

District Manager's Report to WMSWCD Board for the January 2021 Meeting (Covers December 2020 Activity)

No 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"> • Provided (through M. Delepine) the 4 County Cooperative Weed Board suggested strategy for getting Oregon State Weed Board grant funding resumed through the Oregon Watershed Enhancement Board. • Lower Willamette River SWCD mtg on fully functional ODFW habitat tax deferral programs (12/8). • Virtual mtg w/ Willamette Partnership re: funding for ODFW habitat tax deferral programs (12/22)
Goal 4: Working Lands	<ul style="list-style-type: none"> • Mtg w/ federal Natural Resource Conservation Service (NRCS) Regional Conservation Partnership Program (RCPP) coordinator (T. Miewald) and Oregon NRCS conservation easement specialist (Chris Chapa) regarding forestry easements and RCPP (w/ K. Kovalik, Trust for Public Lands) (12/1). • Rural lands coordination meeting with East Multnomah SWCD and NRCS (12/15). • Took the Oregon Watershed Enhancement Board Natural & Working Lands Climate Solutions Survey • Inquiry in w/ Tom Miewald (NRCS) and follow-up 12/31 meeting w/ Nate Agalzoff (Oregon Dept of Forestry) regarding NRCS' request for comment on eligibility criteria for non-industrial forestlands.
Goal 6: Vibrant Agency	<ul style="list-style-type: none"> • All Staff Mtg (12/7), Tech Staff Mtg (12/14), Leadership Team Mtg (12/14, 12/21) Invoice approvals (12/11, 12/23); Timesheet approvals (12/11, 12/24); contract, grant application, report sign-offs (5) • Mid-Year Employee Check-Ins w/ M. Ahr, L. Taylor, S. Gall, M. Logalbo, K. Kern-Korot, M. Levis • Budget adjustment to cover winter season personnel cost for A. DeMarco as Field Intern Supervisor. • Prep for, participation in and review of draft minutes for December 15th WMSWCD Board meeting. • Employee Handbook updates through Leadership Team and then all staff including incorporating the District's COVID-19 Safety Policy as an addendum to the handbook effective January 1, 2021. • Reviewed/signed management representation letter for the Fiscal Year 2019-20 audit (w/ M. Levis). • Phone call with Richard Winkle (auditor) to answered due diligence auditing questions (12/9) • Check in with Director Peterson regarding Board meeting logistics (12/9) • Virtual meet & greet with Nancy Hamilton (new East Multnomah SWCD Executive Director) (12/11) • Assisted M. Delepine with written public testimony to Oregon Watershed Enhancement Board regarding the need to resume annual Oregon State Weed Board noxious weed grant funding. • Tryon Creek Watershed Council Board Meeting (12/14) • Equity lens review & made revisions to District's citizen recruitment notice for the Budget Committee. • Reviewed 2014 East Multnomah SWCD salary study and State of Oregon job classifications and salary schedules for positions comparable to the District's Controller and Budget Officer position.
Long Range Business Plan (LRBP)	<ul style="list-style-type: none"> • Community Engagement Liaison Mtg (12/7), Conservation Scope Advisory Committee Mtg (12/11). • Discussed answers to organizational health direction setting questions w. R. Razalenti (12/7) • Organizational Health Mtg (12/8); Core Team Mtg (12/10); Financial Sustainability Mtg (12/16) • Community Advisory Committee purpose/framework mtg (w/ Director Miller, M. Logalbo) (12/16) • Reviewed goals/tactics for strategic directions: equity, financial sustainability, organizational health, soil & water quality, biodiversity & habitats & protecting long-term conservation.
COVID-19	<ul style="list-style-type: none"> • Completed Exposure Risk Assessment and Infection Control Plan (w/ M. Delepine) per requirements of the November 16, 2020 Oregon OSHA Temporary Rule Addressing COVID-19 Workplace Risks. Follow-up email to all staff regarding completing mandatory online COVID-19 training. • Safety Topic - <i>Healthy Tips for Coping with Isolation while Working from Home during COVID-19</i> • Updated District's COVID-19 Safety Policy for compliance with OSHA COVID-19 Temporary Rule.
Sturgeon Lake	<ul style="list-style-type: none"> • Final review and comment on draft Maintenance and Monitoring Intergovernmental Agreement (M&M IGA) between the District, Oregon Department of Fish & Wildlife and Multnomah County • Email w/ Fritz Paulus (contract real estate attorney) re: final steps for completing the M&M IGA and securing an access agreement w/ the Oregon Department of State Lands for tidally influenced waters. • Review of conservation easement boundary discrepancy with Landowner #1. Still awaiting resolution.
Diversity, Equity and Inclusion	<ul style="list-style-type: none"> • Facilitated the use of the District's equity lens to the Field/Field GIS Intern job announcement (12/9) • Oregon Chapter of the American Planning Association webinar <i>Anti-Racist Planning Practice: An Indigenous Perspective</i> (12/16)
Professional Development	<ul style="list-style-type: none"> • On Line Tree School – <i>Making Maps for Management Planning</i> (Ecotrust) (12/8); On Line Tree School – <i>Managing Your Forest with Fire in Mind</i> (12/15); Network for Landscape Conservation webinar - <i>The Future of Landscape Conservation: Cultivating Landowner Engagement</i> (12/17) • Email to Jeremy Felty (Oregon Tree Farm) regarding my 2010-11 inspection of Tree Farm OR-5653.

