

**District Manager's Report to WMSWCD Board for the May 2021 Meeting (Covers April 2021 Activity)**

<b>No Activity -- Goal 1: Erosion &amp; Healthy Soil; Goal 5: Cultivating Stewards – No Activity</b>	
<b>Goal 2: Water Quality</b>	<ul style="list-style-type: none"> <li>Discussions w/ Scott Gall – District strategy with respect to water quality focus areas vs. strategic implementation areas in response to changes in Oregon Department of Agriculture requirements (4/22)</li> <li>Review of Draft MOU – Stormwater Stars Program – between City of Portland Bureau of Environmental Services, Westside Watershed Resource Center, Tualatin Watershed Enhancement Collaborative and the District. Stormwater Stars is considering expansion into Washington County.</li> <li>Mtg w/ Marganne Allen (Oregon Dept of Agriculture (ODA)) on strategic implementation areas (i.e., possible timetable for Sauvie Island) and support for SWCD Manager Position in ODA (4/30).</li> </ul>
<b>Goal 3: Habitat &amp; Biodiversity</b>	<ul style="list-style-type: none"> <li>Support letters to Representatives Blumenauer and Schrader and Senators Wyden and Merkley for federal appropriation of the Lower Willamette Environmental Dredging and Ecosystem Restoration Project. These letters pertain to getting funding for the Tryon Creek Highway 43 culvert replacement.</li> <li>Reviewed Phase III Intergovernmental Agreement with Columbia River Estuary Study Task Force (CREST) for riparian and wetland area plantings for the Lower McCarthy Creek restoration project.</li> <li>Lower Willamette SWCD mtg on bringing back fully functional wildlife tax deferral programs (4/15); follow-up briefing on these efforts to Pacific Northwest oak partnerships coordination call (4/19).</li> <li>National Association of Conservation Districts Invasive Species Resource Policy Group mtg (4/30). Michelle Delepine was a guest presenter at the meeting (discussed garlic mustard efforts in the PNW).</li> </ul>
<b>Goal 4: Working Lands</b>	<ul style="list-style-type: none"> <li>Greater Forest Park Conservation Initiative Partners Meeting (4/1).</li> <li>Assisted Trust for Public Lands with their application to the Willamette Wildlife Mitigation Program for acquiring 2,255 acres of industrial forestland in the Tualatin Mountains (w/ M. Ahr).</li> <li>Phone call w/ Owen Wozniak (Land Trust Alliance) to discuss rural landowner concerns over Metro Parks and Nature open space acquisitions (4/23). Follow-up mtg w/ Owen &amp; Director Sowder (4/28).</li> <li>Completed Oregon Association of Conservation District's (OACD) Working Lands Survey.</li> <li>Mtg w/ Alejandro Orizola (Forest Park Conservancy (FPC)) regarding FPC's work on a permanent conservation easement for a family forestland owner the District is currently working with (4/30).</li> </ul>
