

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

No Activity -- Goal 2: Water Quality and Goal 5: Cultivating Stewards – No Activity	
Goal 1: Erosion & Healthy Soil	<ul style="list-style-type: none"> • Framework for a “Farm Productivity and Farm Health” Conservation Implementation Strategy for developing an Environmental Quality Incentives Program funding pool to address nutrient management, soil health, energy and other cost-saving infrastructure needs on Sauvie Island farms.
Goal 3: Habitat & Biodiversity	<ul style="list-style-type: none"> • Outline and text for the legislative handout (w/ Jason Faucera, Clackamas SWCD) regarding the need for a fully functional Wildlife Habitat Conservation and Management (aka tax deferral) program. • Oak Prairie Work Group meeting (3/29). The agenda centered on equity & inclusion.
Goal 4: Working Lands	<ul style="list-style-type: none"> • Attended US Department of Agriculture, Natural Resources Conservation Service Local Clackamas / Multnomah Work Group meeting featuring agriculture, forestry and habitat breakout groups (3/20). • Rural lands coordination meeting with East Multnomah SWCD & the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS). Debrief on the 3/2 Local Work Group mtg (3/16). • Continued conversations and strategy development with Trust for Public Lands regarding acquisition of 2,000 plus acres of industrial timberlands through the Willamette Wildlife Mitigation Program. • Mtg w/ M. Hensley (NRCS), M. Ahr & L. Taylor. Transition to Interim Forest Conservationist (3/31)
Goal 6: Vibrant Agency	<ul style="list-style-type: none"> • All Staff mtg (3/1), Leadership Team mtgs (3/8, 3/15, 3/22, 3/29) Invoice approvals (3/8, 3/23); Timesheet approvals (3/11, 3/25); contract, grant application, report sign-offs (1) • Tyron Creek Watershed Council Meeting (3/8). Quarterly Safety Planning Committee meeting (3/17). • Prep for, participation in and review of draft minutes for March 16th WMSWCD Board meeting. • Pay scale ranges (merit step increases) for the Conservationist, Senior Conservationist, Office Manager and District Manager. Review of pay scale ranges w Directors Miller and Preeg Riggsby (3/8). Reviewed salary pay ranges with senior (3/25), rural (3/30) and urban (3/31) conservationists. • Business Continuity Plan (aka disaster preparedness plan) work session (w/ R. Magyar) (3/9). • Office Lease Renewal/Relocation Team mtg (w/ M. Ahr, M. Levis, R. Magar, R. Razalenti) (3/10). • Developed strategy for filling behind Michael Ahr’s voluntary departure as Forest Conservationist on an interim basis until which time the District can conduct a full recruitment to fill the job permanently. Laura Taylor was selected as the Interim Forest Conservationist. Developed strategy (w/ Tech Staff) for filling in behind Laura Taylor’s education and community-school garden program responsibilities. • Reviewed annual work plan for the Conservationist & Invasive Species Coordinator and Senior Conservationist; reviewed staff budget requests for education, rural, urban and forestry programs. • Mtg w/ R. Razalenti, A. DeMarco & M. Delepine regarding field site check-out check-in policy (3/23) • Oregon Soil & Water Conservation Commission mtg re: Oregon statutes on Director eligibility (3/23) • Check in w/ Jeremy Baker, President, Oregon Conservation Education and Assistance Network (3/23) • Assisted with development of a Request for Proposal for new website development (w/ R. Magyar)
Long Range Business Plan (LRBP)	<ul style="list-style-type: none"> • Review of draft geographic focus area maps w/ A. DeMarco and M. Logalbo (3/9). • Mtg w/ M. Logalbo on development of performance measures for the LRBP (3/24) • Review of LRBP geographic focus area maps w/ M. Logalbo and A. DeMarco (3/26, 3/29).
Legislative	<ul style="list-style-type: none"> • House Agriculture & Natural Resources Committee public hearings on timber tax legislation and public hearing and work session on House Bill (HB) 2357 – which would eliminate the Oregon Forest Resources Institute (3/2, 3/25). Provided hearing and work session reports to OACD Advocacy Cmtee • Attended virtual Oregon Department of Fish & Wildlife Conservation Open House (3/16). • Researched legislation and possible testimony by OACD on HB 2663 relating to sudden oak death. • Comments on draft OACD testimony on Senate Bills 248 and 287 relating to wildfire mitigation. • Comments on draft OACD testimony on SB 828 which proposes to restructure and bring more balance to the Board of the Oregon Forest Resources Institute. Attended Advocacy Committee meeting (3/26).
Sturgeon Lake Project	<ul style="list-style-type: none"> • Executed the Intergovernmental Agreement -- <i>Monitoring and Maintenance of the Sturgeon Lake Restoration Project</i> – with the Oregon Department of Fish and Wildlife and Multnomah County.
Equity and Inclusion	<ul style="list-style-type: none"> • 4 County Cooperative Weed Management Area Discussion on the invasive species narrative (3/10). • Regional Habitat Connectivity Work Group mtg (3/18). The agenda centered on equity & inclusion.
Professional Development	<ul style="list-style-type: none"> • Attended 2021 Urban Ecology Symposium. Trees to Tap Virtual Conference (OFRI, OSU) (3/11, 3/12). Northwest Innovative Forestry Summit -- Wildfire (3/30), Beyond Timber (3/31). • American Tree Farm System Inspector Training for the 2021-2025 forest certification standards (3/6). • Assisted the Cascade Pacific Council, Boy Scouts of America, with their cost share application to the Oregon Department of Forestry for a management plan for their Camp Meriwether-Clark properties.

