

## District Manager's Report to WMSWCD Board for September 2021 Meeting (Covers August 2021 Activity)

### *No Activity – Financial Sustainability; Working Farms, Forests & Gardens; Climate Change – No Activity*

<b>Equity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>• Voluntary diversity, equity &amp; inclusion discussion on decolonizing the invasive species narrative (8/24)</li> <li>• Mentor reference for colleague for HOLLA – recognizing the power of Black and Brown youth.</li> </ul>
<b>Organizational Health</b>	<ul style="list-style-type: none"> <li>• Mtgs: All Staff (8/2); Tech Staff (8/23); Leadership Team (8/16, 8/30); invoice approvals (8/5, 8/26); timesheet approvals (8/4, 8/23); contract, grants, agreements, report &amp; other sign-offs (7).</li> <li>• Presented District Heat Illness Prevention interim policy and guidelines to staff at 8/2 All Staff meeting. Updated and emailed to all staff and Board the District's COVID-19 mask wearing policy.</li> <li>• Budget narrative performance measures, Long Range Business Plan success criteria and annual report infographics meeting (w/ R. Magyar, M. Levis, 8/3); the goal is to streamline these as much as possible.</li> <li>• Monthly check-in w/ Board Chair Preeg Riggsby – look ahead to planning upcoming Board mtgs (8/5)</li> <li>• Mtg w/ R. Razalenti &amp; M. Levis regarding implementation of the Oregon OSHA emergency rules for Protection from Wildfire Smoke (8/16). Follow-up email to staff on the implementation plan, training.</li> <li>• Office Location Team meeting w/ R. Razalenti, M. Levis and J. Hamer (8/11). Shout out to Associate Director Jan Hamer for taking on the responsibility of coordinating with a real estate broker.</li> <li>• Fiscal year 2021 performance evaluation for the Conservationist and Education Coordinator position 8/12); met with the Controller to discuss the Controller's professional development plan (8/13).</li> <li>• Letter of recommendation for M. Levis' professional development application to the Oregon Health Sciences University School of Medicine's Master of Science in Food Systems and Society program.</li> <li>• Safety Committee Planning Mtg (8/24) addressing new OSHA emergency rules for heat and air quality, replacing the emergency eyewash station, COVID-19 mask requirements and delaying office reopening</li> <li>• On boarding discussion for new Portland State University climate change intern (w/ M. Logalbo) (8/30)</li> <li>• Initial preparation and planning for an employee that may be out on extended medical leave.</li> </ul>
<b>Sharing Conservation Information</b>	<ul style="list-style-type: none"> <li>• District Manager's Message for the District's summer quarterly electronic newsletter blog.</li> <li>• Letter of support (w/ M. Delepine) for Oregon State University's application for funding for the Solve Pest Problems project to the Tualatin Soil and Water Conservation District's TREE grant program.</li> <li>• Oregon Association of Conservation Districts (OACD) Advocacy Committee Mtg (8/20). Follow-up emails regarding SB 762's (Wildfire Omnibus Bill) adoption of wildland urban interface &amp; wildfire risk mapping rules and the creation of an Oregon Conservation Corps (wildfire mitigation workforce).