

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

Equity & Inclusion	<ul style="list-style-type: none"> Email to S. Gall (Co-Chair WMSWCD Diversity, Equity and Inclusion Committee) on next steps to reviewing and updating the District's Land Acknowledgment of Indigenous tribes in the area. Gender Awareness Training prep mtg (w/ Cliff Jones, Capacity Building Partnerships, M. Logalbo) (1/13)
Organizational Health	<ul style="list-style-type: none"> Mtgs: All Staff (1/3), Tech Staff (1/10), Leadership Team (1/10, 1/24, 1/31); timesheet approvals (1/11, 1/25); invoice approvals (1/11, 1/25); contract, grants, agreements and other sign-offs (7). Prep for 1/18 WMSWCD board mtg; monthly check-in w/ Chair Preeg Riggsby (1/6). Attended board meeting including the Gender Awareness Training; gave Board an update on the Employee Handbook. As part of monthly check-in with Chair Preeg Riggsby (1/6), discussed Chair Preeg Riggsby's approach to developing a Succession Management Plan for both senior staff positions and for the Board. Confirmed the resignation of Finlay Anderson as an Associate Director effective 12/31/21. Email to M. Levis re: linking the Employee Handbook to District policy on the direct award of contracts. Forest Conservationist recruitment Scoring Team mtgs: (1) Bias Awareness Training and Scoring Rubric and Scoring Rubric Calibration Guide (1/4); (2) practice calibration scoring debrief mtg (1/6). Other activity: scoring and ranking 9 applications, and developing (w/ K. Kern-Korot) the logistics, including interview questions, for first round interviews. Mtg w/ M. Logalbo, M. Levis re: updating the annual work plan template to reflect implementation of the District's Long Range Business Plan (LRBP) including specific tie in with LRBP success criteria (1/13). Reviewed City of Portland's vaccination requirement policy for working with the City of Portland. Office Team Location activity – on site space review of the Mountain Park Plaza opportunity in SW Portland; tracking possibly sharing space with the Forest Park Conservancy in downtown Portland; discussions with M. Levis regarding office space possibility off SW Kelly Street in SW Portland. Updated Senior Conservationist position description (PD) to include supervisory responsibilities over the other conservationists; discussed the proposed PD draft w/ K. Kern-Korot (1/20).
Financial Sustainability	<ul style="list-style-type: none"> Review of monthly financial statements for month of December 2021 with M. Levis (1/18).
Sharing Conservation Information	<ul style="list-style-type: none"> Email response to Matt Stein (forestry contractor) re: wildfire risk assessments training opportunities. Attended the Tyron Creek Watershed Council meeting (1/10) Meeting w/ Eric Jones (cultural anthropologist) regarding developing an Indigenous interpretative site at the Sturgeon Lake Restoration Project through The Confluence Project (1/18); follow-up w/ M. Logalbo. Attended Oregon Department of Fish and Wildlife's virtual Conservation Open House (1/26).
Water & Soil	<ul style="list-style-type: none"> Reviewed final draft, provided edits to and executed Stormwater Stars Program Memorandum of Agreement with the City of Portland Bureau of Environmental Services (w/ M. Logalbo).
Habitats & Biodiversity	<ul style="list-style-type: none"> Email to Paige Prewett, Legislative Assistant for Representative Pam Marsh (D-Southern Jackson County and Chair, House Environment and Natural Resources Committee) regarding scheduling an informational hearing on the Wildlife Habitat Conservation and Management Program (WHCMP). Mtg w/ the Oregon Dept of Fish and Wildlife ODFW) re: prep for the hearing (w/ Jason Faucera, Clackamas SWCD) (1/10). Email correspondence w/ S. Gall and M. Nebeker (ODFW) re: the restoration opportunity w/ Multnomah County for the original Dairy Creek channel (Sauvie Island) due to NW Reeder Road sink hole event. Submitted Oregon Department of Transportation permit application for access to Highway 30 and adjoining roads by the Harborton Frog Shuttle; set up Zoom platform for and participated in the harborton wetlands wildlife (frog) underpass project feasibility and design discussion with partners (1/28).
Working Farms, Forests & Gardens	<ul style="list-style-type: none"> Submitted the Forest Stewardship Plan (FSP) for 60 acre forestland property to the US Department of Agriculture, Natural Resources Service to apply for Conservation Stewardship Program funds.
Climate Change	<ul style="list-style-type: none"> Phone conversation with, and follow-up email to, Associate Director Jan Hamer regarding District expressing opposition to Zenith Energy's oil by rail export terminal at Port Westward (Columbia County). Email to Chris Gass, Forest Carbon Works regarding carbon offset market realization for 160 acre parcel. Submitted the permanent conservation easement donated to the Forest Park Conservancy for the 60 acre forestland property referenced above to Forest Carbon Works to determine eligibility for carbon offsets.
No Activity -- Relationships with the Land – No Activity	
Long-Term Success	<ul style="list-style-type: none"> Meeting w/ Fritz Paulus (contract real estate attorney) and follow-up re: the District's application to the Oregon Department of State Lands for permanent access to tidally influenced state owned waters (1/20).
Professional Development	<ul style="list-style-type: none"> Oregon Tree Farm System (OTFS) State Certification Coordinator mtgs involving Oregon Small Woodlands Association (1/11), 3rd party certification (1/11), Landowner Journey Working Group (1/13), Landmapper planning tool (1/13), OTFS Board of Directors (1/20), Certification Working Group (1/21). Chaired Cascade Pacific Council Boy Scouts of America Forest Management Committee meeting (1/25) Read the "12 Fundamentals of Effective Leadership" in <i>Natural Resources Management Today</i>

