

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

No Activity -- Goal 1: Erosion & Healthy Soil & Goal 2: Water Quality -- No Activity	
Goal 3: Habitat & Biodiversity	<ul style="list-style-type: none"> • Metro Parks and Nature’s Target Area Ecological Assessment (TAEA) Pilot Review Team meeting (6/7). In follow-up gave Metro Parks and Nature comments on their pilot TAEA template for use in Metro’s protect & restore land refinement process for the 2019 parks and nature bond. • Discussion w/ Alejandro Orizola, Forest Park Conservancy (6/14) and follow-up review/comment on Metro Nature in Neighborhood grant proposal re: forest management planning for FPC properties. • Discussion w/ Director Hartline regarding Sauvie Island farm property that may become available for conservation purposes and the potential role of the District in assisting in that outcome (6/17). • Email inquiry to C. Chesarek, Forest Park Neighborhood Association and tech staff regarding service agency request for comment from City of Portland on proposed property annexation A-1-20 (10 acres) • Oak Prairie Working Group Meeting (6/29). • Prep (w/ Jason Faucera, Clackamas Soil and Water Conservation District (SWCD)) for July 13th presentation to the Oregon Department of Fish and Wildlife’s Conservation Open House (virtual forum) on SWCD efforts to bring back fully functional wildlife tax deferral programs (6/29).
Goal 4: Working Lands	<ul style="list-style-type: none"> • Provided access to Nick Grier (photography) to the proposed Skyview Forest acquisition property on behalf of the Trust for Public Lands. (WMSWCD is partnering with TPL on the acquisition) (6/1) • Oregon Department of Fish and Wildlife (ODFW) Willamette Wildlife Mitigation Program Technical Review Team review of Skyview Forest acquisition proposal (w/ TPL – virtual meeting, 6/2). Follow-up meeting w/ K. Kovalik (TPL) re: acquisition funding proposal to Forest Legacy Program (6/24) • Forest Stewardship Plan field measurements set up (w/ L. Taylor, I. Rojas) for family forestland owner considering entering into a conservation easement with the Forest Park Conservancy (FPC) (6/9). Follow-up discussion with Alejandro Orizola (FPC) on linking the plan to the easement (6/17). • Back-up forest project coverage for L. Taylor while L. Taylor was out on vacation (6/16-6/25). • Brainstorm session w/ A. DeMarco on use of drone technology in forest type mapping (6/22). • Mtg w/ Jeremy Baker, East Multnomah SWCD regarding need for shared archeologist/cultural resource position/services so as to meet legal responsibility with ground breaking projects (6/29).
No Activity -- Goal 5: Cultivating Stewards – No Activity	
Goal 6: Vibrant Agency	<ul style="list-style-type: none"> • Mtgs: All Staff (6/7); Tech Staff (6/14, 6/28); Leadership Team (6/14, 6/21, 6/28); Office Location Team (6/9); invoice approvals (6/8, 6/24); timesheet approvals (6/8, 6/22); other approvals (2). • Review of draft minutes for WMSWCD May 18th Board meeting. Prep, participation, & review of draft minutes for 6/15 WMSWCD Board meeting. Tyron Creek Watershed Council Board mtg (6/14). • Tryon Creek Watershed Council Meeting (). I am an <i>ex officio</i> member of the Council’s Board. • Email correspondence with Nancy Hamilton, Executive Director, East Multnomah SWCD regarding District’s Families First Coronavirus Response Act (FFCRA) Employee and Family Leave policy. • Communications Program check in with R. Magyar (6/1). Review of spring electronic newsletters with suggested revisions; authored District Manager’s message for spring electronic newsletter. • Draft email to be used by Tech Staff to notify active contractors that the District’s COVID-19 field work safety protocols and added COVID-19 safety related cost reimbursements expire effective 7/1/21 • Meeting on work plan questions for Business Continuity Intern, Katie Crocker w/ M. Levis (6/22). • Completed end of fiscal year performance evaluations for urban and rural conservationists. • Drafted Illness and Health Guidance terms (post COVID-19) for use in new contracts beginning 7/1.
Long Range Business Plan (LRBP)	<ul style="list-style-type: none"> • Review of final design version of the LRBP developed for Board adoption (w/ M. Logalbo and R. Magyar). Design and layout was by Elena Cronin Powell of Elena Cronin Design. Fantastic job! • Review and suggested edits of press release announcing Board adoption of the LRBP.
Sturgeon Lake	No Activity
Diversity, Equity and Inclusion	<ul style="list-style-type: none"> • Finalized required language pertaining to disadvantaged, emerging, minority, service disabled veteran, women business enterprises, and/or certified B corporations, to use in District requests for proposals. • Email to Ted Labbe, Urban Greenspaces Institute, regarding Justice, Equity, Diversity and Inclusion (JEDI) funding from the District for the regional habitat connectivity and oak prairie working groups.
Professional Development	<ul style="list-style-type: none"> • Discussion w/ A. Wemple re: developing an afforestation/reforestation carbon offset program like the Oregon Forest Resource Trust program I managed while I was at Oregon Dept of Forestry (6/25)

