

District Manager’s Report to WMSWCD Board for April 2022 Meeting (Covers March 2022 Activity)

General	Congratulations to Laura Taylor for accepting the permanent Forest Conservationist position!
NO ACTIVITY -- Equity & Inclusion, Relationships to the Land, Long-Term Success – NO ACTIVITY	
Organizational Health	<ul style="list-style-type: none"> • Mtgs: Leadership Team (3/28); timesheet approvals (3/9, 3/24); invoice approvals (3/10, 3/24); contract, grants, agreements and other sign-offs (2). • Prep for 3/15 WMSWCD board mtg (agenda, public notice); monthly check-in w/ Chair Preeg Riggsby (3/3). Attended the mtg; presented annual work plan for Organizational Health strategic direction. • Mtg w/ R. Razalenti regarding the District’s umbrella contracts w/ conservation work contractors (3/4). • Budget Development Activity: <ul style="list-style-type: none"> ○ Mtg w/ M. Levis regarding staff annual work plans in preparation of the FY 2022-23 budget (3/4) ○ Conservation budgets: urban, agricultural, forestry, habitat & invasive programs (w/ K. Kern-Korot) ○ Real estate contract services budget development w/ Fritz Paulus (contract real estate attorney) (3/28) ○ Balance the budget meetings: (3/28 w/ M. Levis); (3/29 w/ M. Levis, K. Kern-Korot) • Forest Conservationist recruitment activity: <ul style="list-style-type: none"> ○ Review of applications of the 4 finalists that received 2nd round interviews. Second round interviews were managed in their entirety by K. Kern-Korot, Senior Conservationist. Meeting w/ K. Kern-Korot regarding 2nd round interview team’s split recommendation on priority candidate (3/4). Follow-up w/ Director Sowder, member of 2nd round interview team, for added perspective. Follow-up mtg w/ K. Kern-Korot on next steps moving forward (3/17). Agreed to fully vet the top 2 candidates. ○ Conducted the 4 reference checks for top external candidate. Conducted one reference check for the internal candidate. Follow-up mtg w/ K. Kern-Korot on final selection (3/24). Notified top external candidate that they were not selected. • Office Location Team Meeting (3/16). Zeroing in on SW Kelly Avenue location for new office space. • Oregon Department of Agriculture (ODA) Soil & Water Conservation District – District (& Senior) Manager Training w/ Eric Nusbaum (ODA) (w/ K. Kern-Korot) (3/29).
Financial Sustainability	<ul style="list-style-type: none"> • Review of monthly financial statements for month of February with M. Levis (3/15).
Sharing Conservation Information	<ul style="list-style-type: none"> • Planning for FY 2021-22 Annual Report (developed content outline) w/ R. Magyar (3/3). • Response to phone inquiry from a concerned moorage resident about the use of glyphosate by the landlord of the facility – explaining Oregon’s pesticide use and reporting laws (3/11). • Response to Forest Park Conservancy inquiry re: some damage to a single large tree they observed in their Ancient Forest Preserve (3/15). Follow-up consult with state forest entomologist (ID –false click beetle). • Response to email inquiry from Don Motanic (retired, Intertribal Timber Council) regarding Sauvie Island and the District’s relationship with the Sauvie Island Center. Took the opportunity to update Don on the Sturgeon Lake Restoration Project and the need for an Indigenous interpretative site for the project.
Water & Soil	<ul style="list-style-type: none"> • Phone call w/ Tim Couch, District Manager, Sauvie Island Drainage Improvement Company (SIDIC) re: technical assistance needs for developing sediment control practices for the SIDIC canals such as best practices for ditch cleaning and bank stability through riparian vegetation. The SIDIC has to develop these for their operations manual in response to Oregon Department of Environmental Quality Willamette Basin Total Daily Maximum Load requirements for mercury (3/18). Follow-up with S. Gall, K. Kern-Korot.
Habitats & Biodiversity	<ul style="list-style-type: none"> • Finalized Letter of Support (w/ M. Delepine) for Oregon Dept of Ag Noxious Weed Program grant funding for aquatic invasive plant species survey & control work in the Sauvie Island confluence area.
Working Farms, Forests & Gardens	<ul style="list-style-type: none"> • Mtg w/ Matt Stine, Proprietor, Native Ecosystems Northwest regarding technical assistance opportunities in the Tualatin Mountains for rural forestland wildfire risk assessments and treatment options (3/16).
Climate Change	<ul style="list-style-type: none"> • Email to the Forest Park Neighborhood Association, the Linnton Neighborhood Association and Skyline Ridge Neighbors forwarding link to the Office of State Fire Marshall’s March 1st <i>Community Risk Reduction Funding Listening and Understanding Session</i> per Senate Bill 762 (wildfire omnibus bill).
Professional Development	<ul style="list-style-type: none"> • Oregon Tree Farm System (OTFS) State Certification Coordinator activity: (a) Board of Directors meeting (3/10); (b) led Certification Working Group meeting (3/24); (c) mtg w/ Rick Zenn, Executive Director, Oregon Small Woodlands Association; (d) tracking and updating the tree farm certification database with respect to trained inspectors and completed property certifications; (e) continue to assign required inspections for 2022 to inspectors statewide.

