

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

<b>Equity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>Equity Lens review (facilitated by M. Logalbo) of the District's Job Announcement and Eligibility Form (used for self-warranting of minimum qualifications) for the Forest Conservationist recruitment (11/30).</li> </ul>
<b>Organizational Health</b>	<ul style="list-style-type: none"> <li>Mtgs: All Staff (11/1), Leadership Team (11/29); timesheet approvals (11/9, 11/23); invoice approvals (11/4, 11/19); contract, grants, agreements and other sign-offs (1).</li> <li>Reviewed draft meeting minutes for 10/19 annual and board meetings. Prepared 11/16 board mtg agenda.</li> <li>Mtg w/ M. Levis, R. Razalenti and A. DeMarco to finalize pro-rating Holiday Pay for our interns (11/1).</li> <li>Office Location Team meeting w/ Associate Director Jan Hamer and M. Levis (11/17)</li> <li>Forest Conservationist Core Team Hiring Logistics Meeting #2 (11/18). Developed/reviewed drafts of the Position Description, Job Announcement and Minimum Qualifications Eligibility Form.</li> <li>Mtg to identify and discuss proposed revisions/updates to the Employee Handbook w/ M. Levis (11/24)</li> </ul>
<b>Financial Sustainability</b>	<ul style="list-style-type: none"> <li>Review of monthly financial statements for month of October with M. Levis (11/16)</li> <li>Board Resolution #2021.11.16 for the transfer of budget authority from Personnel to Materials and Services to cover unbudgeted needs in the education and communications program areas using savings from not filling the Limited Duration Education and School Garden Specialist position (w/ M. Levis).</li> </ul>
<b>Sharing Conservation Information</b>	<ul style="list-style-type: none"> <li>Mtg on Long Range Business Plan Measures of Success and related WMSWCD performance measures (i.e., budget narrative, annual report) (w/ R. Magyar, M. Levis) (11/3)</li> <li>Tryon Creek Watershed Council Board meeting (11/8). Review and feedback on equity training proposals.</li> <li>Mtg w/ selected contractor (preliminary award to discuss proposed scope of work changes for WMSWCD's <i>Education Program Niche Finding</i> Request for Proposal (11/1); follow-up w. M. Logalbo.</li> <li>Phone call w/ Associate Director Jan Hamer re: OACD Advocacy Policy Template for SWCDs (11/2). Follow-up phone call with Stan Dean, Chair of the OACD Advocacy Committee (11/17).</li> <li>Presented <i>Case Study on Moving Forward in the Legislative Process - Wildlife Tax Credit Program</i> to the Advocacy Committee Forum of the 2021 Annual Meeting of Oregon Association of Conservation Districts (OACD) (w/ Jason Faucera, Clackamas Soil and Water Conservation District) (11/10)</li> <li>Mtg (w/ M. Logalbo, R. Magyar) to discuss District performance measures for use in the budget narrative and annual reporting on the Long Range Business Plan. Good discussing on measuring inputs (budget, resources) versus outcomes (acres restored) and the impact of outcomes (healthy environment) (11/30).</li> </ul>
<b>No Activity -- Water &amp; Soil – No Activity</b>	
<b>Habitats &amp; Biodiversity</b>	<ul style="list-style-type: none"> <li>Mtg w/ Oregon Department of Fish and Wildlife regarding preparation for a spring session Oregon House Environment and Natural Resources' information hearing on Oregon's wildlife tax deferral programs (w/ J. Faucera, Clackamas Soil and Water Conservation District (SWCD)) (11/16).</li> </ul>
<b>Working Farms, Forests &amp; Gardens</b>	<ul style="list-style-type: none"> <li>Continued discussions w/ Scott Gall, Rural Conservationist, about local resident complaints along NW Springville Road regarding alleged abuse of Multnomah County Agricultural Fill permits.</li> <li>Mtg 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 (11/30)</li> </ul>
<b>Climate Change</b>	<ul style="list-style-type: none"> <li>Meeting with Portland Fire and Rescue &amp; Portland Parks and Recreation on how to coordinate on Senate Bill 762 (wildfire omnibus bill) grant opportunities (w/ L. Taylor) (11/2)</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>Oregon State University Southern Oregon Research and Extension Center webinar - <i>Carbon Market Access for Small Woodland Owners</i> featuring Sandy Letzing, Forest Carbon Works (11/3).</li> </ul>
<b>Relationships with the Land</b>	<ul style="list-style-type: none"> <li>Developed talking points and submitted/presented as public testimony at the 11/1 Multnomah County Planning Commission meeting asking the Commission to add investigating how to authorize state statutes allowing for Open Space Land Divisions on Exclusive Farm Use and forest zoned lands for conservation purposes to the Commission's Work Program for 2022 (w/ Fritz Paulus, contract real estate attorney and Joshua Seekatz, Confederated Tribes of Siletz Indians). The Commission accepted the request.</li> </ul>
<b>Long-Term Success</b>	<ul style="list-style-type: none"> <li>Email to Chris Gass, Forest Carbon Works, regarding status of a pending carbon offset project on a 160 family forest that the District has been working with the landowner on for the past 10 years. The goal is to secure the long-term conservation value of the forest through a California cap 'n trade carbon project.</li> <li>Mtg w/ Chris Gass, Sandy Letzing, Forest Carbon Works, on forest carbon market opportunity w/ focus on enabling carbon offset language to use in permanent conservation easements (w/ L. Taylor) (11/17)</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Oregon Tree Farm System (OTFS) State Coordinator responsibilities: (1) Phone meeting with Rick Zenn, Oregon Small Woodlands Association (OSWA) Executive Director on the OSWA/OTFS Memorandum of Agreement, (2) attended Annual Meeting (11/5, 11/6), (3) assigning/tracking Tree Farm inspections.</li> </ul>