</li> <li>• Check-in w/ Tara Wilkinson and Katie Gavares, Co-Directors, The Intertwine Alliance on the fall Intertwine Summit (8/18); follow-up online survey on the format of the Alliance's monthly coffees.</li> <li>• Meeting with Senator Dembrow (D-Portland) on approach to repurposing the Oregon Forest Resources Institute (8/18). This is in follow-up to legislation the Senator introduced during the 2021 session.</li> <li>• Prep for and tabled at the District's conservation booth at Multnomah Days in SW Portland (8/21)</li> <li>• Attended Metro Parks and Nature's Urban Target Area (West) Stakeholder Engagement Session (8/24)</li> <li>• Attended post lunch portion of District's All Staff and Partners Field Tour (8/26).</li> <li>• Sent virtual meet and greet invitation to Carol Johnson, Planning Director, Multnomah County.</li> </ul>
<b>Water &amp; Soil</b>	<ul style="list-style-type: none"> <li>• Discussions with M. Logalbo on how to structure the Stormwater Stars Program Memorandum of Agreement (MOA) with the City of Portland Bureau of Environmental Services (BES) and other partners. Follow-up meeting w/ BES, Neighbors West-Northwest &amp; the Westside Watershed Resource Center regarding developing the MOA for the Stormwater Stars Program (w/ M. Logalbo, 8/16).</li> </ul>
<b>Habitats &amp; Biodiversity</b>	<ul style="list-style-type: none"> <li>• Prep (w/ K. Kern-Korot, tech staff) re the District's participation in Metro Parks &amp; Natures stakeholder engagement forum the 2019 Parks and Nature Bond's <i>Forest Park Connectivity, Multnomah Channel Headwaters</i> and <i>Rock Creek</i> target area ecological assessments. Attended the forum (8/19).</li> <li>• Attended the Intertwine Alliance's Regional Habitat Connectivity Work Group Quarterly Mtg (8/5).</li> </ul>
<b>Relationships with the Land</b>	<ul style="list-style-type: none"> <li>• Mtg w/ Esther Luv and Stan van de Wetering (Confederated Tribes of Siletz Indians) about the tribe's interest in purchasing property on Sauvie Island (8/26). Follow-up w/ the landowner, who has initiated a request to have a conservation plan written based on the tribe's interest. Responded to the tribe's question about lot partitioning for open space. Initiated the gathering of information for the plan.</li> </ul>
<b>Long-Term Success</b>	<ul style="list-style-type: none"> <li>• Update to the Oak and Prairie Leaders group on bringing back fully functional wildlife habitat tax deferral programs to Oregon (w/ J. Faucera, Clackamas Soil and Water Conservation District) (8/24)</li> <li>• Tour of SW 25th Avenue Trails Urban Demo project (w/ M. Logalbo) led by Andrea Wall, Friends of Fanno Creek Headwaters (8/18). Follow-up idea sharing w/ M. Logalbo on the need to develop a coordinated approach amongst relevant jurisdictions so as to secure this conservation for the long-term.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Stepped up as the Oregon Tree Farm System's (OTFS) new State Coordinator for Volunteer Foresters and Inspectors. Follow-up with OTFS President Scott Hayes on transitioning into this new roll (8/25)</li> </ul>