Michelle Delepine, Invasive Species Program Coordinator
March 2022 Staff Report (Mar 4th – Apr 8th 2022)

Task	
<p><u>Early Detection, Rapid Response (EDRR) Program</u></p>	<p><u>Garlic mustard:</u> Sent over 50 outreach letters, with assistance from Ari and Renee. Completed two contractor crew days and two staff-led treatment days. Areas include Cornelius Pass/Skyline, Upper Balch Creek, and Tryon Creek. With assistance from Randi, completing acceptance paperwork for \$38,372 funded Oregon State Weed Board grant. Coordinating with agency partners and contractors for the upcoming season.</p> <p><u>Wild Chervil & Rough Chervil:</u> Largest infestation to date that was mowed by crews before seeding responded unexpectedly well to treatment. Discovered a patch of rough chervil growing in Tryon Creek and treated it.</p> <p><u>Spurge laurel:</u> Sent over a dozen outreach letters & received five replies so far. Coordinating with landowners to provide control week of 4/11.</p> <p><u>Ludwigia (water primrose):</u> We submitted a \$27,433 grant request for the ODA Priority Weed Grant. This grant will have an aquatic weed focus with a goal of finding and controlling Ludwigia in and around Sauvie Island and Sturgeon Lake. Funding would go to partners, direct control and boating equipment.</p> <p><u>Lesser celandine:</u> Completed control of seven high priority sites, including Sauvie Island, Skyline, Healthy Streams site, and Tryon Creek.</p>
<p>Integrated Pest Management (IPM) Coordination</p>	<ul style="list-style-type: none"> • Provided overview of the new regional digitalized weed maintenance calendar to the Clean Water Coalition forum. • Participation in Solve Pest Problems Steering Committee meeting. • Attended Hazard Analysis and Critical Control Point for EDRR training. • Led in-office and in-field IPM training to our two seasonal interns. • Maintained and organized herbicide equipment in storage and for field use. • Applicator license administrative work. • Maintained MSDS binders. • Collected and tracked herbicide treatment data. • Participated in IPM trainings and shared notes pertaining to updates to best management practices with staff, partners and community. • Lead on developing & revising best management (BMP) factsheets. • Developing BMPs for adding new herbicides to our toolbox. • Herbicide storage needs for potential new office space. • 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 Partnerships Goals 1-6</p>	<p><u>4-County CWMA:</u> Provided Technical & Scientific Review Committee update at March general meeting. Planning August General Meeting. Forwarded discussion notes to tech staff and responded to questions.</p> <p><u>Oregon Invasive Species Council (OISC):</u> Attended Hub Working Group. New website launched with priority invasive species.</p> <p><u>Tryon Creek Watershed Council:</u> Tabled Trillium Fest April 2nd (spoke to 90 attendees). Coordination with TCWC and Oregon State Parks regarding garlic mustard etc.</p> <p><u>Western Invasives Network:</u> Coordination of presenting IPM calendar at events.</p> <p><u>PNW Garlic Mustard Working Group:</u> Provided some curation of listserv.</p>
<p>Safety/Covid</p>	<p>Completed all safety improvements to GMC work truck. Participation in Safety Committee.</p>