# Scott Gall

## December Staff Report

Task	Explanation			
Diversity, Equity & Inclusion (DEI)	<b>Next meeting is Tuesday December 14<sup>th</sup>, from 1-3 PM</b>			
Small Acreage Farms and new landowner contacts <b>SP Goals 1-5</b>	No much new here, just ongoing conservation planning for existing landowners.			
Site Visits <b>SP Goals 1-5</b>	1 site visits to Dairy Creek.			
Sturgeon Lake Restoration <b>SP Goal 1 &amp; 3</b>	<b>Monitoring</b> – More cool monitoring news. We had our first coho swim by the PIT tag array. <b>Two wild juvenile coho</b> were caught, tagged and released in the Lewis River, which comes in on the Washington Side just opposite the norther tip of Sauvie Island. They then swam 11 miles UPSTREAM to Dairy Creek and about ½ mile into Dairy Creek were they passed by the PIT tag array. You can see from the table below they didn't waste much time swimming towards Dairy Creek, taking just a couple of days to reach the site. With each having just two observation and each very close together, it is hard to tell if they just went into Dairy Creek for a short time then exited from where they came, if they went into the lake.			
<b>SRR</b>	<b>Release Site</b>	<b>Release Date</b>	<b>First Obs Time</b>	<b>Last Obs Time</b>
Wild Coho	LEWISP - Lewis River Release Pond	11/16/2021	11/21/2021 03:26	11/21/2021 05:43
Wild Coho	LEWISP - Lewis River Release Pond	11/29/2021	12/02/2021 00:04	12/02/2021 00:04
ODA Grant <b>SP Goals 1, 2, 4, 5 &amp; 6</b>	Submitted the latest grant report due October 15 <sup>th</sup> .			
Off-Channel Salmon Habitat	Not much new here, this is what I said the last two months 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. But CREST and the contractor still hope to complete it by the end of the year.			
Soil Health	If you haven't planted your cover crops, it is probably too late 😊 Also soil school planning is well underway and should be another good one!			
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 November 12 – December 14, 2021**