Michael Ahr, Forest Conservationist


March Staff Report *This covers March 1 thru last day of April 9*

Task	Explanation
Forestry Program (SP Goals 1-4)	<ul style="list-style-type: none"> We received our latest NACD Technical Assistance grant. This offers \$40,000 towards staff time for fiscal year 2021-22. Also submitted a quarterly report for our current TA Grant which is helping with \$35K of staff time this year. I met with Scott and Laura about transitioning management of this grant to them. Assisted in onboarding/training of new Acting Forest Conservationist L. Taylor Completed 8 visits to active landowner projects to summarize continuing needs Budget discussion with Laura and Jim for forestry program Met with NRCS, Laura, and Jim in attendance to discuss project status/handoff
Partner Meetings (SP Goals 3, 4 & 6)	<ul style="list-style-type: none"> NRCS/WMSWCD/EMSWCD monthly meeting Met with Roy Iwai, Laura, Scott about vegetating roadside ditches Many Trust for Public Lands interactions related to potential acquisition: <ul style="list-style-type: none"> Went to Weyerhaeuser to get a gate key Led ODFW biologists on site tour Led biologists from Confederated Tribe of Grand Ronde on site tour Helped with mapping and grant application review Conference call related to project
Education/Outreach/ training (SP Goal 4 & 6)	<ul style="list-style-type: none"> Helped lead Local Work Group meeting related to NRCS programs Attended Urban Ecology Research Consortium (UERC) Carbon in Forests webinar from OSU Extension NW Innovative Forestry webinar from Forest Stewards Guild
Miscellaneous	<ul style="list-style-type: none"> Scored applications from intern prospects to help choose a few for interviews Completed a draft of an office survey that will be sent out in March. It related to what is working in the office, and what is not as related to whether it's a good office for us or should a new location be considered. This is triggered by a September 2021 deadline to let Montgomery Park know if we think we'd like to stay beyond Sept. 2022 when our lease officially ends.
Diversity, Equity, and Inclusion (goal 6)	<ul style="list-style-type: none"> Nothing major to report

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

Scott Gall

April Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	Next meeting is Tuesday April 13th, from 1-3 PM.
Small Acreage Farms and new landowner contacts SP Goals 1-5	Met with members of the Black Food Sovereignty Coalition on their new community farm plot on Sauvie Island. NRCS and I will be working with them to build soil health, assist with some infrastructure upgrades, pollinator hedgerows and more.
Site Visits (0) SP Goals 1-5	One to a 50+ acre parcel on Sauvie Island interested in wetland restoration.
Sturgeon Lake Restoration SP Goal 1 & 3	Revegetation Work: Getting ready for spring maintenance work. Likely in mid-late April. Monitoring – As for 4/1/2021 still no new detections on the fish PIT tag array aside from what might be another microchipped dog. So to date, we have had two large sturgeon and two dogs (though perhaps it's the same one).
ODA Grant SP Goals 1, 2, 4, 5 & 6	Working on the report due out on 4/15. Also gearing up for the application for the next biennium of funding for this grant. Along with the usual paperwork, we will be submitting that Long Range Business Plan you may have heard about.
Off-Channel Salmon Habitat	Plans for the Burlington/Polansky Bottoms site are at 90%. This project seeks to remove a large water control structure as well replace two culverts with railroad car bridges along with a host of other habitat enhancements and features including: new channels, native plantings, turtle logs, and “beaver dam analog” structures. Project is set to start summer of 2021. We are assisting with Technical assistance and landowner outreach. While not connected to natural waterways (because it is within the SIDIC), I am working with NRCS and Ducks Unlimited on a new property on Sauvie Island where the landowners are interested in converting part of their old and underproductive farm ground to wetlands.
Soil Health	Now working with two new farms on soil health. Both are only farming a couple of acres but have direct ties to communities of color and involve communities working together to grow and harvest. SOIL SCHOOL Started April 6 th with a presentation from James Cassidy from OSU. Soil school is every Tuesday and Thursday evening until April, 29 th . If you haven't already, check out all the talks here: https://wmswcd.org/projects/soil-school/  <small>Photo by Gabriel Jimenez on Unsplash</small>
OWEB Small Grant Team	No new funds until the fall of 2021. Will update we when know how much this program will be funded this year.

