

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

<b>Equity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>Nominated Matt McLean, Green Jobs Intern, Forest Park Conservancy, for scholarship to 2021 Oregon Urban &amp; Community Forest Conference - <i>Water-Wise Community Forests: Strategies for Our Future</i></li> </ul>
<b>Organizational Health</b>	<ul style="list-style-type: none"> <li>Mtgs: All Staff (9/7); Leadership Team (9/13, 9/20, 9/27); timesheet approvals (9/10, 9/24); invoice approvals (9/7, 9/24); Safety Committee mtg (9/13); Office Location mtg (9/14); other sign-offs (2).</li> <li>Prep (w/ Chair Riggsby), participation, &amp; review of draft minutes for 9/21 WMSWCD Board meeting.</li> <li>FY 2021 performance evaluation for the Conservationist &amp; Invasive Species Coordinator position (9/1).</li> <li>Review draft agenda and logistics for the District's 2021 Annual Meeting w/ R. Magyar (9/7)</li> <li>Final review of Limited Duration Community Conservation &amp; Education Specialist position description w/ M. Logalbo; L. Taylor. Ended up deciding to contract out a needs assessment in lieu of a position.</li> <li>Coordination w/ M. Logalbo and R. Razalenti on onboarding our new Climate Change Intern.</li> <li>Review/comment on the working draft of the District's Business Continuity Plan as prepared by K. Cochran (Business Continuity Intern). Follow-up discussion, next steps w/ Leadership Team (9/13).</li> <li>Reference check for Derek Palmore, former Wildlife Habitat Conservation &amp; Mgmt Program Intern</li> <li>Reply to inquiry from Upper Willamette SWCD regarding salary ranges for fiscal operations positions.</li> <li>Check-in w/ Senior Conservationist K. Kern-Korot to discuss planned organizational changes (9/14).</li> <li>Mtg w/ Christopher Lapp (District Manager, Clackamas SWCD) on WMSWCD LRBP process (9/16)</li> <li>Email discussions w/ Director Preeg Riggsby and staff on whether the District should submit comment on Oregon OSHA draft permanent rules for Heat Illness Prevention &amp; Protection from Wildfire Smoke.</li> <li>Review of Volunteer Permission and Waiver form for E. Russell, Portland State Climate Change Intern.</li> </ul>
<b>Financial Sustainability</b>	<ul style="list-style-type: none"> <li>Reviewed FY 21-22 personnel budget w/ M. Levis to cover some unbudgeted costs (9/7)</li> <li>Review of District financial statements for July and August 2021 w/ M. Levis (9/21).</li> </ul>
<b>Sharing Conservation Information</b>	<ul style="list-style-type: none"> <li>Email to Joanne Lazo, Executive Director, Sauvie Island Center re: musings on our 2021-22 Partner Agreement; in particular a shout out for their new First Food Forest program tie ins with our LRBP.</li> <li>Email discussion w/ R. Magyar, M. Logalbo and K. Kern-Korot about having The Confluence Project designate the Sturgeon Lake Restoration Project as a "River Site" for cultural interpretation.</li> <li>Tryon Creek Watershed Council Board Meeting (9/13)</li> <li>Review of the Fiscal Year 2021 Annual Report; provided feedback to R. Magyar on organization and photos; mark-ups to feature article content; final design and drafted District Manager message.</li> <li>Meet &amp; greet w/ Carol Johnson, Planning Director, Mult County (w/ Kevin Cook, Adam Barber) (9/14)</li> <li>Completed a working draft of a Forest Stewardship Plan for a 60 acre forested parcel (w/ L. Taylor). The plan is will serve as a model template to be used under the auspices of a conservation easement.</li> </ul>
<b>Water &amp; Soil</b>	<ul style="list-style-type: none"> <li>Reviewed draft Memorandum of Agreement between City of Portland Bureau of Environmental Services and WMSWCD relating to the Stormwater Stars Program. Follow-up w/ M. Logalbo (9/16)</li> <li>Response to a Forest Park Neighborhood resident expressing concerns about abuse of agricultural fill permits on properties along NW Springville Road and assertions that the activity has District support.</li> </ul>
<b>Habitats &amp; Biodiversity</b>	<ul style="list-style-type: none"> <li>Reviewed draft Wildlife Habitat Conservation and Management Program (WHCMP) protocol for SWCD monitoring of WHCMP plan implementation for WHCMP enrolled lands.</li> <li>Check-in w/ SWCD effort to bring back functional wildlife habitat tax deferral programs (9/14, 9/29).</li> <li>Mtg w/ Rep Pam Marsh (D – Southern Jackson County) (w/ Jason Faucera, Clackamas SWCD) (9/30). (Rep Marsh is the Chair, House Committee on Environment and Natural Resources.) Rep Marsh's intention is to hold a hearing on Oregon's wildlife tax deferral programs at the end of the 2022 session.</li> <li>Email correspondence with Director Hartline on facilitating discussions with the Sauvie Island Drainage Improvement Company about the importance of conserving beavers within the canal system.</li> </ul>
<b>Working Farms, Forests &amp; Gardens</b>	<ul style="list-style-type: none"> <li>Mtgs w/ Jeremy Baker, East Multnomah SWCD &amp; Lacey Townsend, Tualatin SWCD on our regional capacity to conduct cultural resource reviews of ground disturbing conservation activity (9/1, 9/29)</li> </ul>
<b>Climate Change</b>	<ul style="list-style-type: none"> <li>Finalized public comment letter to the Oregon Department of Environmental Quality (DEQ) on DEQ's rulemaking for the Climate Change Protection program that urged sequestration projects on working lands be eligible for Climate Change Investment funding. (M. Levis composed the original draft.)</li> </ul>
<b>No Activity -- Relationships with the Land – No Activity</b>	
<b>Long-Term Success</b>	<ul style="list-style-type: none"> <li>Mtg w/ Fritz Paulus (real estate contract attorney) re: Oregon statutes on allowable land divisions to preserve open space in follow-up to an external inquiry interested in doing on Sauvie Island) (9/8)</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>American Tree Farm System tree farm certification database management training (9/13). I am stepping up my involvement with Oregon Tree Farm System (OTFS) as the OTFS State Coordinator.</li> <li>Oregon Tree Farm Board of Directors Meeting (9/15). As State Coordinator I become a board member.</li> </ul>