Michael Ahr, Forest Conservationist
December Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> • Seeded about 5 acres with a landowner in Rock Creek watershed • Applied for a small grant for a restoration project at the headwaters of McCarthy Creek • Site visit to take photos for grant application • Site visit with contractors doing cutting work on a Rock Creek forest property. Also spent time earlier in month on scope of work for this project. • Spent time processing invoices from contractors on several projects.
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> • Attended a NRCS/EMSWCD/WMSWCD check in with updates on potential March Local Work Group Meeting to set priorities for EQIP • Met with Kammy and Andrea Berkeley (Metro) who has taken over management of Metro properties in the Tualatin Mtns. We discussed a potential elk study. • Made a couple trips to NRCS office to get laptop repaired • Conversation with Brandy Saffell at Tualatin SWCD about upcoming Conservation Implementation Strategy for NRCS-EQIP. Also discussed some ideas for prioritizing wildfire risk reduction work. • Talked to Jonathan at Forest Park Conservancy (Green Workforce) about forestry as a career opportunity.
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> • Attended 4 hours of PNW vegetation management workshop • Attended 2 sessions of a cedar workshop with local ecologists talking about decline of this species in the urban and rural environment • Trained with Amy Fischer of NRCS and Matt Van Wey (Clackamas SWCD) about the Conservation Stewardship Program (CSP). I'm looking to manage a couple of these contracts late in this fiscal year and into next fiscal year
Miscellaneous	<ul style="list-style-type: none"> • Attended Conservation Scope Advisory Committee Meeting working towards our LRBP update • Held a mid-year check in with Jim Cathcart related to job performance and a program check in on forestry • Took most of a week off of work around Christmas
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> • Attended most of a Regional DEI meeting where several Districts checked in on things they've worked on to date

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
January 2021 Staff Report (Dec 12th 2020 – January 14th 2021)

