

District Manager's Report to WMSWCD Board for January 2022 Meeting (Covers December 2021 Activity)

GENERAL	<p>December was a month where I took much needed time off for rest and relaxation over the Holidays. Looking back, 2021 has been a challenging year for all of us. But, as I look back, I am proud of our accomplishments as a District – most notably our updated Long Range Business Plan. We also took significant steps in managing the financial sustainability of the District with the completion of salary scales and set merit raises for successful performance for all our staff positions. The year 2022 will present its share of challenges with our transition of returning to the office as the base of our internal operations given that we still need to work in an uncertain COVID-19 world and the need to relocate our office due to the untenable expense of staying at Montgomery Park. We also need to work on succession management for our senior staff positions such as the District Manager, the Controller and the Senior Conservationist. Similarly, for succession management of Board leadership and elected Directors and the great need to expand the number of Associate Directors on the Board. Working together we will rise to these challenges and continue to be successful in our conservation work. West Multnomah Soil & Water Conservation District – the little SWCD that can!</p>
No Activity -- Equity & Inclusion – No Activity	
Organizational Health	<ul style="list-style-type: none"> • Mtgs: All Staff (12/6), Leadership Team (12/13, 12/20, 12/27); timesheet approvals (12/9, 12/28); invoice approvals (12/23); contract, grants, agreements and other sign-offs (4). • Prepared agenda for 12/21 WMSWCD board meeting; monthly check-in w/ Chair Preeg Riggsby (12/2). Attended 12/21 WMSWCD board meeting and gave monthly District Manager report. • Review/finalized updates to the District's Background Check Policy (w/ R. Magyar, R. Razalenti) • Forest Conservationist Core Team Hiring Logistics Meeting #3 (12/16). Conducted outreach for the job announcement to the Forest Stewards Guild and the Northwest Innovative Forestry forum. • Drafted the "two-pager" update to the District's COVID-19 Workplace Safety Policy. • Respond to phone inquiry regarding Forest Conservationist Recruitment.
Financial Sustainability	<ul style="list-style-type: none"> • Review of monthly financial statements for month of November with M. Levis (12/21).
No Activity -- Sharing Conservation Information – No Activity	
No Activity -- Water & Soil – No Activity	
Habitats & Biodiversity	<ul style="list-style-type: none"> • Provided input to J. Faucera, Clackamas Soil and Water Conservation District (SWCD)) on a proposed outline for a Spring 2022 short session House Environment and Natural Resources Committee informational hearing on the Wildlife Habitat Conservation and Management Program. Follow-up email to Paige Prewett, Legislative Assistant for Representative Pam Marsh (D-Southern Jackson County and Chair, House Environment and Natural Resources Committee) regarding scheduling of the hearing. • Letter of Support (w/ M. Delepine) for the Portland region's noxious weed grant application to the Oregon State Weed Board for garlic mustard detection and control funding for the spring 2022 treatment season.
No Activity -- Working Farms, Forests & Gardens – No Activity	
Climate Change	<ul style="list-style-type: none"> • Email to Forest Carbon Works about a carbon offset market opportunity for a 160 acre parcel of forestland in the Tualatin Mountains. This is in follow-up to a carbon assessment conducted for the property.
No Activity -- Relationships with the Land – No Activity	
Long-Term Success	<ul style="list-style-type: none"> • Completed the Forest Stewardship Plan (FSP) for 60 acre forestland property considering donating a permanent conservation easement to the Forest Park Conservancy (w/ L. Taylor). Review and comment on the permanent conservation easement document to ensure the Forest Stewardship Plan is properly referenced in the easement as setting forth the forest management of the property consistent with protecting, restoring or maintaining the easement's conservation values.
Professional Development	<ul style="list-style-type: none"> • Oregon Tree Farm System (OTFS) State Coordinator responsibilities: (1) review and comment on the OTFS Partnership Agreement with the Oregon Small Woodlands Association, (2) review and comment on the OTFS calendar year budget for 2022, (3) attendance at the December 15th OTFS Board of Directors Meeting, (4) assigning/tracking/processing Tree Farm inspections and (5) updating the list of available Tree Farm Inspectors that are current to the 2021-25 inspector training standards.

