

District Manager’s Report to WMSWCD Board for the February 2021 Meeting (Covers January 2021 Activity)

Goal 1: Erosion & Healthy Soil – No Activity

Goal 2: Water Quality – No Activity

<p>Goal 3: Habitat & Biodiversity</p>	<ul style="list-style-type: none"> • Processed highway permit through the Oregon Dept of Transportation for the Harborton Frog Shuttle. • Research on restoration of early seral stage “preforest” habitats on an industrial forest landscape. This is in support of possible Trust for Public Lands acquisition of industrial timberlands for conservation. • Lower Willamette River SWCD mtg on fully functional ODFW habitat tax deferral programs (1/27).
<p>Goal 4: Working Lands</p>	<ul style="list-style-type: none"> • Rural lands coordination meeting with East Multnomah Soil & Water Conservation Service and the U.S. Department of Agriculture, Natural Resources Conservation Service (1/19).
<p>Goal 5: Cultivating Stewards</p>	<ul style="list-style-type: none"> • Email with Jim Procter (Director, Environmental Studies Program, Lewis & Clark College) regarding conservation project mentoring of student’s in Dr. Procter’s Environmental Engagement class. Follow-up meeting with Dr. Procter and Mary Logalbo to further refine roles and responsibilities (1/26).
<p>Goal 6: Vibrant Agency</p>	<ul style="list-style-type: none"> • All Staff Mtg (1/4), Tech Staff Mtg (1/11), Leadership Team Mtg (1/11, 1/25) Invoice approvals (1/7, 1/21); Timesheet approvals (1/10, 1/25); contract, grant application, report sign-offs (7) • Mid-Year Employee Check-Ins w/ M. Delepine (1/6); Tyron Creek Watershed Council Mtg (1/11) • Mtgs w/ Jim Proctor, Lewis & Clark College - Environmental Studies Program partnering (1/6, 1/26) • Salary rubric (experience, responsibility, tenure) for the Controller & Budget Officer and related positions. Reclassification of Controller & Budget Officer position to Controller & Administrative Program Manager (w/ pay increase) based on recognition of management level and additional duties. • Prep for, participation in and review of draft minutes for January 19th WMSWCD Board meeting. • Updated OCEAN Directory for West Multnomah info on staff, Directors and Associate Directors. • Meeting with office lease renewal or relocation team (1/19). The team is chaired by M. Ahr. • Application of Veterans’ Preference to the candidate pool for the Field/Field GIS Intern positions. • Expanded outreach next steps – Budget Committee Recruitment (w/ M. Levis, R. Magyar) (1/26) • Draft framework for District Business Continuity (i.e., earthquake preparedness) Plan (w/ R. Magyar)
<p>Long Range Business Plan (LRBP)</p>	<ul style="list-style-type: none"> • Heavy lift on goals/tactics for the conservation scope strategic directions: soil & water quality, biodiversity & habitats, working lands, climate change, sharing information, connecting to the land & protecting long-term conservation. Additional prep for discussion at 1/19 Board mtg (w/ M. Logalbo). • Revisions to strategic directions and goals based on 1/19 Board meeting feedback (w/ M. Logalbo). • Updating annual work planning templates with staff to account for LRBP strategic directions, goals and tactics. Direction to staff regarding the development of annual work plans (w/ M. Levis). • Developed draft organizational Guiding Values and Guiding Principles for staff review.
<p>Sturgeon Lake Restoration Project</p>	<ul style="list-style-type: none"> • Finalized draft Maintenance and Monitoring Intergovernmental Agreement (M&M IGA) between the District, Oregon Department of Fish & Wildlife and Multnomah County. • Mtg w/ Tim Greseth, Oregon Wildlife Foundation re: 2 year celebration event (review of monitoring data, unveiling of the information kiosk, fundraising launch for the Stewardship Fund) (1/5) • Reviewed Sturgeon Lake Fund budget (tracking expenditures and savings) with Michele Levis (1/27)
<p>Diversity, Equity and Inclusion</p>	<ul style="list-style-type: none"> • Readings (per assignment as <i>ex officio</i> board member of the Tryon Creek Watershed Council): (1) 350PDX <i>Justice, Equity, Diversity and Inclusion [JEDI] Plan 2020-2022</i> (summary); (2) Showing Up for Racial Justice (SURJ) <i>Why Class Matters In Organizing For Racial Justice</i> and <i>White Supremacy Culture</i>; (3) <i>White Supremacy Culture</i> [characteristics in the workplace] by Tema Okun (dRworks). • Email correspondence sharing thoughts w/ staff on building tribal relations & land acknowledgements.
<p>Professional Development</p>	<ul style="list-style-type: none"> • Tree School Online - <i>Forests as Habitat for Wildlife: Priority Actions for Habitat Management</i> (1/5) • Portland Chapter, Society of American Foresters mtg -- Oregon State University College of Forestry Dean Tom DeLuca, <i>Forestry at OSU: Sustainability and Resilience in a Changing World</i> (1/25) • Tacoma Tree Foundation Webinar - <i>Pacific Madrone: Sacred, Emergent, Adaptive</i> (1/28) • Cascade Pacific Council Boy Scouts of American Forest Management Committee Tour of Camp Meriwether/Camp Clark (Tillamook County). (I Chair the Forest Management Committee.) (1/29).