<b>Goal 6: Vibrant Agency</b>	<ul style="list-style-type: none"> <li>Mtgs: All Staff (4/5), Tech Staff (4/12, 4/26), Leadership Team (4/12, 4/26); Office Location (4/14)</li> <li>Invoice approvals (4/8); Timesheet approvals (4/12); contract, grant application, report sign-offs (3).</li> <li>Developed position description for Limited Duration School and Community Garden Conservationist.</li> <li>Preparation for and participation in 4/20 WMSWCD Board &amp; Budget Committee meetings.</li> <li>Developed staff recommended FY 2021-22 budget (w/ M. Levis); assisted M. Levis with reviewing w/ Director Miller our approach to balancing the budget per LRBP financial sustainability goals (4/5).</li> <li>Assisted M. Levis with preparation of the draft Fiscal Year (FY) 2021-22 Budget Narrative.</li> <li>Virtual introduction with new Field GIS Intern (I. Rojas) and Field Intern (M. Avendano) (4/7)</li> <li>Exit interview with Michael Ahr, departing (voluntarily) Forest Conservationist (4/9).</li> <li>Special Districts of Oregon Government Employee Handbook training (4/27).</li> <li>Review of draft Controller &amp; Administrative Manager position description w/ M. Levis (4/27)</li> </ul>
<b>Long Range Business Plan (LRBP)</b>	<ul style="list-style-type: none"> <li>Developed, reviewed &amp; formatted the external review draft of the LRBP (w/ M. Logalbo, R. Magyar). Provided staff direction on touching base w/ key partners regarding external review (w/ M. Logalbo).</li> <li>Sent requests for external review of the draft LRBP to forestry program partners and landowners.</li> </ul>
<b>Legislative</b>	<ul style="list-style-type: none"> <li>Email to Representative Brad Witt (D - Clatskanie; Chair House Agriculture and Natural Resources Committee) regarding SWCD efforts to bring back fully functional wildlife tax deferral programs.</li> <li>Submitted WMSWCD testimony in support of SB 5502 (Oregon Department of Agriculture budget) to the Joint Committee of Ways and Means Subcommittee on Natural Resources.</li> <li>Joint Committee on Ways and Means Subcommittee on Natural Resources hearings on HB 5009 (Oregon Department of Fish and Wildlife (ODFW) Budget) (4/26, 4/29). Drafted testimony for OACD regarding support for ODFW budget – specifically creation of the Habitat Division within ODFW.</li> <li>Mtg w/ Rep Jeff Reardon (D-Happy Valley) on support for ODFW budget and the need for a fall 2021 informational hearing on Oregon's wildlife tax deferral programs (4/29) (w/ OACD).</li> </ul>
<b>Diversity, Equity and Inclusion</b>	<ul style="list-style-type: none"> <li>Discussed w/ M. Logalbo support for and our funding need from the Forest Park Conservancy's green jobs program proposal to the Meyer Memorial Trust's Healthy Environment Portfolio Grant (4/12)</li> <li>Voluntary Diversity, Equity and Inclusion Discussion Session (4/27)</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Northwest Innovative Forestry Summit -- Harvesting for the Forest: Selective Cutting Strategies (4/1)</li> <li>Soil School: It is All about Soil (4/6); Indigenous Traditional Ecological &amp; Cultural Knowledge (4/15); Biochar: An Ancient Amendment and Its Modern Day Applications (4/27)</li> <li>Western Redcedar: Cultural and Ecological Reflections and Dieback Concerns webinar (4/20).</li> </ul>