Acronyms:

- CREST – Columbia River Estuary Study Taskforce
- ODA – Oregon Department of agriculture
- OWEB – Oregon Watershed Enhancement Board
- NRCS – USDA Nature Resources Conservation Service

Kammy Kern-Korot, WMSWCD Senior Conservationist
Staff Report for March 12 – April 13, 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 program management, including contractor & fiscal oversight and staff coordination for Healthy Streams Program (HSP) and Special Habitat (SH) sites; approved invoice for winter planting; coordinated spring weed control work • Coordinated with landowner and & consultant re: planning for a new, small HSP project on McCarthy Creek • Prepared map; conducted site visit & follow up w/rural landowner w/cropland & oak trees; followed up w/county re: road culvert, drainage questions • Misc. tech. assistance, including for a landowner interested in oak planting
<p><i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i></p>	<ul style="list-style-type: none"> • Ongoing planning, management & technical assistance for NRCS wetland reserve easement (WRE) site. Reviewed final specifications for next phase of CREST project. Visited upland, riparian & wetland areas to assess vegetation maintenance needs and better orient technician to site. Prepared project maps, contractor scope of work and request for proposal for 2021-22 planting, inter-planting and maintenance. Developed budget for new planting area in collaboration w/CREST. • Continued coordination for implementation of existing Oak CIS project in the West Hills and of new OWEB grant for Sauvie Island oak, riparian and forest edge habitat • Continued planning, coordination with landowner and NRCS, and federal paperwork for new 10 acre Sauvie Island Oak Habitat CIS project, including completion of wildlife habitat evaluation • Attend Oak-Prairie Workgroup meeting; tracked oak & connectivity mapping progress
<p><i>Outreach & Education; partnerships, collaborative grants (Goals 1-6)</i></p>	<ul style="list-style-type: none"> • Coordinated development of new partnership agreement with SBWC; provided support to planner for 2 moorage habitat projects • Edited Pat Welle's book draft re: Lower Columbia River wetland restoration and secured landowner permission for inclusion of Lower McCarthy Creek project • Attended Doug McKenzie-Mohr webinar re: how to influence behavior change • Participated in preparatory meeting for hosting Soil School webinar
<p><i>Admin. / training (Goal 6: Maintain a vibrant agency)</i></p>	<ul style="list-style-type: none"> • Reviewed and edited latest draft of long-range business plan; provided metrics for performance measures; reviewed equity lens; developed & presented workplan to the Board (3/16); reviewed colleague work plans & discussed areas of collaboration • Coordinated & prepared new fiscal year program budget request and projected end of year spending; met w/manager on same • Organized & led 2 Technical Staff meetings, including discussion re: how to fill staffing gaps created by vacant position; held additional internal meetings on the latter; reviewed position description for new temporary education position • Participated in 3 leadership team meetings and 1 all-staff meeting • Misc. admin. & coordination: did monthly report; prepared & reviewed timesheets and hours, directed seasonal technician, met internally re: new salary pay ranges, responded to survey re: future office space needs, reviewed insurance options and new expense form, coordinated field safety policy changes, maintained work vehicle & conduct hazard investigation, did home office safety evaluation, scheduled computer software upgrade, tracked training opportunities, etc. • Met with new interns and update intern project list • Misc. reading to keep abreast of conservation technical & DEI issues, and communication re: western redcedar die-back and invasive pests of concern in Oregon
<p><i>NRCS project match; DEI</i></p>	<p><i>NRCS WRE project: 16 hours NACD grant – new Oak CIS planning: 16 hours</i> <i>DEI: Attended Innovative Forestry Summit sessions on tribal fire & traditional knowledge</i></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 March 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. Regular invoice and timesheet approvals; Monthly reconciliations and Financial Statements.
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 new Families First Coronavirus Response Act leave to employees from 4/1/21 through 9/30/21 and continuing to monitor needs in accordance with America Rescue Plan. Preparation for new Field Conservation Intern and GIS & Field Conservation Intern Worked with District Manager to develop new merit-based pay scale step increase system for all Staff positions; met with supervised staff to go over proposed system and implementation. Hiring Debrief meeting preparation/participation/note taking (DEI related) Onboard Permanent seasonal tech conservationist for return to full-time work Completed Exit interview with departing Forest Conservationist Continuing development of Lewis & Clark Sustainability Intern position description to work with Communications & Outreach Manager on Business Continuity Plan.
Manage development and filing of District Budget, ensuring that all local, state and federal standards and laws met; staff, board and public participate	Developing FY22 Budget with District Manager and all staff. Completed recruitment of new citizen budget committee members and prepared recommendations for board appointment. Reviewing and monitoring budget results for FY21, coordinating expected spending with all program managers. Evaluating impact of discretionary purchases on cash flow. Prepared and reviewed annual work plans for presentation to board at March meeting, Incorporating ideas from our Financial Sustainability Team 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, 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). Worked with departing Forest Conservationist on active grants and invoices prior to his departure
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 and safety considerations are prioritized	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. Participating in ongoing evaluation of office needs and providing input into staff survey questions. OSHA 300A summary form posted. Completed evaluation and needs assessment with Communications & Outreach Manager on updating emergency supplies packets for all staff & budget for same. Evaluating options for office lease renewal or relocation. Coordinated seasonal vehicle rental for EDRR field season
Support Communications and Outreach efforts	Assisted with drafting request for proposal for website designer/developer; project postponed until FY23.
Plan/Chair/Coordinate/Participate in relevant District meetings (Staff, DEI, Safety, Leadership, Office Team, 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. DEI Related: DEI Committee work plan review/input/revisions & Hosted voluntary DEI discussion for staff Safety: Safety Committee planning meeting preparation/Chair meeting & note taking/follow up spreadsheet tracking; Hazard investigation follow up for home work stations during COVID-19 pandemic; Met and helped revise Field check-in/check-out procedures update during COVID-19 pandemic
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 & regarding budgeting needs in FY22. Coordinating with insurance providers to assess FY22 insurance needs and associated costs.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Attending as able monthly SDAO safety webinars first Thursday of every month & other management training. Oregon Department of Revenue 2021 Budget Law Training Soil School backup host training with Tualatin SWCD