Michelle Delepine, Invasive Species Program Coordinator
February 2022 Staff Report (Dec 1st 2021 – February 4th 2022)

Task	
<p><u>Early Detection, Rapid Response (EDRR)</u></p> <p>Program</p> <p>Goals 1-6</p>	<p><u>Garlic mustard:</u> We submitted an Oregon State Weed Board grant application for \$38,372 to be considered for the 2022 grant cycle. This year we added a new partner, the City of Gresham! This brings our total number of grant partners to seven! All funds would be used to offset direct control costs. We will hear back in late Feb on whether or not we receive the award. All final revisions were also made and resubmitted for our 2020 grant (\$35,737).</p> <p><u>Ludwigia (water primrose):</u> Participated in ad-hoc Ludwigia Working Group meeting with Portland partners from around the harbor and Columbia Slough. This past summer, Ludwigia was detected in Linnton at the Harborton Wetlands. Follow up boat surveys by Ari DeMarco with Rich Miller (Portland State University – Center for Lakes and Reservoirs) and our interns found several mostly very small patches in the mitigation site on the southern tip of Sauvie Island. The largest patch was 500 sq feet. All were controlled, but the need for follow up work is expected. We also are revisiting the need for surveying within the Sauvie Island drainage.</p> <p><u>Emerald Ash Borer:</u> Ari led deployment of six emerald ash borer traps around the district. Interns Martina and Isa assisted with maintenance and data collection. No suspects were discovered!</p> <p><u>Drone Veg Survey:</u> May be utilizing our drone for expanded shoreline vegetation surveying this next year, focused on Ludwigia.</p> <p><u>Phragmites:</u> Spot phragmites control was completed along Multnomah Channel from shore.</p> <p><u>Knotweed:</u> Surveyed and controlled knotweed at several sites this past fall, including revisited newer knotweed sites in Tryon Creek area and tackling “new” sites with initial treatment in the northern part of our District and some older historic sites that haven’t been visited in a few years.</p>
<p>IPM Coordination</p> <p>Goals 1-4, 6</p>	<ul style="list-style-type: none"> • Working with Western Invasives Network and the 4-County CWMA Tech Committee to pilot and launch the “new” modernized, digitalized 4-County CWMA / PDX Weed Maintenance Calendar using Airtable platform. This new tool is geared towards providing land managers with the most up to date best management practices for several priority weed species. A “soft launch” was unveiled at Pull Together 2022. Hope to compliment Solve Pest Problems effort by capturing IPM information for professional land managers who work on areas outside the target “urban pest” audience. • Shared several herbicide updates with tech staff that were shared at the 4-County CWMA technical & scientific review committee. • Attended to herbicide storage maintenance needs. • Reviewed herbicide records. • Responded to herbicide guidance questions from tech staff and followed up accordingly to seek additional clarifying information. • Unable to attend Solve Pest Problems Steering meeting, but hope to attend Feb. • Provided technical guidance via email & phone to community, residents and others. • Forwarded training opportunities to staff and CWMA members. • Pursued and tracked additional IPM trainings and communications with partners and staff to improve best management practices.
<p>Invasive</p>	<p><u>4-County CWMA:</u> Assisted in organizing Pull Together 2022, which had 186 attendees this year! Topics touched on several corners of CWMA interests, including equitable & safe</p>

