

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

<b>Equity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>The Confluence Project's <i>Conquering Columbus: Dismantling the Doctrine of Discovery</i> webinar (10/11).</li> </ul>
<b>Organizational Health</b>	<ul style="list-style-type: none"> <li>Mtgs: Leadership Team (10/11, 10/25); timesheet approvals (10/11, 10/25); invoice approvals (10/18, 10/25); contract, grants, agreements and other sign-offs (3).</li> <li>Review/finalization of draft program and script (w/ Renee Magyar), recruited Board participation in and attended the WMSWCD Annual Meeting. Prep (w/ Chair Riggsby) for and participation in WMSWCD board mtg (both 10/19). Office Location Team mtg (w/ R. Razalenti, Associate Director Hamer) (10/20).</li> <li>Welcome meeting with Emma Russell, Portland State University Institute for Sustainable Solutions' Louis Stokes Alliance for Minority Participation Climate Change intern (10/7).</li> <li>Reviewed/comment on draft District Information Security Policy for Board adoption as part of Special District Insurance Services best practices requirements (w/ M. Levis). Presentation to the Board (10/19).</li> <li>Clarifications on District policy regarding encouraging disadvantaged, emerging, minority, service disabled veteran and /or women business enterprises to respond to District Request for Proposals (RFP).</li> <li>Review/comment on the Oregon Association of Conservation District's (OACD) model advocacy policy (suggested template and instructions for use) for use by soil and water conservation districts (SWCDs).</li> <li>Email discussion with administrative staff clarifying how to pro-rate Holiday Pay for our interns.</li> <li>Launched Forest Conservationist recruitment by holding 1<sup>st</sup> meeting of the core recruitment team (10/28)</li> </ul>
<b>Financial Sustainability</b>	<ul style="list-style-type: none"> <li>Review of monthly financial statements for month of September with M. Levis (10/19)</li> </ul>
<b>Sharing Conservation Information</b>	<ul style="list-style-type: none"> <li>Discussed/finalized draft Forest Stewardship Plan for 60 acre forestland property considering donating a permanent conservation easement to the Forest Park Conservancy (10/7, 10/12). Follow-up discussion with the property owners (10/14); finalization of the draft plan for review by Forest Park Conservancy. Attended landowner presentation of the plan to the Forest Park Conservancy (10/28).</li> <li>Tryon Creek Watershed Council Board mtg (10/11). Partnership for Forestry Education meeting (10/13).</li> <li>Review of responses to WMSWCD's <i>Education Program Niche Finding</i> Request for Proposal (RFP); attended RFP review team deliberations (10/21); follow-up direction to M. Logalbo on contract award.</li> <li>Proposed to Tree School Online teaching a class on <a href="#">Oregon's Biodiversity Map Viewer</a> and how this tool can be used in forest management planning for small woodland properties.</li> </ul>
<b>Water &amp; Soil</b>	<ul style="list-style-type: none"> <li>Review/comment on final draft of the Stormwater Stars Program Memorandum of Agreement with the City of Portland's Bureau of Environmental Services (w/ M. Logalbo).</li> </ul>
<b>Habitats &amp; Biodiversity</b>	<ul style="list-style-type: none"> <li>Email update to Glenn Ahrens, Oregon State University Forestry and Natural Resources Extension, on SWCD efforts to bring back fully functional wildlife tax deferral programs.</li> <li>Quarterly Meeting of The Intertwine Alliances' Oak and Prairie Work Group (10/27)</li> </ul>
<b>Working Farms, Forests &amp; Gardens</b>	<ul style="list-style-type: none"> <li>Meeting with Kim Galland, US Department of Agriculture, Natural Resources Conservation Service on the Conservation Stewardship Program (CSP) and opportunity to enroll a 60 acre forestland parcel in CSP.</li> </ul>
<b>Climate Change</b>	<ul style="list-style-type: none"> <li>Oregon Department of Forestry webinar on Senate Bill 762 (wildfire omnibus bill) small forestland owner risk reduction and landscape resiliency grant programs. Follow-up email to Portland Fire and Rescue, Portland Parks and Recreation and Forest Park Conservancy on how to coordinate on these grants.</li> <li>Provided input regarding follow-up research needs and tools for the District to investigate when developing our climate change lens for conservation planning -- with a focus on forestry applications -- through the Climate Change Resiliency spreadsheet assembled by our Climate Change Intern, E. Russell.</li> <li>Attended Washington Environmental Council's <a href="#">Carbon Friendly Forestry Conference</a> (10/26-10/27).</li> <li>Tualatin River Watershed Council's Forum - <i>Forests, Water, and Wildlife in a Changing Climate</i> (10/27).</li> </ul>
<b>Relationships with the Land</b>	<ul style="list-style-type: none"> <li>Site visit with natural resource staff of regional Indian tribe of a Sauvie Island farm property where the owner wish to sell the property to the tribe for conservation and cultural use (w/ K. Kern-Korot, Director Hartline) (10/14). WMSWCD will develop the conservation plan for tribal use/restoration of the property.</li> </ul>
<b>No Activity -- Long-Term Success -- No Activity</b>	
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Oregon Tree Farm System (OTFS) State Coordinator responsibilities: (1) in person meeting w/ incoming OTFS Board Chairs Steve and Wylda Cafferata (10/6); (2) review of draft mission, purpose and values statements, (3) processed incoming tree farm certifications and requests for certifications, (4) coordination with District Coordinators, and (5) becoming familiar with American Tree Farm System database.</li> <li>Finalized Beachie Creek wildfire addendum to the Butte Creek Scout Ranch Forest Management Plan (Cascade Pacific Council, Boy Scouts of America) (w/ Nick Augsburger, Woodland Forest Management).</li> <li>Camp Meriwether/Camp Clark (Tillamook Co) forest management plan site visit by the Cascade Pacific Council, Boy Scouts of America's Forest Management Committee (10/12). I serve as Committee Chair.</li> </ul>