Mary Logalbo, Urban Conservationist
March 2021 Highlights (for April Meeting)

Task	Explanation
<p>Urban Conservation (G1- 3, 5, 6)</p>	 <p>Conducted the first historic site survey with FPC's Green Workforce staff (pictured left) to assess maintenance needs and ideas about how we can support long-term management of a site we've invested in while offering a pilot fee-for-service canopy weed treatment.</p> <p>Completed one new conservation plan and conducted a site visit.</p> <p>Presented a poster at the Urban Ecology Research Consortium (UERC) focused on the stormwater research I completed through the EMPA PSU program.</p> <p>Made map and provided guidance and training for Lewis & Clark Student "College Outdoors" leaders for Tryon Creek Watershed Council's Watershed Wide Event.</p> <p>Met with Lewis & Clark Students to provide guidance on their student engagement project which will be creating an interactive map showcasing the restoration project on the undergraduate campus including special points to view native and invasive plant species in their natural area.</p> <p>Participated in West Willamette Restoration Partnership's quarterly meeting and special meeting focused on responding to the City's Shelter to Housing Continuum proposal which includes allowing sheltering in outdoor parks and natural areas and a partnership fundraising meeting to discuss grant opportunities to pursue.</p> <p>Sent out partnership funding applications and reviewed incoming submissions.</p>
<p>Diversity, Equity & Inclusion (G1-6)</p>	<p>Attended a webinar on Biocultural Restoration featuring Robin Wall Kimmerer and Gabe Sheoships. This event covered the intersection of western science and Indigenous culture with conservation.</p> <p>Participated in a DEI Committee discussion on this coming year's workplan.</p> <p><i>*Work in LRBP w/ CELs, Advisory Committee & Equity Lens responds to DEI workplan.</i></p>
<p>Other</p>	<p>Partipated in internship interview decision making on a staff team directed by DeMarco. Provided input on internship interview questions. Assisted Randi</p> <p>Met with staff Ahr, Gall, Kern-Korot & Taylor for fiscal year 2021-22 workplanning coordination on various team efforts.</p> <p>Drafted and presented the District's Urban Programs workplan. Met with Jim to share a draft Urban Programs budget that corresponds to the workplan.</p> <p>Managing Long Range Business Plan (LRBP), see <i>LRBP Report for progress</i>.</p>