DEI	Using new DEI best practices for speaking and writing about invasive species.
Technical Assistance & Presentations	Completed three site visits with landowners. Fielded 16 Phone/email requests. Assisted Laura with Forest Measurements. Presented at Clean Water Coalition.
Misc/Admin	Work Planning; Email Correspondence; Admin paperwork; Intern Application Review; Scope of Work developing/processing; Invoicing Review; Field Supplies Management & maintenance; Landowner correspondence; Partner coordination; Budget Creation; New Office Space considerations & feedback; Supervisory transition; Other District admin needs
Meetings (6)	UERC (3/7-8) & Linnton Mill Tour; 4-County CWMA General Meeting (3/9), Education & Outreach, OISC Working Group (3/15), Hazard Analysis and Critical Control Point training (3/30), Clean Rivers Coalition (3/31), West Side Garlic Mustard Coordination Meeting (4/8)

- 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
April Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	<p>Next meeting will be April 12th from 1-3 pm.</p> <p>At the meeting there will be an update will be given on diversity in WMSWCD suppliers and related process; discussions on WMSWCD board DEI trainings and Associates Board Director recruitment process; and updates on the DEI related budget request for fiscal year 22-23 and upcoming staff DEI trainings.</p>
Farms and new landowner contacts SP Goals 1-5	<p>Moving forward on a project consisting of a total of 14.5 acres. Phase one will start this year as the landowner completes site prep on about ½ of that and planting in winter 2023. The plan for phase one is to utilize a OWEB Small grant (application in June) along with landowner funds a possible some other grant funds.</p> <p>Phase 2 would start next summer with planting in 2024.</p> <p>I am also now working with Siletz tribe on the preliminary planning for restoring native habitat on a 120 ac property on Sauvie Island.</p> <p>Continued planning on a farm project on three acres on Sauvie Island Road about a mile north of Wapato State Park. Soil health and wildlife exclusion (very heavy deer impacts) practices are slated to go in this spring/summer.</p>
Site Visits SP Goals 1-5	1 for Ducks unlimited project.
Sturgeon Lake Restoration SP Goal 1 & 3	<p>Vegetation Maintenance – Spring maintenance is coming later in April.</p> <p>Fish Monitoring – had our first hatchery spring chinook released from Warm Springs National Fish Hatchery on march 9th, 2022 and detected in Dairy Creek once on March 27th.</p>
ODA Grant SP Goals 1, 2, 4, 5 & 6	Next report incoming
Off-Channel Salmon Habitat	For once in a very long time, I don't have anything to new to report here. As we learn more about the amphibian underpasses on Highway 30, I will try to summarize here.
Soil Health	Soil School kicked off on Tuesday, April 5 th at 6 pm with 94 individual attendees. Continues every Tuesday and Thursday thru April.
OWEB Small Grant Team	We have a full \$100K and applications can now be submitted. No applications as of yet.

Kammy Kern-Korot, WMSWCD Senior Conservationist
Staff Report for December 15, 2021 – April 15, 2022