# Michelle Delepine, Invasive Species Program Coordinator

## October 2021 Staff Report (Sept 13<sup>th</sup> – Oct 14<sup>th</sup> 2021)



Task	
<p><u>Early Detection, Rapid Response (EDRR)</u></p> <p>Program</p>	<p><b>Garlic mustard:</b> Contractors and staff controlled garlic mustard rosettes at priority sites, including Tryon Creek, Balch Creek, and NW Skyline Blvd. Ari stepped up to take a lead assist in coordinating with contractors and landowners during my partial absence this month. Completed revisions to our 2020 Oregon State Weed Board grant Final Report.</p> <p><b>Ludwigia (water primrose):</b> Ari DeMarco and intern Martina completed Ludwigia survey and treatment with Rich Miller (Portland State University, Center for Lakes and Reservoirs), focused on the southern tip of Sauvie Island. Several small, new patches were found and controlled off-channel, including both invasive Ludwigia species and the native species (which wasn't controlled☺). This work was initiated by reports from Jane Hartline and Elaine Stewart, who confirmed 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.</p> <p><b>Emerald Ash Borer:</b> Ari continued to coordinate routine maintenance of six traps across the District with field assistance from Martina and Isa. No suspects were found thankfully!</p> <p><b>Knotweed:</b> Completed control at several sites in Tryon Creek, Balch Creek and worked with fellow staff to complete initial control at new sites near Forest Heights and Rocky Point Rd. Martina Isa and I walked the East Fork and treated several new or growing stands inside Tryon Creek SP. Two sites in Tryon Creek watershed received initial treatment.</p> <p><b>Data Management:</b> Ari built, launched and populated our FY2022 data tracking app for survey and treatment data! Ari is also working on management systems for all District data.</p>
<p>IPM Coordination</p>	<ul style="list-style-type: none"> <li>• Tracking and sharing various IPM updates with partners and staff.</li> <li>• Maintained herbicide safety equipment, etc.</li> <li>• Communicated with CWMA and local news regarding tree of heaven management.</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.</li> </ul>
<p>Invasive Partnerships</p>	<p><b>4-County CWMA:</b> Coordinating with partners to submit noxious weed listings for consideration by the Oregon State Weed Board. Participating in web development subcommittee. Attended October General Meeting, and participated in Steering Meeting.</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 East Fork of Tryon inside the state park with Martina and Isa in collaboration with Oregon Parks and Rec Dept. Provided updates to Jim and Mary.</p> <p><b>Western Invasives Network:</b> New Willamette Weeds listserv.</p> <p><b>PNW Garlic Mustard Working Group:</b> Provided some curation of listserv.</p>
<p>Safety/Covid</p>	<p>Worked on completing several Safety Committee to dos, participated in meetings, co-led Oct safety topic with Randi (eyewash station video), Taking the lead on several improvements to herbicide storage, assistance tracking air quality.</p>