Michael Ahr, Forest Conservationist
January Staff Report

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> • Awarded an OWEB small grant for a restoration project at the headwaters of McCarthy Creek!! \$15,000. • Filed a progress report for our NACD grant that pays for conservationist salary, and began work on a renewal of the grant for next year • Finished a Stewardship Plan for a 10 acre project in Abbey Creek Watershed • Scheduled cutting work on 2 projects and finished planting plans for later in February. Placed most of our forestry related planting order for 2022 also. There's expected to be a shortage of conifer, so I placed it well in advance. • Site visits to 3 properties for photo monitoring and contractor assistance • Met with Kim Kosmas an outreach coordinator at Portland Fire. She's very much ramped up outreach on home fire risk assessments in the wildland urban interface and plans to keep after it! Homeowners in Forest Park Neighborhood Association are encouraged to have an assessment done and they're considering becoming a Firewise Community
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 • Laura and I talked to Ecology in Classrooms and Outdoors about a property they now own on Skyline (77 acres). They likely want a management plan and restoration help. We'll schedule a site visit soon. • Called Carol Chesarek to get more background on the Firewise Community process that Forest Park Neighborhood Association is considering.
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> • Attended CWMA Pull Together event • Attended communities dealing with wildfire webinar (OSU Extension) • Attended a Forest Park Neighborhood Association sponsored presentation on wildfire risk assessments.
Miscellaneous	<ul style="list-style-type: none"> • Reviewed and scored applications for our intern positions • Attended a SMART Goals meeting related to Long Range Business Plan • Participated in a meeting about considering our future office space options
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> • Attended a monthly staff discussion where we delved into working with tribes and Traditional Ecological Knowledge

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 February 2021 Staff Report (Jan 15th – February 11th 2021)