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

Area & Goal	Explanation
Social media All GOALS	<ul style="list-style-type: none"> • Posted/shared: Stormwater Stars event, Nominate a Farmer, trees consuming more CO2, Zebra mussels, NW Innovative Forestry Summit, TSWCD pollinator event, native plant photos from spring plantings, Watershed Wide event stats, Chafer beetle, turning in cover crop video • Tracking stats of followers: Facebook 1464, Instagram 541, Twitter 570
Media Relations All GOALS	<ul style="list-style-type: none"> • Board meeting alerts to media • Updated Forest Understory article for SRR; Summary article of urban program annual work plan highlights for SWNI newsletter
Website Management All GOALS	<ul style="list-style-type: none"> • Updated/added website content: posted board meeting documents; • Create website redesign RFP, sent to selected companies and posted on website • Coordinate website error fixes to home page videos • Renewed hosting account payment
Communications All GOALS	<ul style="list-style-type: none"> • Filled Meadowscaoping orders • Annual Work Plan; complete budget request • Participate in quarterly SWCD Conservation Educators mtg • Field and distribute info@ email inquiries and miscellaneous requests for assistance • 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: land acknowledgement, session scripts, technical planning, coordination with presenters, final planning with co-planning team, final schedule with backup-hosts, logistics doc for presenters and hosts • Update events tracker with recent and upcoming events
Diversity, Equity and Inclusion All GOALS	<ul style="list-style-type: none"> • DEI workplan review and edits
Other	<ul style="list-style-type: none"> • Business Continuity Plan: final draft outline • Business Continuity Internship: completed job description, created interview questions, discuss hiring plan (hours, budget), fielded applications • Coordinate or design and create safety gear for interns (vest, hats, signs); researched/priced ID badges • Attend UERC • Field intern hiring debrief • Schedule trial account password storage software with Cogent • LRBP: Coordinate branding with designer; participate on Core team; edit draft document; provide input on map design; train Ari on Illustrator software for map development (labeling) • Participate on Office Move Team • Present on earthquake supplies with Randi R to safety committee • Home office hazard assessment

Laura Taylor, Conservationist and Education Coordinator → Interim Forest Conservationist

April 2021 Board Meeting Staff Report (Covers March)

Task	Explanation
Forestry/Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Discussed new responsibilities of taking on the role of the Interim Forest Conservationist with Michael and Jim. • Attended a site visit with Michael and members of the Grand Ronde Tribe at a large forest property being considered for a conservation easement acquisition. Reviewed a grant application associated w/ this. • Went on a site visit with Michael and NRCS staff to two properties with potential new EQUIP projects, and one ongoing EQUIP project. • Met with Michael to discuss the Forestry Program work plan in preparation to cover much of this work after Michael’s departure. • Met with Michael and Jim to discuss the Forestry Budget. • Met with Michael to learn about the process of supporting land owners through NRCS funding such as the EQUIP and CIS programs. • Met with Michael and Scott to prepare to take responsibility of administration for an NACD Technical Assistance grant. • Attended the Northwest Innovative Forestry Summit.
Healthy Streams (HSP) / Special Habitats (SH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Supervised the planting of 10,000 native trees and shrubs at 5 HSP projects over two days. • Provided assistance on development/update of a scope of work. • Updated a map for a land owner starting an oak restoration project. • Met with Jim and Kammy to discuss how support for the HSP & SH programs would be covered following my transition to the Interim Forest Conservationist position. Some monitoring will continue.
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> • Met with Mary and Scott to discuss what elements of the Education program they can support in their new work plans. 🗺️ Worked with Ari and Mary on a District School Zone prioritization mapping project for the LRBP which focuses on identifying the most underserved neighborhoods in our district. • Provided technical assistance on native and invasive plant identification and propagation to a school enrolled in School Garden Funding. 🗺️ Received and reviewed three Education Partner Funding applications, and incorporated them into the FY21-22 Education Budget. • Developed a proposed budget for the Education Program and discussed it with Jim
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> • Presented the Conservationist & Education Coordinator work plan to the Board. • Attended the Urban Ecosystem Research Consortium (UERC) • Participated in the LRBP Update process: Provided input on performance measures. • Participated in the Internship Hiring debrief meeting. • Took the Jeep into the shop for mechanical repairs. • Attended WMSWCD staff & tech staff meetings.
Diversity, Equity & Inclusion 🗺️ Also see above	<ul style="list-style-type: none"> • Participated in a voluntary DEI staff discussion. • Attended a lecture on Queer Resilience in the Era of Climate Change