Task	
<p>Early Detection, Rapid Response (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<p>Language of Invasive Species: Involved in local and national discussions regarding several considerations regarding the messaging, terminology and approaches to invasive species.</p> <p>Asian Gypsy Moth: Received confirmation from ODA that only one AGM male specimen was trapped this past season (Sauvie Island, near Columbia River, south of Columbia County/Multnomah County line) and follow up visual surveys did not find further detections. A single European gypsy moth was also found in Columbia County, north of St Helens across the river from Kalama, WA. No treatments are being planned currently, but delineation trapping in these areas will occur this upcoming field season.</p> <p>Oregon State Weed Board Grant: GOOD NEWS! A 2021 Grant Cycle has been announced with applications due July 1, 2021! Completed outstanding revisions for past final report with hopes of receiving final 2019 and interim 2020 payments soon. Holding conversations with Clackamas SWCD, Oswego Lake WC, Tryon Creek WC and City of Lake Oswego on possible grant collaborations etc. Drafted letter supporting OSWB program for December OWEB mtg.</p> <p>Intern hiring: With Ari at the helm as intern coordinator, seasonal intern hiring is in full swing! Participated in scoring calibration process.</p> <p>Outreach: Following a community based social marketing training made free by a BPA grant awarded to the Clean Rivers Coalition, Renee and I began early stages of spring outreach planning.</p>
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> • Continued participation in local and regional forums and discussions, including Clean Rivers Coalition, and involved in a nexus conversation between that effort and Solve Pest Problems. • Offered assistance with IPM pesticide messaging to Clean Rivers Coalition. • Provided technical guidance on IPM via email to community, residents and others. • Summarized discussion on herbicide rate selection from CWMA Technical Committee meeting with the 4-County CWMA partners and shared summary with tech staff. • Participated and shared notes with staff from third Cedar Dieback Forum. • Forwarded training opportunities to staff and CWMA members. • Requested additional feedback for PDX IPM Weed Maintenance calendar. • Pursued and tracked additional IPM trainings and communications with partners and staff to improve best management practices.
<p>Invasive Partnerships</p> <p>Goals 1-6</p>	<p>4-County CWMA: Steering Committee: Discussed 2021 work planning and elections.</p> <p>Technical Committee (Co-Chair): Provided committee update at Pull Together. 2021 work planning and early stages of planning field training for potential new species of concern.</p> <p>Pull Together 2021 (12th annual): Over 200 participants (including speakers and organizers). Everything from “Decolonizing Sustainability” and greenworkforce development to garlic mustard research and invasive insect pests and impacts on the horizon were discussed.</p> <p>Oregon Invasive Species Council (OISC): Tracking Worst Invaders relaunch initiative and funding allocation safeguards, but unable to participate this past month. Huge news: Troy Abercrombie (WIN) was elected the incoming Vice Chair of the OISC! This is the first time a non “ex-officio member” held a position on the executive committee (a possibility made available through passage of SB 445 in 2019).</p> <p>Tryon Creek Watershed Council: Provided updates to Jim and Mary. Participated in garlic mustard collaboration discussion with Oswego Lake WC, Clackamas SWCD, WMSWCD, etc.</p> <p>Western Invasives Network: Correspondence with Troy regarding ETART weeds</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

	assessment efforts, OISC and securing OSWB funds. PNW Garlic Mustard Working Group: Hoping for a March meeting to hold our annual regional evaluation and collaboration.
Safety/Covid	Drafted safety meeting action item tracking spreadsheet. Led Jan topic "Hypothermia." Continuing 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 priorities and goals for Long Range Business Plan.
DEI Goal 6	Participated in a very informative OAPA Webinar – Anti-racist Planning Practice: An Indigenous Perspective. Tracking and participating in many various DEI topics and initiatives.
Technical Assistance (6)	Phone/email and in-person, I have provided assistance to 4 people this past month on conservation issues mostly relating to invasive species, erosion and native planting.
Misc/Admin Goals 1-4, 6	LRBP and Conservation Scope Review and Meetings; Mid-Year Check in with Jim; 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	Pull Together panelist/organize; provided Tech Committee update (1/13)
Meetings (7) Goal 5	Oregon American Planning Association – Anti Racist Planning Practice: An Indigenous Perspective (12/16), Cedar Dieback Forum (12/16), Tryon Creek/Lake Oswego coordination meeting (12/18), Language of Invasive Species webinar/discussion (1/5), Clean Rivers Coalition – Community Based Social Marketing Behavior Change Training (1/6-8, 1/11), Pull Together planning-run through (1/8), Pull Together (1/13)

- OAPA- Oregon American Planning Association, 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

January Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	Next meeting is on January 12 th , 2021 from 1-3 pm.
Long-Range Business Plan	Assisted with additional strategic directions, goals and tactics and various meetings.
Small Acreage Farms and new landowner contacts SP Goals 1-5	Slow month, though potentially expanding work with two existing landowners. One working on generative grazing and the other on adding additional soil health practices.
Site Visits (0) SP Goals 1-5	First time in a very long time I can say I didn't complete a site visit last month. Weird.
Sturgeon Lake Restoration SP Goal 1 & 3	Monitoring – PIT tag array is up and running. As for 1/7/2021 we had not detections. This is not surprising. We should expect the juveniles to start passing through in about a month or so.
ODA Grant SP Goals 1, 2, 4, 5 & 6	Working on the Grant Report due on 1/15/2021
Off-Channel Salmon Habitat	Worked with CREST to obtain permits for the Burlington/Palensky Bottoms restoration project, slated to start next summer. The project includes the removal of large water control structure, replacement of two culverts with bridges, expansion the floodplain of McCarthy Creek, new flow paths connecting various wetlands in the Palensky-BPA property, installation of 11 beaver dam analog structures, expanded turtle nesting areas, and lots of native plantings. Below are some of the structures to be replaced.