Michelle Delepine, Invasive Species Program Coordinator

July 2021 Staff Report (June 10th – July 9th 2021)

Task	
<p>Early Detection, Rapid Response (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<p>Oblong spurge: Identified and reported three new infestations to City of Portland EDRR staff. Documented and pulled two small patches in our District service area.</p> <p>Garlic mustard: Wrapped up Garlic mustard 2021 spring season! We finished our season earlier and with less contractor costs than we have in several years. Staff actually were able to lend support to partners during the tail end of the season for areas that overlap with Tualatin SWCD and City of Portland management. A full break down of stats to come next month!</p> <p>Wild chervil: Just as garlic mustard season was winding down we ramped up wild chervil survey and control work. This biennial Carrot-family herbaceous plant shares many similar attributes to garlic mustard, the most worrisome being its ability to quickly proliferate in moist, rich soils under the canopy (such as riparian corridors). Partners met to observe a rapidly expanding population along Holman Ln in Forest Park and WMSWCD staff worked in collaboration with Portland Parks and Forest Park Conservancy to assist in managing it. We also cut a large stand in Abbey Creek, revisited sites that were controlled last year on Newberry Rd and 53rd, and initiated treatment trial plots using a variety of control methods. To learn more about wild chervil, please see an article published in our current spring e-newsletter!</p> <p>Emerald Ash Borer: With guidance from Ari, I identified six suitable trapping sites across the District and set/hung six lure traps. Isa assisted with some of these installations as well!</p> <p>Pokeweed: Sauvie Island pokeweed sites look much better (controlled two sites), but the worst site has LOTS of new seedlings (only second year of control).</p> <p>False brome: Our largest false brome site had several new seedlings (all treated), but still over a very small area in Abbey Creek watershed. Two other sites had no new plants.</p> <p>Spurge laurel: We opportunistically have removed spurge laurel at several EDRR project sites, including a few very large specimens!</p> <p>Language of Invasive Species: 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 (next meeting on July 14th).</p> <p>Oregon State Weed Board Grant: 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. Processing invoices for our final grant expenditures.</p> <p>Outreach: Provided several photos on our Teams social media channel, as well as sent a dozen targeted outreach letters. This along with some phone calls, and door knocks resulted in connecting with a few new landowners that we have been trying to reach.</p>
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> • Initiated IPM treatment trial of wild chervil. • Checked and maintained herbicide storage records/safety logs. • Reviewed herbicide records. • Reviewed and updated best management practices and shared this with community members and partners.