**Michelle Delepine, Invasive Species Program Coordinator**  
**Sept 2021 Staff Report (July 10<sup>th</sup> – Sept 10<sup>th</sup> 2021)**

Task	
<p>Early  <u>Detection,</u>  <u>Rapid</u>  <u>Response</u>            (EDRR)</p> <p>Program</p> <p>Goals 1-6</p>	<p><b><u>Garlic mustard:</u></b> Completed our 2020 Oregon State Weed Board grant Final Report! This brought in \$35,737 to support the Portland Garlic Mustard Control program. A big thank you to interns Martina and Isa, and Ari for compiling our past field season stats for the report. Also researched and drafted a 10-year retrospective for the upcoming Annual Report. Will be revisiting select sites for fall follow up work in the coming weeks.</p> <p><b><u>Ludwigia (water primrose):</u></b> Jane Hartline and Elaine Stewart confirmed a sighting of Ludwigia peploides in the off-channel wetland at PGE Linnton substation. Coordinated with Jenny Dezso (Lower Columbia Estuary Partnership) and Metro staff to survey off suitable off channel adjacent to Multnomah Channel and working with Rich Miller (PSU Center for Lakes and Reservoirs) to conduct our annual Multnomah Channel boat survey and Phragmites work in September this year to better catch any Ludwigia in the channel. None has been seen in the Channel itself since 2014 (also a report from Jane!), despite annual surveying with ODA and PSU by boat.</p> <p><b><u>Emerald Ash Borer:</u></b> Ari coordinated routine maintenance of six traps across the District and both Martina and Isa had a chance to assist directly with this work. No suspects found so far!</p> <p><b><u>Sturgeon Lake/Drone Veg Survey:</u></b> Worked with Scott and Ari to perform aerial vegetation survey of the SW portion of sturgeon lake.</p> <p><b><u>Pokeweed:</u></b> Revisiting pokeweed work from earlier this summer on Sauvie Island, including following up with a couple people after new infestations were found on the east side of the island.</p> <p><b><u>Knotweed:</u></b> Keeping in touch with several new participants in our knotweed program in anticipation of initial control efforts this month.</p> <p><b><u>Language of Invasive Species:</u></b> Liaison with 4-County CWMA Education &amp; Outreach Committee, District and larger national effort. Watched “Who are you calling invasive?” Part 1 play reading and participated in voluntary DEI conversation around this topic.</p> <p><b><u>Outreach:</u></b> Worked with a KOIN reporter/anchor Dan Hilburn, Renee, Portland Urban Forestry and CWMA to gather information for an upcoming Tree of Heaven investigative report. Martina assisted in gathering garlic mustard specimen for tabling at Multnomah Days to join pokeweed and spurge laurel I gathered. Spoke with over 50 people over the course of three hours, joining Mary, Jim and Michele Levis who also took turns with shifts. I believe our final tally was 193 people reached in all.</p> <p><b><u>Data Management:</u></b> As part of our business continuity effort, Ari is looking into offloading our database into a new more manageable platform such as Fulcrum. Ari also is working on improvements to our data collection platform and updating it for the new fiscal year’s field work.</p>
<p>IPM            Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> <li>• Western Invasives Network has funded Samara Group to modernize/digitalize the 4-County CWMA / PDX Weed Maintenance Calendar using Airtable platform. Working directly with these partners to provide input and shape development of tool. Hope it will compliment Solve Pest Problems effort by capturing IPM information for professional land managers who work on areas outside the target “urban pest” audience.</li> <li>• Participated in Clean Rivers Coalition / 4-County CWMA steering discussions</li> </ul>

	<p>regarding messaging around pesticide and IPM management.</p> <ul style="list-style-type: none"> <li>• Shared several herbicide updates with tech staff that were shared at the 4-County CWMA technical &amp; scientific review committee.</li> <li>• Drafted our “Fall 2021 Contractor Maintenance” letter and facilitated our August Bi-Annual Contractor/Herbicide Check in with tech staff.</li> <li>• Attended to herbicide storage maintenance needs.</li> <li>• Reviewed herbicide records.</li> <li>• Responded to herbicide guidance questions from tech staff and followed up accordingly to seek additional clarifying information.</li> <li>• Provided technical guidance on IPM via email to community, residents and others.</li> <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>• Contract admin for Solve Pest Problems website. Drafted letter of support for SPP grant application to Tualatin SWCD.</li> </ul>
<p>Invasive Partnerships</p> <p>Goals 1-6</p>	<p><b>4-County CWMA:</b> Planned and facilitated two CWMA Technical &amp; Scientific Review Committee meetings focused on emerging IPM tools and technologies as well as compiling and submitting noxious weed listings for consideration by the Oregon State Weed Board. Coordinated with ODA and committee members to provide input at July OSWB meeting. Participating in web development subcommittee. Attended Education &amp; Outreach and Mapping &amp; Data meetings, as well as August general meetings. Compiled and shared notes.</p> <p><b>Oregon Invasive Species Council (OISC):</b> Continuing to track 100 Worst List update effort, as well as legislative engagement / outreach opportunities.</p> <p><b>Tryon Creek Watershed Council:</b> 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><b>Western Invasives Network:</b> The summer newsletter featured our article on wild chervil.</p> <p><b>PNW Garlic Mustard Working Group:</b> Provided some curation of listserv.</p>
Safety/Covid	Worked on completing several Safety Committee to dos, participated in meetings, assisted in reviewing District smoke/heat policies with Jim and Randi, and provided feedback regarding updated covid-19 protocols. Taking the lead on several improvements to herbicide storage.
DEI Goal 6	Brought DEI perspectives to partner meetings. Participated in DEI staff surveys and discussion. Shared articles on Teams with staff.
Technical Assistance & Presentations (25)	Phone/email and in-person, I have provided assistance to 25 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. Took family leave during period of 7/16 to 8/6 to care for injured immediate family member.
Meetings (7) Goal 5	4-County CWMA General Meeting & Steering Committee Meetings (8/11), IPM Calendar Development w/Samara Group and Western Invasives Network (8/13, 8/20), 4-County CWMA Mapping & Data, Education & Outreach and Technical & Scientific Review Committee meetings (9/8).