Partnerships <i>Goals 1-6</i>	<p>access to nature for BIPOC communities, Federal invasive species listing process, and modifying invasive species outreach & communication in response to cultural awareness feedback (ie moving away from miltlarilistic and nativeness communication messages). Actively participating in web development subcommittee, which will lead a contractor in revamping the 4-County CWMA website. Organized and facilitated November and February Technical & Scientific Review Committee meetings, which focus on test driving the soon-to-launch integrated pest management calendar, editing our committee webpages and early spring management techniques & practices. I also will be attempting to pass along my current chairship of the committee to someone new.</p> <p>Oregon Invasive Species Council (OISC): In a first, two appointed members were elected to the Council leadership roles of chair (Troy Abercrombie, Western Invasives Network) and vice chair (Christine Moffitt, Friends of South Slough Reserve)! Continuing to track 100 Worst List update effort, as well as legislative engagement / outreach opportunities.</p> <p>Tryon Creek Watershed Council: Provided updates to Jim and Mary. Participated in garlic mustard collaboration discussion with Oswego Lake WC, Clackamas SWCD, WMSWCD, etc. Continuing work on better coordination with Oregon State Parks staff EDRR weed efforts (going well!).</p> <p>Western Invasives Network: Visit for latest newsletters! Our wild chervil article is in summer 2021 issue http://www.cascadepacific.org/smartlist_86/invasive-identification</p> <p>PNW Garlic Mustard Working Group: Provided some curation of listserv.</p>
Safety/Covid	Worked on completing several Safety Committee to dos, participated in meetings, assisted with leading Safety Topics at monthly staff meetings, and provided feedback regarding updated covid-19 protocols. Taking the lead on several improvements to herbicide storage.
DEI <i>Goal 6</i>	I will be sure to share a recording of the very moving, and informative Pull Together 2022 talk “Reclaiming Nature for People of Color” by Pamela Slaughter (People of Color Outdoors). Participated in equity lens review of internship announcement.
Technical Assistance & Presentations (100)	Phone/email and in-person, I have provided assistance to 15 people through phone/email/in person. I presented “Weed or Ornamental Plant – Plant ID & Management” at the Jan 25 th , Pesticide Safety Education Program continuing education training (85 attendees).
Misc/Admin <i>Goals 1-4, 6</i>	Email Correspondence; Admin paperwork; Intern Application Review; Scope of Work developing/processing; Invoicing Review; Field Supplies Management & maintenance; Landowner correspondence; Partner coordination; Budget Tracking; Other District admin needs, etc. Took full/part time family leave during period of Sept 30 th – Nov 30 th .
Meetings (5) <i>Goal 5</i>	4-County Steering Committee (12/8), 4-County CWMA Pull Together 2022 (1/19), Oregon Pesticide Safety Education Program presentation (1/25), 4-County CWMA Website Development (1/3, 1/31).

