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

No Activity - Equity & Inclusion, Water & Soil, Relationships to the Land - No Activity No Migs: All Staff (2/7), Leadership Team (2/14); timesheet and invoice approvals (2/10, 2/21). Prep for 2/15 WMSWCD board mig (agenda, public notice); monthly check-in w/ Chair Preeg Riggsby (2/2). Attended the mig; provided highlights of year 1 implementation of the Long Range Business Plan. Forest Conservationist recruitment activity: Scoring Team meetings: (a) selection of candidates to invite for a first round interview (2/1); (b) equity pause around the list of candidates to invite to a 1 to
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Working process for the 24 target areas identified for possible acquisition of private parcels for habitat, conservation and access to nature per the 2019 Parks and Nature Bond measure – with specific relevance
Farms, Forests conservation and access to nature per the 2019 Parks and Nature Bond measure – with specific relevance
Mtg w/ Jeremy Baker (East Multnomah SWCD), Lacey Townsend (Tualatin SWCD) and Christopher
Lapp (Clackamas SWCD) re: developing a joint Request for Proposal to develop a Cultural Resource
Handbook to guide our responsibilities toward cultural resources on non-federal funded projects (2/15)
• Finalized written testimony prepared by Chair Preeg Riggsby on House Bill 4115 – the Treasury
Climate Transparency bill which would require disclosure of fossil fuel investments by Oregon PERS.
• Attended the Climate Change Internship Update by Emma Russell (2/15). Emma is doing a fantastic job
in compiling and organizing literature and other resources on climate change for use by the District.
• Final review of District's Waterway Lease Application form to the Oregon Department of State Lands to
allow for permanent access to the Sturgeon Lake Restoration Project for maintenance and monitoring
Long-Term within the state-owned submerged and submersible lands of Dairy Creek from its confluence with the Success Columbia River to the Multnomah County's NW Reeder Road bridge over the Dairy Creek channel.
 Columbia River to the Multinoman County's Nw Reeder Road bridge over the Dairy Creek channel. Phone call w/ landowner John Christensen (east Multinomah County) regarding use of conservation
easements to protect forestland. (I was referred to John by Chris Gass, Forest Carbon Works) (2/17)
 Oregon Tree Farm System (OTFS) State Certification Coordinator activity: (a) led Certification Working
Professional Group meetings (2/8, 2/22); (b) attended Landowner Journey Working Group meeting (2/10); (c) follow-
Development up to landowner inquiries about OTFS; (d) State of OTFS letter to OTFS Inspectors, (e) tracking and
updating the tree farm certification database with respect to trained inspectors and completed inspections.

Michelle Delepine, Invasive Species Program Coordinator March 2022 Staff Report (Feb 7th – March 3rd 2022)