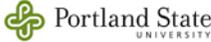
- OAPA- Oregon American Planning Association, CWMA-Cooperative Weed Management Area, EDRR – Early Detection, Rapid Response, ETART – Erosion Threat Assessment Reduction Team, IPM- Integrated Pest Management, NAISMA- North American Invasive Species Management Association, ODA-Oregon Dept of Agriculture, 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

**Fiscal & Administration Report (Levis and Razalenti)**  
**Staff Report for Board (covers August 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. Coordinating and completing fiscal year-end tasks and preparing for annual audit. Assisted with all partner funding agreements and processing.
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	Continuing to update District's Hiring Playbook regarding timing for open position recruitment. Continuing to make proposed edits to Employee Handbook as needed for clarification and changes to policies in response to new labor laws. Revised reopening plan to accommodate COVID-19 related developments. Interpreted OR OSHA new temporary wildfire/smoke rules & developed District supplemental training plan. Continuing to assist employees as needed with information and options related to extended leave for health reasons.
Manage development and filing of District Budget, ensuring that all local, state and federal standards and laws met; staff, board and public participate	Tracking new unbudgeted-for items and developing plans to mitigate impact. Reviewing and monitoring budget versus actual results to date for FY22. Continuing to evaluate performance measures used in budget document, long-range business plan and annual report.
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 setting Annual Meeting dates.
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).
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 follow-up with property manager. Continuing to evaluate options for office lease renewal or relocation. Continuing to meet with and assist Business Continuity Plan (BCP) intern regarding information needed for the BCP.
Support Communications and Outreach efforts	Communications vacation coverage (Info email, website issues, invoice processing, contracts)
Plan/Chair/Lead/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. Safety Committee special meeting regarding OR OSHA rules & other pressing matters (Chair, note taking, tracking all follow up tasks) DEI Committee 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 & 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.

**Mary Logalbo, Urban Conservationist**  
**August 2021 Highlights (for September Meeting)**

Task	Explanation
<p><b>Urban Conservation</b></p>	 <p><b>Worked with 55 new Lewis &amp; Clark Undergraduate students</b> to free 25 ivy infested trees, remove some trash, clear a lot of blackberries and share about restoration work in partnership with the Tryon Creek Watershed Council on the Lewis &amp; Clark campus (pictured left)</p> <p><b>Tabled at Multnomah Days</b> along with Jim, Michelle and Michelle to <b>reach over 100 attendees</b> with information about our services and technical assistance on invasive and native species, habitat restoration and stormwater management.</p>  <p><b>Coordinated Stormwater Stars next steps meetings</b> with the City of Portland, Neighbors West Northwest and Watershed Resource Center to explore what needs to done to prepare for the upcoming Specialist hire, fall programming and potential Washington County expansion. As a follow-up, I'm crafting a MOA to solidify the roles of WMSWCD and the City of Portland with respect to the program.</p> <p>Attended a <b>WWRP meeting</b> where Samara Group shared a report its compiled to <b>review our accomplishments over the last 5 years</b> and participated in a facilitated a discussed about <b>goal setting for the next 5 years</b>.</p>  <p>Sent out finalized <b>partner funding award letters and MOUs</b>.</p>  <p>Participated in <b>Metro Pars &amp; Nature Urban Target Areas Meetings (2)</b> and provided map and written input to Metro on conservation priorities and opportunities to promote connectivity, ecosystem function, and equity of access with newly secured bond measure funding within the urban realm.</p> <p>Met with <b>Forest Park Conservancy</b> staff to discuss this year's <b>Canopy Weeds</b> program strategy and to help plan for an upcoming opportunity to advertise in the Skyline Ridge Runner.</p> <p><b>Created and advising on one new conservation plan</b> and started two others.</p>
<p><b>DEI</b></p>	 <p>Officially <b>rejoined the DEI Committee</b> and attended the August meeting.</p> <p>Attended a powerful <b>Linnton Gallery viewing and walking tour</b> curated by Sarah Taylor, a local community member and founder of the <b>Braided River Campaign</b>, that illuminated Linnton's rich history with an emphasis on the hidden story of the diverse people who lived here and were displaced over time and the story of how its natural areas were made less accessible and polluted over time. An OPB story on the Braided River Campaign's vision for Linnton's future can be found here: <a href="https://www.opb.org/article/2021/06/21/braided-river-campaign-seeks-to-reimagine-portland-northwest-industrial-area/">https://www.opb.org/article/2021/06/21/braided-river-campaign-seeks-to-reimagine-portland-northwest-industrial-area/</a></p> <p>Participated in a <b>voluntary DEI staff discussion on equity considerations in relation to invasives</b> terminology, nomenclature and management.</p>