Activity Type	Tasks and Descriptions
<p><i>Healthy Streams (HSP) / Rural Conservation (Strategic Directions 3-10)*</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 and fiscal oversight; approved fall weed work</li> <li>• <u>OWEB-funded Gilbert canal riparian, forest and oak project</u>: Prepared and submitted first grant reimbursement request, one year into the project; plantings planned for Feb.</li> <li>• Landowner T.A. included reviewing a water quality complaint in NW, and assisting a consultant re: installation of a beaver deceiver upstream of a culvert in SW Portland; reviewed Portland's Beaver Management policy</li> </ul>
<p><i>Special (Rural) Habitats (SH): (Strategic Directions 1, 3-10)</i></p>	<ul style="list-style-type: none"> <li>• Ongoing planning, management &amp; technical assistance for <u>NRCS wetland reserve easement (WRE) site</u>. Refined winter planting plans and contractor scope of work. Placement of new bridges as part of <u>Phase 3 large scale wetland restoration</u> at the WRE and adjacent site is still pending. Coordinate w/CREST staff re: monitoring data and metrics for Lower Columbia River Plan for endangered salmonids</li> <li>• Had 2 meetings; did planning with Ducks Unlimited re: Sauvie Island wetland/riparian and oak projects; the second meeting included the land manager</li> <li>• Re-connected with Siletz tribe natural resource staff re: Sauvie Island project centered around habitat restoration and cultural resource use</li> </ul>
<p><i>Outreach &amp; Education; partnerships, collaborative grants (Strategic Directions 2-4, 8-10)</i></p>	<ul style="list-style-type: none"> <li>• Participated in "Clack-a-nomah-tin" Oak Habitat SWCD group meeting. Followed up re: coordinated outreach &amp; interpretation of regional prioritization mapping.</li> <li>• <u>SBWC</u>: Ongoing coordination with staff re: Sauvie Island moorage project and other WM partner funded activity; connect with new council coordinator</li> <li>• <u>Write 5 Tips for a Health Stream article</u>; collaborate with communications staff on edits &amp; photos for final website publication and version for Skyline Ridge Neighbors</li> </ul>
<p><i>Admin. / training + Professional development) (SD 2-3, 8)</i></p>	<ul style="list-style-type: none"> <li>• <u>Climate change</u>: Continued to share resources on Microsoft Teams for shared use and development of climate change lens</li> <li>• Facilitated submission of overdue grant report affecting OWEB small grant cycle</li> <li>• Had 2 tutorial sessions with seasonal technician and spent time learning and using our <u>new database functions of Fulcrum</u></li> <li>• Prepared agendas; organized and <u>led Technical Staff meeting</u></li> <li>• Participated in 1 <u>all-staff</u> and 2 leadership team <u>meetings</u>; review draft document to aid community engagement liaisons and urban community unfamiliar with our mission</li> <li>• Held end of season meeting with seasonal technician and completed performance review; reviewed work plan, position description, professional development goals</li> <li>• Coordinated re: final tasks and attended end-of-season celebration for second departing intern</li> <li>• <u>Misc. admin. &amp; coordination</u>: did monthly report; prepared &amp; reviewed timesheets; etc.</li> <li>• <u>Hiring team for Forest Conservationist, incl. 2 meetings</u>: finalized job description and <u>announcement</u>, which was <u>released Dec.7</u>; ongoing coordination and planning.</li> <li>• Misc. reading to keep abreast of conservation technical &amp; DEI issues</li> <li>• <u>2 Holiday days + vacation / flex-time off around Thanksgiving</u></li> </ul>
<p><i>NACD grant; DEI (Strategic Direction 1-3)</i></p>	<p><u>NRCS WRE project hours</u> (for NACD grant): 8 hours</p> <p><u>DEI</u>: Equity lens review of Forest Conservationist job announcement and follow-up. Review committee meeting materials; coordinate discussion at tech. staff. Joined powerful webinar by Lillian Tsai about Asian American hate and discrimination, as part of the Oregon Conservation Partnership distinguished speakers talk. See: <a href="https://www.conservationpartnership.org/webinars/">https://www.conservationpartnership.org/webinars/</a> = 4.5 hrs. total</p>

**\*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**

**Acronyms:**

BPA: Bonneville Power Administration

CIS: Conservation Implementation Strategy

CREST: Columbia River Estuary Study Task Force

DEI: Diversity, Equity & Inclusion

EDRR: Early Detection Rapid Response [of invasive species]