	<ul style="list-style-type: none"> • Managed, organized and maintained District IPM equipment and tools, with assistance from Ari DeMarco. • 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: Hosted wild chervil look and learn workshop, as part of duties of Technical Committee co-chair. Developing agenda for July Technical Committee meeting. Sent along information gathered from Renee for our website redesign project.</p> <p>Oregon Invasive Species Council (OISC): Loosely tracking 100 Worst List update effort, as well as legislative engagement / outreach opportunities.</p> <p>Tryon Creek Watershed Council: Surveyed an extensive section of the lower mainstem of Tryon inside the state park with Isa in collaboration with Clackamas SWCD. Provided updates to Jim and Mary. Participated in garlic mustard collaboration discussion with Oswego Lake WC, Clackamas SWCD, WMSWCD, etc. Working on developing better coordination with Oregon State Parks staff EDRR weed efforts.</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	Worked on Safety Committee to dos. Tracking legislation related to employee wildfire smoke safety. Updating related district policy.
DEI Goal 6	Tracking and participating in many various DEI topics and initiatives both with partners, regionally and with staff with a focus on Juneteenth. DEI survey. Provided feedback for topics.
Technical Assistance & Presentations (75)	Phone/email and in-person, I have provided assistance to 75 people through phone/email/in person.
Misc/Admin Goals 1-4, 6	Email Correspondence; Admin paperwork; Scope of Work developing; Invoicing Review; Field Supplies Management & maintenance; Landowner correspondence; Partner coordination; Budget Tracking; Other District admin needs, etc.
Meetings (1) Goal 5	Hosted wild chervil “Look and Learn” workshop at Birch Trail head in Forest Park (June 16).

- 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

July Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	Next meeting is Tuesday August 10th, from 1-3 PM We will likely be talking upcoming trainings as well as other topics proposed by staff or others.
Small Acreage Farms and new landowner contacts SP Goals 1-5	Working on a small habitat project on Sauvie Island. A pollinator hedgerow and Some other native plantings.
Site Visits SP Goals 1-5	Just to check on a couple of project sites including Dairy Creek and McCarthy Creek.
Sturgeon Lake Restoration SP Goal 1 & 3	<p>Revegetation Work: Summer mow and spray work will have been completed by the time of the Board meeting (scheduled for July 6th). Plantings seem to have mostly done pretty well despite the record heat.</p> <p>Monitoring – Prepping aquatic weed monitoring on Sturgeon Lake. We will be conducting our 2nd year of using WMSWCD’s drone to look for invasives, especially false indigo bush, around the periphery of the lake.</p> <p>Additionally, the PSU student working on monitoring water flux on the island to get a better understanding of how groundwater moves through the Island – has resumed data collection after a COVID pause. They are also using the same process to demine the amount of water that is coming into sturgeon lake from the Columbia River. So it will give us a sense of how well Dairy Creek is working. When they tested in 2018 (before construction) their data showed most of the water stayed in the lake for a long period of time (no surprise to those of us close to the project) and we hope to see more of Columbia River signature now that it is open.</p>
ODA Grant SP Goals 1, 2, 4, 5 & 6	Submitted 2021-2023 application process. Working on the report now.
Off-Channel Salmon Habitat	The Burlington/Palansky Bottoms Project is set to start work beginning around July 15 th .
Soil Health	Just repeating that you should please check out the in the next newsletter! There is a great article that Renee wrote on a landowner I have worked with for years on pollinator hedgerows and soil health.
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 May 6 – July 12, 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; facilitated quality control; reviewed & approved invoices and spray records for spring weed control work; did adaptive management re: site condition changes • Visit lower McCarthy HSP site 7/8 to assess spring-summer maintenance needs • Site visit follow-up re: potential 1-2 ac. wetland restoration project on Sauvie Island • Prepare planting plan for new, small McCarthy Creek HSP project • Begin planting plan for OWEB-funded Gilbert canal riparian, forest and oak project • Did research in response to inquiry re: beaver and Willamette River plantings • Tech. assistance to new McCarthy Creek landowner inheriting HSP project • Tech. assistance, research for SBWC & moorage resident re: aquatic invasive species
<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. Coordinated with CREST re: permits, monitoring, etc. Did site visits 7/8 to assess site conditions & set up new photo-points with ODFW & CREST. Provided additional input re: appropriate seed species for this 3rd project phase. Did spring vegetation monitoring (6/15, 7/1) in uplands and marshplain lowering areas. • Staging for this next phase of wetland restoration, including earth-moving and culvert to bridge replacement, is scheduled to begin July 15. • Prepared & submitted nursery order for 10,000 plants for installation this winter • Finalized budget and signed Inter-governmental Agreement with w/CREST that provides an additional \$30,000 to support re-vegetation efforts on the WRE site. • New Oak CIS project on Sauvie Island: Did site visits (6/3) and met w/ landowner to refine conservation plan practice areas, check contractor weed control & coordinate paperwork; revised plan map in GIS and provided to NRCS and landowner. Updated & reviewed budget and specifications. Awaiting federal contraction finalization. • Planned and quality-controlled invasive weed treatment at adjacent forested wetland swale on Special Habitat/HSP project site with active OWEB small grant noted above; reviewed & approved invoice & spray info.; provided tech. assistance re: grass species • Assisted West Hills landowner adjacent to SH project re: conservation plan interest
<p><i>Outreach & Education; partnerships, collaborative grants (Goals 1-6)</i></p>	<ul style="list-style-type: none"> • Post field photos from wetland restoration site monitoring to social media channel • Reviewed and approved end of year payment for SBWC partner funding and coordinated with SBWC coordinator on new agreement & workplan for 20021-22. • E-newsletter: provided edits for article on conservation planning; initiated article re: response to extreme heat waves; plan upcoming articles, e.g., re: aquatic invasives; began related research • Began review of final regional oak habitat prioritization map data; worked with intern and technician to analyze and prepare for review and input by all tech. staff • Attend regional oak-prairie workgroup meeting
<p><i>Admin. / training (Goal 6: Maintain a vibrant agency)</i></p>	<ul style="list-style-type: none"> • Investigated grant opportunity for winter plantings, to supplement program funding • <u>Climate change</u>: Discuss & provide input re: opportunity to work via PSU w/an intern of color to help us develop a climate change lens for conservation planning; set up Teams channel focused on climate change & share planting calculator and resources; facilitate tech. staff discussion re: response to extreme heat waves • Prepared agendas; organized and led 3 Technical Staff meetings; did follow up • Participated in 4 leadership team meetings and 2 all-staff meetings

