

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

No Activity - Goal 1: Erosion & Healthy Soil; Goal 2: Water Quality and Goal 5: Cultivating Stewards - No Activity	
Goal 3: Habitat & Biodiversity	<ul style="list-style-type: none"> Accepted Metro Parks and Nature's invitation to serve as a reviewer of 3 pilot Target Area Ecological Assessments as part of Metro's refinement process for the 2019 Metro Parks and Nature bond. Email w/ Laura Taylor, regarding US Department of Agriculture, Natural Resources Conservation Service's <i>Conservation Implementation Strategy – Forest Resiliency in the Face of Climate Change</i>. Attended Oregon Department of Fish and Wildlife Conservation Open House (5/18). Lower Willamette SWCD mtg on bringing back fully functional wildlife tax deferral programs (5/26)
Goal 4: Working Lands	<ul style="list-style-type: none"> Email w/ Director Lightcap regarding expressed local concerns about Douglas-fir beetle damage. Letter of support to the Oregon Department of Forestry for Trust for Public Land's Tualatin Mountains private forestland acquisition (Skyview Forest) proposal to Oregon's Forest Legacy Program. Mtg w/ Anna Hadlich, Trust for Public Lands, desired future conditions for Skyview acquisition (5/12) Participated in Oregon Department of Fish & Wildlife's (ODFW) Willamette Wildlife Mitigation Program (WWMP) panel virtual tour of Trust for Public Land's Skyview Forest acquisition (5/24). Follow-up in person field tour for 3 members of the (WWMP) technical review team (w/ L. Taylor, 5/26). Follow-up phone call with ODFW WWMP Program Manager Laura Tesler (5/27). Site visit on family forest property donating a conservation easement to the Forest Park Conservancy. District will play a key role in updating the property's Forest Stewardship Plan (5/21).
Goal 6: Vibrant Agency	<ul style="list-style-type: none"> Mtgs: Leadership Team (5/10, 5/17, 5/24); invoice approvals (5/5, 5/20); timesheet approvals (5/25); contract, grant application, report sign-offs (2). Review of draft minutes for April 20th Budget Committee and Board meetings. Prep, participation for 5/18 WMSWCD Board meeting. Review of <i>Accident and Near Miss Investigation</i> form (as updated by R. Razalenti). Review and update of internal COVID-19 social distancing and related workplace safety policies. Tryon Creek Watershed Council Meeting (5/10). I am an <i>ex officio</i> member of the Council's Board. Check-in with Nancy Hamilton, Executive Director, East Multnomah SWCD (5/11) In-person outdoor gathering to welcome the new interns, I. Rojas and M. Avendano (5/14) Oregon Conservation Partnership webinar on Oregon Occupational Health and Safety Administration workplace safety rules on COVID-19, wildfire smoke and outdoor heat exposure (5/18). Quarterly Safety Planning Team Mtg including follow-up Accident Investigation video training (5/25) Fiscal Year 2021-22 budget review w/ M. Levis of proposed changes for Board adoption (5/25)
Long Range Business Plan (LRBP)	<ul style="list-style-type: none"> Drafted the Executive Summary for the LRBP document. Met w/ Mary Logalbo to discuss, address and incorporate the external review feedback received from individuals and partner organizations (5/7) Review of final edits that incorporated Board direction given to the LRBP at the May 18th Board mtg. In person visit with Director Peterson to get comments and feedback on the LRBP (5/18). Discussion of LRBP public launch communications plan w/ M. Logalbo and R. Magyar (5/28)
Legislative	<ul style="list-style-type: none"> Submitted written and delivered oral testimony to Joint Committee on Ways and Means Subcommittee on Natural Resources hearings on HB 5009 (Oregon Department of Fish and Wildlife (ODFW) budget) on behalf of the Oregon Association of Conservation Districts (5/3). Follow-up meeting with Katie Hoffman, staffer for Senator Taylor (D – Milwaukie) (w/ J. Faucera, Clackamas SWCD) (5/19) Submitted written and delivered oral testimony to the House Committee on Revenue in opposition to HB 2357A pertaining to the Oregon Forest Resources Institute on behalf of OACD (5/10). Follow-up email to Representative Andrea Salinas (D-Lake Oswego and bill co-sponsor) on needed bill changes. Monitored House Committee on Revenue work sessions on HB 2357A (5/20/ 5/24, 5/27). Email correspondence w/ Sean Stevens, Executive Director, Oregon Wild (a chief proponent of HB 2357A). Reviewed The Nature Conservancy's one-pager for SB 762 (wildfire omnibus bill) for OACD.
Sturgeon Lake	<ul style="list-style-type: none"> Certification letter of the actual capital cost of the Reeder Road bridge for Multnomah County (5/13)
Diversity, Equity and Inclusion	<ul style="list-style-type: none"> National Association of Conservation Districts Urban and Community Conservation Webinar, <i>Engaging Tribal Communities</i> (5/20). Voluntary Diversity, Equity and Inclusion discussion session on working with Indigenous tribes (5/26)
Professional Development	<ul style="list-style-type: none"> Wrote Beachie Creek Wildfire Forest Management Plan Addendum for the Butte Creek Scout Ranch in Clackamas and Marion counties. I serve as the Oregon Tree Farm Inspector for the property.