**Michelle Delepine, Invasive Species Program Coordinator**  
**May 2021 Staff Report (Feb 12<sup>th</sup> – May 11<sup>th</sup> 2021)**

Task	
<p>Early Detection, Rapid Response (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<p><b><u>Oblong spurge:</u></b> Identified/controlled ~half a dozen new infestations in SW Portland and NW Skyline.</p> <p><b><u>Butterbur:</u></b> Contractors and staff hand removed an infestation flagged by Tualatin SWCD near NW Skyline Blvd.</p> <p><b><u>Garlic mustard:</u></b> Partners, staff and EDRR participants collectively have seen especially significant reductions in both infestation size and density this year! Kehoe Acquisition located above the Audubon Sanctuary required several WMSWCD contractor days last year but this year Audubon volunteers were able to pull all the second year flowers (BES will be treating rosettes in the fall). Many sites that have been managed for consecutive years look drastically improved, with only light work needed. Management has shifted from needing many days with contractor crews to more emphasis on surveying and spot removal. As of May 11<sup>th</sup>, over 100 properties have been visited this year. Ari DeMarco took the lead on coordinating work in our S Portland project area, while I coordinate work in NW Portland/West Hills. We have had the pleasure of working in the field with our fantastic seasonal interns Martina Avendano and Isa Rojas, who have both brought fresh perspective, energy and engagement to our work!</p> <p><b><u>Spurge laurel:</u></b> We opportunistically have removed spurge laurel at several EDRR project sites, including on Sauvie Island, NW and SW Portland.</p> <p><b><u>Language of Invasive Species:</u></b> Continuing local and regional discussions regarding several considerations regarding the messaging, terminology and approaches to invasive species. 4-County CWMA Education &amp; 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><b><u>Oregon State Weed Board Grant:</u></b> Received an extension to apply remaining grant funds from our 2020 award to fund partners that would otherwise be unable to complete the work. The District received ~\$26,000 in grant funds this spring to reimburse past expenses charged to the grant.</p> <p><b><u>Outreach:</u></b> Provided some updates to Renee for social media/blog/website posts, etc. Worked with Sen Speroff to send update to Skyline Ridge Newslines regarding elk trail surveys following a lead from Ari DeMarco! Spotlight on our EDRR program at national level via presentation to NACD Invasive Species – Resource Policy Group spring quarterly meeting (thanks for the lead Jim and Terri!). Also made presentation to Arnold Creek Neighborhood Association regarding lesser celandine identification and management. Provided comments for consideration as possible written testimony for ODA noxious weed program and Oregon State Weed Board grants.</p>
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> <li>• Updated IPM training materials for interns/staff. Worked with fellow Safety Committee member Randi to make these more accessible electronically.</li> <li>• Managed, organized and maintained District IPM equipment and tools, with assistance from Ari DeMarco.</li> <li>• 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 and local Portland SWCD's.</li> <li>• Offered assistance with IPM pesticide messaging to Clean Rivers Coalition.</li> <li>• Provided technical guidance on IPM via email to community, residents and others.</li> </ul>

	<ul style="list-style-type: none"> <li>Forwarded training opportunities to staff and CWMA members.</li> <li>Pursued and tracked additional IPM trainings and communications with partners and staff to improve best management practices.</li> <li>Researched technical research related to metsulfuron methyl (being reviewed by CWMA partners for arum control, as well as thistles, garlic mustard and others)</li> <li>Contract admin for Solve Pest Problems website.</li> </ul>
Invasive Partnerships  Goals 1-6	<p><b>4-County CWMA:</b> Language of Invasives is a big focus for our group right now, as well as updating our website and electronic resources. <i>Technical Committee (Co-Chair):</i> Facilitated Committee meeting, provided minutes. Justin Cooley (Clackamas SWCD) now serves as Vice Chair (my term as chair ends at beginning of 2022). Facilitated discussions on metsulfuron methyl research. Planning Field Training for target Apiaceae (carrot species such as <i>Anthriscus sylvestris</i>, <i>Torilis japonica</i>, etc).</p> <p><b>Oregon Invasive Species Council (OISC):</b> Loosely tracking 100 Worst List update effort, as well as legislative engagement / outreach opportunities.</p> <p><b>Tryon Creek Watershed Council:</b> Provided updates to Jim and Mary. Participated in garlic mustard collaboration discussion with Oswego Lake WC, Clackamas SWCD, WMSWCD, etc.</p> <p><b>Western Invasives Network:</b> Correspondence with Troy regarding WIN /OISC updates, etc</p> <p><b>PNW Garlic Mustard Working Group:</b> Organized and facilitated Spring 2021 meeting. Worked with ODA to get biocontrol updates, and welcomed many new partners to group from across the region (OR, WA and BC). Discussed updates to approach, IPM and long-term strategy, risk assessment review, identifying research needs and prevention.</p>
Safety/Covid	Several Safety Committee to dos completed or attended to. Assisted with leading monthly safety topics at staff meetings.
Long Range Business Plan	Engaged and provided feedback for Long Range Business Plan. Corresponded with partners regarding opportunity to review final draft, etc.
DEI Goal 6	Tracking and participating in many various DEI topics and initiatives both with partners, regionally and with staff.
Technical Assistance (5)	Phone/email and in-person, I have provided assistance to 175 people through phone/email/in person and webinar presentations related to noxious weeds, native planting, erosion and more.
Misc/Admin  Goals 1-4, 6	LRBP and Conservation Scope Review and Meetings; Email Correspondence; Admin paperwork; Scope of Work developing; Invoicing Review; Field Supplies Management & maintenance; Landowner correspondence; Partner coordination; Worked with Ari, Randi, Jim and others to update Sign In/Out protocol; Budget Tracking; Other District admin needs, etc.
Meetings (10)  Goal 5	PNW-Garlic Mustard Working Group Meeting (2/11), IPM Meeting with Clean Rivers Coalition, Backyard Habitat, Metro (2/16), OISC Legislative Committee (2/18), Gorge CWMA ISEP workshop (2/25), Just Language NW (2/26), 4-County CWMA General & Steering Meeting (3/13), OSWB grant webinar (3/30), 4-County CWMA Committee Meetings (4/14)