# Scott Gall

## November Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	<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>	Working on a very small hedgerow planting plan on a site on Sauvie.
<b>Site Visits SP Goals 1-5</b>	3 site visits including to Dairy Creek and farm on Sauvie.
Sturgeon Lake Restoration <b>SP Goal 1 &amp; 3</b>	<p><b>Easements</b> – met with one of the Dairy Creek landowners as part of our annual check-ins as laid out in the easements. Three years on and they are very happy. Also met on site with ODFW and CREST staff – also a requirement of the easements. All present feel the project is performing as good or better than expected. Some very minor sloughing in parts of the creek, but the main banks are all stable. And sediment accumulations is very minimal (see below). So there is no planned maintenance channel at this time.</p> <p><b>Monitoring</b> – CREST staff were out to take elevation data at 16 cross-sections of the Dairy Creek last month. All data are pointing towards a very stable channel so far. Vegetation monitoring show more and more native plants being established – which will help ensure long-term stability of those banks. Sightings of wildlife (deer, otter, beaver) are up and our fish monitoring show sturgeon, coho, chinook and steelhead are all using Dairy Creek.</p>
<p><b>Figures –</b>  <b>Cross section 3 – this was where the logjam was (you can see the upper squiggly line was pre-project). But also noticed the lines below. There was about a foot of accretion after 2019 but that has stayed virtually the same in 2020 and 2021.</b></p>	

Task	Explanation
<p><b>Cross section 13 –</b></p> <p>This one is much closer to the lake. The upper (blue if you are view in color) is pre project. At this location you can actually see the stream bed elevation dropped over a foot after the project. Likely from water moving out very fine sediment that accumulated over the previous 30 years. But has remained stable for the last 3 years.</p>	
<p>ODA Grant <b>SP Goals 1, 2, 4, 5 &amp; 6</b></p>	<p>Submitted the latest grant report due October 15<sup>th</sup>.</p>
<p>Off-Channel Salmon Habitat</p>	<p>Not much new here, this is what I said last month and still holds true: The Burlington/Palansky Bottoms Project is mostly wrapped up. 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.</p>
<p>Soil Health</p>	<p>Have had several producers planting cover crops, hopefully more metrics to show soon. I also gave a presentation to the Portland New Generations Rotary Club on soil health and regenerative farming. About 20 people in attendance and my first in-person presentation in 2 years. Also attended a training on Climate Resilience for Oregon Farmers and Ranchers</p>
<p>OWEB Small Grant Team</p>	<p>We have a full \$100K and applications can now be submitted.</p>

