

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

Goal 1: Erosion & Healthy Soil, Goal 2: Water Quality, Goal 5: Cultivating Stewards – No Activity	
Goal 3: Habitat & Biodiversity	<ul style="list-style-type: none"> Entered in a Memorandum of Understanding with the McKenzie Watershed Alliance - <i>Completion of McKenzie River Noxious Weeds and Invasive Species Erosion, Threat and Assessment Reduction Team (ETART) Report for the Holiday Farm Fire</i> to cover Michelle Delepine's time on the project. Lower Willamette River SWCD Mtg on fully functional ODFW habitat tax deferral programs (11/5).
Goal 4: Working Lands	<ul style="list-style-type: none"> Phone call w/ Kristin Kovalik (Trust for Public Lands (TPL)) & Tom Miewald (NRCS) on Regional Conservation Partnership Program (RCPP) funding eligibility for industrial timberlands (11/4). Check in with Brian Kittler, Senior Director of Forest Restoration, American Forests, regarding opportunities to collaborate. One area identified was urban forestry climate change initiatives (11/13). North Tualatin forest habitat restoration RCPP proposal call w/ NRCS and TPL (w/ M. Ahr) (11/16). Rural lands coordination meeting with East Multnomah SWCD and NRCS (11/17).
Goal 6: Vibrant Agency	<ul style="list-style-type: none"> All Staff Mtg (11/2), Tech Staff Mtg (11/9, 11/19), Leadership Team Mtg (11/9, 11/16, 11/30) Invoice approvals (11/5, 11/19); Timesheet approvals (11/9, 11/19); Quarterly Safety Committee Mtg (11/19) Prep for, participation in and review of draft minutes for November 17th WMSWCD Board meeting. Alert staff on grant opportunities – Int'l Association for Public Participation Community Capacity Grants; Mt. Hood Cable Regulatory Commission Community Technology grants, Metro grants. Letter of Support (w/ Mary Logalbo) for PKS International LLC and Backyard Habitat Certification Program grant proposal to the Portland Clean Energy Community Benefit Fund. Introductory mtg with Marganne Allen, SWCD Program Manager with the Oregon Dept of Ag (11/6). Tryon Creek Watershed Council Board Meeting (11/9) Recommended Director Sowder apply to the 2019 Metro Parks and Nature Bond Oversight Committee. Assisted Director Sowder with the application. Attended bond update webinar (11/18). Attended virtual 2020 Annual Meeting of the Oregon Association of Conservation Districts (11/10). Letter of Support (w/ L. Taylor) - Sauvie Island Center grant proposal to the Gray Family Foundation. Oregon Environmental Justice Task Force meeting featuring Barbara Boyer (Chair, Oregon Soil and Water Conservation Commission) and Marganne Allen (Oregon Department of Agriculture) (11/13). Drafted public comment to 11/17 Soil and Water Conservation Commission meeting on soil and water conservation district director eligibility criteria. (Director Preeg Riggsby gave the public comment.) Attended Oregon Soil and Water Conservation Commission virtual meeting (11/16 and 11/17). Review/comments on job announcement for the District's Field and GIS & Field Intern positions. Reviewed volunteer waiver form for the Harborton Frog Shuttle including updates for COVID-19. Phone call w/ Katja Altpeter (Lewis and Clark College) regarding their internship program (11/19).
Long Range Business Plan (LRBP)	<ul style="list-style-type: none"> Worked w/ M. Logalbo on the organizing framework for LRBP elements such as Strategic Directions & SMART (Specific, Measurable, Achievable, Relevant and Time-bound) goals and tactics. Took the organizational health survey re: leadership transparency and multiple perspectives; applied success criteria, guiding principles/values as a lens to evaluate answers to direction setting questions. Conservation Scope Advisory Committee Mtg (11/10). Organizat'l Health Planning Team Mtg (11/16)
Sturgeon Lake	<ul style="list-style-type: none"> Responded to Oregon Department of Justice comments (through Fritz Paulus, real estate attorney) on the Maintenance and Monitoring Intergovernmental Agreement with ODFW and Multnomah County.
Diversity, Equity and Inclusion	<ul style="list-style-type: none"> InFARmation Racial and Food Justice webinar - <i>White Farmers and Food System Members Forming an Anti-Racist Affinity Group: Experiences from a Portland</i> (11/5); Toronto Public Library Environmentalist in Residence webinar, <i>Who Named That Bird? Decolonizing Birds</i> with Andrés Jiménez and Joseph Pitawanakwat (11/5); <i>Indigenous Traditional Ecological Knowledge Presentation</i> featuring Dr. Samantha Chisholm Hatfield (Siletz and Cherokee) and Esther Stutzman (Kalapuya and Coos) - hosted by the Traditional Ecological Knowledge Club, College of Forestry, Oregon State University (11/9); <i>Reciprocity & Responsibility on the Land</i> virtual mtg featuring Dez Ramirez (Columbia Land Trust) and Gabe Sheoships (Friends of Tryon Creek); hosted by Coalition of Oregon Land Trusts (11/12); Beyond Toxics webinar, <i>Tribal & Indigenous Knowledge in Policy</i> (11/18).
Professional Development	<ul style="list-style-type: none"> Read Halofsky, J.E., Peterson, D.L., Harvey, B.J. 2020. Changing wildfire, changing forests: the effects of climate change on fire regimes and vegetation in the Pacific Northwest, Fire Ecology 16 (4). Hoyt Arboretum <i>Bugs of the Pacific Northwest</i> webinar (11/7). Portland Chapter Society of American Foresters member meeting featuring Oregon's wildfires (11/16) Oregon Conservation Partnership webinar, <i>Organizational Collaboration in Many Forms</i> (11/19) The Freshwater Trust webinar, <i>Restoring Portland's Home Basin: The Sandy River Basin</i> (11/19)