- 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

## May Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	At the last meeting, held on April 13 <sup>th</sup> , had a final review and discussion of the upcoming fiscal year 2021-2022 work plan, as well as review and prioritization of the upcoming fiscal year 2021-2022 DEI budget. The committee also had a discussion of Juneteenth as a potential District holiday.  <b>Next meeting is Tuesday June 8<sup>th</sup>, from 1-3 PM.</b>
Small Acreage Farms and new landowner contacts <b>SP Goals 1-5</b>	Completed a couple of farms plans for new farms on Sauvie Island, both with a heavy emphasis on soil health and soil building through cover crops and regenerative grazing.
Site Visits (0) <b>SP Goals 1-5</b>	Coordinated a site visit with NRCS and Ducks Unlimited to two sites on Sauvie Island, both interested in wetland/pond enhancement. One, about 50 acres is a property interested in converting some of their farmland to wildlife habitat. The other, at over 800 acres had 4-5 pond and wetland areas and were interested in increasing woody diversity around them. Both are likely to be long term projects.
Sturgeon Lake Restoration <b>SP Goal 1 &amp; 3</b>	<b>Revegetation Work:</b> Had the first round spring maintenance work in late April. The plants are looking great! Hopefully we will get a little more rain though before the summer really goes into full effect!  <b>Monitoring</b> – We have had several salmonids detected this last month. Mostly fall chinook and a few summer steelhead. (see below). Intersecting to see most of the fish only go by the array once (see “Obs Date” – which is observation date). While a few hung out in the area for several days and one chinook was there almost two weeks.

Summary Graphs
Complete Tag History
Adult Ladder Detections
Small-scale Site Detections
Current Year Detections
Current Year Detections at Juvenile Bypass Sites

### SID - Sauvie Island Dairy Creek

Detected During: Last 30 Days

Daily Detections  Summarized by First/Last Obs Date

Tag	SRR	Mark Site Code	Release Site	Release Date	Obs Date
3DD.003D40BECE	Hat Summer Steelhead	IRRI	LSHEEF - Little Sheep Facility	04/01/2021	04/28/2021
3DD.003D40C40C	Hat Summer Steelhead	IRRI	LSHEEF - Little Sheep Facility	04/01/2021	05/01/2021
3DD.003D496257	Wild Steelhead (unknown run)	HOODR	HOODR - Hood River	09/24/2020	04/29/2021
3DD.003D65A89C	Hat Summer Steelhead	CLWH	MEAD2C - Meadow Creek, South Fork Clearwater	03/30/2021	04/25/2021
3DD.003D69FEE7	Hat Fall Chinook	SPRC	SPRC - Spring Creek National Fish Hatchery	04/12/2021	05/02/2021
3DD.003D6A0726	Hat Fall Chinook	SPRC	SPRC - Spring Creek National Fish Hatchery	04/12/2021	04/26/2021
3DD.003D6D1C15	Hat Fall Chinook	SPRC	SPRC - Spring Creek National Fish Hatchery	04/26/2021	04/27/2021
				05/01/2021	05/02/2021
				05/03/2021	05/05/2021
				05/05/2021	05/07/2021
				05/07/2021	04/27/2021
3DD.003D6D1E8F	Hat Fall Chinook	SPRC	SPRC - Spring Creek National Fish Hatchery	04/20/2021	04/27/2021
3DD.003D6D266E	Hat Fall Chinook	SPRC	SPRC - Spring Creek National Fish Hatchery	04/20/2021	04/28/2021
				05/01/2021	05/02/2021
				05/03/2021	05/03/2021
3DD.003D6D26E6	Hat Fall Chinook	SPRC	SPRC - Spring Creek National Fish Hatchery	04/20/2021	05/01/2021
3DD.003D95131F	Hat Summer Steelhead	DWOR	DWORMS - Dworshak NFH, release into mainstem Clearwater River	04/12/2021	04/28/2021