Scott Gall
January Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	<p>At the December 14th, meeting we discussed the diverse supplier certification review and tracking; updates on a hiring team facilitator’s guide for a bias awareness training, a training on openness at the workplace, partner funding equity lens review findings and next steps, demographic mapping, and education program niche finding; and a plan for forming an advisory committee that will provide input on the implementation of the District’s updated Long Range Business Plan.</p> <p>Next meeting is Tuesday December 14th, from 1-3 PM. Primate topic will be the FY 2022-2023 DEI workplan among other things.</p>
Small Acreage Farms and new landowner contacts SP Goals 1-5	No much new here, just ongoing conservation planning for existing landowners.
Site Visits SP Goals 1-5	1 site visits to Dairy Creek.
Sturgeon Lake Restoration SP Goal 1 & 3	<p>Monitoring – Not much new happening with the Sturgeon Lake project, though expect to start to see salmonids swimming by the PIT tag array soon.</p> <p>One related piece of news those that live on Sauvie Island are aware of is that a section the Reeder road gave way due to failing culverts. Though these were about a mile north of the Dairy Creek project. This was on the Historic Dairy Creek channel and not associated with our project. However, the County did reach out to use for technical assistance and we will be meeting with them once they have a conceptual design for the fix. In the meantime, the County has closed down one lane of traffic for safety. Small blurb and picture below.</p>

“Multnomah County Transportation has reduced a damaged section of NW Reeder Road on Sauvie Island to one lane after deciding there is a risk to public safety if both lanes remain open. Problems on the section of road near [26214 NW Reeder Road](#) on the east side of the island near the Columbia River first appeared on January 5. Two culverts that carry a slow-moving section of Dairy Creek under the road failed, causing sinkholes.”



Task	Explanation
ODA Grant SP Goals 1, 2, 4, 5 & 6	Submitted the latest grant report due January 10 th .
Off-Channel Salmon Habitat	STILL not much new here, but it appears the bridges may go in next month. Their installation was delayed due to back orders of the concrete blocks used in the bridge supports for the “railroad car” bridge designs.
Soil Health	Also soil school is “Going Back to the Roots”. Agenda and sign ups coming soon.
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

Fiscal & Administration Report (Levis and Razalenti)
Staff Report for Board (covers December 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. Calendar year-end misc. tasks (payroll, W2, filing reports)
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	Completed update of Employee Handbook, including updated COVID safety related policies, new Information Systems Security Policy and Acceptable Use Policy. Continuing to assist employees as needed with information and options related to extended leave for health/covid reasons. Worked with Intern Supervisor (Perm Seasonal Tech Conservationist) to finalize District Bias Awareness training, Facilitator's guide and Acknowledgement forms to be used in hiring processes 2022 Internship Recruitment Forest Conservationist Recruitment
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. Preparing budget calendars for FY23 and coordinating annual work plan approach.
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.).
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.
Support Communications and Outreach efforts	Continued work on developing transition to new LRBP Measures of Success and related WMSWCD performance measures; input on outreach summary document for community engagement liaisons; input on soil school plans
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: meeting preparation, Chaired quarterly meeting, took notes, action item tracking DEI Committee meeting: meeting preparation, participated in meeting/took notes, action item tracking Continued work on Business Continuity Plan draft admin specific areas.
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 as needed.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Attending as able monthly SDAO safety webinars first Thursday of every month & other management training.