Task	
Early Detection, Rapid Response	Garlic mustard: We were awarded \$38,372 through the Oregon State Weed Board grant to fund on the ground garlic mustard work amongst the Portland Garlic Mustard Partners. Securing contractors for upcoming field season, preparing mailing & outreach lists, reviewing data and much more in anticipation of springboarding our spring field season (no pun intended, really).
(EDRR) Program	<u>Ludwigia (water primrose):</u> We will be submitting a grant for a brand new ODA Weed Grant that will provide up to \$20K in equipment. This grant will have an aquatic weed focus with a goal of finding and controlling Ludwigia in and around Sauvie Island. Looking for partners and letters of support. Application is due March 15 th .
	<u>Drone Veg Survey:</u> Discussion with a contractor and City of Portland for expanding our program with more fliers and possible more survey area.
	<u>Lesser celandine:</u> Worked with City of Portland on developing and sharing resources for community seeking celandine guidance. Developing a best management guide to replace/supplement factsheet. Check ins with properties and providing guidance.
Integrated Pest Management	 Facilitated 4County CWMA Technical Committee Meeting (2/9), including a committee review of the new digitalized weed maintenance calendar. Participated in IPM trainings and shared notes pertaining to updates to best
(IPM) Coordination	 management practices with staff, partners and community. Renewed staff pesticides licenses, and received continuing education credits. Lead on developing & revising best management factsheets.
	 Herbicide storage needs for potential new office space. Attended to herbicide storage maintenance needs. 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.
Invasive Partnerships	4-County CWMA: I was elected to chair of the 4-County CWMA Technical & Scientific Review Committee for another two year term (will be taking active role in recruiting new leadership over the course of this term). Facilitated 2/9 meeting that included reviewing IPM
Goals 1-6	calendar, redeveloping our best management factsheets so they are the primary source of herbicide guidance (and henceforth the Urban IPM factsheets will only contain non-herbicide guidance), and discussing spring treatments to consider this time of year (ie metsulfuron methyl for control of annual weed seedlings amongst established desirable perennials /
	native grasses and benefits of adding esplanade to tank mix for garlic mustard and soon for longer-term blackberry control in forestry).
	Oregon Invasive Species Council (OISC): Tracking new release of what was once called the 100 worst list, and catching back up on the Education working group "Hub." Tryon Creek Watershed Council: Watershed Wide Event March 5 th . Provided updates.
	Western Invasives Network: Caught up on several new WIN updates. PNW_Garlic Mustard Working Group: Provided some curation of listserv.
Safety/Covid	Will be taking over Randi's responsibilities on the safety committee. Participated in quarterly meeting. Reviewed Covid Reopening Plans, and other safety topics. Taking lead on getting truck back in safe working order.
DEI	Sharing slides from presentation by Cheryl Shippentower "First Foods & Invasive Species Management" from Umatilla Reservation. Considered and utilized DEI lens during review of

	intern applications.
Technical Assistance & Presentation s	Phone/email. Ivy management, lesser celandine and native plant resources were all hot topics. Presented "Invasive Species Program Updates 2022" at Feb Board Meeting.
Misc/Admin	Work Plan Draft Submitted; Email Correspondence; Admin paperwork; Intern Application Review; Scope of Work developing/processing; Invoicing Review; Field Supplies Management & maintenance; Landowner correspondence; Partner coordination; Budget Tracking; New Office Space considerations & feedback; Supervisory transition; Other District admin needs
Meetings (3)	4-County Education & Outreach; Technical Committees (2/9), Invasive Species & Exotic Pests Workshop (3/3)

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 March Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	At the February 1 st , 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 checkin on staff and board trainings.
	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.
	Next meeting will be April 12 th from 1-3 pm.
Farms and new landowner contacts SP Goals 1-5	Planning and budgeting for a series of projects in partnership with Ducks Unlimited (DU) on a single landowner's property. The projects involves 3 ponds and two upland sites for a total of 14.5 acres and likely to involve planting 17,500 plants as well as 150 lbs. of native grass and forb seed. This project is very likely to be split into at least two phases and involve multiple OWEB small grants, hopefully Oregon Wildlife Foundation grants and possible money from the North American Wetland Conservation Act (NAWCA) funds thru DU.
	I am also now lead on a project Kammy had initiated on a large property on the very southern end of Sauvie but not a lot of details on direction there yet.
	Finally, expanding the scope of a project on three acres on Sauvie Island Road about a mile north of Wapato State Park. The project previously involved just cover cropping but soil pests such as symphylans (pictured below) and very heavy nematodes populations that attack crops – mostly at the roots – have severely hindered the farms crops last year. Likely to include additional soil building as well and potential for conservation actions such as beetle banks and interplanting.
Garden Symphylans (Scutigerella immaculate)	Countilly 10th Resent of the Intersetter Continued
Site Visits SP Goals 1-5	1 for Ducks unlimited project.