[Start Over](#)

[Export to CSV](#)

ODA Grant <b>SP Goals 1, 2, 4, 5 &amp; 6</b>	Completed grant report 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	Met on site at the Burlington/Palansky Bottoms site with CREST and contractors for the “pre-bid” visit. Around 30 contractors showed up, so there is plenty of interest. The contract award should be in the next couple of weeks with work beginning around July 15 <sup>th</sup> .
Soil Health	

Task	Explanation
	<p>SOIL SCHOOL, which began on April 6<sup>th</sup> and ended on April 29<sup>th</sup> seemed to be a huge success with the highest peak attendance of 122 people (for James Cassidy's intro talk) and several in the 70's. Several talks had a peak attendance of 30-35, but considering the warm weather throughout the month of April, I would still call that great!</p> 
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 April 15 - May 6, 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"> <li>• Ongoing program management, including contractor &amp; fiscal oversight and staff coordination for Healthy Streams Program (HSP) and Special Habitat (SH) sites; coordinated additional spring weed control work and invoicing; updated scope of work</li> <li>• Continued to coordinate with landowner and &amp; consultant re: new, small HSP project on McCarthy Creek</li> <li>• Planned and conducted site visit with Sauvie Island landowner and wetland restoration contractor re: potential 1-2 ac. project; did follow-up</li> </ul>
<i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i>	<ul style="list-style-type: none"> <li>• Ongoing planning, management &amp; technical assistance for NRCS wetland reserve easement (WRE) site. Selected new contractor, finalized scope of work and site maps, coordinated access and directed site orientation, spring vegetation management, quality control and payment for contractor work on 4/23. Refined budget for planting and maintaining new and existing habitat areas. Coordinated with CREST re: permits, monitoring, etc.</li> <li>• Developed Inter-governmental Agreement with w/CREST that provides an additional \$30,000 to support re-vegetation efforts on the WRE site.</li> <li>• New Oak CIS project on Sauvie Island: Did multiple plant and other inventory and planning site visits, including w/NRCS botanist and WM staff; met and worked w/ landowner and NRCS staff to review practice options and budget and re: required surveys; developed treatment plan &amp; scope of work, selected contractor, and directed first site preparation/weed control in pasture / hayland and future wildlife habitat planting areas. Wrote NRCS specifications for 7 different conservation practices, including for vegetation practices, fencing and wildlife structures.</li> <li>• Did site visit with partner agencies to Sauvie Island wetland restoration site to share expertise re: native re-vegetation; included intern and NRCS botanist</li> <li>• Worked with new OWEB grant recipient on Sauvie Island re: implementation and funding of oak, riparian, wetland and forest edge habitat enhancement, scheduled weed control for forested wetland</li> <li>• Meet with rural conservationist re: potential new habitat projects on Sauvie Island</li> </ul>
<i>Outreach &amp; Education; partnerships, collaborative grants (Goals 1-6)</i>	<ul style="list-style-type: none"> <li>• Coordinated with SBWC re: workplan for new partnership agreement and current fiscal year spending</li> <li>• Post field photos to social media channel</li> <li>• Met w/communications staff to coordinate work for coming fiscal year; follow up</li> <li>• Work on conservation planning e-newsletter article to be co-authored by several staff</li> <li>• Practiced for and co-hosted Soil School session on traditional ecological knowledge 4/15/21</li> <li>• Provided input to CSWCD staff for (CPOP) conference Oak CIS presentation proposal</li> </ul>
<i>Admin. / training (Goal 6: Maintain a vibrant agency)</i>	<ul style="list-style-type: none"> <li>• Provide additional documentation for reimbursement of OWEB funds to landowner</li> <li>• Coordinated with partners and contractors &amp; updated new fiscal year program budget request and projected end of year spending</li> <li>• Prepared agendas and &amp; led 2 Technical Staff meetings</li> <li>• Participated in 3 leadership team meetings and 1 all-staff meeting</li> <li>• Misc. admin. &amp; coordination: did monthly report; prepared &amp; reviewed timesheets and hours, directed seasonal technician, provided input re: Covid-19 policy changes; researched and purchased need computer and other supplies</li> <li>• Share Oak CIS program information internally; meet with technician re: work planning, in light of vacant field / support conservationist staff position</li> <li>• Misc. reading to keep abreast of conservation technical &amp; DEI issues</li> <li>• Flex and vacation time for 3 weeks in May</li> </ul>