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

DEI	Brought DEI perspectives to partner meetings. Shared articles on Teams with staff.
Technical Assistance (20)	Phone/email and in-person, I have provided assistance to 20 people through phone/email/in person.
Misc/Admin	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. Began partial medical absence Sept 27.
Meetings (2)	4-County CWMA General Meeting & Steering Committee Meetings (10/13)

- 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**  
**September and October Staff Report**

Task	Explanation
Diversity, Equity & Inclusion (DEI)	<p>We have had two meetings since I last got a staff report in (I was on medical leave last month). In August topics included a 2021-2022 Fiscal Year DEI work plan review and planning session; review and discussion of results of a survey on staff trainings including planning for upcoming trainings; a board meeting debrief and refresher on a past training on microaggressions; and discussion of whether or not the committee will financially support the incorporation of Justice, Equity, Diversity and Inclusion (JEDI) into The Intertwine Alliance’s Regional Conservation Collaborative’s work.</p> <p>In October there was discussion of bias awareness training needs for hiring; a cost/benefit analysis of application redaction practices during hiring processes; and discussion of upcoming board and staff trainings.</p> <p><b>Next meeting is Tuesday December 14<sup>th</sup>, from 1-3 PM</b></p>
Small Acreage Farms and new landowner contacts <b>SP Goals 1-5</b>	Finished a couple of plans. One on a 3 acre farm and another on a 5 acre farm. Both located on Sauvie and both centered on soil health. Both are putting in cover crops now and so should you!
Site Visits <b>SP Goals 1-5</b>	10 site visits including to the farms listed above, Dairy Creek and McCarthy Creek.
Sturgeon Lake Restoration <b>SP Goal 1 &amp; 3</b>	<p><b>Revegetation Work:</b> We just wrapped up the season vegetation maintenance work. Despite the unusually harsh and dry spring and summer, the plants mostly pulled through. Definitely some crispy leaves on many plants, but overall great survival rates. There are some areas that need replanting, but that more due to microsite conditions rather than weather.</p> <p><b>Monitoring</b> – Lots going on, through still awaiting data. Aquatic weed monitoring this summer luckily didn’t uncover anything too jarring other than 4-5 purple loosestrife that were pulled at the time of identification. As stated above, veg monitoring is showing a great trajectory for our native plantings. During the first week of October CREST was out to get Dairy Creek cross-sections and aerial drone imagery as well as surface water level data from our loggers.</p> <p>Also met with ODFW and CREST to review the conditions of the entire project area. All members of this monitoring team agreed the project is pretty much in as good if not better conditions that when construction wrapped up back in November 2018. At this time we agreed no major maintenance was required.</p>
<p><b>Photo (2021):</b> Might be hard to see, but note the channel that is being created in the bed of the Columbia from outflow from Dairy Creek. This is very low Columbia River flow. But outgoing tide is actively moving sediment out of the Dairy Creek. As we hoped it would during these conditions.</p>	
ODA Grant <b>SP Goals 1, 2, 4, 5 &amp; 6</b>	Submitted 2021-2023 application which was approved back in September. Just submitted the latest grant report due October 15 <sup>th</sup> .

Task	Explanation
Off-Channel Salmon Habitat	The Burlington/Palansky Bottoms Project is mostly wrapped up. Though I haven't seen the results. One part, replacement of two culverts that would link the NRCS WRE site with Palansky was delayed until December due to back orders of the concrete blocks used in the bridge supports for the "railroad car" bridge designs.
Soil Health	Still more growth in the program! Two totally know landowners and more inquiring. Yay! See above. Also, plant cover crop seeds if you haven't already. Sept 15 to Oct 15 is prime planting season, but even by the end of the month is not too late!
OWEB Small Grant Team	We have a full \$100K and applications can now be submitted.