Michael Ahr, Forest Conservationist
November Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> • Worked with a contractor to have seedlings and cuttings installed at 3 Forestry projects • Seeded 2-3 acres of eroding forest land as part of NRCS project (Logie Trail area) • Updated 36 acre Stewardship Plan in McCarthy Uplands (sent draft for review to landowner) • Updated Stewardship Plan on upper Logie Trail Road • Attended meeting with Jim, NRCS staff, Trust for Public Lands staff related to a possible NRCS funded project under the Regional Conservation Partnership Program (RCPP) • Began writing an OWEB Small Grant for forest restoration at McCarthy Creek Headwaters
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 Woodland Fish & Wildlife Group meeting • Discussed teaching a Tree School class on June 1 related to Tree ID, ecology, and wood properties (met w/ Amanda Brenner and Glenn Ahrens, OSU Extension) • Provided restoration metrics (acres, seedlings installed, stream restored, etc.) from the forestry, Healthy Habitats, and Healthy Streams program to Forest Park Conservancy to update progress in the Greater Forest Park Conservation Area
Education/Outreach/training (SP Goal 4 & 6)	<ul style="list-style-type: none"> • Attended a SAF meeting featuring a Jay Walters, ODF discussing new rules related to aerial herbicide spray (Senate Bill 1602) • Attended presentation by Robin Wall Kimmerer, author of Braiding Sweetgrass • Met with Renee, Scott, and Kammy about a future newsletter article on the process of assessing cultural resources on projects before implementation.
Miscellaneous	<ul style="list-style-type: none"> • Attended Conservation Scope Advisory Committee Meeting working towards our LRBP update • Updated my NRCS lincpass which allows me to access the NRCS computer for planning with landowners...involved a couple trips to an office at Lloyd Center
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> • Nothing major to report this month

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
December 2020 Staff Report (Nov 14th – December 11th 2020)