Activity Type	Tasks and Descriptions
<i>NRCS project match; NACD; DEI</i>	NRCS WRE project: >16 hours    NACD grant – new Oak CIS planning: ~40 hours DEI: co-hosted and attended DEI-themed soil school session

**Strategic Plan Goals:**

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

**Fiscal & Administration Report (Levis and Razalenti)  
Staff Report for Board (covers April 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	Onboarded new Field Conservation Intern and GIS & Field Conservation Intern. Meet and greet with new interns. Processed termination of Forestry Conservationist. Expanded and improved upon documentation systems and processes for onboarding and termination of employees (both temporary and permanent). Worked with Communications & Outreach Manager to interview and hire Business Continuity Plan Summer Intern. Continuing updates to Controller position description.
Manage development and filing of District Budget, ensuring that all local, state and federal standards and laws met; staff, board and public participate	Completed with all staff participation our FY22 Proposed Budget and presented to Budget Committee on 4/20. Reviewing and monitoring budget results for FY21, coordinating expected spending with all program managers. Evaluating impact of discretionary purchases on cash flow. 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 Conservation Innovation Grant reporting for Understory Seeding project, OSWB and OWEB small grants reporting, and National Assoc. of Conservation Districts Technical Grant). Applied for SDAO Intern 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 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. Evaluating options for office lease renewal or relocation.
Support Communications and Outreach efforts	Proofed native bee article for website and upcoming newsletter.
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 meetings and Strategic Directions/Goal/Tactics meetings. DEI Related: DEI Committee meeting 4/13 Safety: Safety Committee planning meeting
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. Attended HRA VEBA webinar for administrators SDAO/HR Answers webinar: Oregon Government Employee Handbook Template Training Soil School backup host and attendee