<p>Equity & Inclusion</p>	<ul style="list-style-type: none"> • Organized & attended equity-pause meetings and participated in bias awareness discussion for Forest Conservationist hiring and equity lens review of scoring rubric • Reviewed & shared DEI-related articles & resources on staff Outlook Teams channel • Attended OSU’s “Women of Forestry/Indigenous perspective” talk by Robin Wall Kimmerer • Meet w/Urban conservationist & District Manager to review Education Niche Finding project results and how they relate to DEI
<p>Organizational Health</p>	<ul style="list-style-type: none"> • <u>Co-Managed Forest Conservationist hiring:</u> <ul style="list-style-type: none"> ○ Send out redacted resumes to application review team for practice scoring ○ Participate in scoring rubric calibration meeting and decisions to adjust criteria ○ Review and score applications; meet with review team to rank and select interviewees ○ Meet multiple times w/team, & District & Office Manager to plan logistics & timeline ○ Organize Round 1 and Round 2 interview panels and lead meetings ○ Prepare 2 sets of interview questions, including a landowner scenario and homework questions for 2nd round interviewees, plus reference check questions, with panel input ○ Lead 2 rounds of remote interviews; facilitate 4 decision meetings with panel and ranking of finalists; do related research and prepare decision info. & documentation ○ Communicate with Round 1 and 2 interviewees re: status ○ Conduct reference checks ○ Follow up meetings with manager to finalize hiring decision ○ Meet with chosen candidate and make job offer • Prepare, <u>present (3/15) to Board</u> on staff’s Habitats & Biodiversity-related work plan elements • <u>Admin/Supervisory:</u> <ul style="list-style-type: none"> ○ Individual meetings w/ all tech-staff & district manager to check in & review & advise re: next year’s draft workplans; facilitate sharing, coordination of workplans & goals; prepare and have check-in meeting w/ district manager re: my workplan and budget ○ Review LRBP/strategic plan and associated metrics for reporting in workplans ○ Develop my own draft workplan for next year, including increased management duties ○ Begin revision of Senior & Field Conservationist position descriptions; meet with manager re: new responsibilities and shifting roles of other technical staff ○ Approve tech. staff professional development, workplan & expenditure shifts ○ Plan and lead bi-monthly tech. staff meetings; prepare for hybrid meetings ○ Participate in weekly leadership team and monthly all-staff meetings ○ Review options and participate in office relocation planning discussions ○ Meet and communicate with tech. staff on conservation work issues ○ Prepare monthly report(s)/ summary of work activity; prepare & approve timesheets ○ Set up a specified password storage app on phone and computer; direct tech. staff to do the same – to enhance password security and sharing, to ensure business continuity ○ Set up 2-factor authentication (cyber security) for log-in to WMSWCD server ○ Work with tech. staff to continue improvements and data entry/sharing to/in Fulcrum ○ Coordinate staff telecommute requests; meet with controller and prepare summary of office schedule and space needs for board meeting ○ Track & advise re: tech. staff work developments, including Mercury TMDL developments for Sauvie Island, herbicide use, fleet vehicle needs, etc. ○ Met w/admin. Staff & intern supervisor re: 2021 intern exit interview / feedback ○ Research management and supervisory trainings for myself & intern supervisor • <u>Trainings, conferences and webinars:</u> <ul style="list-style-type: none"> ○ SWCD Manager Training by Eric Nusbaum, ODA (3/29) ○ Urban Ecology Research Consortium conference (3/7-8) & Harborton Wetlands Tour ○ Douglas Tallamy’s <i>Restoring Nature</i> webinar (3/28; co-sponsored by WMSWCD) ○ Rogue River watershed council webinar re: passive riparian restoration ○ Accelerating the development of [forest] structural complexity: a case study from Ellsworth Creek Preserve, Washington” presentation by TNC & UW ○ Laura Guderyahn’s TCWC Science talk on Oregon’s turtles & local presence & needs • <u>Vacation and Flex time</u> for winter holidays and Spring Break; 2 paid holidays