- 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



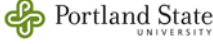

Scott Gall
February Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	<p>At the February 1st, 2022 meeting included a progress review to date of the DEI Committee work plan for the current fiscal year ending June 30, 2022, and initial work planning for the upcoming fiscal year beginning July 1, 2022; discussion of affinity groups and the need for such groups within the District organization, the scope of developing such groups, and next steps in planning for their development; and a check-in on staff and board trainings.</p> <p>The committee also decided to have a working group focused on the Associate Director position description and recruitment process. Both Board and Staff will be updated once we have met.</p> <p>Next meeting will be April 12th from 1-3 pm.</p>
Small Acreage Farms and new landowner contacts SP Goals 1-5	<p>Finalizing a tiny planting on Sauvie Island for a pollinator hedgerow. Also met with the landowner and Ducks Unlimited to discuss a very large property on Sauvie interesting in enhancing several ponds on the property. Basically 3-4 projects in one. There will likely be a phased approach, completed 1-2 planting areas at a time. Ducks Unlimited is seeking grant funds through federal “The North American Wetlands Conservation Act” (NAWCA – pronounced naw-ka) grant administered through the US Fish and Wildlife Service. We would also seek OWEB and possibly other grants to assist with this large project.</p>
Site Visits SP Goals 1-5	1 site visits to Dairy Creek.
Sturgeon Lake Restoration SP Goal 1 & 3	<p>Vegetation Maintenance – Not much new happening with the Sturgeon Lake project. We will be going out in the next couple of months with crews for spring maintenance. The plants in most of the project are thriving, though we have a few areas that are underperforming and may replant in 2023.</p>
ODA Grant SP Goals 1, 2, 4, 5 & 6	Submitted the latest grant report due January 10 th .
Off-Channel Salmon Habitat	<p>Not much new here other than we are talking with Multnomah County about fish passage of culverts on the old Dairy Creek channel (to the north of the Sturgeon Lake project) after a section of Reeder Road collapsed due to a pair of failing, undersized culverts. The County is hoping to touch base once they have a conceptual design for the repair.</p>
Soil Health	<p>Also soil school is “Going Back to the Roots”. Agenda and sign ups coming very soon. First session will be April 5th and will run every Tuesday and Thursday through the end of April.</p>
OWEB Small Grant Team	We have a full \$100K and applications can now be submitted.

**Fiscal & Administration Report (Levis and Razalenti)
Staff Report for Board (covers January 2022 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. Calendar year-end misc. tasks (1099s, 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. Managed/assisted with Internship and Forest Conservationist hiring tasks. Led Bias Awareness discussion for the Internship Hiring Team. Gathered information for succession planning for all Supervisory Positions and Board; met with team.
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. Prepared budget calendars for FY23 and coordinated annual work plan approach. Confirmed all budget committee members able to continue serving.
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 Board's Gender Awareness training.
Manage grant administration and reporting & contracting	Reporting on all accounting and tracking for regular grant submissions (ODA TALMA, OSWB and OWEB small grants reporting, and National Assoc. of Conservation Districts Technical Grant).
Manage Office and General Admin area (office equipment, vehicles, systems, files, reception duties, mail distribution, scheduling, etc.) to ensure all areas related to office functioning optimally and safety considerations are prioritized	Continuing to coordinate staff needs (technology, communications, systems and processes, etc.) to ensure effectiveness and efficiency while remote working (due to COVID 19 office closure). Continuing coordinating postal mail pickup and distribution, Meadowsaping Handbook orders & various other general office duties. Continuing COVID-19 safety updates to office at Montgomery Park (when staff need to be in the office) and field vehicles. Participating in ongoing evaluation of office needs and follow-up with property manager. Continuing to evaluate options for office lease renewal or relocation. Continuing to work with Urban Conservationist on diverse supplier tracking.
Support Communications and Outreach efforts	Continued work on developing transition to new LRBP Measures of Success and related WMSWCD performance measures; proofed quarterly newsletter.
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
January 2022 Highlights (for February Meeting)