## 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 August 13 – October 15, 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"> <li>• <u>Healthy Streams Program (HSP) and Special Habitat (SH) sites</u>: Ongoing program management, including contractor communication &amp; fiscal oversight and staff coordination for; reviewed field notes &amp; data and refined scope of work for 2021-22 vegetation maintenance; coordinated &amp; scheduled fall weed control work</li> <li>• <u>OWEB-funded Gilbert canal riparian, forest and oak project</u>: Did research; provided technical assistance to landowner, and placed orders for bareroot plants &amp; 2 seed mixes; prepared scope of work &amp; hired contractor for fall/site prep. weed control; researched herbicide; began first grant reimbursement request</li> <li>• <u>Abbey Creek trib. landowner w/ riparian, etc. habitat</u>: prepared; did second site visit</li> <li>• <u>Middle McCarthy Creek landowner site visit follow up research &amp; technical assistance</u></li> <li>• <u>1 McCarthy Creek and 1 Sauvie Is. HSP project</u>: Researched, secured and sowed (10/12 &amp; 14) appropriate sun and shade-tolerant seed species/mixes</li> <li>• <u>Technical assistance to Sauvie wetland landowner re: willow sources</u></li> <li>• <u>Fall monitoring</u> completed at 3 lower McCarthy Cr. <u>HSP</u> sites and 2 Sauvie Island sites</li> <li>• <u>eDNA</u>: Reviewed locations sampled by Columbia SWCD; prepared map; requested samples for coho &amp; chinook presence in McCarthy, Miller &amp; McCarthy Creek</li> </ul>
<p><i>Special (Rural) Habitats (SH): Goal 3, etc. + Working Lands: Goal 4; Grants</i></p>	<ul style="list-style-type: none"> <li>• Ongoing planning, management &amp; technical assistance for <u>NRCS wetland reserve easement (WRE) site</u>. Coordinated w/ veg. management contractor: updated maps; directed fall weed treatment, quality-control &amp; payment. Finalized seed mixes. Visited w/CREST staff the new Phase 3 planting &amp; seeding areas, including nearby uplands.</li> <li>• Earth-moving and seeding for <u>Phase 3 large scale wetland restoration</u> at the WRE and adjacent site is mostly completed; the new bridges are expected to be completed in late November, a delay caused by pandemic-related supply chain bottlenecks.</li> <li>• Completed <u>fall monitoring</u> at <u>Oak “CIS” habitat project in upper Abbey Cr.</u> watershed; shared results and prescribed fall seeding and maintenance for landowner</li> <li>• Did preparation and site visit with <u>local tribe</u> natural resource staff and partners to 100+ ac. Sauvie Island site of <u>interest for cultural resource use</u>; provided tour of Lower McCarthy Cr. wetland site</li> <li>• <u>Sauvie island potential Oak CIS &amp; adjacent forested wetland</u>: Prepared scopes of work and updated maps; hired contractor for second weed treatment; quality controlled spray work and reviewed records; coordinated re: NRCS funding</li> </ul>
<p><i>Outreach &amp; Education; partnerships, collaborative grants (Goals 1-6)</i></p>	<ul style="list-style-type: none"> <li>• Posted various photos and links for sharing on <u>social media</u></li> <li>• Participated in <u>local SWCD Oak Habitat team</u> meeting to share update on outreach strategies and mapping; provided meeting summary and follow-up</li> <li>• Prepared photos and content for <u>Board presentation on Lower McCarthy WRE project</u>; collaborated with CREST staff to co-present. Shared copies with partners.</li> <li>• Assisted with <u>annual meeting</u> planning and coordination</li> <li>• Helped plan, lead <u>photo-shoot</u> for at west side farm site for annual report and website; join nearby second photo shoot visit with woodland landowners</li> <li>• Prepared <u>annual report article, program summary</u>, as well as fiscal and programmatic <u>metrics</u>; updated content for activities <u>map</u></li> <li>• Oregon Conservation Partnership <u>Pollinator Affinity Group</u>: Represented WMSWCD at first meeting; prepared written debrief for tech. staff</li> <li>• <u>SBWC</u>: Ongoing coordination with staff re: partnership and landowner projects</li> </ul>