Task	Explanation
Sturgeon Lake Restoration SP Goal 1 & 3	Vegetation Maintenance – Spring maintenance is coming soon! Also, after looking at the survival data from last year, there are some areas that are under performing. I am hoping to bolster those areas we 2000-3000 plants spread over 3 acres – with heavier plants on less than half that. The other areas are likely to have either willow stakes or woody species selected that are still doing well at those locations.
ODA Grant	Submitted the latest grant report due January 10 th .
SP Goals 1, 2, 4, 5 & 6	
Off-Channel Salmon Habitat	The Polanski-Burlington Bottoms project is officially completed. Picture of one the railroad car bridges installed on a private drive were previously a 36" culvert was.
Note that this photo (provided by CREST) was taking March 1st after the first rounds of very heavy rain in the area,	
Soil Health	Soil School starts April 5 th at 6 pm and has nightly session every Tuesday and Thursday
OWEB Small Grant Team	till April 28 th . Registration is open and agenda is on the website. We have a full \$100K and applications can now be submitted. No applications as of yet.
OWED SHIGH Graffe (Call)	The have a ran 9100K and applications can now be submitted. No applications as of yet.

Fiscal & Administration Report (Levis and Razalenti) Staff Report for Board (covers February 2022 activity)

Fiscal & Admin Annual Work Plan	Status This Month
items relevant to 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. Transitioning to external bookkeeping service for routine monthly processing 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	Coordinated interviews and interviewee/interviewer materials for Forest Conservationist and Internship Worked with Capacity Building Partnerships to schedule next equity training & planning meeting for training
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. Coordinating activity per budget calendars for FY23, including annual work plan development. Gathering data for FY23 annual budget.
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 Resolution for Board adoption of Business Continuity Plan.
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, Meadowscaping 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 Plan/Chair/Lead/Coordinate/Particip ate in relevant District meetings (Staff, DEI, Safety, Leadership, Office Team, Annual)	Completed work on developing transition to new LRBP Measures of Success and related WMSWCD performance measures. 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 2/1
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 regarding cabling, infrastructure needs, server requirements, etc. related to new office space.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Attending as able monthly SDAO safety webinars first Thursday of every month & other management training.

Urban Conservation



I presented at Portland Harbor Community Advisory Group (PHCAG) on "The Place of Plants in the Restoration of the Lower Willamette." I was 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. The PHCAG provides

on-going education and community support regarding the clean-up of the lower Willamette River –they had ~50 people attending who represent industry, restoration companies, the community and government agencies.

I'm serving as an organizational lead for a new team of **Lewis & Clark** environmental engagement students. These students have agreed to **survey and map areas of historically found invasive plant infestations, help install boot brush stations, and advocate for land maintenance** follow-up needs they find through their survey work.

Participated in a **West Willamette Restoration Partnership quarterly** meeting & follow-up stewardship committee meeting.



Preparing for the **Watershed Wide Event on March 12**th where I'll be helping lead a volunteer group at **Lewis & Clark.** Register here: RSVP here!

Responded to a partner with a long-time restoration partner and community of faith with a request for us to **co-sponsor an upcoming Douglas Tallamy presentation**, which we've agreed to. This partner is only asking we help publicize for the event. The free *Restoring Nature* webinar, open to all, will be held on March 23rd at 1 pm. bit.ly/RestoreNature

Assisted the newly hired **stormwater stars specialist** along with Renee as they crafted new signage for stormwater stars sites.

Met with a local cultural anthropologist and William (Fritz) Paulus to discuss barriers and opportunities around small lot protections at the local and statewide levels. The issue stems from lack of interest in both acquisition and/or easement holding in these circumstances. This contact is interested in advocating for statewide solutions and has been advised to keep in touch and made aware our board would need to approve any formal advocacy statement to statewide decision makers.

Climate Change



Worked with Emma to develop a climate change presentation for the UERC Symposium that summarizes compiled research thus far. Assisted in research and locating of sources. Helped

convene a tech staff meeting to review and provide input on research findings. Continued weekly check-ins. Participated in a check-in with FPC's climate intern.

Participated in a **Wildfire Risk Reduction** portland partners meeting with Parks, FPC, and Portland Fire & Rescue.

Education Programming



Worked with contractors to refine **focus group** scripts and **recruit** focus group members. Participated in the **BIPOC Environmental Education Leaders & School Educators** focus groups for the **Education Program Niche Finding** project.