Task	
<p><u>Early Detection, Rapid Response</u> (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<p>With EDRR work wrapped up for the season, I turned my attention to a post-fire weeds assessment for the Holiday Farm Fire (ie Erosion Threat Assessment Reduction Team ETART), as well as partner coordination, collaboration and early planning for next year.</p> <p><u>Asian Gypsy Moth:</u> In communication with ODA requesting more information about notable detections this year and inquiring about what responses are being taken.</p> <p><u>Spotted Lantern Fly:</u> Similar to the Conservation Canines work focused on garlic mustard in Forest Heights, a pilot project is in the works to develop a program to sniff out spotted lantern fly egg masses across the NE US: https://www.npr.org/2020/12/11/944185028/pennsylvania-turns-to-mans-best-friend-to-sniff-out-spotted-lanternfly-infestati.</p> <p><u>Drone Program & Mapping and Data Collection:</u> Ari launched our mobile collection app for 2021, in advance of next year's season! Over the winter I will be adding data and getting things ready to hit the ground running in the spring. Also, thanks to another work comp SDAO grant we received two new drone batteries, and have a battery recharging station for keeping us in the skies longer! This will increase our capacity for surveys around large areas such as Sturgeon Lake.</p> <p><u>Oregon State Weed Board Grant:</u> Worked with partners to ensure maximum efficiency and utilization of our funds, including suggestions for late fall/early spring work. After prompt by Michele Levis followed up on anticipated payment distributions (which should total \$26,810). Sending a shout out to Terri and Jim for raising importance of this grant to Meta during the OACD annual meeting. Followed up with partners with additional ideas Jim has to further elevate this funding need.</p> <p><u>Erosion Threat Assessment Reduction Team (ETART) – Weeds Assessment:</u> I completed the ETART weeds assessment for the Holiday Farm Fire and am hopeful that the report will assist with strategizing an efficient and timely post-fire survey and control effort. In addition to giving me a taste for natural disaster planning and recovery, inter-federal agency coordination and detailed GIS analysis and modelling, I am inspired to apply similar tools to our EDRR survey work at the District. In all, I spent about 1.5 work week hours to this project.</p>
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> • Participated in local and regional forums and discussions, including Clean Rivers Coalition, and involved in a nexus conversation between that effort and Solve Pest Problems. • Provided technical guidance on IPM via email to community, residents and others. • Answered staff questions on herbicide efficacy, treatment recommendations, rate selection, and more. • Led discussion on herbicide rate selection at upcoming Technical Committee meeting with the 4-County CWMA partners and shared summary with tech staff. • Participated and shared notes with staff from first Cedar Dieback Forum. • Forwarded training opportunities to staff and CWMA members. • Provided additional feedback for PDX IPM Weed Maintenance calendar. • Discussion with safety committee. Other maintenance as needed. • Pursued and tracked additional IPM trainings and communications with partners and staff to improve best management practices
<p>Invasive Partnerships</p>	<p><u>4-County CWMA: Steering Committee:</u> Provided and reviewed annual report submissions.</p> <p><u>Technical Committee (Chair):</u> Facilitated Nov meeting. Participants discussed range of guidance related to herbicide rate selection, technical training needs, contractor COVID</p>

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

Goals 1-6	<p>coordination and 2021 work planning. <i>Pull Together Planning</i>: Recruited and confirmed with several speakers. Save the date—Wed Jan 13th, 2021 (webinar format). Register here: https://4countycwma.org/2021-pull-together/. Topics include Decolonizing Sustainability, Garlic mustard research from UMass, Temperate tree migration, Emerald Ash Borer impacts to Willamette Valley, Gypsy Moth, Spotted Lantern Fly collaboration with PSU, and Greenworkforce (Forest Park), which will include a presentation from a soon to be alum.</p> <p>Oregon Invasive Species Council (OISC): Tracking Worst Invaders relaunch initiative and funding allocation safeguards. The new cohort of Council members are making waves and building on efforts to strengthen regional collaboration and networks.</p> <p>Tryon Creek Watershed Council: Provided updates to Jim and Mary. Alexis is coordinating an upcoming garlic mustard collaboration discussion with Oswego Lake WC, Clackamas SWCD, WMSWCD, etc.</p> <p>Western Invasives Network: Correspondence with Troy regarding ETART weeds assessment efforts, OISC and securing OSWB funds.</p> <p>PNW Garlic Mustard Working Group: Added members. Listserv admin. Pre-planning for possible March meeting.</p>
Safety/Covid	Safety Meeting participant. Assisted Jim with completing Temporary OSHA Covid Rules and Requirements. Continue to follow up on safety action items. Aiming to build a tracking spreadsheet of safety action tasks.
Long Range Business Plan	Reviewed and provided written and oral feedback on SMART goals for Long Range Business Plan.
DEI Goal 6	Participated in equity lens review for upcoming intern announcement. Tracking and participating in many various 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, community restoration & collaboration, erosion, native planting and ID, wildlife enhancement, and more
Misc/Admin Goals 1-4, 6	LRBP and Conservation Scope Review and Meetings; Slack & Email Correspondence; Admin paperwork; Scope of Work development, Invoicing Review; Field Supplies Management & maintenance; Landowner correspondence; Partner coordination; Budget Tracking; Other District admin responsibilities
Presentation s & Outreach	Presented ETART weeds assessment slides during McKenzie Watershed Recovery Team Stakeholder Meeting (11/18), Pull Together planning (1/13)
Meetings (4) Goal 5	4-County CWMA Education & Technical Committee Meetings (11/18), PSU Capstone Student Presentations (12/1), Cedar Dieback Forum (12/2), Clean Rivers Coalition Forum (12/4)