Michelle Delepine, Invasive Species Program Coordinator June 2021 Staff Report (May 12th – June 9th 2021)

Task	
<p>Early Detection, Rapid Response (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<p><u>Oblong spurge:</u> Identified/controlled additional new infestations in SW & NW Portland.</p> <p><u>Garlic mustard:</u> This year WMSWCD staff and contractors have visited close to 300 properties, the majority of which were handpulled since there generally wasn't enough to warrant an herbicide application. Many herbaceous native forbs are returning as well, justifying a need for increased attention in the fall to manage rosettes once native herbaceous plants have gone dormant. Stay tuned for season stats! Ari DeMarco and I split much of the coordination work, with our amazing and energetic seasonal interns Martina Avendano and Isa Rojas assisting us in the field. The reduction in infestations also enabled us to have far fewer full contractor crew days, and instead contract with small 1-2 person crews for assistance handpulling. Our spring season is on track to wind down earlier than it has in the past six years.</p> <p><u>Wild chervil:</u> The infestation we co-managed with City of Portland and landowners on Newberry road last year is reportedly much smaller this year. An alarmingly large and quickly spreading infestation was found though in Abbey Creek and is scheduled to be managed this month prior to seed set. I also assisted in organizing a CMWA "Look and Learn" for partners to look at this species in Forest Park to become acquainted with it and discuss possible management response. To learn more about wild chervil, read the article write up in our current spring e-newsletter.</p> <p><u>Spurge laurel:</u> We opportunistically have removed spurge laurel at several EDRR project sites, including a large mature infestation on NW Skyline Road.</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. 4-County 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> Partners used the remaining funds from our 2020 grant to fund spring garlic mustard projects on Ross Island, Forest Park, Riverview, Oaks Bottom and Johnson Creek.</p> <p><u>Outreach:</u> Provided some updates to Renee for social media/blog/website posts, etc, as well as wild chervil article. Worked with Sen Speroff regarding community disposal efforts. Also included some EDRR species in presentation to master gardeners June 8th.</p>
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> • Assisted with questions regarding National Pesticide Discharge Elimination System data entry. • Reviewed herbicide records. • Reviewed and updated best management practices and shared this with community members and partners. • Worked with fellow Safety Committee member Randi to make these more accessible electronically. • Managed, organized and maintained District IPM equipment and tools, with assistance from Ari DeMarco. • 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.