Activity Type	Tasks and Descriptions
<p><i>Admin. / training (Goal 6: Maintain a vibrant agency)</i></p>	<ul style="list-style-type: none"> <li>• <u>Climate change</u>: Attended community forestry webinar w/ talk on drought implications for tree resilience against pests; &amp; Northwest Regional Invasive Species &amp; Climate Change Network workshop w/ talks on “assisted” migration of climate change resilient plant species; shared notes internally; continued to provide links to climate change adaptation resources on our internal MicrosoftTeams climate change “channel”</li> <li>• <u>Climate change internship</u>: Review resumes; prepare for and participate in interview panel; rank and select candidates; met selected intern Emma Russell in the field to orient her to some of our rural habitat work</li> <li>• Prepared and <u>hosted site visit at Lower McCarthy wetland</u> site as part of staff tour; toured Trillium Creek &amp; Sauvie farm hosted by other tech. staff &amp; project partners</li> <li>• Prepared agendas; organized and <u>led 4 Technical Staff meetings</u>, including discussions related to climate change intern workplan, education niche-finding needs and contract, database needs, DEI, programmatic and technical issues; followed up, as needed.</li> <li>• Participated in 1 <u>all-staff</u> and 5 leadership team <u>meetings</u> (9/7)</li> <li>• Attended 3 <u>Confluence “Field School” sessions</u> <u>focused on sharing tribal perspectives</u> on Place, Presence, Perspective, Political nationhood, Power &amp; Partnerships</li> <li>• Joined tour of Linnton gallery and neighborhood <u>tour with focus on people of color</u></li> <li>• Participated in internal review of Partnership Funding using our equity lens</li> <li>• <u>Misc. admin. &amp; coordination</u>: did monthly report; prepared &amp; reviewed reimbursement forms and timesheets; directed seasonal technician and interns; responded to micro-aggression survey; address Fulcrum app. issues; <u>supervisory and leadership team duties</u>, including meeting with EDRR staff re: seasonal workload; do <u>bi-annual check-in</u> with district manager re: organizational issues, etc; hiring planning; coordination re: DEI contractor tracking; address computer issues &amp; software upgrades and safety needs of Jeep work vehicle.</li> <li>• Misc. meetings and reading to keep abreast of <u>conservation technical &amp; DEI issues</u></li> <li>• Joined aquatic species EDRR &amp; Cyanobacteria sampling &amp; best practices workshop</li> <li>• Attended lunchtime talk on seed selection</li> <li>• Took flex and a little vacation time off in early October; 1 sick day</li> </ul>
<p><i>NRCS project match; NACD; DEI</i></p>	<p><u>NRCS WRE &amp; Oak CIS projects</u>: hours TBD</p> <p><u>DEI</u>: 10 hours on Confluence sessions and preparation; 4.5 hr. on Linnton tour and sharing after; 1.5 hr. DEI discussion of invasive species terminology; 1 hr. on DEI committee tracking; 3 hours on equity lens review of District Partner Funding; 2 hr. + Indigenous Peoples Day, other info. sharing, misc. reading and video viewing; 1+hr. on DEI contract tracking = 23 hrs. total</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                               | NRCS: Natural Resource Conservation Service               |
| NACD: National Association of Conservation Districts       | OSHA: Oregon Occupational Safety & Health                 |
| ODA: Oregon Department of Agriculture                      | SBWC: Scappoose Bay Watershed Council                     |
| OWRD: Oregon Water Resources Department                    | T.A.: Technical Assistance                                |
| SIDIC: Sauvie Island Drainage Improvement Company          | TSWCD: Tualatin Soil & Water Conservation District        |
| THPRD: Tualatin Hills Parks & Recreation District          |   |
| WRE: Wetland Reserve Easement                              |   |


**Fiscal & Administration Report (Levis and Razalenti)**  
**Staff Report for Board (covers September 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. Completing annual audit tasks
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	Updating permanent employee hiring schedule for upcoming Forest Conservationist recruitment & identifying conflicts with upcoming Internship recruitment hiring schedule Continuing to make proposed edits to Employee Handbook as needed for clarification and changes to policies in response to new labor laws. Coordinating access for interns to City of Portland Equity 101 trainings Continuing to assist employees as needed with information and options related to extended leave for health reasons. Completed various updates with staff for Oregon Savings Growth Plan accounts
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.). Coordinated Annual Meeting notices published in newspapers.
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, Meadowsclaping Handbook orders & various other general office duties. Continuing COVID-19 safety updates to office at Montgomery Park (when staff need to be in the office) and field vehicles. Participating in ongoing evaluation of office needs and 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. Consolidated Administrative and Communications contacts & examined Fulcrum for database needs with Perm. Seasonal Tech staff
Support Communications and Outreach efforts	Prepared financial information for Annual Report.
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 various duties and quarterly meeting DEI Committee meeting & coordinating needs and communication with Leadership Team
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. Completed GFOA Open Mind training series on addressing political polarization in government.