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 October 18 – November 11, 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, fiscal oversight and technician support; finalized fall weed control work &amp; budget; did research re: best timing for target weeds; seeded open land and understory seed at one Sauvie Is. HSP site</li> <li>• <u>OWEB-funded Gilbert canal riparian, forest and oak project</u>: Ongoing research &amp; technical assistance to landowner re: seeding, ash tree associated fungus and herbicide; 5 lb. of wetland seed was sowed in a forested swale, along w/ more than 65 lbs. pounds of riparian seed along the canal. Scheduled contractor for winter planting; reviewed fall work and materials purchases and directed payments; prepared documents for first grant reimbursement request</li> <li>• <u>T.A. to 7 landowners</u>: 1 re: beavers on McCarthy Creek; 2 re: willow and oak sources for Sauvie Island. Properties; 1 on Abbey Creek re: habitat prog. tax incentives; 1 in Bonny Slope area re: oak plantings, 1 in SW Portland re: HSP; one in NW re: a conservation plan on forested land adjacent to one of our SH/HSP sites; 1 on Abbey Cr. re: conservation plan</li> <li>• <u>eDNA</u>: Did research re: potential salmonid presence &amp; coordination w/ODFW. Requested eDNA analysis of salmonids for McCarthy, Miller &amp; McCarthy Creek; results showed no presence of coho, chinook or lamprey in summer 2021 samples</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>• <u>Ongoing planning, management &amp; technical assistance for NRCS wetland reserve easement (WRE) site</u>. Planned winter planting logistics with nursery, contractor and internal staff; shared spring monitoring results with CREST;</li> <li>• Placement of new bridges as part of <u>Phase 3 large scale wetland restoration</u> at the WRE and adjacent site is expected to be completed in late November</li> <li>• Coordinated fall monitoring follow-up</li> <li>• <u>Sauvie island potential Oak CIS</u>: 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>• Attended Oak Prairie Workgroup Meeting regional oak mapping presentation</li> <li>• <u>SBWC</u>: Ongoing coordination with staff re: Sauvie Island moorage project</li> <li>• Coordinate w/<u>EMSWCD re</u>: re-print of the <u>Rural Living Handbook</u></li> </ul>
<p><i>Admin. / training (Goal 6: Maintain a vibrant agency)</i></p>	<ul style="list-style-type: none"> <li>• Attended <u>Farming with Soil Life</u> short course by Xerces Society (10/27)</li> <li>• <u>Climate change</u>: Participated in ORCAN (Climate &amp; Agricultural Network) training: A Climate Resilience Toolbox for Oregon Farmer &amp; Ranchers. Attended Intertwine Summit climate change sessions. Provided many links to climate change adaptation resources on Microsoft Teams for shared use; misc. readings re climate change; attended Tualatin WC forum on local climate change impacts</li> <li>• <u>Climate change</u>: Met w/ Climate Change lens intern, prepared and shared multiple resources; did ongoing follow-up and review of draft framework and resource list</li> <li>• Prepared agendas; organized and <u>led 2 Technical Staff meetings</u>, including discussions related to climate change lens development, intern projects, new database development, grant opportunities, etc.; followed up, as needed.</li> <li>• Participated in 1 all-staff and 3 leadership team <u>meetings</u></li> <li>• <u>Misc. admin. &amp; coordination</u>: did monthly report; prepared &amp; reviewed reimbursement forms, credit card receipts and timesheets; set up OneDrive remote file sharing and access; updated computer &amp; met w/IT to resolve problems; resolved Fulcrum issues</li> <li>• Met with summer intern who's completed the season to celebrate their work</li> <li>• Met with recent graduate of PSU environmental science prog. re: career interests</li> </ul>

Activity Type	Tasks and Descriptions
	<ul style="list-style-type: none"> <li>• Participate in <u>hiring team for Forest Conservationist position</u>: meet internally, review position description/announcement, plan &amp; coordinate hiring schedule &amp; logistics, etc.</li> <li>• Misc. reading to keep abreast of conservation technical &amp; DEI issues</li> <li>• Attended part of Johnson Creek Watershed Council <u>science symposium</u>, including talks on effects of Emerald ash borer; stream turbidity; beaver habitat; culvert removal partnership; and the connection between <u>inequality &amp; urban forest health</u></li> <li>• Attended 4<sup>th</sup> session of Confluence “field school” on indigenous perspectives in the Columbia River Basin; watched related videos</li> <li>• <u>Annual Meeting</u>: prepared for and <u>facilitated break-out group</u> &amp; attended full meeting</li> <li>• <u>1 holiday</u></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>: 8 hours attending Confluence, plus preparing, and debriefing staff at internal meeting; 4 hours on Partner Funding equity lens review summary and recommendations’ ½ hr. JCWC talk and sharing out = 12.5 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 & Healthy                |
| 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 October 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	Forest Conservationist Hiring logistics meeting (+ preparation of hiring schedule for this position) Continuing to make proposed edits to Employee Handbook as needed for clarification and changes to policies in response to new labor laws. Continuing to assist employees as needed with information and options related to extended leave for health reasons. Off-boarding of Field Conservationist Intern & Business Continuity Plan Intern On-boarding of Climate Change Intern
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.). Drafted new Information Security Policy for Board adoption at October meeting, incorporating Special District Insurance Services best practices.
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. Completed SDIS Best Practices list
Support Communications and Outreach efforts	Prepared financial information for Annual Report; proofed 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. Annual meeting attendance/assistance hosting Safety Committee various duties and quarterly meeting DEI Committee meeting & coordinating needs and communication with Leadership Team Provided input in development of climate change lens for conservation planning
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 webinar – Conquering Columbus: Dismantling the Doctrine of Discovery Attended SDAO data management and security webinar