Task	
<p><u>Early Detection, Rapid Response</u> (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<p><u>Language of Invasive Species:</u> Continuing local and regional discussions regarding several considerations regarding the messaging, terminology and approaches to invasive species. Aiming to collect staff suggestions in advance of Feb 27 regional meeting. CWMA Education & Outreach is taking this on as a central endeavor to coordinate conversation across partners, with intersection of ongoing work with Community Engagement Liaisons (CELs) and others.</p> <p><u>Oregon State Weed Board Grant:</u> Submitted revisions to past report, which was approved by both ODA and OWEB. Hoping the District will get a big check soon! 2021 grant application cycle should open April 1, with awards effective July 1. Coordinating with Tryon Creek WC and City of Lake Oswego on possible grant collaborations etc.</p> <p><u>Intern hiring:</u> Assisted with reviewing applications and selecting interviewees.</p> <p><u>Outreach:</u> Working with Renee, and Ari, on outreach materials, as well as revamping outreach letters.</p>
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> • Facilitating process of IPM calendar review with CWMA Technical Committee. • 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, as well as Backyard Habitat. • 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. • Forwarded training opportunities to staff and CWMA members. • 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><u>4-County CWMA: Steering Committee:</u> Assisting with March General Meeting. Holding elections. <i>Technical Committee (Co-Chair):</i> Facilitated Committee meeting, provided minutes. Finalized work plan. Assisting with IPM Calendar review process.</p> <p><u>Oregon Invasive Species Council (OISC):</u> Provided feedback of ETART Process to Troy Abercrombie (for consideration of making improvements to process with engaging local agencies.</p> <p><u>Tryon Creek Watershed Council:</u> Provided updates to Jim and Mary. Participated in garlic mustard collaboration discussion with Oswego Lake WC, Clackamas SWCD, WMSWCD, etc. Watershed Wide Event March 13th—assisting with site work party.</p> <p><u>Western Invasives Network:</u> Correspondence with Troy regarding ETART weeds assessment efforts, OISC and more.</p> <p><u>PNW Garlic Mustard Working Group:</u> Scheduled and planned Spring 2021 meeting (to be held today, 2/11). Working with ODA to get biocontrol updates, and welcomed many new partners to group from across the region (OR, WA and BC). Discussing updates to approach, IPM and long-term strategy, risk assessment review, identifying research needs and prevention.</p>
<p>Safety/Covid</p>	<p>Led February topic “working on uneven terrain.” Wrote up summary and shared with staff.</p>
<p>Long Range Business Plan</p>	<p>Reviewed and provided written and oral feedback on values and principles for Long Range Business Plan.</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

DEI <i>Goal 6</i>	Tracking and participating in many various DEI topics and initiatives both with partners, regionally and with staff. Check out cascade African film fest at https://www.africanfilmfestival.org/
Technical Assistance (5)	Phone/email and in-person, I have provided assistance to 5 people this past month on conservation issues mostly relating to invasive species such as arum and celandine, as well as native planting.
Misc/Admin <i>Goals 1-4, 6</i>	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
Meetings (5) <i>Goal 5</i>	Tryon Creek/Lake Oswego coordination meeting (1/20), CWMA Committee Meetings (2/10), Western Invasives Network / ETART lessons learned sharing (2/10), Invasives BC conference (2/9-2/11), PNW-Garlic Mustard Working Group Meeting (2/11).

- 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

Kammy Kern-Korot, WMSWCD Senior Conservationist
Staff Report for January 15 – February 11, 2021

