregon Tree Farm Recertification (Butte Creek Ranch) (544 acres Clackamas/Marion Counties) Forest History Society Lynn W. Day Distinguished Lectureship in Forest and Conservation History - <i>The Pyrocene: How Humanity Created a Fire Age</i> - Dr. Stephen J. Pyne (10/28) Forest Stewards Guild Webinar - <i>Managing Plantations with the Guild: 3 Regional Examples</i> (10/29) Oregon Wildlife Foundation Community Conservation Webinar - <i>Wildfire, Our Rivers & Fish</i> (10/29)

Michael Ahr, Forest Conservationist
October Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> • The final report for our NRCS Conservation Innovation Grant has been submitted. This project centered on seeding trials in the understory of forests in the Tualatin Watershed. The grant funded \$60,000 of forest restoration over a 3 year period, but more importantly, we created a technical report and 2 fact sheets with our findings and recommendations! These are still being packaged for our website and we'll share soon. The project wouldn't have been successful without the contributions of Laura Taylor and much appreciation to Renee Magyar for her edits and graphic design! • Monitored habitat/forest restoration success on 7 properties thru site visits • Submitted quarterly report on NACD technical assistance grant. Also met with Scott and Kammy related to contributions they can make to the effort. • Assisted landowners in purchasing seed for 2 NRCS – EQIP projects • Visited 5 sites with contractors (pre-project) to gather input and discuss a plan for restoration treatments. • Site visit to Large forest property in Raymond Cr. watershed to discuss successful regeneration of Douglas-fir forest with other habitat enhancement ideas
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> • Attended a NRCS/EMSWCD/WMSWCD check in with updates on upcoming program deadlines • Attended a prescribed fire meeting with members of the oak working group • Met with Jim and Trust for Public Lands related to possible acquisition of forestland in our District • Phone call to catch up with Brandy Saffell, forester, Tualatin SWCD • Build Local Alliance – meeting re: online offering of the Into the Woods class • Spent time updating NRCS lincpass to use the federal computer for planning
Education/Outreach/training (SP Goal 4 & 6)	<ul style="list-style-type: none"> • Attended Choosing good wood webinar from Build Local Alliance • Attended (virtually) most of the Community Forest Forum. Listened to 5 talks about community forests globally, financing long term conservation, specific case studies on acquisitions, tales of managing a community forest. This forum occurs every 2 years and is really good, but poorly advertised out our SWCD community.
Miscellaneous	<ul style="list-style-type: none"> • Attended Conservation Scope Advisory Committee Meeting working towards our LRBP update • Attended WMSWCD Annual Meeting
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> • Attended a voluntary conversation on using the term/acronym Black, Indigenous, and People of Color (BIPOC). Did some associated reading also.

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 November 2020 Staff Report (Oct 16th – November 13th 2020)

Task	
<p><u>Early Detection, Rapid Response (EDRR)</u></p> <p>Program</p> <p>Goals 1-6</p>	<p>Weed treatments have been wrapped up for the year! Equipment was cleaned and put away for the year. Stay tuned for a full report of metrics. Working now on coordinating with partners, exploring new funding sources, assessing data, and getting organized for the spring season! Been turning attention to a post-fire assessment, planning 4-County CWMA Pull Together 2021 event, reviewing IPM methods, mapping/data, regional trainings/coordination, and technical assistance follow-up.</p> <p><u>Garlic mustard:</u> Provided information for the Oregon Invasive Species Council annual report.</p> <p><u>Knotweed:</u> The knotweed psyllid was released this year in Oregon (first release in the USA). It's expected to reduce satellite spread of established populations and preliminary results look promising!</p> <p><u>Flowering Rush:</u> Don't worry—it's not here yet! Surveys along the mid-Columbia River this year down to Rooster Rock did not uncover any new populations below the most downstream patch (just below John Day Dam). Biocontrol agent in the works. Columbia River CWMA leading coordinated effort across the Columbia Basin.</p> <p><u>Emerald Ash Borer:</u> Ari has been in touch with USDA-Aphis to continue our EAB trapping efforts in 2021.</p> <p><u>Asian Gypsy Moth:</u> Data is still being processed at last check. At least one AGM specimen trapped near Marshall Beach on Sauvie Island (suspected transport from a nearby shipping cargo).</p> <p><u>Spotted Lantern Fly:</u> Two dead specimens found in Willamette Valley nursery shipments originating in Pennsylvania (heart of infestation).</p> <p><u>Drone Program & Mapping and Data Collection:</u> Ari has put some time into organizing and getting our mapping and data platforms ready for 2021! Woohoo!</p> <p><u>Oregon State Weed Board Grant:</u> Monitoring future funding status of this grant and working with current grant partners to ensure we make the very most of our current grant funding cycle.</p> <p><u>Erosion Threat Assessment Reduction Team (ETART) – Weeds Assessment:</u> I am working with other local SWCDs weed teams, USFS and McKenzie River Watershed Council to write the weeds assessment for the Holiday Farm Fire. This project has given me a chance to advanced my skills in landscape level planning, natural vegetation protection, GIS analysis, technical report writing, natural disaster response, time management, and risk assessment.</p>
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> • Answered staff questions on herbicide efficacy, treatment recommendations, rate selection, and more. • Leading a discussion on herbicide rate selection at upcoming Technical Committee meeting with the 4-County CWMA partners. • Forwarded training opportunities to staff and CWMA members. • Provided additional feedback for PDX IPM Weed Maintenance calendar. • Checked safety equipment, eye washes, etc. Other maintenance as needed. • Pursued and tracked additional IPM trainings and communications with partners and staff to improve best management practices