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

Task	Explanation
<b>Urban Conservation</b>	 Southwest Neighborhoods, Inc Presented PSU masters stormwater research to the <b>SWNI watershed committee.</b>  Met with Forest Park Conservancy, Portland Fire, and Portland Parks & Recreation to discuss <b>strategies for fire prevention and ivy removal in the Springville</b> area of Linnton. FPC and PP&R have secured \$70K from NW Natural funding that will 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. Upcoming outreach & site visits are now planned.    <b>Stormwater stars specialist job announcement</b> was finalized and shared. <b>A MOA to solidify the roles of WMSWCD and the City of Portland</b> is near finalization after legal and partner edits.  <b>Conducted site visit and completed a conservation plan</b> for a new landowner in Tryon Headwaters area.  Participated in a <b>Tryon Creek Stewardship Committee Meeting</b> , which included planning for the <b>March 12<sup>th</sup> Watershed Wide Event.</b>  Participated in <b>WWRP Core Partner funding strategy meeting.</b>  <b>Worked with Isa</b> to assess feasibility of creating a District <b>Heat Islands Story Map.</b>
<b>Education Programming</b>	Worked with WMSWCD staff and board member Miller to finalize and post a <b>Request for Proposals (RFP) for Education Program Niche Finding.</b> Held a contractor pre-bid info session and worked with board member Miller, Laura, and Jim to review and <b>rank incoming proposals.</b> The top ranking contractor is now in <b>scope negotiations</b> with staff.  Sent all eligible schools and community gardens an <b>invite to reapply for funding.</b>
<b>DEI</b>	Reached back out to <b>Capacity Building Partnerships</b> to help coordinate upcoming DEI trainings including a board gender awareness training in 2022.  Participated in and completed the final 3 sessions in <b>Confluence Field School.</b> This series is focused on connecting land practitioners with <b>history, living culture and the land through Indigenous voices.</b>  Completed an <b>Equity Lens Review of Partner Funding</b> with Kammy and Laura which landed on follow-up recommendations that will next be <b>vetted by the DEI Committee.</b>
<b>Other</b>	 Onboarded Emma Russell as our <b>Louis Stokes Alliance for Minority Participation Portland State University (PSU) Climate Change Intern.</b> Emma's couple of weeks consisted of getting to know WMSWCD staff and our conservation planning process as well as orientation to organizational procedures and expectations. Now Emma is working on refining her workplan and finalizing data collection spreadsheets.  Worked with Renee to prepare and participate in our <b>Annual Meeting.</b>