<p>Urban Conservation</p>	 <p>I've helped the Portland Harbor Community Advisory Group (PHCAG) plan its next meeting centered on "The Place of Plants in the Restoration of the Lower Willamette." I will be on a speakers panel alongside Greg Archuleta Cultural Policy Analyst with the Confederated Tribes of the Grand Ronde and Dom Maze of the City of Portland on February 9th at 6:30 pm. The PHCAG (Portland Harbor Community Advisory Group) provides on-going education and community support regarding the clean-up of the lower Willamette River – typically they have ~65 people attending who represent industry, restoration companies, the community and government agencies.</p> <p>Met with the newly hired stormwater stars specialist as part of their orientation.</p> <p>Finalized and EXECUTED a Stormwater Stars MOA between WMSWCD and the City of Portland. This was prompted by the potential Washington County expansion and a great exercise in solidifying roles & responsibilities.</p> <p>Participated in a West Willamette Restoration Partnership quarterly meeting & follow-up stewardship committee meeting.</p>  <p>Participated in the Tryon Creek Stewardship Committee meeting where we planned for the next watershed wide event on March 12th.</p>
<p>Climate Change</p>	 <p>Worked with Emma to further develop our climate change research and related workflow. Continued weekly check-ins.</p> <p>Coordinated a metup between FPC Climate Change intern and our own to identify areas to collaborate.</p>
<p>Education Programming</p>	<p>The entire advisory committee has been secured. Worked with contractors to refine focus group questions and respond to advisory committee recommendations. Worked to recruit focus group members (BIPOC Environmental Education Leaders & School Educators) for the Education Program Niche Finding project.</p>
<p>DEI</p>	 <p>Contacted staff I'd been working with at the Confluence Project to assess a partnership to highlight the Indigenous cultural history, significance of and connection to Sauvie Island through Indigenous voices and storytelling as part of an educational kiosk or other medium located on the Sauvie Island Wildlife Area at our Sturgeon Lake Restoration Project site. They've accepted the offer to explore this further and are now connected with project lead – Eric Jones (of OSU).</p> <p>Participated in an equity lens review of the Internship Announcement.</p> <p>Followed up with Metro, BES, EMSWCD and COBID to look into diverse supplier tracking, RFP preference, and related issues. Learned much in the process and working with Randi and others to address findings.</p>
<p>Long Range Business Plan</p>	<p>Met with Jim, Michele, and Renee to review and provide input on how to integrate LRBP tactics and performance measures into annual workplanning and board presentation formats. Crafted a pilot workplan and presented the same to staff as an example.</p> <p>Pinned down participants (District Manager, DEI Co-Chair, and Board Chair) to help inform the plan for the District advisory committee including what the committee focus will be, committee makeup, and recruitment. The group will not meet until April or May to ensure their's enough bandwidth for planning team participants.</p>

	<p>Worked with Renee to respond to CELs input and edit/finalize the 2 pager for our public outreach LRBP launch.</p>
Other	<p>Participated in Forest Conservationist application scoring and review.</p> <p>Participated in Intern application scoring rubric review.</p> <p>Wrote a letter of support for Emma Russell's (Climate Change Intern) Masters Program Application. Also, completed Emma's mid-year evaluation.</p> <p>Attended new potential office tour and follow-up debrief – I was surprised by how much I liked the new potential space!</p> <p>Attended the Annual CWMA Pull Together.</p>


Renee Magyar, Communications & Outreach Manager

February 2022 Board Meeting Staff Report (Covers month of January 2022)