* 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, UMass – University of Massachusetts Amherst, USFS – United States Forest Service

Scott Gall
December Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	We had meeting for the DEI committee on November 25 th from 12-2. This meeting covered discussions on the committee’s Chair position, including the candidate selection process and term limits; incorporating DEI work in employee annual work plans; DEI performance criteria in employee performance ratings; and follow-up on whether or not updates need to be made to the District’s Racial Equity Policy.
Long-Range Business Plan	Assisted with SMART goal and tactics setting at the staff meeting.
Small Acreage Farms and new landowner contacts SP Goals 1-5	No new plans this month. In fact I am having to adjust several plans because NRCS has been much more adept recently at working with these small farms and providing them quick, on the ground assistance specifically for soil health – see more below.
Site Visits (1) SP Goals 1-5	PGE Harborton restoration site
Sturgeon Lake Restoration SP Goal 1 & 3	<p>For the first time in a very long time, I can say “not much happening with Sturgeon Lake this month” - at least from the human perspective.</p> <p>Revegetation Work: Wrapped up fall treatment. Everything looking on track.</p> <p>Monitoring – PIT tag array is up and running. We had our first detection... though it was just one and is thought to be a microchipped dog! We wouldn’t expect many juvenile salmonids this time of year as they come down in much higher numbers in late winter/spring.</p>
ODA Grant SP Goals 1, 2, 4, 5 & 6	Ongoing work for the ODA grant. Also on 12/2/2020 I sat in on the <u>Tualatin Ag Water Quality Management Area (AgWQMA) Plan Biennial Review</u> – a requirement of the grant. While we have very little ag related work within this management area, we do have some from time to time. This was a “light” review in that we mostly presented on accomplishments versus the “heavy” review which focuses on revising the plan itself. We are actually in THREE AgWQMA Plans. Most of our work focuses in the North Coast (which includes Sauvie Island) we some in the Lower Willamette (those areas of the West Hills draining directly into the Willamette River or Multnomah Channel).
Off-Channel Salmon Habitat	<p>We have been approached by PGE about assuming ownership and management responsibilities for a 54 acre wetland restoration site in Harborton completed as part of the Portland Harbor Superfund – directly adjacent to Fred’s Marina property and the location of the <u>drop off point for the Frog Shuttle</u>. These are very preliminary talks and PGE has also reached out to Columbia Land Trust, Western Rivers Alliance, Metro, City of Portland and others.</p> <p>The short version is that PGE is required to be the active manager for the next 10 years as part of their agreement with the Portland Harbor Trustees. After that, they would pass along ownership of the property to another entity along with a substantial stewardship fund. Look for myself, Jim and/or a rep from PGE to speak to the board very soon with many more details.</p>

Task	Explanation
	<div data-bbox="906 235 1477 403" style="border: 1px solid black; padding: 5px; margin-bottom: 20px;"> <p>Photo 1: looking from the Multnomah Channel back into the restoration site. Logs area all cabled to giant boulders buried underground.</p> </div> <div data-bbox="922 892 1494 1018" style="border: 1px solid black; padding: 5px;"> <p>Photo 2: looking towards the Multnomah Channel on a very foggy day. Note the extensive use of “snags”.</p> </div>
<p>Soil Health</p>	<p>As I stated above, NRCS has been much more adept recently at working with these small farms and providing them quick, on the ground assistance specifically for soil health – see more below. This was a trend that began since Kim Galland first came on and we were able to get a Soil Health “Conservation Implementation Strategy (CIS)” in place with USDA Farm Bill funding. Now that Soil Conservationist, Matthew Edwards, has gotten up to speed, he has been implementing several Conservation Plans on Sauvie Island. This is a great development as it will allow our small Soil Health Program (last year budgeted for \$8000 total) to expand both in geography and scope.</p>
<p>OWEB Small Grant Team</p>	<p>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.</p>