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

Task	Explanation
<p><b>Urban Conservation</b> (G1- 3, 5, 6)</p>	<div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>Working with <b>Tualatin Watershed Enhancement Collaborative (TWEC)</b> and the Watershed Resource Center’s Stormwater Specialist, Lorena O’Neil, to help coordinate the <b>expansion of Stormwater Stars to Washington County</b>. The Draft Memorandum of Understanding has been reviewed by key partners.</p> <p>Met with Claudia Groth (of the OSU Master Gardeners &amp; PDX Nursery) and staff Taylor to discuss <b>Meadowscaping</b> lessons learned and to help inform a shortened Meadowscaping brochure Claudia is working on and opportunities to collaborate, including co-coordinating another Meadowscaping tour.</p> <p><b>Continued outreach and coordination</b> with FPC’s <b>Green Workforce</b> staff to <b>historic canopy weed and restoration sites</b> to assess maintenance needs and ideas about how we can support long-term management of a site we’ve invested in.</p> <p>Working on the completion of <b>two new conservation plans</b>. Completed <b>one new conservation plan</b> and <b>conducted two site visits</b>. Met with Tualatin SWCD staff to discuss a collaborative conservation plan that includes a headwaters riparian zone with a <b>growing beaver population</b> crossing public park property in Washington County and riparian private property managed by a Homeowners association.</p> <p>Participated in a <b>West Willamette Restoration Partnership fundraising</b> meeting to discuss upcoming grant opportunities and priorities.</p> <p>Provided a review of <b>Lewis &amp; Clark Students’ performance</b> on their student engagement project which created an <b>interactive map showcasing the restoration project on the undergraduate campus</b>.</p> <p>Participated in <b>Tryon Creek Watershed Council Stewardship Committee</b> meeting.</p> <p>Provided Forest Park Conservancy input on our needs to continue and potentially increase <b>engagement with the Green Workforce</b> team for their <b>upcoming Meyer Memorial Trust application</b>.</p> <p>Reviewed <b>partnership funding applications</b> and decided on budget allocations.</p> <p>Researched and sent along guidance on <b>environmental overlay updates</b> and policy.</p>
<p><b>Diversity, Equity &amp; Inclusion</b> (G1-6)</p>	<p>Attended a <b>webinar on Biocultural Restoration</b> featuring Robin Wall Kimmerer and Gabe Sheoships. This event covered the <b>intersection of western science and Indigenous culture with conservation</b>.</p> <p><b>Participated in the DEI Committee and voluntary DEI</b> discussions.</p> <p>Attended the <b>“Who are you calling invasives”</b> event which explored language and mindset used historically in invasive species work by dominant culture land managers.</p>

	<i>*Work in LRBP w/ CELs, Advisory Committee &amp; Equity Lens responds to DEI workplan.</i>
<b>Other</b>	<p>Participated in <b>intern orientation</b> meet and greets with Isa &amp; Martina.</p> <p>Worked with Jim and others on <b>Urban Programs and DEI LRBP specific budget amendments</b> and prioritization in the face of budget cuts.</p> <p><b>Managing Long Range Business Plan (LRBP)</b>, see <i>LRBP Report for progress</i>.</p>

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

Area & Goal	Explanation
<b>Social media</b> All GOALS	<ul style="list-style-type: none"> <li>• Posted/shared: Stormwater Stars event, OSU Extension fire prevention event, Oregon grape education, Soil School promotion for Earth Day, City Nature challenge event, crab spider predator education, parasitic native plant education</li> <li>• Tracking stats of followers: Facebook 1479, Instagram 550, Twitter 570</li> </ul>
<b>Media Relations</b> All GOALS	<ul style="list-style-type: none"> <li>• Board meeting alerts to media</li> </ul>
<b>Website Management</b> All GOALS	<ul style="list-style-type: none"> <li>• Updated/added website content: posted board meeting documents; updated staff list</li> <li>• Fielded RFP submissions from website developers/designers; alerted them funding cut for this year; researched grants that may fund website redesign – outreach to SDAO, others</li> <li>• Planned for EDRR website updates with team</li> </ul>
<b>Communications</b> All GOALS	<ul style="list-style-type: none"> <li>• Filled Meadowsaping Handbook orders; planned for handbook reprint: budget, fielded partner and other potential outside orders</li> <li>• Coordinated, interviewed, drafted second native bee article featuring Stefanie Steele</li> <li>• Coordinated intern introduction blog</li> <li>• Planning for spring newsletter: confirm and schedule articles with tech staff</li> <li>• Fielded and distributed info@ email inquiries and miscellaneous requests for assistance</li> <li>• All-Staff, Tech Staff, and Leadership Team meetings, timesheets, invoicing, expenses, staff report</li> </ul>
<b>Outreach/Events</b> ALL GOALS	<ul style="list-style-type: none"> <li>• Soil School: completed talking points for all sessions; confirmed plan for land acknowledgement; hosted and co-hosted sessions; created FAQ for hosts moderating Q&amp;A; coordinated swag gifts for presenters; delivered swag to Tualatin staff for mailing; updated CEU certificates for Tualatin SWCD to distribute; fielded general info requests; research potential 2022 presenter</li> </ul>
<b>Diversity, Equity and Inclusion</b> All GOALS	<ul style="list-style-type: none"> <li>• Coordinated, interviewed, drafted second native bee article featuring Stefanie Steele</li> <li>• Shared land acknowledgement at Soil School; sent to two participants upon request</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Business Continuity Internship: interviewed candidates, made hire, created intern supervisor roles and responsibilities document; coordinated on-boarding preparations with Office Mgr.</li> <li>• Format, edit budget document</li> <li>• Field intern project list review and additions; meet and greet with new interns</li> <li>• LRBP: Create contract for designer; coordinate new LRBP special logo; edit and format external review draft; update webpage content &amp; coordinate update to feedback form</li> <li>• Participate on Office Move Team; talk with broker to gather initial info on market rates, new space options</li> <li>• Safety: created laminated safety signs for EDRR field crews at work</li> <li>• Prepared list for operations team back-up for May vacation</li> </ul>