Strategic Plan Goals:

1)\Water Quality, 2) Erosion & Healthy Soil, 3) Habitat and Biodiversity, 4) Productive/Sustainable Working Lands, 5) Cultivate Land Stew ards of all Ages, 6) Maintain a Vibrant Agency

Invasive Partnerships Goals 1-6	4-County CWMA: Steering Committee: Provided and reviewed annual report submissions. <i>Technical Committee (Chair):</i> Facilitating upcoming meeting. <i>Pull Together Planning:</i> Recruited several speakers. Save the date—Wed Jan 13 th , 2021 (webinar format). Oregon Invasive Species Council (OISC): Tracking Worst Invaders relaunch initiative. Tryon Creek Watershed Council: Provided updates to Jim and Mary. Western Invasives Network: Correspondence with Troy (grants, networks, resource sharing)
Safety/Covid	Followed up on safety action items. Reviewed and drafted Contractor Covid-19 Field Protocol document. Led November safety topic “Winter Weather Driving.” Continuing to work on action items in advance of upcoming quarterly meeting.
Long Range Business Plan	Reviewed and provided written and oral feedback on mission, vision and SMART goals.
DEI Goal 6	Tracking and participating in DEI topics and initiatives.
Technical Assistance (6)	Phone/email and in-person, I have provided assistance to 6 people this month on conservation issues ranging from invasive species, management practices, restoration meadowscaping, erosion, native planting and ID, wildlife enhancement, stormwater etc
Misc/Admin Goals 1-4, 6	LRBP and Conservation Scope Review and Meetings; Slack & Email Correspondence; Admin paperwork; Invoicing Review; Field Supplies Management & maintenance; Landowner correspondence; Partner coordination; Budget Tracking; Other District admin responsibilities
Meetings (6) Goal 5	Gorge CWMA Meeting (10/28), ETART check ins (10/28, 10/29), Pull Together Planning (11/2), OACD Annual Meeting (11/10), Flowering Rush/Columbia River CWMA Webinar (11/12)

* CWMA-Cooperative Weed Management Area, EDRR – Early Detection, Rapid Response, ETART – Erosion Threat Assessment Reduction Team, 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, USFS – United States Forest Service

Scott Gall

November Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	We have an upcoming meeting for the DEI committee on November 25 th from 12-2.
Long-Range Business Plan	Assisted with SMART goal setting and review of the Mission and Vision prior to the last board meeting.
Small Acreage Farms and new landowner contacts SP Goals 1-5	Completed a new plan for a Sauvie Island Farm off Sauvie Island Road. Also working with Kim at NRCS to provide a plan, technical assistance and funding for a small livestock operation on Rock Creek Road. The property, located on Rock Creek itself, is need of work around the barn to address severe mud and storm water generated from Rock Creek Road.
Site Visits (2) SP Goals 1-5	Dairy Creek and one landowner visit
Sturgeon Lake Restoration SP Goal 1 & 3	<p>Revegetation Work: Wrapped up fall treatment which included some cut stump treatments of false indigo bush that had come back in after our initial treatments back in 2018.</p> <p>Monitoring – CREST was out last month conducting monitoring of the channel including topographic cross-sections of the channel as well as drone imagery. I will update the board once I get my hands on the data. Now this month we have the PIT Tag Array FINALLY in place and recording. No data for awhile as CREST plans to download only every month or two. But we will finally begin to have some fish data. Pictures below</p>



Photos are not much to look at, but the white lines you see are the two array set ups. Data logger is the box in the upper right hand corner of the 1st picture.