Pre-project Photos



Water Control Structure at Palensky Channel



Culvert to be replaced with channel spanning bridge

Soil Health	Jim, Kammy, Michael and I are working with NRCS to plan their next "Local Work Group" meeting. These annual meetings are attended by landowners, farmers, foresters and agencies/SWCD staff and "provide recommendations on local natural resource priorities to assist USDA NRCS in providing Farm Bill program conservation programs." One program I/we hope to see renewed is the Soil Health Conservation Implementation Strategy (CIS). The previous 5 year Soil Health CIS just expired.
OWEB Small Grant Team	Three new grants were approved by the team including two WMSWCD grants (yay to Kammy and Michael). Upcoming due dates: Jan 15 2020, Feb 15 2020, March 15 2020, and April 15 2020. Approximately \$30,000 remains.

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 December 11, 2020 – January 14, 2021

Activity Type	Tasks and Descriptions
<i>Healthy Streams (HSP) / Rural Conservation (Goals 1-4: water quality, erosion, habitat, working lands)</i>	<ul style="list-style-type: none"> • Ongoing planning & program management, including contractor & fiscal oversight and staff coordination for Healthy Streams Program (HSP) and Special Habitat (SH) sites. • Met remotely with potential buyer of Sauvie Is. property with Healthy Streams project
<i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i>	<ul style="list-style-type: none"> • Ongoing management of NRCS wetland reserve easement (WRE) site: including data gathering for quarterly report • Provided ongoing oversight for project implementation & grant administration of Oak savanna “CIS” and OWEB-funded habitat project in the upper Abbey Creek watershed. • Did additional landowner site visit on Sauvie Island related to oak habitat outreach and collaborated to develop & submit an OWEB small grant application, budget, photos, maps and other supporting documents for oak, riparian and forest edge habitat improvements; the \$15,000 grant has been awarded! • Continued working with one Sauvie Island landowner re: conservation planning for Oak Habitat CIS funding. • Misc. technical to constituent interested in oak woodlands
<i>Outreach & Education; partnerships, collaborative grants (Goals 1-6)</i>	<ul style="list-style-type: none"> • Continued coordination with SBWC staff re: riparian and other restoration projects for Multnomah Channel moorages • Provided conservation project metrics for NRCS grant • Participated in regional Oak-Prairie Workgroup meeting (1/14/20), which addressed habitat prioritization mapping, strategic planning, Willamette Valley-wide communication plan re: oak habitats, and funding and project updates by all • Participate in meeting EMSWCD rural staff; begin planning NRCS “local workgroup” (for landowners interested in NRCS & WMSWCD support) meeting for March
<i>Admin. / training (Goal 6: Maintain a vibrant agency)</i>	<ul style="list-style-type: none"> • Organized & led 2 Technical Staff meetings; participated in 1 additional LRBP mtg. and discussion focused on conservation program priorities and 1 Leadership Team meeting, including decision-making re: communication platforms • Did monthly report; prepared & reviewed timesheets; tended to work vehicle, reviewed employee handbook changes; gave input re: seasonal workload management, etc. • Participated in 2 internship application review preparation meetings & did related work • Attend Board meeting social hour and presentation on PGE Harborton mitigation site • Prepared for and participated in bi-annual check-in meeting with manager re: strategic direction, workload; address remote technology needs; etc. • Attended virtual CWMA Pull-Together event with great talks on invasive weeds and insects, and diverse perspectives on conservation • 3 weeks flex and vacation time off was the majority of this time period
<i>NRCS project match; DEI</i>	<p><i>NRCS WRE project:</i> 1 hr. on WRE quarterly + 1hr. on NRCS grant/CIS activity reporting</p> <p><i>DEI:</i> Attended “Decolonizing Sustainability” & equity related Pull Together sessions; attended workshop on Anti-racist Planning Practice: An Indigenous Perspective; tracked internal discussions re: DEI; further considered DEI implication of intern application review criteria in scoring calibration meeting</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:

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 December)**

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. Identified areas to reduce spending where impact would be minimal during winter months. Completed requirements for full 10% discount on liability and comprehensive insurance through Special District's Insurance Services. Completed annual calendar year end tasks.
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. Committed to voluntarily continue offering Families First Coronavirus Response Act leave to employees through 3/31/21. Completed mid-fiscal year check-ins with supervised staff and supervisor; reviewing potential compensation updates, incorporating comparable agency benchmarks and other data. Recruiting for 2021 seasonal field and GIS internships. Completed annual review and update of Employee Handbook, incorporating temporary changes arising from COVID-19 as an addendum.
Manage development and filing of District Budget, ensuring that all local, state and federal standards and laws met; staff, board and public participate	Confirming continuing participation of budget committee members and preparing recruitment materials, with emphasis on diversity, for open positions. Reviewing and monitoring budget results for FY21, coordinating expected spending with all program managers. Evaluating impact of discretionary purchases on cash flow. Used Financial Sustainability lens to review proposed personnel supervisory changes. Incorporating ideas from our Financial Sustainability Team into planned FY22 budget process. Monitoring Sturgeon Lake restoration work and projected inter-transfer needs for ongoing project costs.
Manage annual audit, ensuring that government-wide and fund financial statements are in compliance with accounting standards without exception	Completed and finalized all materials and tasks related to FY20 financial statements and audit. Final audit report reviewed and accepted by Board of Directors. Audited financial statements and Summary of Revenues and Expenditures (SRE) filed with Secretary of State, Audit Division.
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 and/or reviewed all meeting materials for monthly meeting, coordinating with all relevant staff and board members (agenda, Treasurer's Report, consolidated staff and DEI reports, prior month's minutes, resolutions and policies as applicable, etc.). Researched and assisted with questions regarding Officer elections to occur in January 2021.
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, and 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, Meadowsaping 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.
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. Prepared for, Chaired, took minutes for Organizational Health planning team meeting (12/8) and Financial Sustainability team meeting (12/16). Participated in LRBP Core team mtngs. Continuing work on seasonal overload list in relation to LRBP update.
Plan/Coordinate/Participate in external meetings and events (WHA Insurance, SDAO, Property Manager, Cogent IT, ADP, GFOA, TSCC, TCWC, Legal, etc.)	Consulting with Cogent IT to further evaluate staff technology needs, use of Microsoft Teams and other considerations as we as we extend length of our work from home arrangements. Consulted with insurance provider regarding needed COVID-19 related modifications to volunteer release form. Attended DEI panel discussion on justice, equity , diversity and inclusion in leadership (12/2)
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 required COVID-19 training

Mary Logalbo, Urban Conservationist
 December 2021 Highlights (for January Meeting)


Task	Explanation
<p>Urban Conservation (G1- 3, 5, 6)</p>	<p>Ordered FREE bareroot native plants from Clean Water Services (CWS) for landowners in the Columbia Creek headwaters of the Tualatin. CWS has provided thousands of free native plants to WMSWCD restoration sites!</p>  <p>Met with Forest Park Conservancy staff to discuss canopy weed program and discuss next steps. Also, developed outreach materials (including new letter and modified permission form) that have begun to be distributed to target landowners.</p> <p>Submitted an Urban Ecology Research Consortium (UERC) abstract focused on the Stormwater research I did through the EMPA PSU program and reached out to BES and BDS staff to review and potentially co-present the information to ensure the information is still relevant and accurate given the research was completed in 2019. BES and BDS staff have agreed to be available for questions and a BES staff member will help with a review.</p> <p>Provided technical assistance to 3 residents – one concerned about landslides in her neighborhood, another seeking erosion control information and the last seeking information on controlling duckweed in a community pond.</p>
<p>Diversity, Equity & Inclusion (G1-6)</p>	<p>Attended an Anti-racist Planning Practice: An Indigenous Perspective webinar.</p> <p>Participated in a voluntary DEI staff discussion focused on Land Acknowledgements and tribal interactions.</p>  <p>Participated in a Regional Conversation on Diversity, Equity and Inclusion organized by Marion SWCD where Scott Gall and I co-presented on District DEI efforts. The SWCDs participating agreed to continue to meet either quarterly or biannually to share information and resources and discuss opportunities to collaborate.</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>Reviewed and provided input on Intern Job Announcement.</p> <p>Met with Jim for a Mid-Year Conversational Checkin.</p>