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

	<ul style="list-style-type: none"> • Provided technical guidance on IPM via email to community, residents and others. • 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. • Contract admin for Solve Pest Problems website.
Invasive Partnerships Goals 1-6	<p>4-County CWMA: Assisting website redevelopment project. Organized wild chervil look and learn workshop, as part of duties of Technical Committee co-char.</p> <p>Oregon Invasive Species Council (OISC): Participated and outreached to folks regarding “Threats and Opportunities to Oregon” seminar. Loosely tracking 100 Worst List update effort, as well as legislative engagement / outreach opportunities.</p> <p>Tryon Creek Watershed Council: Provided updates to Jim and Mary. Participated in garlic mustard collaboration discussion with Oswego Lake WC, Clackamas SWCD, WMSWCD, etc.</p> <p>Western Invasives Network: Correspondence with Troy regarding WIN /OISC updates, etc</p> <p>PNW Garlic Mustard Working Group: Provided some curation of listserv.</p>
Safety/Covid	Several Safety Committee to dos completed or attended to. Assisted with leading monthly safety topics at staff meetings (June Heat Prevention & Wildfire Smoke Safety). Tracking legislation related to employee wildfire smoke safety. Updating related district policy.
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 & Presentations (150)	Phone/email and in-person, I have provided assistance to 100 people through phone/email/in person, and an additional 50 via Master Gardener Speaker Series “Weeds or Landscape Ornamentals?” webinar June 8 th . Arnold Creek Neighborhood Meeting presentation “Lesser Celandine” with 15 attendees May 11 th .
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 (3) Goal 5	Arnold Creek Neighborhood Association Meeting (May 11 th), OISC Threats and Opportunities Seminar (May 18 th), Master Gardeners “Weeds or Landscape Ornamentals” webinar (June 8 th).