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 & fiscal oversight and staff coordination for Healthy Streams Program (HSP) and Special Habitat (SH) sites; considered monitoring needs for this next work plan year • Provided technical assistance regarding riparian erosion at a Sauvie Island HSP site • Responded to request for help with invasive weeds at Abbey Cr. riparian, etc. site • Phone meeting with new McCarthy Cr. landowner re: HSP program interest • Pursued a grant-related opportunity for 10,000 riparian plants to potentially be inter-planted late February or early March at Sauvie Island and Lower McCarthy project sites. Thanks to board member Hartline for the connection!
<p><i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i></p>	<ul style="list-style-type: none"> • Ongoing management and technical assistance for NRCS wetland reserve easement (WRE) site: including team consultation and development of “wetland” and “marshplain” habitat seed mixes for large scale restoration work to happen this summer. Prepared for & participated in small group site visit to both NRCS and adjacent BPA mitigation site with CREST and ODFW staff. Sent monitoring photos. • Provided ongoing oversight for grant administration of Oak savanna “CIS” and OWEB-funded habitat project in the upper Abbey Creek watershed. Submitted and received reimbursement for 2020 conservation practices. • Did follow-up to OWEB grant award for Sauvie Island for oak, riparian and forest edge habitat improvement project; including coordinating land-use review by county • Did site visit; met remotely 2 times with landowner; did relevant research and prepared conservation plan, NRCS cost-share estimates & maps for 10 acre Sauvie Island Oak Habitat CIS project. Met virtually with NRCS staff to review appropriate practices & determine best funding rates. Worked on federal forms to accompany project ranking on 2/12/21.
<p><i>Outreach & Education; partnerships, collaborative grants (Goals 1-6)</i></p>	<ul style="list-style-type: none"> • Met with and coordinated with SBWC staff re: habitat restoration projects for Multnomah Channel moorages, reviewed partnership agreement work plan and reimbursement request for July 1 – December 31 activity; planned paddle site visit • Participated in regional Oak-Prairie Workgroup meeting (2/15/20 to review our consultant’s latest regional habitat prioritization mapping results and decide on next steps • Met w/NRCS & EMSWCD rural staff and continued planning NRCS “local work-group” (for landowners interested in NRCS & WMSWCD funding) meeting for March • Co-wrote e-article on winter flooding, streambank erosion and riparian vegetation
<p><i>Admin. / training (Goal 6: Maintain a vibrant agency)</i></p>	<ul style="list-style-type: none"> • Organized & led 1 Technical Staff meetings, including discussion of LRBP and invasive species messaging; participated in 1 all-staff meeting • Reviewed 9 internship applications; provided scores for interviewee selection • Misc. admin: Did monthly report; prepared & reviewed timesheets; cared for work vehicle, including a professional cleaning, a safety check, transferring supplies; updated work-from-item office equipment inventory, reviewed new life insurance option, set up & learned new virtual meeting & work chat platform (Microsoft Teams), including practice meeting, etc. • Attended required virtual Covid-19 training. Lunchtime amphibian presentation, and River Restoration Northwest NW (RRNW) event (see <i>DEI</i> below) • 3 vacation days off; 1 holiday
<p><i>NRCS project match; DEI</i></p>	<p>NRCS WRE project: 16 hours on site visit, related prep./follow-up; seed mix development <i>DEI</i>: Attended a talk, “So You Want To Talk About Race,” by best-selling Seattle author Ijeoma Oluo; Attended RRNW panel discussion on <i>Bio-Cultural Restoration</i>, with 4 different indigenous perspectives (Robin Wall Kimmerer, Gabe Sheoships, Brittani Orona, & Charley Reed)</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

Scott Gall

February Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	The January meeting included selection of the next committee staff co-Chair position (yay to Laura for being selected!); a review of the 2020-2021 Committee annual work plan and discussion of the upcoming fiscal year 2021-2022 work plan; review of Leadership Team feedback on including DEI work in employee annual work plans, and desired outcomes and accountability for this work; and a review of DEI related strategic directions, goals and tactics proposed in the Draft Long-Range Business Plan update. Next meeting is on February 9th, from 1-3 PM. We will be discussing the next DEI work plan as well as employee performance measures for required DEI work.
Internship Program	Assisted review on internship applications and selection of the 10 interviewees.
Small Acreage Farms and new landowner contacts SP Goals 1-5	Altering a draft plan for a farm on Sauvie who are looking to do soil regenerative grazing on about 3 acres. Basically using goats to eat cover crop and build soil health.
Site Visits (0) SP Goals 1-5	None... that may be the first month in my career I can say that!
Sturgeon Lake Restoration SP Goal 1 & 3	Revegetation Work: Wrapped up fall treatment. Everything looking on track. Monitoring – In early January we had our first two fish detections out at Dairy Creek. Both where white Sturgeon. One (which we recorded on 1/6/2021) was originally tagged in 2012 at the mouth of the Columbia river and likely a pretty good size at this point. The other (detected on 1/15/2021) was originally tagged in 2016 – though there was no information on where. Both where just detected once which meant they were either entering or leaving the lake in one direction and did not return. Unfortunately we don't know in which direction they were headed.
ODA Grant SP Goals 1, 2, 4, 5 & 6	Submitted ODA grant report on 1/15/2021. Also on 1/27/2021 I presented at the <u>North Coast Ag Water Quality Management Area (AgWQMA) Plan Biennial Review</u> – a requirement of the grant. This was the third such meeting in as many months as we are in THREE AgWQMA Plans. Most of our work focuses in the North Coast (which includes Sauvie Island – and I gave a report on our Sauvie Soil Health Program which ODA is very happy with). We have some work in the Lower Willamette (those areas of the West Hills draining directly into the Willamette River or Multnomah Channel) as well as the Tualatin Watershed.
Off-Channel Salmon Habitat	Not much new here. CREST is submitting permits for work on the Burlington/Polansky Bottoms site to remove a large water control structure as well replace two culverts with railroad car bridges. Project is set to start summer of 2021, though permitting could delay the project. We are assisting with Technical assistance and landowner outreach.
Soil Health	We are working with NRCS to conducting their required Local Work Group in March. Part of this will be discussion on whether to continue their Soil Health CIS program.
OWEB Small Grant Team	The final funds for this where allocated in January by two grants awarded to Clackamas SWCD and Tryon Creek Watershed Council. Next funds would be available next fall, but there is plenty of doubt with the next state budget and the lottery funds that are used to fund this program.