**Laura Taylor, Interim Forest Conservationist**

**May 2021 Board Meeting Staff Report (Covers April)**

Task	Explanation
Forestry Program (Goals 1 – 4)	<ul style="list-style-type: none"> <li>• Met with Michael in the field 2 days and in the office 2 days to get trained to take on leadership of the Forestry Program.</li> <li>• Attended the Northwest Innovative Forestry Summit.</li> <li>• Forestry Program Budget and fiscal administration.</li> <li>• Attended a field training, and reviewed the reporting protocol to contribute to a regional partnership which is collecting data on Western redcedar dieback.</li> <li>• Met with OSU Extension and TSWCD Forestry staff to explore the possibility of organizing local meetings for fire aware – fire prepared education and outreach</li> <li>• Met with the Forest Park Neighborhood Association Firewise team and Portland Fire and Rescue staff to learn how we can support their efforts.</li> <li>• Coordinated with the Trust for Public Land and USFWS staff to finalize a large forest conservation grant and arrange a site tour.</li> <li>• Held site visits with two land owners to provide advice, technical assistance, and tell them about any of our services that they may be eligible for.</li> <li>• Took forest measurements at one property in preparation for developing a forest stewardship plan and NRCS EQUIP application.</li> <li>• Developed Scopes of Work and coordinated with contractors, land owners, and NRCS to implement spring maintenance and plan for future treatments at ongoing projects.</li> <li>• Attended a partner meeting for the Understory Seed Increase Project</li> </ul>
Healthy Streams (HSP) / Special Habitats (SH) Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> <li>• Quality-checked recent contractor spring weed treatments and showed Ari most HSP projects.</li> </ul>
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> <li>• Held a site visit at a school enrolled in School Garden Funding to provide technical assistance on native and invasive plant identification and propagation.</li> <li>• Sent School and Community Garden Funding participants a reminder about grant requirements and deadlines, and fielded questions related to this.</li> </ul>
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> <li>• Presented on Meadowsaping for Carbon Sequestration at Soil School, and co-hosted for the Biochar talk. Attended a few other talks.</li> <li>• Participated in the LRBP Update process</li> <li>• Met with staff at Clackamas River Basin Council to share more about our Internship Program with them as they begin developing their own.</li> <li>• Attended WMSWCD staff &amp; tech staff meetings.</li> </ul>
Diversity, Equity & Inclusion 🇺🇸 Also see above	<ul style="list-style-type: none"> <li>• Participated in DEI committee meeting and a voluntary DEI staff discussion.</li> <li>• Attended a webinar on Indigenous Traditional Ecological Knowledge and Practices at Soil School</li> </ul>

**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**