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 October 14, 2020 – December 10, 2020

Activity Type	Tasks and Descriptions
<p><i>Healthy Streams (HSP) / Rural Conservation (Goals 1-4: water quality, erosion, habitat, working lands)</i></p>	<ul style="list-style-type: none"> • Ongoing planning & program management, including contractor & landowner coordination, development of scopes of work for FY 20-21 and calendar year 2021, fiscal oversight for Healthy Streams Program (HSP) and Special Habitat (SH) sites. Directed fall weed control on ~15 riparian acres and installation of protective caging on middle McCarthy Creek to 120 protect trees from excess beaver damage. • Field visit to assess contractor work done on McCarthy Creek and site conditions • Arranged and did site visit with NRCS engineer to stream site in Crabapple Creek watershed re: erosion concerns; revisited interest in riparian restoration; followed up • Responded to inquiry by potential buyer of property with Healthy Streams project
<p><i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i></p>	<ul style="list-style-type: none"> • Ongoing management of NRCS wetland reserve easement (WRE) site restoration activity, including follow up to plant survival monitoring, provision of photo monitoring results to CREST, and fall weed control and contractor oversight; reviewed budget & prepared scope of work for 2021 vegetation management work; provided technical input for new large wetland restoration project at this and adjoining large site • Reviewed engineering designs & planting plans & gave input for new large wetland restoration project at WRE and adjacent site; attended 90% design meeting w/partners • Provided ongoing oversight for project implementation at Oak savanna “CIS” (and OWEB-funded) habitat project in the upper Abbey Creek watershed. Adjusted final orders and received, staged and stored plants and seed from 3 native nurseries. Did final field assessment and logistics & materials planning and acquisition. Supervised completion of fall planting, the final stage. Installed: 75 Oregon oak trees, 1,450 woody & herbaceous plants (15 species of wildflowers); 2 lb. of pollinator/wildflower seed; half of the 44 pounds of native grass seed; and protective caging around 3 new meadow areas and 1/3 of the planted oaks. Do technical and fiscal follow-up. • Prepared and did site visits with 4 different medium-large acreage landowners on Sauvie Island in response to Oak habitat “CIS” funding opportunity: one landowner proceeded with an initial application; two are considering applying for a subsequent round of funding; and one is proceeding with an OWEB small grant application • Provided maps and technical assistance and initial conservation planning for three aforementioned potential Oak CIS funding applicants; coordinated w/NRCS and assisted one of these landowners to apply for Oak CIS funding • Provided technical assistance and conservation planning and began application for OWEB small funding for aforementioned Sauvie Island landowner for riparian, forest and oak habitat enhancements • Misc. tech. assistance and coordination: re: EDDR weed species and treatments; to community member re: tree species selection for climate change & mitigation plantings in Abbey Creek watershed; re: ailing Indian plum & native cherry trees; reviewed Wapato Access Area habitat improvement plan and shared input and resources • Field check of a moorage hedgerow site to assess conditions; visit with resident
<p><i>Outreach & Education; partnerships, collaborative grants (Goals 1-6)</i></p>	<ul style="list-style-type: none"> • Prepared for, participated in, and presented award at District annual meeting • Continued coordination with SBWC staff re: riparian and other restoration projects for Multnomah Channel moorages • Finalized flyer content, updated mailing list, and completed outreach to 85 oak habitat landowners regarding upcoming NRCS Oak CIS funding opportunity • Posted potential social media photos from meadow planting, etc. to Slack • Met internally re: interest in e-newsletter article on protection of cultural resources • Provided conservation project metrics to Greater Forest Park Conservation Initiative • Met and follow up with Metro staff re: potential collaboration around elk studies and pollinator corridors in the Tualatin Mountains • Participate in 2 monthly check-in meetings with NRCS and EMSWCD rural staff