Task Area	Explanation
<b>EQUITY AND INCLUSION</b>	<ul style="list-style-type: none"> <li>• Create and send media alert for October DEI Committee meeting; participate in DEI Committee meeting</li> <li>• Share social media on: Indigenous Peoples’ Day - Native Land website with traditional Indigenous territories; Sauvie Island Center field trip video of presentation on traditional Indigenous trade networks</li> </ul>
<b>ORGANIZATIONAL HEALTH</b>	<ul style="list-style-type: none"> <li>• Business Continuity Plan &amp; Internship: check-in and direction for final plan development by intern; plan &amp; host goodbye happy hour for intern; draft summary of plan project and media alert for SDAO grant report</li> <li>• LRBP Year 1 Performance Measures tracking: Update tracking framework document with previous year metrics, budget narrative metrics, GFOA requirements/best practices (previous reporting in September for this activity was included under Annual Report)</li> <li>• Forest Conservationist hiring schedule review</li> <li>• Misc: Add communications accounts, contractors, service providers to tracking document; coordinate creation of webmaster@ email address</li> <li>• Monthly: 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/social media: Annual report was sole content of fall newsletter delivered 10/5; edit climate change internship blog: edit text, photo, post on website</li> <li>• Annual Report: review and approve printer’s proof; pick up printed copies; mailing to Annual Meeting attendees; update and close out planning calendar</li> <li>• Annual Meeting: promotion/marketing, newsletter production, coordinate gift purchasing; breakout room host roles; Golden Ticket creation and production, gift purchasing and mailing; create and mail award certificates; scripts for full event and talking points for presentations: update, finalize, provide to staff, Board Chair, presenters; breakout room assignments; Zoom host and produce meeting; facilitate Annual Report presentations; present Golden and Bronze ticket sections of agenda</li> <li>• 2 page document (summary of District work and LRBP goals): meet with LRBP Project Manager (Mary Logalbo) to update project plan and scope of work for CELs and HAKI contracts</li> <li>• Soil School 2022: kickoff planning meeting; create file structure for 2022 event, draft budget, draft schedule of speakers (framework), confirm opening speaker Cassidy</li> <li>• Website: coordinate Annual Meeting registration page final arrangements, content updates – board meeting packet, RFP, home page features; new website update plan outline</li> <li>• Social media: share content on Annual report, Native Land website with traditional Indigenous territories, Stormwater Stars hiring, fall cover crop video, leave the leaves, Sauvie Island Center field trip, tech staff intern measuring shade, burying beetle, Tryon Creek Watershed Council Annual Report, Friends of Tryon Creek Halloween interactive story map, ash tree bolete,</li> <li>• Media: DEI media alert; provide neighborhood information on awardees to SWNI newsletter editor</li> <li>• Meadowsapping orders – update order list &amp; fill orders</li> </ul>



	<ul style="list-style-type: none"> <li>Misc: post RFP for Education Niche Finding on website &amp; distribute to email list; print and provide 200 copies of bloom time chart for Master Gardeners kiosks; provide logo for Rural Living Handbook reprint; YouTube channel consolidation exploration; update work plan tracker; update OWF partner on status/discussion of Dairy Creek kiosk; collect staff images for OCEAN website update</li> </ul>
<b>CLIMATE CHANGE</b>	<ul style="list-style-type: none"> <li>Meet with Climate Change Intern, arrange for introduction article, back-end production for blog post</li> </ul>
<b>LONG-TERM SUCCESS</b>	<ul style="list-style-type: none"> <li>Research on feasibility of protections for native habitats and native trees on urban residential properties</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**

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

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>• Forest stewardship mapping and planning for one property enrolling in the NRCS CSP program and entering into a conservation easement.</li> <li>• Site visit and project planning with one landowner to provide technical assistance and inform them of Forestry Program services they are eligible for.</li> <li>• Supervised contractors to do fall weed treatments at 3 projects</li> <li>• Developed a project planting plan, and made final adjustments to the Forestry Program’s plant order for winter 2022 planting</li> <li>• Ordered and organized native seed for three projects.</li> <li>• Developed or updated budgets, landowner agreements, and/or contractor scopes of work for 3 projects.</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>• Met with the Understory Seed Increase Project partners to discuss next steps: publication of our research in a peer-reviewed scientific journal, supporting nurseries in creating more supply of understory species seed, testing other forms of propagation besides seed, and forming relationships with local Native American land managers to incorporate their interests and goals into this work.</li> <li>• Submitted ODF Notifications of Operation for fall forestry treatments.</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 an update on the status of monitoring work for the fall</li> </ul>
District Support, Meetings and Training (SDs 1, 2 & 3)	<ul style="list-style-type: none"> <li>• Participated in the District’s Annual Meeting</li> <li>• Reviewed and provided input on two contractor proposals for the Education Niche Finding Project.</li> <li>• Performed hazard investigations for the Jeep, GMC Truck, and Hybrid, and took the Jeep to the auto mechanic for servicing and repairs.</li> <li>• Attended WMSWCD staff &amp; tech staff meetings, and a send-off party for our interns.</li> </ul>
Diversity, Equity & Inclusion (SD 1) 🚩 Also see above	<ul style="list-style-type: none"> <li>• Planned for and co-led the DEI committee meeting.</li> <li>• Participated in an equity lens review of our Partner Funding programs.</li> </ul>
NACD TA Grant Report	<ul style="list-style-type: none"> <li>• NRCS Projects: Hours 42.75; Landowners: 6. Practices completed &amp; certified: 1</li> <li>• COTA: Hours: 30.5; Landowners: 8</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**