<p>Sharing Conservation Information</p> <p>Water & Soil</p> <p>Habitats & Biodiversity</p> <p>Working Farms, Forests & Gardens</p> <p>Climate Change</p> <p>Relationships with the Land</p> <p>Long-Term Success</p>	<ul style="list-style-type: none"> • <u>Healthy Streams Program (HSP) and Special Habitat (SH) sites:</u> <ul style="list-style-type: none"> ○ Ongoing program planning & management, including contractor communication, fiscal oversight and technician support; updated scopes of work & budgets ○ Prioritized and directed spring weed control by contractor ○ Planning w/SBWC & contractor for more tree protection from beaver browse on McCarthy Creek; prepared budget and scope of work items ○ Updated conservation plan for one new small McCarthy Creek project and met via phone with landowner • <u>Lower McCarthy Creek Wetland Reserve Easement site:</u> <ul style="list-style-type: none"> ○ Planned & directed nursery delivery, storage & planting of 10,500 riparian & wetland trees & shrubs in Feb, incl. wetland restoration areas that are part of project w/partner CREST. Did site visits to prepare & execute planting; refined budget & contractor work scopes. ○ Directed first spring weed treatment (early April) by vegetation contractor; oriented new project-lead to the site and scope of work. ○ Installation of 2 new bridges to replace culverts and improve hydrologic connectivity to wetland areas was completed • <u>OWEB-funded Gilbert canal riparian, forest and oak savanna project:</u> Ongoing tech. assistance to landowner. Planned & directed final site preparation & winter planting of 750 trees & shrubs; did site visits, contractor & nursery coordination; refined budgets & work scope. • <u>Oak CIS Project</u> in upper Abbey Cr. Watershed: Plan final stages of project, including thinning work and re-planting, and prepare budget, in collaboration w/the Forest Conservationist • <u>Other Special Habitat Projects (on Sauvie Island):</u> <ul style="list-style-type: none"> ○ Did site visit & 2 planning meetings w/ partner Ducks Unlimited & land manager for a project on 2+ properties; worked w/Rural Conservationist to develop project budget ○ Coordinated with staff of tribe interested in Sauvie Island property for cultural use and with Rural/Soil Conservationist for project planning • <u>Additional Technical Assistance:</u> <ul style="list-style-type: none"> ○ Sent multiple resources to landowner on Abbey Creek tributary stream interested in riparian restoration, mitigation for home-building ○ Did research & follow-up to multiple inquiries from residents of a Mulnomah Channel moorage, e.g., local groundwater; refreshed skills in GIS and prepared map ○ Sauvie Island landowner w/wildlife habitat tax deferral re: county tax assessor inquiry ○ Respond to McCarthy landowner re: protecting trees from beaver browse ○ Review, provide comments on mercury pollution TMDL plan template from SIDIC • <u>Other Sharing of Conservation Info/Education & Outreach:</u> <ul style="list-style-type: none"> ○ Post photos, content to Teams channel for social media; share event info. and articles ○ Edit e-article on the aquatic invasive plant <i>ludwigia</i> ○ Suggest edits and corrections of WMSWCD website ○ Meet with communications staff, etc. re: statewide wetlands project award ○ Assist w/ outreach/communications work-planning for FY22-23 ○ Provide outreach for Soil School and share bio-char resources w/partner ecologists ○ Exchange info. w/ODFW re: ludwigia, knotweed & woolgrass on Lower McCarthy • <u>Partnerships:</u> Meet w/SBWC staff & Rural Conservationist to plan adoption of water quality monitoring work in McCarthy, Miller & Crabapple Creeks by SBWC; provide earlier results and background info. on earlier partnership activity for new SBWC Coordinator • <u>Climate change:</u> <ul style="list-style-type: none"> ○ Above work helps mitigate climate change by restoring plants that provide cooling and carbon sequestration ○ provide resources to intern for development of a climate lens for the district; meet to share ideas and provide feedback ○ Respond to TNC survey re: riparian reforestation and carbon sequestration benefits ○ Do related reading and pursue and/or attend training related to climate change
<p>Financial Sustainability</p>	<ul style="list-style-type: none"> • Finalize & submit OWEB grant reimbursement request for Sauvie Is. habitat project and facilitate pass-through payment to landowner • Coordinate submission of invoice to CREST for \$30,000 for this year's planting and future vegetation management on Lower McCarthy

	<ul style="list-style-type: none"> • Coordinate workplan development and completion of partner funding request by SBWC for FY 22-23 and first reimbursement for the current fiscal year • Prepare end-of-year spending projection for habitat programs; coordinate w/fiscal staff • Work with all tech. staff on their program budgets for next fiscal year and ending balances • Meet w/manager & controller to finalize conservation program budget request & decide on needed reductions; review budget details and participate in additional meeting with Board treasurer to prepare for public budget committee meeting • Review and approve nursery and contractor invoices; troubleshoot erroneous payment • Plan staff use of City of Portland plant cooler and coordinate subsequent payment of invoice • Review tech. staff credit card purchases; approved training costs and budget adjustments • Prepare, submit and approve expense reimbursement requests
NRCS project/NACD grant match	NRCS WRE & Oak CIS project hours: 40

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





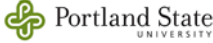

Acronyms:

BPA: Bonneville Power Administration	CSWCD: Clackamas Soil & Water Conservation District
CIS: Conservation Implementation Strategy	CWMA: Cooperative Weed Management Area
CREST: Columbia River Estuary Study Task Force	DEQ: (Oregon) Department of Environmental Quality
DEI: Diversity, Equity & Inclusion	EMSWCD: East Multnomah Soil & Water Conservation District
EDRR: Early Detection Rapid Response [of invasive species]	HOA: Home Owner Association
HSP: Healthy Streams Program	NRCS: Natural Resource Conservation Service
NACD: National Association of Conservation Districts	OSHA: Oregon Occupational Safety & Healthy
ODA: Oregon Department of Agriculture	SBWC: Scappoose Bay Watershed Council
OWRD: Oregon Water Resources Department	T.A.: Technical Assistance
SIDIC: Sauvie Island Drainage Improvement Company	TMDL: Total Maximum Daily Load (DEQ pollution allowance)
THPRD: Tualatin Hills Parks & Recreation District	TSWCD: Tualatin Soil & Water Conservation District
TNC: The Nature Conservancy	
WRE: Wetland Reserve Easement	