Activity Type	Tasks and Descriptions
<i>Admin. / training (Goal 6: Maintain a vibrant agency)</i>	<ul style="list-style-type: none"> • Organized & led 3 meetings for technical staff; participated in 2 Leadership team meetings, 2 all-staff meetings. • Coordinated w/ technical staff on outreach issues such as farm succession planning workshop opportunity; technical issues, such as cedar die-back; and administrative issues, such as field vehicle usage while working from home • Continued to review and provide input on long-range business/strategic plan, including “SMART” goals; participated in one Organizational Health team meeting • Did monthly report, preparation and review of timesheets, etc; other supervisory work; database and Fulcrum data entry coordination; address technology issues; misc. admin. • Held meetings w/supervised employee re: work-planning, professional development needs and desires, etc. and completed performance review; planned winter workload and associated budget for internship supervisor duties • Participated in end of intern season celebration and wrapped up intern work • Participated in part of Johnson Creek Watershed Council Science Symposium and other conservation talks online; reviewed misc. conservation articles • Took flex time off the week of Thanksgiving
<i>NRCS project match; DEI</i>	<p>NRCS WRE project: 16 hours on monitoring follow-up, new project planning, contractor management, etc.</p> <p>DEI: Participated in leadership team discussions re: expectations for DEI elements of staff work plans and performance review; continued reading on DEI issues and tracking committee developments; attended 1.5 hour presentation on Environmental Justice & Wildlife in our Urban Ecosystems; and one (~1 hr+) on How Nature Can Shape a More Equitable City (by Vivek Shandas, PSU Prof., Portland Urban Forestry Commission Chair)</p>

Strategic Plan Goals:

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|---|--|------------------------------|
| 1) Water Quality | 2) Erosion & Healthy Soil | 3) Habitat and Biodiversity |
| 2) Productive/Sustainable Working Lands | 5) Cultivate Land Stewards of all Ages | 6) Maintain a Vibrant Agency |


Acronyms:

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

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

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. Preparing and processing partnership agreements and payments. Identified areas to reduce spending where impact would be minimal during winter months.
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. Managing reporting and resolution of workers comp, disability and other personnel items. Completed season-end HR tasks for seasonal Conservationist Tech. Met with new Intern Supervisor to review recruitment schedule & COVID-19 specific requirements including equity issues (DEI related).
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	Completed incorporation into footnotes of GASB 75 Actuarial Valuation of Postemployment Benefits results from Milliman and finalized financial statements and notes. Audit completed and awaiting board acceptance before filing with Oregon Secretary of State.
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.). Reviewed and reported on requirements for board officer nominations and elections when term-limits reached.
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).
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, Meadowsclaping Handbook orders & various other general office duties. Continuing COVID-19 safety updates to office at Montgomery Park (when staff need to be in the office) and field vehicles.
Support Communications and Outreach efforts	Participated and provided input for business continuity plan. Responded to Public records request.
Plan/Chair/Coordinate/Participate in relevant District meetings (Staff, DEI, Safety, Leadership, Annual, LRBP and sub-LRBP)	Providing assistance in organizing/planning and participating 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 (2 in November covering LRBP topics). Prepared for, Chaired, took minutes for Organizational Health planning team meeting and quarterly Safety Committee planning team meeting. Facilitated Organizational Health team assignment of success criteria applied to direction setting questions for LRBP update (DEI related).
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 able monthly SDAO safety webinars first Thursday of every month & other management training. Completed OSHA safety training

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





Task	Explanation
<p>Urban Conservation (G1- 3, 5, 6)</p>	 <p>Planted and seeded “Deer Creek Restoration Connection” sites with one of the four participating landowners and green workforce staff (pictured left).</p> <p>Participated in the West Willamette Restoration Partnership Stewardship Committee meeting.</p> <p>Met with Forest Park Conservancy staff to discuss a new cost-share pilot project for this coming year’s canopy weed program and discuss logistics around green workforce staff for canopy weeds and restoration monitoring work.</p>
<p>Diversity, Equity & Inclusion (G1-6)</p>	<p>Participated in a DEI Committee discusion on staff workplans and racial equity policy. Conducted follow-up work on the same with relevant staff.</p> <p>Attended an Oregon State University supported Indigenous Ways of Knowing Traditional Ecological Knowledge presentation. Reported back to all staff with notes from this talk.</p> <p>Discussed DEI progress and learnings with Metro and Tualatin SWCD contacts.</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), <i>see LRBP Report for progress.</i></p> <p>Attended a SWCC discussion on board elidgibility requirements.</p>