Mary Logalbo, Urban Conservationist
December 2021 Highlights (for January Meeting)

<p>Urban Conservation</p>	 <p>NW Natural</p> <p>Finalized and secured signed conservation plans for landowners in the Springville area that address fire prevention and habitat restoration in Linnton. Drafted contractor SOW to carry out the plan with funding FPC has secured from NW Natural. Continued meetings with Portland Fire, Portland Parks, and FPC to discuss opportunities and collaborate – held a specialize meeting to discuss Firewise Grants.</p>  <p>A new stormwater stars specialist was hired and orientation has begun. The new specialist has hit the ground running and has already been following up with sites and workshop planning.</p> <p>Completed a new conservation plan for a site in the upper Fanno Creek Watershed.</p> <p>Participated in a West Willamette Restoration Partnership prioritizing funding meeting.</p>
<p>Climate Change</p>	 <p>Portland State UNIVERSITY</p> <p>Worked with Emma to submit an UERC symposium abstract which was accepted for an oral presentation. Continued weekly check-ins and met with cohort of other PSU LSAMP supervisors. Coordinated a metup between FPC Climate Change intern and our own to identify areas to collaborate.</p> <p>Attended the 1st Government Partners meeting for the Connecting Canopies iniatative that aims to address equity, tree cover, and urban heat island impacts with strategies crafted and coordinated by BIPOC community members and leaders.</p> <p>Helped orient Mariah of FPC’s green workforce program on fulcrum and discuss its use in conservation planning for the Cottrell Refuge.</p>
<p>Education Programming</p>	<p>Worked with contractors to finalize a plan and recuite advisory committee members for the Education Program Niche Finding project.</p> <p>Executed a new school garden grant agreement with Maplewood Elementary.</p>
<p>DEI</p>	<p>Participated in DEI Committee where I presented and requested input on suggested next steps stemming from an Equity Lens Review of Partner Funding and Advisory Committee input on developing a plan and conducting equity pauses.</p> <p>Participated in a Confluence Field School followup meeting to further discuss goals for the group regarding how we might collaborate and further develop relationships with one another and tribal members/representatives to better inform our work.</p> <p>Participated in an equity lens review of the Internship Announcement.</p>
<p>Long Range Business Plan</p>	<p>Met with Jim, Michele, and Renee to review and provide input on LRBP performance measures tracking tools and metrics.</p> <p>Worked with Renee to help vet, prepare and respond to CEls input on the LRBP public launch 2-pager. Attended a CELs meeting to hear and respond to input.</p> <p>Met with Chris Lapp, Clackamas SWCD new District Manager, to discuss lessons learned and community engagement work for the LRBP as they embark on a similar journey.</p>
<p>Other</p>	<p>Presented to the Introduction to the Landscape Industry class at PCC.</p> <p>Brought the Hybrid fleet vehicle into the shop for replacement of its catalytic converter (which was stolen), oil change and tire rotation.</p>

Renee Magyar, Communications & Outreach Manager

January 2022 Board Meeting Staff Report (Covers month of December 2021)