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

Task	Explanation
<p><b>Urban Conservation</b></p>	 <p>Scheduled and conducted <b>two SW Portland site visits with NRCS' Basin Engineer</b> to assess and provide recommendations on an unstable streambank and a potentially problematic bridge (pictured left).</p> <p>Met with a lead landowner, Forest Park Conservancy, Portland Fire, Portland Parks &amp; Recreation to discuss <b>strategies and fundraising for fire prevention and ivy removal in the Springville</b> area of Linnton. FPC and PP&amp;R have secured \$70K from NW Natural funding that may support this and other work in and outside of Forest Park. Additional FEMA funds have been secured to support work in the park and outreach around the park.</p>  <p> <b>Refined and released stormwater stars specialist job announcement</b> with the City of Portland, Neighbors West Northwest and Watershed Resource Center – please spread the word: <a href="https://www.stormwaterstars.org/">https://www.stormwaterstars.org/</a> <b>Created a MOA to solidify the roles of WMSWCD and the City of Portland</b> and working on finalization.</p> <p> <b>Metro</b> Participated in <b>Metro Pars &amp; Nature Urban Target Areas Meetings (3)</b> and provided 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>Finalized a story with Renee and FPC staff to outreach about the Canopy Weeds program through the <b>Skyline Ridge Runner</b>.</p> <p>Submitted <b>OWEB Small Grant 2 Year Status Report</b> for the George Himes Park Forest Enhancement project.</p> <p><b>Completed conservation plan</b> for a new landowner and <b>secured a knotweed permission</b> to treat from them to have them participate in our EDRR programming.</p> <p>Placed <b>native plant orders through Clean Water Services</b> program for partnering properties along Columbia Creek to provide them free plants to install along streams.</p> <p>Participated in <b>WWRP Quarterly meeting</b>.</p>
<p><b>Education Programming</b></p>	<p><b>Worked with WMSWCD staff and board member Miller to draft a Request for Proposals for Education Program Niche Finding.</b> We want this process to identify the key niches that our educational programming offerings could provide while considering the broader context of the regional environmental education landscape, and an explanation of why we should fill these identified niches. To find out more or share with interested contractors please see: <a href="https://wmswcd.org/people-places-things/sub-contractors/requests-for-proposal/">https://wmswcd.org/people-places-things/sub-contractors/requests-for-proposal/</a></p>
<p><b>DEI</b></p>	<p>Reached out to <b>Capacity Building Partnerships</b> to assess their all the top priority training topics we've brought to them – they are, but they aren't available until early 2022.</p> <p>Participated in <b>Confluence Field School</b>. The first session was focused on cultural competence and humility. This series is focused on connecting land practitioners with <b>history, living culture and the land through Indigenous voices</b>.</p>

	Scheduled an <b>Equity Lens Review of Partner Funding</b> and worked with Scott to narrow the focal lens review question.
<b>Other</b>	 Coordinated a hiring process 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. Worked closely with Randi and others to prepare for <b>Emma Russell, our new intern's, onboarding.</b>  Worked with Renee and Ari to finalize <b>annual meeting articles, metrics and map data for urban and education programs.</b> Worked with Renee to provide invites to awardees and partners to the <b>Annual Meeting.</b>