Fiscal & Administration Report (Levis and Razalenti)
Staff Report for Board (covers March 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. Continuing transition 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	Assisted with hiring tasks and/or preparation for onboarding as applicable for Seasonal Conservationist, Field & GIS Interns, and Forest Conservationist. Reviewing options for health plan renewals.
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, meetings to evaluate needs, etc. Gathering data from staff for FY23 annual budget & preparing documents for Budget Committee meeting
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). Reviewing expiring umbrella contracts with conservation vegetation contractors, amendments, etc.
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 & discussing with office team.
Support Communications and Outreach efforts	Assisting with planning for BCP adoption, planning for website redesign, newsletter proofing as necessary.
Plan/Chair/Lead/Coordinate/Participate in relevant District meetings (Staff, DEI, Safety, Leadership, Office Team, Annual)	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, office team meeting. Safety Committee: meeting preparation, Chaired quarterly meeting, took notes, action item tracking
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.

Mary Logalbo, Urban Conservationist
March 2022 Highlights (for April Meeting)

<p>Urban Conservation</p>	<div data-bbox="435 197 565 289">  </div> <p>Continued work with Lewis & Clark environmental engagement students. These students have completed a survey and mapped areas of historically found invasive plant infestations, are helping to install boot brush stations, and advocating for land maintenance follow-up needs they find through their survey work. They've also organized a student debate on invasive species delivered through Healthy Democracy (a US-based nonpartisan nonprofit that designs and coordinates innovative deliberative democracy programs).</p> <div data-bbox="418 310 597 382">  </div> <p>Worked with the West Willamette Restoration Partnership chairs to design a member survey to help inform the partnership's direction moving forward.</p> <p>Hosted a successful Tryon Creek Watershed Wide Event site at Lewis & Clark on March 12th – we installed 125 native plants and freed 50 trees from ivy with 30 volunteers.</p> <p>Worked with a long-time restoration partner and community of faith to co-sponsor a Douglas Tallamy presentation. This partner is only asking we help publicize for the event. The free Restoring Nature webinar, open to all, was held on March 23rd and had over 300 participants!</p> <p>Conducted 4 site visits and crafting conservation plans for the same.</p> <div data-bbox="418 907 581 1121">  </div> <p>Toured the completed Boones Ferry Crossing project (BES Staff Lead Anil Devnani pictured left). WMSWCD had a long-standing partnership with BES and TCWC at this site. The District helped create plans for all participating private landowners and provided cost share to have SOLVE and BES Reveg Crews help restore areas up and downstream of the newly installed bridge (which replaced a culvert that was impassable to fish).</p> <div data-bbox="1279 911 1367 991">  </div> <p>Crafted urban and education budgets to align with my work plan.</p>
<p>Climate Change</p>	<div data-bbox="435 1222 646 1264">  </div> <p>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.</p> <p>Participated in a Wildfire Risk Reduction portland partners meeting with Parks, FPC, and Portland Fire & Rescue.</p>
<p>Education Programming</p>	<div data-bbox="457 1474 587 1612">  </div> <p>Participated in the last 2 discussion groups and worked with contractors to complete the Education Program Niche Finding project final report. Developed a workplan and budget in alignment with key findings.</p> <p>Worked with EMSWCD and NRCS staff to rank and nominate a NRCS Portland People's Garden. After review of the criteria developed, we moved forward <u>Our Village Garden</u>. This garden will be awarded \$26K.</p> <p>Executed a new school garden grant agreement and two demonstration garden agreements. One garden, a new community garden, will help provide fresh food and garden access to a homeless shelter downtown.</p>

DEI	<p>Had a Sturgeon Lake check-in with Confluence's Courtney Yilk and learned they don't have capacity to partner with us on the interpretive signage/artwork project that we'd approached them about and received good guidance on how we might move forward in moving this project forward.</p> <p>Worked with Laura Guderyahn to complete the Urban Ecology Social Justice book draft outline for the chapter we are co-authoring spotlighting a case study of our organizations' equity efforts.</p> <p>Scheduled a meeting with EMSWCD staff to discuss diverse suppliers issues.</p>
Long Range Business Plan	<p>Helped review and provide input on how to integrate LRBP tactics and performance measures into annual workplanning and board presentation formats.</p> <p>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.</p>
Other	<p>Helped with eNewsletter stories (wildfire risk reduction & climate change lens).</p> <p>Crafted & delivered Board presentation for Climate Change Strategic Direction for FY 2022-23 and met with Jim and Kammy.</p> <p>Attended the Urban Ecology Research Consortium (UERC) Symposium.</p>