Activity Type	Tasks and Descriptions
	<ul style="list-style-type: none"> • Misc. admin. & coordination: did monthly report; prepared & reviewed reimbursement forms and timesheets & hours, directed seasonal technician and updated position description; started planning for next year's internship management; gave input on updated Covid-19 policy; reviewed health plan information and prepare enrollment forms; coordinated re: grant reports due and provided metrics; researched & purchased new cell phone for field/work use; began process to transfer to new cell plan • Communicated with contractors re: end of Covid-19 mobilization subsidy • Misc. reading to keep abreast of conservation technical & DEI issues • Attended 12 hour invasive plant ecology training, plus a field component; prepared notes and shared materials with tech. staff and did follow-up • Schedule, train and meet with both interns on projects, including monitoring follow-up & oak habitat mapping analysis needs; consider lamprey eDNA project • Flex and vacation time for 3 weeks in May; off for Juneteenth & July 4 holiday
<i>NRCS project match; NACD; DEI</i>	<p>NRCS WRE project: 36 hours NACD grant: Oak CIS & WRE: 57 hours</p> <p><u>DEI</u>: 1) Attended workshop w/ Heather McGhee (author of The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together) & Dr. Gail Christopher; 2) Discussed DEI training opportunities and opp. to work w/a student intern of color majoring in STEM via the PSU Institute of Sustainable Solutions and Louis Stokes Alliance for Minority Participation (LSAMP); 3) registered for Confluence tribal perspectives workshop series</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:

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

**Fiscal & Administration Report (Levis and Razalenti)
Staff Report for Board (covers June 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	Updated health plan rates and deductions from paychecks to reflect new plan year changes. Updated authorizations for new pay rates to be effective 7/1/21. Began timesheet template updates for new fiscal year. Completed setup and onboarding of new Business Continuity Intern. Completed annual performance evaluations and professional development plans with supervised employees.
Manage development and filing of District Budget, ensuring that all local, state and federal standards and laws met; staff, board and public participate	Prepared recommendations for updates to Approved Budget and presented recommendations at Budget Hearing. Completed all budget adoption related documentation. Submitted Adopted Budget and associated documents to TSCC and Assessors for Multnomah, Washington and Columbia County. Updated all staff on final Adopted Budget.
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.). Prepared resolutions for closing out Sturgeon Lake Special Fund and Budget Adoption.
Manage grant administration and reporting & contracting	Reporting on all accounting and tracking for regular grant submissions (ODA TALMA, OSWB and OWEB small grants reporting, and National Assoc. of Conservation Districts Technical Grant). Applied for and was awarded one-time grant assistance to hire a Business Continuity Plan Intern.
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. Continuing to evaluate options for office lease renewal or relocation.
Support Communications and Outreach efforts	Proofed and provided suggested edits to Quarterly 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 (6/8), DEI-focused voluntary discussion for staff, and relevant tech staff meetings.
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 regarding workers comp as needed.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Attending as able monthly SDAO safety webinars first Thursday of every month & other management training. Attended SDAO Risk Management Regional Training (6/16) Attended TCWC webinar on urban coyotes Attended DEI voluntary discussion regarding Juneteenth Attended Juneteenth briefing organized by Action Network

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

Task	Explanation
<p>Urban Conservation (G1- 3, 5, 6)</p>	 <p>Continued working with Tualatin Watershed Enhancement Collaborative (TWEC) and Neighbors West Northwest to help coordinate the expansion of Stormwater Stars to Washington County.</p> <p>Presented to 40 people at Riverview Cemetery's Lunch and Learn. You can find the June 3rd recording here if you'd like to learn more: https://www.riverviewcemetery.org/about-us/news</p> <p>Completed two new conservation plans.</p> <p>Completed site monitoring with Isa's help. Went on a site visit to a new landowner site and working with Martina on crafting a conservation plan for the same.</p> <p>Processed all incoming final reports as well as invoices from demo gardens and partners that have been funded.</p> <p>Participated in WWRP fundraising meetings – we decided to take a pause at going for a grant and to look back at community feedback and our strategic plan to focus what we might we might pursue funding for as we were having difficulties narrowing our focus.</p> <p>Met with WWRP co-chairs to solidify this year's scope of work and created contract and finalized scope to send to contractors.</p> <p>Created a workflow and work tasks for an urban heat islands research and mapping project that I'm working with Isa on.</p>
<p>School & Community Gardens (G1- 3, 5, 6)</p>	<p>Processed numerous school and community garden reports and invoices.</p> <p>Providing Jim input on ideas for this coming year's school & community garden program development.</p>
<p>Diversity, Equity & Inclusion (G1- 6)</p>	<p>Participated in the DEI meeting and led committee members through the finalized DEI related measures of success with a prompt to consider adding some related tasks to the committee workplan if they seem to be missing after reviewing the measures.</p> <p>Worked with Scott and Capacity Building Partnerships to put out a survey to staff on upcoming DEI training needs.</p> <p><i>*Work in LRBP w/ CELs, Advisory Committee & Equity Lens responds to DEI workplan.</i></p>
<p>Other</p>	<p>Attended a community ecology talk put on by Friends of Tryon focused on Community Ecology Talk with Dr. Frank Lake on Fire Ecology and Management. Learn more about Dr. Lakes important work of bridging TEK and Western Science here: https://www.fs.fed.us/research/people/profile.php?alias=franklake</p> <p>Managing Long Range Business Plan (LRBP) development through its adoption this past June. This included working with Renee and a hired graphic designer as well as Jim on final edits and tweaks as well as final design elements. This also included drafting the resolution that the board used to formally adopt the LRBP.</p> <p>Met with Ping & Renee to discuss a LRBP public rollout plan with the Community</p>


	<p>Engagement Liaisons (CELs) that includes CELs vetting outward facing materials and helping to share the same.</p> <p>Met with Jim to review my performance evaluation. Worked with Jim to finalize my updated position description and upcoming year's professional development plan.</p>
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Renee Magyar, Communications & Outreach Manager
Report covers month of June 2021