- 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

June Staff Report

Task	Explanation																																																
Diversity, Equity & Inclusion (DEI)	At our meeting held on Tuesday June 8 th , from 1-3 PM we discussed upcoming tests for the committee for the 2021-2022 fiscal year. A central part of the committee's responsibility is to develop or coordinate DEI related trainings. The committee will be polling staff than the board for training ideas and preferences. Additionally, the board will be provided a gender awareness training similar, though shorter, than was given to staff last year. Stay tuned for more information. Next meeting is Tuesday August 10th, from 1-3 PM																																																
Small Acreage Farms and new landowner contacts SP Goals 1-5	Nothing new here. Just continued work with ongoing plans/landowners.																																																
Site Visits SP Goals 1-5	Just one. It was to assist Renee in interviewing one of the farmers I have worked with for a number of years. See next newsletter as it as really fun to talk to her about all the great things going on out at her farm.																																																
Sturgeon Lake Restoration SP Goal 1 & 3	Revegetation Work: Again, not much new here. Summer maintenance should be around the corner. Likely mid-July. Monitoring – We have had several more salmonids detected this last month. Ignore the “unknown fish” as that is likely a microchipped dog. Of course we know salmonids and their range is amazing, but it is still cool to see how far some of these fish have come. For instance the latest steelhead (from Wenatchee River – kind of near Seattle) was released 745 km from the mouth of the Columbia River!																																																
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Summary Graphs Complete Tag History Adult Ladder Detections Small-scale Site Detections Current Year Detections Current Year Detections at Juvenile Bypass Sites</p> <p>Reports created or changes made after COB June 10, 2021, will not be migrated to the new website.</p> <p>SID - Sauvie Island Dairy Creek Start Over</p> <p>Detected During: Last 30 Days Export to CSV</p> <p><input checked="" type="radio"/> Daily Detections <input type="radio"/> Summarized by First/Last Obs Date</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Tag</th> <th>SRR</th> <th>Mark Site Code</th> <th>Release Site</th> <th>Release Date</th> <th>Obs Date</th> </tr> </thead> <tbody> <tr> <td>3DD.003D29B683</td> <td>Unknown (fish not observed)</td> <td>ORPHAN</td> <td>ORPHAN - Unknown</td> <td>01/01/1900</td> <td>05/12/2021</td> </tr> <tr> <td>3DD.003D29BF21</td> <td>Unknown (fish not observed)</td> <td>ORPHAN</td> <td>ORPHAN - Unknown</td> <td>01/01/1900</td> <td>05/12/2021</td> </tr> <tr> <td>3DD.003D385C7A</td> <td>Wild Summer Steelhead</td> <td>IMNTRP</td> <td>IMNTRP - Imnaha Trap</td> <td>10/27/2020</td> <td>05/29/2021</td> </tr> <tr> <td>3DD.003D629950</td> <td>Hat. Summer Chinook</td> <td>CHJO</td> <td>CHJO - Chief Joseph Hatchery</td> <td>04/20/2021</td> <td>05/13/2021</td> </tr> <tr> <td>3DD.003D74D987</td> <td>Unknown (fish not observed)</td> <td>ORPHAN</td> <td>ORPHAN - Unknown</td> <td>01/01/1900</td> <td>05/27/2021</td> </tr> <tr> <td>3DD.003DA313C1</td> <td>Hat. Summer Steelhead</td> <td>CHIP</td> <td>WENATR - Wenatchee River</td> <td>05/11/2021</td> <td>05/28/2021</td> </tr> <tr> <td>3DD.003DFDB907</td> <td>Hat. Summer Steelhead</td> <td>CHIP</td> <td>WENATR - Wenatchee River</td> <td>05/11/2021</td> <td>05/29/2021</td> </tr> </tbody> </table> </div>		Tag	SRR	Mark Site Code	Release Site	Release Date	Obs Date	3DD.003D29B683	Unknown (fish not observed)	ORPHAN	ORPHAN - Unknown	01/01/1900	05/12/2021	3DD.003D29BF21	Unknown (fish not observed)	ORPHAN	ORPHAN - Unknown	01/01/1900	05/12/2021	3DD.003D385C7A	Wild Summer Steelhead	IMNTRP	IMNTRP - Imnaha Trap	10/27/2020	05/29/2021	3DD.003D629950	Hat. Summer Chinook	CHJO	CHJO - Chief Joseph Hatchery	04/20/2021	05/13/2021	3DD.003D74D987	Unknown (fish not observed)	ORPHAN	ORPHAN - Unknown	01/01/1900	05/27/2021	3DD.003DA313C1	Hat. Summer Steelhead	CHIP	WENATR - Wenatchee River	05/11/2021	05/28/2021	3DD.003DFDB907	Hat. Summer Steelhead	CHIP	WENATR - Wenatchee River	05/11/2021	05/29/2021
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ODA Grant SP Goals 1, 2, 4, 5 & 6	Preparing the grant application for the next biennium (2021-2023).																																																
Off-Channel Salmon Habitat	The Burlington/Palansky Bottoms Project is set to start work beginning around July 15 th .																																																
Soil Health	Please check out the in the next newsletter! I am starting a new project with Metro, Tualatin SWCD and other WMSWCD staff to examine the importance of soil health on restoration success. Stay tuned for more information coming in the future!																																																
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

Fiscal & Administration Report (Levis and Razalenti)
Staff Report for Board (covers May 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	Compiled all medical/dental insurance renewal information for staff, answered questions and facilitated enrollments.
Manage development and filing of District Budget, ensuring that all local, state and federal standards and laws met; staff, board and public participate	Updating Approved budget with recommended changes based on new information since Budget Committee Meeting. 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 close out of fund by yearend.
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).
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, Meadowsaping Handbook orders & various other general office duties. Continuing COVID-19 safety updates to office at Montgomery Park (when staff need to be in the office) and field vehicles. 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	Prepared budget update article for Spring 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. Held quarterly Safety Committee planning meeting and participated in accident investigation exercise with Safety Committee Held voluntary DEI discussion with staff regarding the NACD webinar Engaging with Tribal Communities (DEI focus)
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 & emphasizing cyber security strengthening and adding new tools. Coordinating with insurance providers to facilitate annual health plan renewals and process staff changes.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Attending as able monthly SDAO safety webinars first Thursday of every month & other management training. Attended: relevant sessions of CONNECT Attended OSHA Rules Explained webinar (presented by Oregon Conservation Partnership/SDAO) Attended NACD webinar about engaging with Tribal communities (DEI focus)