<p><b>Other</b></p>	<p> Coordinated an interview and hiring process and related tools (interview questions, rubric and bias review) that included a staff and partners (PSU &amp; PP&amp;R) interview panel to select a candidate for the <b>Louis Stokes Alliance for Minority Participation Portland State University (PSU) Climate Change Intern that West Multnomah SWCD will be hosting.</b> This intern will be provided free to us, but will be reimbursed by PSU and will be working with us from October 2021-June 2022 to develop a climate change lens.</p> <p>Successfully completed <b>safety related trainings</b> and tasks to comply with OSHA and District guidance and policies related to air quality and heat index.</p> <p><b>Met with Isa</b> a couple times to discuss career goals and job finding strategies.</p> <p>Participated in a <b>staff tour of restoration sites</b> and showcased the Trillium Creek site.</p> <p>Provided Renee and Ari draft <b>annual meeting articles, metrics and map data for urban and education programs.</b></p>
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**Renee Magyar, Communications & Outreach Manager**

**September 2021 Board Meeting Staff Report (Covers month of August 2021)**

Task Area	Explanation
<b>EQUITY AND INCLUSION</b>	<ul style="list-style-type: none"> <li>• DEI Committee: produce and distribute meeting alert to media; participate in August meeting</li> <li>• Contract with MBE photographer Toledo; contract with WBE photographer Welle; contract with WBE graphic designer Cronin</li> </ul>
<b>ORGANIZATIONAL HEALTH</b>	<ul style="list-style-type: none"> <li>• Business Continuity Plan &amp; Internship: Weekly check-in, project support, supervision – timesheet and expense approvals, direction for Essential Functions information, attend intern presentation and provide feedback to Lewis &amp; Clark program lead; edit draft document</li> <li>• LastPass password storage continued evaluation vs another service/software</li> <li>• Provide new contact info for office move real estate brokers</li> <li>• Participate in staff field tour</li> <li>• All-Staff, Tech Staff, and Leadership Team meetings, Staff report, timesheets, Invoicing, expenses</li> </ul>
<b>FINANCIAL SUSTAINABILITY</b>	<ul style="list-style-type: none"> <li>• No specific activities</li> </ul>
<b>SHARING CONSERVATION INFORMATION</b>	<ul style="list-style-type: none"> <li>• Produce written content for distribution via website, newsletter, and social media: Emerald Ash Borer article - photos, article text, draft coordination, publishing; Oak CIS article – draft edits, coordination, publishing; Wildfire home preparedness article – coordinate draft, edit, publish</li> <li>• Annual Report: meet with District Manager, Controller, Urban Conservationist (LRBP Project Mgr) about plan for updating metrics and measurements for next year annual report; coordinate production with graphic designer + create contract; create project management calendar and schedule deadlines for self and staff on Outlook; coordinate &amp; produce Director Miller board feature – interview, write article, collect photo; coordinate with photographer Welle;</li> <li>• Annual Meeting: create project management calendar; discuss plans for meeting entertainment; create invite list</li> <li>• Newsletter: produce, coordinate edits, distribute summer newsletter</li> <li>• Website: coordinate back-end maintenance and troubleshoot Stripe payment problem with developer; content updates – history, hiring, internship pages; photos for future site - photoshoot coordination, direction and on-location support</li> <li>• Social media: share content on EAB; native plants on McCarthy Creek; native plant sale and native plant survival during heat wave; toxic algae bloom on Willamette; how to be more wildfire-wise; experts requesting help with western redcedar dieoff data collection; Oak CIS program application marketing;</li> <li>• Media: discuss preparations with Invasive Species Coordinator for KOIN news piece on Tree of Heaven (piece was delayed); provide wildfire home preparedness article and info to NW Examiner; distribute DEI meeting alert</li> <li>• MISC: Coordinate distribution of Bloom Time Charts to Master Gardener contact</li> <li>• Meadowsclaping orders – update order list, fill orders</li> </ul>
<b>CLIMATE CHANGE</b>	<ul style="list-style-type: none"> <li>• No specific activities</li> </ul>
<b>LONG-TERM SUCCESS</b>	<ul style="list-style-type: none"> <li>• No specific activities</li> </ul>
<p>Work plan does not include activities specific to conservation-related Strategic Directions: WATER AND SOIL; HABITATS AND BIODIVERSITY; WORKING FARMS, FORESTS AND GARDENS; RELATIONSHIPS WITH THE LAND</p>	