Participated in a NRCS People's Garden meeting where we learned that \$200K in local garden funding and an opportunity to highlight a local garden is forthcoming. **EMSWCD** staff and I are coordinating to nominate a garden and create funding criteria.

DEI	Participated in a "confluence next steps" group meeting where we	
	planned a tour of Shwah kuk wetlands – a site restored by BES in	
	partnership Serina Fast Horse who served as a Indigenous community	
	liaison for the City, focused on an innovative project that is integrating	
	,,	
	Indigenous Traditional Ecological and Cultural Knowledge into restoration	
	plans through meaningful, community-led collaboration. The next steps group decided	
	on a regular meeting date to continue to discuss important topics and convene learning	
	events, such as the upcoming tour, that helps us better learn together about relationship development with Tribes, Indigenous community members and Inter-Tribal	
	organizations, steps towards integration of TEK in restoration, and decolonization of our organizations.	
	Met with Laura Guderyahn to discuss the Urban Ecology Social Justice book chapter w	
	are co-authoring spotlighting a case study of Portland's environmental organizations' efforts to to devise a plan for crafting our outline.	
	Followed up with DEI co-chairs and diverse supplier tracking, RFP preference, and	
	related issues. Learned much in the process and working with Randi and others to address findings.	
Long Range Business Plan	Helped review and provide input on how to integrate LRBP tactics and performance measures into annual workplanning and board presentation formats.	
	Pinned down participants (District Manager, DEI Co-Chair, and Board Chair) and date	
	(4/27) for the the District advisory committee planning team to help provide input on	
	what the committee focus will be, committee makeup, and recruitment.	
Other	Participated in Internship application scoring and review.	
	Crafted my workplan for FY 2022-23 and went over it with Jim and Kammy.	
	Met with a student interested in interning with us this summer through a U of Madison,	
	WI program.	

Renee Magyar, Communications & Outreach Manager

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

Strategic Direction	Explanation
EQUITY AND INCLUSION	 Final distribution of 2 page translated documents to CELs & HAKI for outreach Sharing promotion of Native American Habitat Restoration training
ORGANIZATIONAL HEALTH	 Business Continuity Plan: final edits; present completed working version to Board of Directors for adoption at February board meeting Annual work planning: Communications work plan; SD 4 talking points for board presentation Misc: visit potential new office space & provide feedback in debrief; continue research and co-planning for password storage software with Office Manager Monthly: All-Staff, Tech Staff, and Leadership Team meetings, Staff report, timesheets, invoicing, expenses
SHARING CONSERVATION INFORMATION	 Produce written/photo content for distribution via website/newsletter/social media: coordinate Bigleaf maple syrup guest blog article; update editorial calendar of articles; Meadowscaping Handbook: finalize payment, shipping, discount amounts and process; work with website developer for new order form and discount request form; coordinate invoices & deliver copies for partners Annual Report: create outline and update planning calendar for 2020-2021 report 2 page outreach document (summary of District work and LRBP goals): send final layout versions to CELs for outreach Soil School 2022: facilitate planning team check in, meeting notes, update planning calendar; coordinate back-up hosts; update contract for keynote; outreach for registrations; create presentation notes for session hosts; provide presenter bios for webpage and registration Website: Post board meeting documents Social media: share forest health article; hair ice; native plant sales; Soil School registration opens; student video contest; Native American Habitat Restoration training; Media: board meeting media alert; Soil School promotion Misc: design feedback on sign for Stormwater Stars; general info@ inquiry responses
FINANCIAL SUSTAINABILITY	No specific activities
CLIMATE CHANGE	No specific activities
LONG-TERM SUCCESS	No specific activities
1	oes not include activities specific to conservation-related Strategic Directions: ND BIODIVERSITY: WORKING FARMS. FORESTS AND GARDENS: RELATIONSHIPS WITH THE LAND

WATER AND SOIL; HABITATS AND BIODIVERSITY; WORKING FARMS, FORESTS AND GARDENS; RELATIONSHIPS WITH THE LAND