ODA Grant SP Goals 1, 2, 4, 5 & 6	Submitted Grant report which was due on 10/15/2020.
Off-Channel Salmon Habitat and McCarthy Creek WRE	Not much new on this front. Awaiting word from ODOT on the Multnomah Channel project up near Scappoose.
Soil Health	More cover crops and a new soil health project with a farm on Sauvie Island Road.
OWEB Small Grant Team	There is still \$72,000+ left for restoration grants up to \$15,000 apiece. Due Dates include Dec 15 2020, Jan 14 2020, Feb 15 2020, March 15 2020, and April 15 2020.

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

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

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. System updates. Personnel updates. 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 re opening 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. Conducted and evaluated Internship exit interviews to continue improving Internship program. Continuing COVID-19 remote work environment onboarding with returning District Manager. Managing reporting and resolution of workers comp, disability and other personnel items.
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. Incorporating ideas from our Financial Sustainability Team into planned FY22 budget process.
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; awaiting GASB 75 Actuarial Valuation of Postemployment Benefits from Milliman to complete notes to financials.
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.). Preparation, attendance, recording minutes, etc. for two LRBP Board retreat sessions.
Manage grant administration and reporting & contracting	Reporting 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). Updated master contract template to reflect newly adopted public contracting policy updates.
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). Continuing coordinating postal mail pickup and distribution, Meadows Scaping Handbook orders & various other general office duties. COVID-19 safety updates to office at Montgomery Park (when staff need to work from the office) and field vehicles; Completed office and vehicle fire extinguisher service work. Completed System Award Management (SAM) Registration update related to Federal gov. work.
Support Communications and Outreach efforts	Supported planning and logistics for and full participation in virtual Annual Meeting (10/20) Proofed Annual Report.
Plan/Chair/Coordinate/Participate in relevant District meetings (Staff, DEI, Safety, Leadership, Annual, LRBP and sub-LRBP)	Providing assistance in organizing/planning and participated in all Staff Meeting (including safety committee meetings), Leadership Team meetings, Board Chair check-ins, DEI Committee, DEI-focused voluntary discussion for staff, and relevant tech staff meetings virtually. Chaired/took notes for Long Range Business Plan Organizational Health and Financial Sustainability planning team meetings.
Sturgeon Lake Restoration Project	Monitoring costs and projected inter-transfer needs for ongoing project costs.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Attending as a ble monthly SDAO safety webinars first Thursday of every month & other management training.

Mary Logalbo, Urban Conservationist
October 2020 Highlights (for November Meeting)

Task	Explanation
<p>Urban Conservation (G1- 3, 5, 6)</p>	<p>Placed a fall native plant and seed orders for landowner partners along Deer Creek.</p> <p>Worked with Randi to process incoming Partner Funding MOUs.</p>  <p>Visited a difficult Stormwater Stars site (pictured left) and provided some erosion control advice and a native planting plan. Also reached out to City staff for additional opinions.</p> <p>Participated in the Tryon Creek Stewardship Committee where we sorted out logistics and a decision to move forward on this year's Watershed Wide Event – to be held March 13th 2021. WMSWCD will again host a site, sign up information coming soon!</p>
<p>Diversity, Equity & Inclusion (G1-6)</p>	<p>Participated in a Voluntary DEI Staff Discussion and reviewed and commented on multiple DEI readings on staff's DEI Slack channel.</p> <p>Finalized school data demographic mapping project led and completed by intern Cole Carr on school demographic mapping project to help provide insight on the diversity of our district.</p> <p><i>*Work in LRBP w/ CELs, Advisory Committee & Equity Lens responds to DEI workplan.</i></p>
<p>Other</p>	<p>Managing Long Range Business Plan (LRBP), see LRBP Report for progress.</p> <p>Participated in preparations and presented at WMSWCD's Annual Meeting.</p> <p>Continued to provide input on WMSWCD's COVID-19 Safety Policy as Jim transitioned to leading this effort.</p> <p>Facilitated the October Staff Meeting and prepared agenda for the same.</p> <p>Participated in Intern's farewell celebration.</p>