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

Task	Explanation
<p>Urban Conservation (G1- 3, 5, 6)</p>	<p>Continued working with Tualatin Watershed Enhancement Collaborative (TWEC) and the Watershed Resource Center’s Stormwater Specialist, Lorena O’Neil, to help coordinate the expansion of Stormwater Stars to Washington County. In addition, attended the year-end review presentation and Lorena O’Neil’s exit interview. Crafted a draft job announcement for the Stormwater Stars Specialist position that will be soon open.</p> <div style="display: flex; align-items: center;">  </div> <p>Met with The Beaver Coalition, Tualatin SWCD and HOA residents to discuss a collaborative conservation plan that includes a headwaters riparian zone with a growing beaver population crossing public park property in Washington County and riparian private property managed by a Homeowners association.</p> <div style="display: flex; align-items: center;">  </div> <p>Completed two new conservation plans. Provided detailed meadowscaping guidance as well as invasive plant information for interested residents – including information about “pet-friendly” native plants.</p> <p>Conducted two site visits (one with Isa & Martina) and worked to update Riverview Cemetery’s Conservation Plan in a focal area that’s 25 acres and will eventually be used as a natural burial site.</p> <div style="display: flex; align-items: center;">  </div> <p>Met with Backyard Habitat Certification Program leads to discuss collaborative areas and opportunities this coming fiscal year including equity efforts, climate action, and expanding acreage limits.</p> <p>Continued coordination with FPC’s Green Workforce staff to historic canopy weed and restoration sites.</p> <p>Presented at a regional SWCD “ConsEd Collaboration” meeting to share about our efforts to reach and serve the rental community members in our District.</p>
<p>Diversity, Equity & Inclusion (G1-6)</p>	<p>Met with Isa and oriented them to past District demographic mapping efforts. Set up and facilitated a conversation with the Metro staff we’d worked with for our previous demographic mapping work. Isa and I learned a lot from this meeting and walked away with a more solid plan regarding how to proceed noting we felt it would be best to pick this project up this coming fall after the 2020 census data is released.</p> <p>Participated in the DEI voluntary DEI discussion.</p> <p><i>*Work in LRBP w/ CELs, Advisory Committee & Equity Lens responds to DEI workplan.</i></p>
<p>Other</p>	<p>Met with Laura to get oriented to processing incoming school funding requests through the education program. Thus far, 2 school funding requests have been processed.</p> <p>Helped draft eNewsletter articles including the Anatomy of a Conservation, Landowner</p>

	<p>Interview and Long Range Business Plan launch.</p> <p>Coordinated and facilitated a tech staff meeting.</p> <p>Managing Long Range Business Plan (LRBP), <i>see LRBP Report for progress.</i></p>
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Renee Magyar, Communications & Outreach Manager
Report covers month of May 2021