Area & Goal	Explanation
Social media All GOALS	<ul style="list-style-type: none"> • Posted/shared: Clean-Drain-Dry zebra/quagga mussels; urban coyote event; invasives vs. ornamentals presentation by Invasive Species Program Coordinator; EAB early detection traps; newsletter promotion; Pride Month; LRBP completed • Tracking stats of followers: Facebook 1496, Instagram 563, Twitter 578
Media Relations All GOALS	<ul style="list-style-type: none"> • Board & DEI committee meeting alerts to media
Website Management All GOALS	<ul style="list-style-type: none"> • Updated/added website content: removed hyperlinks from staff emails in attempt to reduce spam; update staff photo; COVID page policy update; manage invoices for web developer
Communications All GOALS	<ul style="list-style-type: none"> • Newsletter& articles for website: edit articles; interview and write-up for Serna farm; produce and • Met with District Manager about communications projects for FY 2021-22 annual work plan • Meadowsaping Handbook: filled orders; planned for handbook reprint -- confirmed partners for sharing print costs; drafted sliding scale parameters; fielded bulk order request • 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"> • Multnomah Days: Contacted event organizer to request tent space
Diversity, Equity and Inclusion All GOALS	<ul style="list-style-type: none"> • Interviewed, photographed, and wrote article on Jennifer Rose Marie Serna, BIPOC farmer on Sauvie Island • Participated in DEI Committee meeting • Created & posted Pride Month graphic
Other	<ul style="list-style-type: none"> • Business Continuity Plan (BCP) & Internship: on-boarded intern; updated workplan; launched BCP project with intern; scheduled summer staff-intern happy hour; attended SDAO emergency risk management webinar on BCPs; misc admin/IT discussion and decisions to get internship up and running; contacted City of Portland BCP planner for template info • LRBP: final review and completion of document design and content with graphic designer; coordinated and directed design of plan graphics; updated website with new plan and information; finalized communications launch plan; drafted and distributed news release; met with Ping Khaw to discuss next phase of LRPB work with CELs • Office Move Team: met with 2 brokers to gather information about market availability and general information regarding leasing • Tested LastPass password storage service, reported to Leadership Team for discussion

Laura Taylor, Interim Forest Conservationist

July 2021 Board Meeting Staff Report (Covers June)

Task	Explanation
Forestry Program (SDs 4, 5, 6, 7, 8, 10)	<ul style="list-style-type: none"> • Collected forest measurement data at one property in preparation for updating a forest stewardship plan and to inform discussions about a conservation easement. • Collected forest measurement data to inform the development of a forest stewardship plan for a new landowner contact. • Met and coordinated with contractors, land owners, and NRCS to implement and quality-check spring maintenance at ten projects. • Processed contractor invoices and communicated with administrative staff, landowners, and contractors regarding payments. • Collected year-3 monitoring data at 8 sites for our Forest Understory Seeding project. • Attended the master’s thesis for Erin McElroy, the project coordinator for the Understory Seed Increase Project, which included data from 8 of our project sites. • Forestry Program Budget and fiscal administration. • Reviewed Land Use Notices, and provided input to Jim on one.
Monitoring and other Rural Program Support (SDs 5, 6, 7, 10)	<ul style="list-style-type: none"> • Monitored 1 forestry project and 1 Wetland Reserve Enhancement project to document the progress of our restoration activities. • Trained and supervised interns in monitoring data entry, post-processing, and summarization.
Education/Outreach (SDs 1, 4, 7, 8, 9)	<ul style="list-style-type: none"> • Received Education Program Partner Funding final reports from partners.
District Support, Meetings and Training (SDs 1, 2 & 3)	<ul style="list-style-type: none"> • Provided a professional reference for a former intern whom I supervised. • Participated in the LRBP Update process • Attended WMSWCD staff & tech staff meetings
Diversity, Equity & Inclusion (SD 1)  Also see above	<ul style="list-style-type: none"> • Participated in the DEI committee meeting

Strategic Directions: 1) Equity & Inclusion, 2) Organizational Health, 3) Financial Sustainability, 4) Sharing Information, 5) Water and Soil, 6) Habitats and Biodiversity, 7) Working Farms, Forests and Gardens, 8) Climate Change, 9) Relationships with the Land, 10) Long-Term Success