HSP: Healthy Streams Program

NACD: National Association of Conservation Districts

ODA: Oregon Department of Agriculture

OWRD: Oregon Water Resources Department

SIDIC: Sauvie Island Drainage Improvement Company

THPRD: Tualatin Hills Parks & Recreation District

WRE: Wetland Reserve Easement

CSWCD: Clackamas Soil & Water Conservation District

CWMA: Cooperative Weed Management Area

DEQ: Department of Environmental Quality

EMSWCD: East Multnomah Soil & Water Conservation District

HOA: Home Owner Association

NRCS: Natural Resource Conservation Service

OSHA: Oregon Occupational Safety & Healthy

SBWC: Scappoose Bay Watershed Council

T.A.: Technical Assistance

TSWCD: Tualatin Soil & Water Conservation District

**Fiscal & Administration Report (Levis and Razalenti)**  
**Staff Report for Board (covers November 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. Independent audit of financial statements completed, resulting in clean audit opinion and finding that District is in compliance with relevant laws and regulations.
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 recruitment preparation, including an equity lens review of job announcement. 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/covid reasons. Completed tasks related to transition of Permanent Seasonal Tech staff from full-time to reduced winter hours.
Manage development and submission of District Budget, ensuring that all local, state and federal standards and laws met; staff, board and public participate	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 Board Resolution #2021.11.16 for the transfer of budget authority from Personnel to Materials and Services to cover unbudgeted needs in the education and communications program areas using savings. Covered District Manager reporting out and other responsibilities at November Board meeting.
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). Completed application for SDAO Security Grant; received notification it was denied due to limited grantor funds.
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. Worked with Permanent Seasonal Tech staff to move contractor and administrative contact information from Access database to new Fulcrum database
Support Communications and Outreach efforts	Provided backup support for 2 week vacation. Assisted with developing transition to new LRBP Measures of Success and related WMSWCD performance measures.
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
Plan/Coordinate/Participate in external meetings and events (WHA Insurance, SDAO, Property Manager, Cogent IT, ADP, GFOA, TSSC, 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 as needed. Met with new Executive Director and staff of Tax Supervising Conservation Commission to introduce the District and talk about next year's budget process.
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**  
**November 2021 Highlights (for December Meeting)**

<p><b>Urban Conservation</b></p>	<p>Drafted a <b>conservation plan for landowners in the Springville area</b> that <b>address fire prevention and habitat restoration</b> in Linnton. FPC has <b>secured \$70K from NW Natural</b> 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. Continued partner meetings every two weeks.</p> <p> <b>Stormwater stars specialist</b> interviews were held and a <b>job was offered accepted</b>. A <b>MOA to solidify the roles of WMSWCD and the City of Portland</b> is near finalization after legal and partner edits. The new specialist starts mid-December!</p> <p>Conducted site visit with an HOA I'd developed a <b>conservation plan for 10+ years ago</b> and provided them an <b>updated maintenance plan</b> that includes strategies for habitat enhancements and wildfire risk reduction.</p> <p>Conducted two site visits with new landowners. Crafted a <b>stormwater report</b> to the landowner and City of Portland as well as started a <b>new conservation plan</b>.</p> <p>Participated in a <b>West Willamette Restoration Partnership</b> meeting.</p>
<p><b>Climate Change</b></p>	<p> Worked with Emma and tech staff to refine her <b>workplan and finalize data collection forms</b>. Continued weekly check-ins and met with cohort of other PSU LSAMP supervisors. Coordinated a <b>metup between FPC Climate Change intern and our own</b> to identify areas to collaborate.</p> <p><b>Worked with Isa</b> to assess feasibility of creating District <b>Heat Islands Maps</b>.</p>
<p><b>Education Programming</b></p>	<p>Worked with WMSWCD staff and board member Miller to finalize <b>Education Program Niche Finding</b> contractor <b>scope negotiations</b> and then <b>execute a contract</b>. Met with <b>Tualatin SWCD staff</b> to discuss their community outreach and education programming.</p> <p>Sent all eligible schools and community gardens an <b>invite to reapply for funding</b>.</p>
<p><b>DEI</b></p>	<p>Worked with other DEI Committee members to help secure <b>Capacity Building Partnerships</b> for upcoming DEI trainings.</p> <p>Participated in <b>Confluence Field School</b> next steps meetings to further connect land practitioners with <b>history, living culture and the land through Indigenous voices</b>. Kammy and I worked together to plan and co-facilitate a <b>voluntary DEI discussion with</b> videos and materials provided by Confluence.</p> <p>Drafted notes from an <b>Equity Lens Review of Partner Funding</b> with Kammy and Laura that will be shared with the <b>DEI Committee</b>.</p> <p>Coordinated and facilitated an <b>Equity Lens Review of the Forest Conservationist</b> recruitment materials with that position's hiring team.</p>
<p><b>Long Range Business Plan</b></p>	<p>Met with Jim, Michele, and Renee to review and provide input on <b>LRBP performance measures</b> tracking tools and metrics.</p>
<p><b>Other</b></p>	<p>Attended a <b>fulcrum training</b> provided by Ari.</p> <p>Attended an <b>Intertwine Alliance Summit</b>. Learned of many great resources and collaboratives and learned from an impactful keynote, Leander Lacy, a new way to think about the intersection of social and environmental advocacy – “we are nature.” The <b>Green Mind podcast</b> is a great way to follow this keynote's work.</p>