**Laura Taylor, Interim Forest Conservationist**

**September 2021 Board Meeting Staff Report (Covers August)**

Task	Explanation
Forestry Program (SDs 4, 5, 6, 7, 8, 10)	<ul style="list-style-type: none"> <li>• Forest stewardship mapping for one property.</li> <li>• Inventoried the status of all 15 active forestry project budgets, landowner agreements, and contractor scopes of work to identify those in need of updates or renewals ahead of the fall maintenance season.</li> <li>• Developed or updated budgets, landowner agreements, and/or contractor scopes of work for 7 projects.</li> <li>• Site visits with two landowners to discuss next-steps for their projects.</li> <li>• Met with a contractor at one site to show them the project and get an estimate of work needs.</li> <li>• Corresponded with forestry program landowner participants about the status of their projects and other technical assistance such as weed removal recommendations, etc.</li> <li>• Composed a blog article about our pilot program on wildfire risk reduction assistance.</li> <li>• Communicated with administrative staff and landowners regarding payments.</li> <li>• Forestry Program Budget and fiscal administration.</li> <li>• Reviewed Land Use Notices.</li> </ul>
Monitoring and other Rural Program Support (SDs 5, 6, 7, 10)	<ul style="list-style-type: none"> <li>• Provided assistance to staff with plant identification.</li> <li>• Consulted with staff on monitoring data interpretation for use in their annual report article.</li> <li>• Trained interns in labeling process for monitoring field photos.</li> </ul>
Education/Outreach (SDs 1, 4, 7, 8, 9)	<ul style="list-style-type: none"> <li>•  Worked with staff to ensure partner funding agreements were updated and sent to partners.</li> </ul>
District Support, Meetings and Training (SDs 1, 2 & 3)	<ul style="list-style-type: none"> <li>• Worked with Ari on a general guide for the graduate school application process geared toward our interns.</li> <li>• Provided Jim with input on priorities for the Metro bond target areas.</li> <li>• Compiled forestry and monitoring program metrics and map points, and wrote a Forestry Program update article for the Annual Report.</li> <li>• Met with Jim for my performance evaluation and updated my professional development plan.</li> <li>• Follow-up and corrections to quarterly and final reports for the NACD Technical Assistance 2020 Grant.</li> <li>• Received training on wildfire smoke safety.</li> <li>• Attended WMSWCD staff &amp; tech staff meetings.</li> </ul>
Diversity, Equity & Inclusion (SD 1)  Also see above	<ul style="list-style-type: none"> <li>• Prepared for and facilitated the DEI Committee Meeting.</li> <li>• Prepared for and participated in the DEI voluntary discussion meeting.</li> <li>• Outlined a plan for a refresher training and debrief for the Board focusing on the microaggression training held a year ago.</li> <li>• Developed a staff survey to gather examples of microaggressions that are applicable to our organization.</li> </ul>

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