Area & Goal	Explanation
Social media All GOALS	<ul style="list-style-type: none"> • Posted/shared: Water Friendly Garden Series event, Meet field interns blog promo, student video contest, Bee Atlas event, OSU articles on herbicide contaminated soil and how to use compost, citizen science for info on cedar dieback, garlic mustard crews at work • Tracking stats of followers: Facebook 1489, Instagram 559, Twitter 575
Media Relations All GOALS	<ul style="list-style-type: none"> • Board & budget committee meeting alert to media • Confirmed timing of delivery of LRBP press release to Skyline Ridge Runner
Website Management All GOALS	<ul style="list-style-type: none"> • Updated/added website content: posted intern introduction blog, posted board meeting & budget documents, updated garlic mustard pages with updated Permission of Entry form, staff bio • Coordinated update to request for assistance web form entry delivery to info@ email
Communications All GOALS	<ul style="list-style-type: none"> • Photo planning for annual report • Met with Senior Conservationist, Urban Conservationist, Interim Forest Conservationist, Rural Conservationist, Invasive Species Coordinator to coordinate communications projects on FY 2021-22 annual work plans • Coordinated and guided development of spring newsletter articles • Quarterly meeting and idea sharing with Lower Willamette Valley SWCD Conservation Educators group; provided write-up of past quarter communications and District's projects overview • Coordinated with SBWC for delivery of LOTW guides on new request • Filled Meadowscaping Handbook orders; planned for handbook reprint: budget, sought partners for sharing print costs • Finalized second native bee article featuring Stefanie Steele • Posted intern introduction blog • Fielded and distributed 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: wrap up and debrief with planning team; scheduled 2022 kickoff planning meeting; fielded general requests for links to session recordings; finalized keynote honorarium
Diversity, Equity and Inclusion All GOALS	<ul style="list-style-type: none"> • Finalized second native bee article featuring Stefanie Steele, BIPOC entomologist • Coordinated interview with Jennifer Rose Marie Serna, BIPOC farmer on Sauvie Island

Other	<ul style="list-style-type: none">• Business Continuity Internship: internship work plan preparations; check-in with Intern about work style, anticipated work flow and deliverables• Final updates on Meadowsclaping reprint revenue and expense estimates for 2021-2022 annual budget• LRBP: coordinate document design with graphic designer; final edit and review Word version for delivery to designer; coordinate and deliver final maps and graphics• Participate on Office Move Team; tried for follow up with broker for open office space listings; share recap of conversation with Move Team• Out for 2 week vacation
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Laura Taylor, Interim Forest Conservationist

June 2021 Board Meeting Staff Report (Covers May)

Task	Explanation
Forestry Program (Goals 1 – 4)	<ul style="list-style-type: none"> • Entered and analyzed forest measurement data to show a land owner during our site visit. • Held site visits with four land owners to provide advice, technical assistance, tell them about any of our services that they may be eligible for, and/or coordinate with NRCS programs and staff. • Provided three land owners with technical assistance via written and phone communication. • Developed Scopes of Work, met and and coordinated with contractors, land owners, and NRCS to implement spring maintenance and plan for future treatments at ongoing projects. • Coordinated with the Trust for Public Land and USFWS staff to present on a large forest conservation grant and provide a site tour of the Skyview Property. • Attended a partner meeting for the Understory Seed Increase Project. • Forestry Program Budget and fiscal administration. • Reviewed Land Use Notices.
Monitoring and other Rural Program Support (Goals 1 – 4)	<ul style="list-style-type: none"> • Planned and prepared for spring monitoring. • Monitored 5 forestry projects and 3 Healthy Streams/Habitats projects to document baseline conditions or the progress of our restoration activities.
Education/Outreach (Goals 1-3, 5)	<ul style="list-style-type: none"> • Showed Mary the process for approving school and community garden grant reimbursement requests, and Education Program budget administration.
District Support, Meetings and Training (Goals 5 & 6)	<ul style="list-style-type: none"> • Attended the CONNECT Conference including the following talks: Community Forests 101, How to Talk About Climate Change, The Obstacles to Increase Bee Habitat in Oregon, The Role of Oregon’s Natural Working Lands in Mitigating Climate Change, The Climate Toolbox, Preemptive Management of Sagebrush Rangelands to Reduce Wildfire Risk and Improve Post-Fire Recovery, Assessing Oregon’s Water Planning Needs, NRCS Programs Overview and In-Depth into the Regional Conservation Partnership Program, Managing Post-Fire Climate-Induced Vegetation Transitions in the Northwest. • Met with Renee to develop Forestry-Communications work plan items. • Participated in the LRBP Update process • Attended WMSWCD staff & tech staff meetings.
Diversity, Equity & Inclusion 🚩 Also see above	<ul style="list-style-type: none"> •

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