**Renee Magyar, Communications & Outreach Manager**

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

Task Area	Explanation
<b>EQUITY AND INCLUSION</b>	<ul style="list-style-type: none"> <li>• Contract change and invoicing with MBE photographer Toledo</li> <li>• Photo licensing with WBE photographer Welle</li> <li>• Update Communications contractor tracker with WBE/MBE contractor names</li> <li>• Confirm WBE subcontractor designer</li> </ul>
<b>ORGANIZATIONAL HEALTH</b>	<ul style="list-style-type: none"> <li>• Business Continuity Plan &amp; Internship: Weekly check-in; project support &amp; direction for plan content development and formatting and feedback from Leadership Team; edit document; Intern supervision – review progress &amp; provide feedback and direction, timesheet and expense approvals, edit exit interview questions for Operations team, co-develop plan for final timesheet</li> <li>• Fulcrum database internal training with Seasonal Conservation Tech &amp; Office Mgr.</li> <li>• Back-up during Office Mgr. vacation: check phone messages; Warden training at MP office building; Board meeting minutes</li> <li>• All-Staff, Tech Staff, and Leadership Team meetings, Staff report (updated format), 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/social media: Annual Meeting event page; update editorial calendar &amp; Communications calendar of articles; Annual awardees blog</li> <li>• Annual Report: edit articles and coordinate further drafts; draft Director Miller article; photos: selection, collection, coordination for proper file types, photo permissions; update report outline; upload files for designer; coordinate metrics with tech staff and Controller; collect event metrics; coordinate and feedback on maps; final rounds of edits; upload files to printer; post on website; create logo variation for use on dark background</li> <li>• Annual Meeting: review agenda with District Manager; update agenda per feedback from District Manager and Board Chair; develop annotated version for internal meeting production; develop marketing language for meeting; schedule Zoom meeting &amp; set breakout rooms; test Zoom features for breakout rooms; create breakout room host roles &amp; tracking doc for board and staff volunteers; draft email invitation for VIP attendees</li> <li>• Website: coordinate back-end maintenance, Annual Meeting registration page, video page malfunction; content updates – board meetings</li> <li>• Social media: share content on assisted migration of trees, soil structure, Eena Beaver Festival event, Science in the Park event, endangered species listing of bumblebee, Lights Out Portland with Audubon, SBWC plant sale</li> <li>• Media: Canopy weeds article, edit &amp; supply to Skyline Ridge Runner; Annual Meeting invitation to SRR</li> <li>• Meadowsclaping orders – update order list</li> <li>• Misc: coordination for Rural Conservationist to present to Rotary Club</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:  <b>WATER AND SOIL; HABITATS AND BIODIVERSITY; WORKING FARMS, FORESTS AND GARDENS; RELATIONSHIPS WITH THE LAND</b></p>	

**Laura Taylor, Interim Forest Conservationist**

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

Task	Explanation
Forestry Program (SDs 4, 5, 6, 7, 8, 10)	<ul style="list-style-type: none"> <li>• Forest stewardship mapping and plan writing for one property enrolling in the NRCS EQIP program.</li> <li>• Developed or updated budgets, landowner agreements, and/or contractor scopes of work for 6 projects.</li> <li>• Attended a partner site tour and brainstorming exercise at the ECO Skyline 77 forest.</li> <li>• Field work at one site to map and mark areas for future forest gap cuts.</li> <li>• Developed a map for directing upcoming contractor work.</li> <li>• Checked on weeds and maintenance needs at three forestry project sites.</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>• <u>Wildfire risk reduction pilot program</u>: developed application materials and sent them to two prospective participants, held a site visit with one prospective participant, and held a meeting with the Forest Conservationist at TSWCD to share information on our model and exchange ideas about programming and strategies for wildfire risk reduction.</li> <li>• Watched a talk on Westside (of the Cascades) wildfire ecology and management.</li> <li>• Submitted ODF Notifications of Operation for fall forestry treatments.</li> <li>• Reviewed map points and Forestry Program update article for the Annual Report.</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>• Monitored 6 high-priority (recently planted) Healthy Streams and Habitat sites to check on planting survival, weed pressure, other challenges, and overall success.</li> </ul>
District Support, Meetings and Training (SDs 1, 2 & 3)	<ul style="list-style-type: none"> <li>• Attended a field training at Scholls Valley Native Nursery to learn about innovative strategies and approaches to weed management, willow ID and habitat, and Alder hybridization and climate change adaptation</li> <li>• Attended George Kral’s PhD dissertation on the changing geographic ranges of red and white Alder species likely in response to climate change.</li> <li>• Provided fellow staff members with several links to Climate Change adaptation tools and resources.</li> <li>• Reviewed and provided input on the position description for the Community Conservation and Education Specialist.</li> <li>• Checked the safety status of the Jeep and reported out to the Safety Committee.</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>• Collected and analyzed results of a staff survey to gather examples of microaggressions that are applicable to our organization.</li> </ul>
NACD TA Grant Report	<ul style="list-style-type: none"> <li>• NRCS Projects: Hours 34; Landowners: 6. Practices completed &amp; certified: 1</li> <li>• COTA: Hours: 45; Landowners: 14</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**