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

Area & Goal	Explanation
Social media All GOALS	<ul style="list-style-type: none"> • Promoted partner online events, posts, + products: Green Jobs internship program • Posted/shared on cover crops, Annual Report published • Tracking stats of followers: Facebook 1307, Instagram 449, Twitter 555
Media Relations All GOALS	<ul style="list-style-type: none"> • LRBP Conservation Scope Advisory Committee & DEI Committee meetings alert to media • Drafted Forest Understory report article for media
Website Management All GOALS	<ul style="list-style-type: none"> • Completed takeover of ownership and management of website hosting: worked with Cogent IT to update DNS; completed short term contract with interim website developer support company • Updated website content: Board meeting docs; Forest program; Understory seeding project; Field Intern Program webpage and hiring page content; Healthy Streams program page
Communications All GOALS	<ul style="list-style-type: none"> • Distributed Annual Report via email list • Attended Storytelling for Special Districts learning webinars • Researched Community Technology grant; more suitable for 2021 applications • Provided design feedback for partner SWCD farm transition workshop outreach materials; WMSWCD will participate next year • Update listing profile on LandCan land conservation assistance network website • All-Staff, Tech Staff, and Leadership Team meetings, timesheets, invoicing, staff report
Outreach/Events All GOALS	<ul style="list-style-type: none"> • Kicked off Soil School planning: met with planning team, decided on online series of free webinars for 2021 event; next steps: reach out to 2020 speakers for availability •
Diversity, Equity and Inclusion All GOALS	<ul style="list-style-type: none"> • Participated in DEI Committee meeting
Other	<ul style="list-style-type: none"> • LRBP: Projected overtime tracking; built out SMART goals for Strategy #6 – Information sharing and education; participated on Conservation Scope team • Business Continuity Plan: Built outline, collected and wrote draft text for plan; Began tracking and supplies management for District vehicles; created Critical Jobs Function tracking sheet • Edited Harborton Frog Shuttle waiver and COVID protocols • Time off for holiday

Laura Taylor, Conservationist and Education Coordinator

December 2020 Board Meeting Staff Report (Covers November)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Provided technical assistance to a Forestry Program land owner about native plant recommendations for a tricky area of their property.
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Created or quality-checked updated photo monitoring documents for all 21 HS and HH projects monitored this fall. • Created maps documenting monitoring vegetation plots for the 3 sites quantitatively monitored this year. • Monitoring data and photo file management. • Developed maps of conservation pans for three land owners, including pond buffer and oak plantings.
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> •  Attended a talk by Robin Wall Kimmerer about how to approach environmental education and conservation as informed by Indigenous Traditional Ecological Knowledge and perspectives. •  Contributed to a letter of support for Education Partner, Sauvie Island Center which is seeking grant funding that would enhance education about Indigenous first foods connected to Sauvie Island. •  Provided photos of specific native plants to one of our partners, The Blueprint Foundation for use in an interpretive sign at a native plant demonstration garden. • Coordinated with RR on making timely Partner Funding payments • Corresponded with school garden participants.
Internship Supervisor (Goals 5 & 6)	<ul style="list-style-type: none"> • Wrote a letter of reference and provided recommendations at three graduate school programs for one newly graduated intern. • Documented intern accomplishments for the 2020 season. • Held a meeting with the new Intern Supervisor (Ari) to provide training and orientation to the position. • Provided feedback on the internship job announcement for 2021, and provided Ari with historical context on the development of the announcement’s language.
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 tech-staff meetings and making contributions to strategic directions, SMART goals, and tactics proposed to accomplish these goals. • Drove the Jeep weekly to maintain battery life. • Attended WMSWCD staff & tech staff meetings.
NRCS Grant Contrib.	<ul style="list-style-type: none"> •
Diversity, Equity & Inclusion  Also see above	<ul style="list-style-type: none"> • Participated in a voluntary DEI staff discussion. • Participated in the Diversity, Equity & Inclusion Committee meeting. • Read some articles about equitable management and hiring practices.

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