**Renee Magyar, Communications & Outreach Manager**  
**December 2021 Board Meeting Staff Report (Covers month of November 2021)**

<b>Task Area</b>	<b>Explanation</b>
<b>EQUITY AND INCLUSION</b>	<ul style="list-style-type: none"> <li>• Perform analytics on DEI webpages; attend</li> </ul>
<b>ORGANIZATIONAL HEALTH</b>	<ul style="list-style-type: none"> <li>• Business Continuity Plan: distribute media alert with Lewis &amp; Clark partner input</li> <li>• LRBP Year 1 Performance Measures tracking: meet with core team, build out tracking tool based on discussions</li> <li>• Forest Conservationist hiring: create list of forest organizations for sharing announcement, coordinate with website developer for application form, draft webpage contents for application pages, create &amp; update draft announcement webpages,</li> <li>• Misc: edit background check policy; vacation &amp; holiday leave</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: edit healthy streams article</li> <li>• 2 page document (summary of District work and LRBP goals): update scopes of work for CELs and HAKI contracts,</li> <li>• Soil School 2022: develop budget, planning team check in, agenda development</li> <li>• Website: write up steps for how to update a webpage, for staff use as needed; continue new website update plan and calendar; coordinate new webmaster@ email address + Stripe access for web developer</li> <li>• Social media: share climate change intern blog, Clean Water Services annual report, Xerces butterfly webinar, TEK talk at Eena (Beaver) Festival,</li> <li>• Media: coordinate with SICA and staff for Sturgeon Lake update article; board meeting media alert; send board meeting media alert</li> <li>• Misc: inventory car door magnets for reprint</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**

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

Task	Explanation
Forestry Program (SDs 4, 5, 6, 7, 8, 10)	<ul style="list-style-type: none"> <li>• Forest stewardship 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>• Wrote a conservation plan and enrolled one landowner in a Forestry Program cost-share project.</li> <li>• Developed a contractor scope of work for 1 project.</li> <li>• Project planning with one landowner on a wildfire risk reduction project.</li> <li>• Met with staff at Forest Carbon Works to discuss two of our projects with them</li> <li>• Met with partners at Portland Fire &amp; Rescue and the City of Portland to coordinate on Wildfire related grant opportunities.</li> <li>• Marked forest gap and riparian buffer areas in preparation for an upcoming forest thinning project.</li> <li>• Supervised contractors to do fall weed treatments at 5 projects.</li> <li>• Project management for 9 active Forestry projects with a fall work component.</li> <li>• Scheduled Forestry Program winter 2022 planting with contractors and fellow staff</li> <li>• Spread native understory seed at 3 projects.</li> <li>• Corresponded with forestry program landowner participants and partners about the status of their projects and other technical assistance such as reforestation and weed removal recommendations, etc.</li> <li>• Attended a pollinator affinity group meeting about on-farm pollinator habitat</li> <li>• Reviewed Land Use Notices.</li> </ul>
Monitoring and other staff support (SDs 5, 6, 7, 10)	<ul style="list-style-type: none"> <li>• Facilitated a meeting for Ari to train fellow staff in how to upload points to Fulcrum.</li> </ul>
District Support, Meetings and Training (SDs 1, 2 & 3)	<ul style="list-style-type: none"> <li>• Assisted with final scope of work development for the contractor chosen for the Education Niche Finding Project.</li> <li>• Retrieved the Jeep from the auto mechanic. Updated staff on the status of the Jeep.</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>• Developed and delivered a refresher training to the Board on the topic of microaggressions.</li> <li>• Participated in a voluntary DEI staff discussion focused on sharing and discussing what Kammy and Mary learned at a recent Confluence training about local Indigenous communities' connection to the Columbia River ecosystem.</li> <li>• Assisted with coordination and planning for future staff &amp; board DEI trainings</li> </ul>
NACD TA Grant Report	<ul style="list-style-type: none"> <li>• NRCS Projects: Hours 34.5; Landowners: 5. Practices completed: 1</li> <li>• COTA: Hours: 43.25; 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