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

Area & Goal	Explanation
Social media All GOALS	<ul style="list-style-type: none"> • Posted/shared: UERC event promo; partner video on bioswales; wildlife – newt; partner plant sale; intern hiring • Troubleshoot solving Facebook account access denial problem • Tracking stats of followers: Facebook 1345, Instagram 476, Twitter 560
Media Relations All GOALS	<ul style="list-style-type: none"> • LRBP Community Advisory Council meeting and Board meeting alerts to media • Distributed Forest Understory report article to media • Distributed Native Bee researcher article to media
Website Management All GOALS	<ul style="list-style-type: none"> • Worked with hiring team to create and publish Intern hiring job application on website: form contents; worked with web developer to build and edit page; work with team to test and publish • Updated website content: Forest, Understory Forest project, Intern program, Board and meeting event pages, Budget page, DEI page content and racial equity policy content updating
Communications All GOALS	<ul style="list-style-type: none"> • Begin research on cultural resources survey article – social science side of conservation; call with NRCS Tribal Liaison • Internal communications about use of District letterhead template • Provide district videos and project descriptions to OR SWCS for annual meeting “tour” of projects, along with review of meeting webpage and feedback for improvements • Filled Meadowsclaping handbook orders • Update newsletter list with handbook subscribers • All-Staff, Tech Staff, and Leadership Team meetings, timesheets, invoicing, staff report
Outreach/Events ALL GOALS	<ul style="list-style-type: none"> • Soil School: met with planning team, confirmed past speakers, secured new keynote, created event schedule, draft budget
Diversity, Equity and Inclusion All GOALS	<ul style="list-style-type: none"> • Begin research on cultural resources survey article – social science side of conservation call with NRCS • DEI webpage content: update language for racial equity policy content
Other	<ul style="list-style-type: none"> • LRBP: review and contribute on guiding principles, SMART goals; Core Team prep and participation • Business Continuity Plan/Safety: developed template for Critical Jobs Function with critical communications department job functions; Created/updated emergency supplies list for vehicles • Edited Harborton Frog Shuttle waiver • Employee Handbook review • Mid-year supervisor check-in • Slack technology subscription research • Budget Committee recruitment planning • OSHA disease training • Time off for holiday

Laura Taylor, Conservationist and Education Coordinator

January 2021 Board Meeting Staff Report (Covers December)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Attended a research summit focusing on the regional decline of Western Redcedar. • Attended a webinar on managing western Oregon’s forests for fire. • Graphed trends in vegetation survival and growth for the Dairy Creek restoration project and reported to Scott on these results.
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Quality-checked monitoring data and photos. • Graphed trends in HSP restoration progress based on monitoring data. • Tracked cumulative project implementation expenses. • Entered project implementation activities into the database. • Updated a scope of work for a conservation project.
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> • Attended PSU Cultural Ecology Capstone presentations. • Education Program budgeting and administration. • Reviewed a former intern’s personal statement for graduate school application and provided input. • Helped Renee troubleshoot a Facebook administrator problem and posted some content. • Provided information to a member of the public on local volunteer opportunities to help with habitat restoration.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> • Semi-annual check-in with Jim on work plan, performance, etc. • Participated in an equity lens review of the internship job announcement, and sent the final announcement to two partners. • Participated in the Long-Range Business Plan (LRBP) Update process by attending tech-staff meetings and making contributions to revised SMART goals and tactics and attending a community advisory committee meeting. • Drove the Jeep weekly to maintain battery life. • Completed a COVID-19 safety training. • 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. • Read two DEI related articles, one on class and the other on white supremacy culture. • Attended a talk by Dr. Vivek Shandas on geographic disparities in urban heat-island effects that disproportionately harm neighborhoods where predominantly low income and people of color live within Portland and many other US cities, and city planning and green infrastructure actions (such as planting trees) that can counteract this effect.

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