Renee Magyar, Communications & Outreach Manager

Report covers month of October 2020

Area & Goal	Explanation
Social media All GOALS	<ul style="list-style-type: none"> • Promoted partner online events, posts, + products: Indigenous Peoples Day, invasive insects • Posted/shared on slugs, cover crops, video on how to identify knotweed and pokeweed, late season bees and bee habitat • Tracking stats of followers: Facebook 1284, Instagram 431, Twitter 548
Media Relations All GOALS	<ul style="list-style-type: none"> • Distributed October Annual Meeting & Board Meeting announcement to Media
Website Management All GOALS	<ul style="list-style-type: none"> • Continued takeover of ownership and management of website hosting: worked with hosting and DNS companies for account access, coordinated hosting transfer with Cogent • Updated website content: Whose Land is Our Land; Board meeting docs; Annual report; DEI page; Coordinated fix for home page error
Communications All GOALS	<ul style="list-style-type: none"> • Produced and distributed Annual Report: final coordination and edits for articles, collected photos, wrote photo credits, coordinated edits with designer, posted final version to web, sent link to Annual Meeting attendees • Produced and distributed award certificates to annual awardees • Posted Together for Watershed video to Facebook group page, shared to District Facebook • Edited Understory Seeding Soil fact sheet and produced designed version; Provided edits for Understory Seeding Project final NRCS report • Edited, designed, printed, mailed Oak CIS postcard mailing • Site visit to Sauvie Island farm to meet landowner for future rural service recipient article and other future outreach projects • Updated Meadowsclaping handbook order tracker, distributed books for online orders, coordinated box for Tualatin SWCD purchase and pick-up • Attended Storytelling for Special Districts learning webinars • All-Staff, Tech Staff, and Leadership Team meetings, timesheets, and staff report
Outreach/Events ALL GOALS	<ul style="list-style-type: none"> • Produced Annual Meeting online: coordination of activities, learning how to host online meeting, inviting attendees, collecting RSVPs, editing and finalizing script, briefing staff on run of event, co-hosting meeting • Participated in Annual Meeting – presented Annual Report • Scheduled Soil School planning kick-off meeting
Diversity, Equity and Inclusion All GOALS	<ul style="list-style-type: none"> • Shared partner Facebook post on Indigenous Peoples Day
Other	<ul style="list-style-type: none"> • LRBP: participated on Conservation Scope team; SMART goals input; participate in Board retreat discussion of revised mission and vision

Laura Taylor, Conservationist and Education Coordinator

November 2020 Board Meeting Staff Report (Covers October)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Made final edits to our final technical report and soil fact sheet for the Understory Seeding Project and coordinated with USIP partners on data reporting. • Held a site visit with MA at the Vedanta Society’s forest preserve and gave recommendations on reforestation and beneficial habitat restoration.
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Monitored 16 Healthy Streams projects to track plant survival and project success. • Supervised interns in data and file management for monitoring. • Monitoring data, photo, and file management. • Developed 20-21 FY contractor scopes of work for all HS and HH projects, and maps of project locations to accompany.
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> • Presented an award to one of our school garden projects at the annual meeting. • Corresponded with potential and enrolled school garden participants. • Corresponded with program partners on alternative scopes for this year given ongoing school closures, and other updates.
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none"> • Attended a Leadership Team meeting regarding the Field Internship Program Supervisor position. • Held final wrap-up meetings with each intern. • Coordinated with staff on scheduling interns for different work assignments and wrapping up final projects. • Reviewed and approved time sheets and reimbursement forms. • Held an outdoor celebration to honor and thank our interns as they complete their internships with us. • Coordinated with RR on offboarding interns and with Techstaff on documenting interns’ accomplishments and strengths. • Coordinate with our interns on letters of reference.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> • Participated in the Long-Range Business Plan (LRBP) Update process by attending a Conservation Scope Team meeting, Community Advisory Committee meeting, and making contributions to the mission, vision, strategic direction goals, and SMART goals. • Attended WMSWCD staff & tech staff meetings.
NRCS Grant Contrib.	<ul style="list-style-type: none"> • CIG Grant - Understory Seeding Study: LT: office work (12)
Diversity, Equity & Inclusion 🇺🇸 Also see above	<ul style="list-style-type: none"> • Participated in a voluntary DEI staff discussion.

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