Strategic Direction	Explanation
EQUITY AND INCLUSION	<ul style="list-style-type: none"> • Final work with CELs & HAKI on 2 page outreach document, including translation to 7 languages • Discuss communications component of DEI committee work plan with co-chair regarding gathering external feedback • Black history articles - education
ORGANIZATIONAL HEALTH	<ul style="list-style-type: none"> • Business Continuity Plan: review additions to operations sections with Controller; edit drafts; • LRBP Year 1 Performance Measures tracking: update tracking tool format for final review; add Year 2 measures • 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; write how-to for exporting job apps • Hiring: provide application numbers and export of apps to Forest Conservationist hiring team; • Misc: connect staff to internship partner opportunity with Lewis & Clark college; visit potential new office space & provide feedback, pics, contact info for structural engineer; research keyboard replacement • 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/photo content for distribution via website/newsletter/social media: photograph Springville site in NW pre-ivy removal for future article • Winter newsletter: coordinate draft articles; build out draft for DM message; final edits; send • Meadowsaping Handbook: collect & negotiate print quotes; connect with partners on new cost; update sliding scale/discount criteria; check printer proof; field questions on orders; update Master Gardeners of new cost for book • 2 page outreach document (summary of District work and LRBP goals): make further edits to text; coordinate translations; finalize design and edits to layout • Soil School 2022: planning team check in; speaker honorarium contract; registration page questions; • Website: Continue planning for site redesign—gather team members, update project plan with pages for static content; final update to web developer support contract; Post board meeting documents • Social media: share Sturgeon Lake Restoration Project update, PPR planting event, Audubon lights out event, how to prune fruit trees event, native plant sales list, newsletter copy; troubleshoot sending pics from Teams to iPhone; • Media: board meeting media alert; • Misc: help SBWC with video production tips; feedback on sign for Stormwater Stars; SWCD peer group quarterly meeting; 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 style="text-align: center;">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

February 2022 Board Meeting Staff Report (Covers January)

Task	Explanation
Forestry Program (SDs 4, 5, 6, 7, 8, 10)	<ul style="list-style-type: none"> • Coordinated with NRCS staff on the development of an EQIP funded conservation plan for one landowner, and began developing specifications for each conservation practice • Stewardship planning for 1 program participant (ECO) • Planning and preparation for planting in mid-February - coordination with the nursery, contractors and landowners; reviewing planting plans, etc. • Supervised contractors to do winter weed treatments at 2 projects. • Project management, quality-control checks and invoicing for 4 active Forestry projects with a fall or winter work component, including certification of 2 practices for one NRCS project • 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. • Attended the annual Pull Together conference on invasive species management • Attended a webinar on “The Wild After Wildfire” documenting the rich wildlife habitat uniquely provided by wildfires. • Attended a webinar on “Accelerating Forest Complexity” • Attended a panel discussion on the effects of climate change on native seeds • Reviewed Land Use Notices.
Monitoring and other staff support (SDs 5, 6, 7, 10)	<ul style="list-style-type: none"> • Monitoring photo file management • Intern hiring: reviewed the 2022 Internship application scoring rubric, scored 2 practice resumes, met to calibrate scoring with other reviewers, met to reflect on avoiding bias during scoring, and reviewed/scored 10 applications
District Support, Meetings and Training (SDs 1, 2 & 3)	<ul style="list-style-type: none"> • Wrote a newsletter article on winter forest stewardship activities • Visited and then later met to discuss a potential new office space for the District • Oversaw repairs on the Jeep • Attended WMSWCD staff & tech staff meetings.
Diversity, Equity & Inclusion (SD 1)  Also see above	<ul style="list-style-type: none"> • Met with DEI Co-chair to review the FY22-23 DEI Committee work plan and prepared for future DEI committee meetings and voluntary staff discussions. • Assisted with coordination and planning for future staff & board DEI trainings • Polled staff on their interest and desire for affinity groups, and did some initial research into them.
NACD TA Grant Report	<ul style="list-style-type: none"> • NRCS Projects: Hours 19.75; Landowners: 5. Practices Certified: 2 • COTA: Hours: 28.75; Landowners: 6

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