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 January 2021 activity)**

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 1099 reporting. Upgraded accounting software to 2021 version.
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	Committed to voluntarily continue offering Families First Coronavirus Response Act leave to employees through 3/31/21. 2021 seasonal field and GIS internship resume redaction completed. Completed salary rubric for Controller position and updated classification of position based on additional responsibilities.
Manage development and filing of District Budget, ensuring that all local, state and federal standards and laws met; staff, board and public participate	Collaborated with Communications and Outreach Manager to develop new recruiting materials and messaging for budget committee members. Conducted 4-week recruitment. Revised annual work plan framework and templates based on in-process LRBP changes 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. Monitoring Sturgeon Lake restoration work and projected inter-transfer needs for ongoing project costs.
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.).
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, 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. Coordinated and facilitated meeting for office team to be charged with evaluating future leasing options. Researched Microsoft Teams to replace Slack account.
Support Communications and Outreach efforts	Reviewed/proofed Winter newsletter.
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. Participated in LRBP Core team meetings and Strategic Directions/Goal/Tactics meetings. Attended a panel discussion on Barriers to Inclusion and Impact on Mental Health (1/14)
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.
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
January 2021 Highlights (for February Meeting)

Task	Explanation
<p>Urban Conservation (G1- 3, 5, 6)</p>	<p>Conducted a SW Portland site visit focused on soil erosion concerns and native plant selection questions (landowners were referred to us by the City) and provided a subsequent conservation plan for the same.</p> <p>Worked with Forest Park Conservancy and Portland Fire staff to finalize canopy weed program outreach materials (including new letter and modified permission form) that have begun to be distributed to target landowners.</p> <p>Worked on Urban Ecology Research Consortium (UERC) poster presentation focused on the stormwater research I completed through the EMPA PSU program and met with 2 BES staff members to review information to ensure the findings are still relevant and accurate given the research was completed in 2019. BES and BDS staff have agreed to be available for questions.</p> <p>Participated in the Tryon Creek Stewardship Meeting which included Watershed Wide Event planning (scheduled for Saturday, March 13th, 2021) which I'm co-coordinating with Delepine and a Lewis & Clark liaison and TCWC board member.</p> <p>Met with Lewis & Clark Professor Jim Proctor and Cathcart to discuss WMSWCD working with a team of his Environmental Engagement (ENVS 295) students to spur student engagement in the Lewis & Clark natural area restored in partnership with WMSWCD.</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>Met with Monica McAllister of East Multnomah SWCD to discuss learnings and questions around development of land acknowledgements. Followed up with Gall, Cathcart and Taylor regarding questions and comments on the same.</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>Participated in Internship Application calibration, scoring, ranking and meeting.</p> <p>Participated in a Stormwater Management Policy, Site Evaluations and Design Foundations webinar/training to ensure I'm up-to-date with newly developed city Stormwater Management Manual.</p> <p>Contributed an eNewsletter article.</p>



Renee Magyar, Communications & Outreach Manager
Report covers month of January 2021