Task Area	Explanation
EQUITY AND INCLUSION	<ul style="list-style-type: none"> • DEI Committee Meeting announcement; participate in Cultural Ecology (Relational worldview) training, share notes and key points with staff • Work with CELs for feedback on 2 page outreach document, including translation to 6 languages
ORGANIZATIONAL HEALTH	<ul style="list-style-type: none"> • Business Continuity Plan: no specific activities this month • LRBP Year 1 Performance Measures tracking: update tracking tool for final review • Forest Conservationist hiring: coordinate with website developer for application form; final edits of application materials; post materials to webpage; update announcement webpage, homepage, employment page • Field Interns hiring: coordinate announcements with hiring team; review application materials; coordinate with website developer • Misc: intern happy hour; plan and host board-staff social; discuss with supervisor participation on Office Move Team, review new location option; field main x100 voicemails during Office Manager vacation; holiday leave; • Monthly: All-Staff, Tech Staff, and Leadership Team meetings, Staff report, timesheets, invoicing, expenses
FINANCIAL SUSTAINABILITY	<ul style="list-style-type: none"> • No specific activities
SHARING CONSERVATION INFORMATION	<ul style="list-style-type: none"> • Produce written content for distribution via website/newsletter/social media: further edit + collect photos for healthy streams article; coordinate and edit article on SLRP 3 year update, send to SICA for newsletter, coordinate presentation to SICA board (staff did not present; will wait until SICA meeting with full membership); discuss article ideas with Urban Conservationist • Winter newsletter: compile completed articles in early draft newsletter • 2 page outreach document (summary of District work and LRBP goals): draft document text; coordinate project and contract with designer; planning meeting with Ping Khaw; write document review questions for CELs; update contract; facilitate document review meetings with CELs; edit text based on compiled feedback; coordinate updates with designer; finalize English version text; send final text to Ping Khaw for CELs translations; coordinate with HAKI for review of document text • Soil School 2022: planning team check in; agenda development – presenter recruitment • Website: post Forest Conservationist hiring materials, research website visits and application numbers for hiring team; post board meeting documents; post SLRP update article; update contract for website developer support company; continue planning for site redesign • Social media: share beaver video; Forest Conservationist & Internships hiring announcements; healthy streams article; soil used for paint pigment; Native American farming practices informing modern science • Media: coordinate with SICA and staff for Sturgeon Lake update article; board meeting media alert; Healthy streams article to Skyline Ridge Runner • Misc: fill Meadowsclaping orders; order reprint of car door magnets; review of presentation talking points with Urban Conservationist; general info@ inquiry responses
CLIMATE CHANGE	<ul style="list-style-type: none"> • No specific activities
LONG-TERM SUCCESS	<ul style="list-style-type: none"> • No specific activities
<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

January 2022 Board Meeting Staff Report (Covers December)

Task	Explanation
Forestry Program (SDs 4, 5, 6, 7, 8, 10)	<ul style="list-style-type: none"> • Completed a Forest stewardship plan for one landowner and successfully helped them enroll in the NRCS EQIP program. • Finalized the Forest stewardship plan and mapping for one property enrolling in the NRCS CSP program and entering into a conservation easement. • Site visit with one landowner to consult on updating their forest stewardship plan. • Site visit with one landowner to discuss initiating a new phase of their project. • Budget and cost-share agreement development for one landowner doing a wildfire risk reduction project. • Supervised contractors to implement a forest gap and tree thinning project. • Supervised contractors to do fall weed treatments at 4 projects. • Project management and invoicing for 9 active Forestry projects with a fall work component. • Corresponded with forestry program landowner participants and partners about the status of their projects and other technical assistance such as wildfire risk reduction, oak, pollinator, and wetland habitat enhancements, and weed removal recommendations, etc. • Read articles on how climate change is affecting forestry, read the Oregon Global Warming Natural and Working Lands Draft Strategy, and watched a webinar on Indigenous approaches to fire as a tool for natural resource management. • Reviewed Land Use Notices.
Monitoring and other staff support (SDs 5, 6, 7, 10)	<ul style="list-style-type: none"> • Trained our intern, Isa in how to update monitoring photo point documents. • Monitoring photo file management • Reviewed the 2022 Internship job description and announcement
District Support, Meetings and Training (SDs 1, 2 & 3)	<ul style="list-style-type: none"> • Jeep cleaning & maintenance • Attended WMSWCD staff & tech staff meetings.
Diversity, Equity & Inclusion (SD 1) 🚩 Also see above	<ul style="list-style-type: none"> • Prepared for and Co-chaired the DEI Committee Meeting on 12/14 • Assisted with coordination and planning for future staff & board DEI trainings
NACD TA Grant Report	<ul style="list-style-type: none"> • NRCS Projects: Hours 26; Landowners: 5. Practices completed: 2. Practices completed & Certified: 2 • COTA: Hours: 21.75; Landowners: 9

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