Area & Goal	Explanation
Social media All GOALS	<ul style="list-style-type: none"> • Completed Facebook account access denial problem • Addressed new ad account issues from unauthorized use • Posted/shared: budget committee recruitment • Tracking stats of followers: Facebook 1385, Instagram 493, Twitter 563
Media Relations All GOALS	<ul style="list-style-type: none"> • DEI Committee and Board meeting alerts to media • Budget Committee recruitment info to media
Website Management All GOALS	<ul style="list-style-type: none"> • Updated website content: COVID policy; budget committee recruitment pages; budget documents; new mission statement on website; board meeting documents and events; intern program page; • Collected/updated website related accounts with my contact and billing info
Communications All GOALS	<ul style="list-style-type: none"> • Winter newsletter prep: coordinate articles with staff; update editorial calendar for current and future issues; work on draft newsletter and articles; • Update future messaging “about the district” documents, beginning with new mission and vision statements • Address Facebook account admin issues • Filled Meadowsaping and Living on the Water guidebook order • Field and distribute info@ email inquiries • All-Staff, Tech Staff, and Leadership Team meetings, timesheets, invoicing, expenses, staff report
Outreach/Events ALL GOALS	<ul style="list-style-type: none"> • Soil School: met with planning team, updated event schedule, confirmed format, fielded inquiries about registration, update contact outreach list
Diversity, Equity and Inclusion All GOALS	<ul style="list-style-type: none"> • Continue research on cultural resources survey article – social science side of conservation: coordinating for second call with NRCS • DEI webpage content: continue updating language for racial equity policy content; collecting documents to link from webpage • Research on word “professionalism” in hiring materials – resulted in word removed from district application scoring materials
Other	<ul style="list-style-type: none"> • Budget committee recruitment: edit language for outreach materials; coordinate interest form with web developer; send outreach email text to staff for forwarding; sent outreach email to newsletter list, partner organizations, media outlets • Participated in Community-Based Social Marketing training on creating positive ecofriendly behavior change • Intern hiring meeting and scoring • LRBP: participate in prioritizing goals; feedback on short Strategic Direction titles; proofread/edit full plan draft; participate in Core Team; draft communications plan for launching completed LRBP in March; created list for documents needing to be updated with new mission statement • Participate on office move committee team: research cost to move; participate in committee meeting

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| | <ul style="list-style-type: none">• Review + sign updated employee handbook• Credit card fraud report (related to Facebook account issues) |
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Laura Taylor, Conservationist and Education Coordinator

February 2021 Board Meeting Staff Report (Covers January)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Attended a meeting with Understory Seeding Enhancement Project partners •
Healthy Streams (HS) / Healthy Habitats (HH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Updated information for the annual Healthy Streams Program Report • Quality-checked contractor spray records and advised on invoice approval • Provided various metrics on restoration and planting accomplishments to Kammy and Scott for grants and reports • Entered project implementation activities into the database.
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> • Sent native meadow seed packets and educational materials to a land owner in our district •  Held a meeting with Michael and education partner, ECO regarding their new donated property on Skyline in our district. Discussed ways we could provide conservation planning assistance, partner on environmental education programing and land access to other partners • Discussed Education/Urban Program workplan interface in the context of the new Long-Range Business Plan (LRBP) • Updated Partner Funding grant application materials to reflect our new LRBP, and then sent materials out to Education Partners • Education Program budgeting and administration • Reviewed a former intern’s personal statement for graduate school application and provided input and a letter of recommendation
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> • Internship hiring: Provided Ari with information and support in her new role as Intern Supervisor, participated in an application reviewer calibration exercise, reviewed and scored 25 intern applications, and made recommendations on top candidates to consider for an interview • Attended the Pull Together Conference (covers invasive species issues) • Began development of my annual work plan in the context of new LRBP • Participated in the LRBP Update process by making contributions to revised goals and tactics and principals and values. • Reviewed the Employee Handbook, made suggestions for improvements, and signed off on the updated version • Drove the Jeep weekly to maintain battery life • Performed a Jeep hazard inspection • 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 DEI Committee Meeting • Applied for the DEI Committee Co-Chair position, and was approved for this role by the DEI committee (service begins in FY21-22) • Participated in a voluntary DEI staff discussion • Attended the Rewilding Conference which had a strong emphasis on inclusion and social justice as it relates to land access, environmental education, and indigenous traditional ecological knowledge.

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