Renee Magyar, Communications & Outreach Manager --- April 2022 Board Meeting Staff Report (Covers March 2022)

Strategic Direction	Explanation
EQUITY AND INCLUSION	<ul style="list-style-type: none"> • Annual budget request for Communications (includes DEI Committee requests) • Promoted Portland Audubon Nature Night talk with Gabe Sheoships: State of Western Organizations working on Indigenous landscapes
ORGANIZATIONAL HEALTH	<ul style="list-style-type: none"> • Business Continuity Plan: research long distance radios vs. satellite communicators; provide info to Ops team about Zoleo sat com devices • Annual work planning: Prepare Strategic Direction 4 notes and presentation slides for board meeting presentation, compile SD4 activities from all staff work plans; format final work plan PowerPoint presentation; present SD4 to Board at March board meeting; Post AWP PPT to website • Misc: continue research and co-planning for password storage software with Office Manager; mask policy review; work with Cogent to troubleshoot internet connectivity issue in office; order web cam and keyboard; collect t-shirts, hats, safety signs and vests for interns • Monthly: All-Staff, Tech Staff, Leadership Team, Board of Director meetings; Staff report; timesheets; invoicing; expenses
SHARING CONSERVATION INFORMATION	<ul style="list-style-type: none"> • Produce/coordinate written/photo content for distribution via website/newsletter/social media: edit bigleaf maple syrup guest blog article; coordinate climate change internship blog; edit intern introduction bios for blog; take photos and info gather for Springville Firewise project article; Ludwiglia article; draft back-up District Manager letter for newsletter • Meadowsaping Handbook: work with website developer to add discount coupon to order form payment system and other form updates; update coupon information on discount request form page; coordinate Stripe login for web developer; test order form and receipt confirmation; troubleshoot duplicate orders; fill orders; update tracking tool; document updated system for staff use • Annual Report: update planning calendar for 2021-2022 report; check-in meeting with District Manager to confirm report contents • 2 page outreach document (summary of District work and LRBP goals): collect feedback from selection of CELs • Soil School 2022: facilitate planning team check in & meeting notes; coordinate back-up hosts and land acknowledgement presenters; outreach & promotion for registrations; 2023 event budget; draft logistics email for planning team; send slide and logistics info to presenters; update host presenter notes docs; • Website updates: Post board meeting & budget documents; remove out of date Tualatin SWCD soil curriculum document • Social media: share Washington County Small Woodlands Association native plant sale; Stormwater Stars workshop; National Invasive Species Awareness week info on garlic mustard (Marion SWCD flyer); Portland Audubon Nature Night talk with Gabe Sheoships: Western Orgs working on Indigenous landscapes; Watershed Wide event; gypsy moth renamed to Spongy moth; Douglas Tallamy talk on Restoring Nature; bigleaf maple syrup • Media: board meeting media alert; SWNI News newsletter share with editor; Soil School promotion news release; • Misc: Meeting with Rural & Senior Conservationists to plan for next year State Land Board Award; Tour Boones Ferry –Tryon Creek project site for potential future article; general info@ inquiry responses; coordinate Trillium Festival staffing and pack materials; organize District t-shirt inventory; attend Clean Rivers Coalition “Follow the River” campaign introduction meeting
FINANCIAL SUSTAINABILITY	<ul style="list-style-type: none"> • Annual budget request for Communications (includes DEI Committee requests)
CLIMATE CHANGE	<ul style="list-style-type: none"> • No specific activities
LONG-TERM SUCCESS	<ul style="list-style-type: none"> • No specific activities

Laura Taylor, Interim Forest Conservationist

April 2022 Board Meeting Staff Report (Covers February and March)

Task	Explanation
Forestry Program (SDs 4, 5, 6, 7, 8, 10)	<ul style="list-style-type: none"> • Developed a draft Forest Conservationist work plan for FY2022-23 • Developed draft budgets for 3 new Forestry projects proposed for FY2022-23. • Developed a draft budget for the Forestry Program for FY2022-23, and presented it to Jim and Kammy. • Developed specifications for 7 conservation practices for a new NRCS EQIP project. • Planning and preparation for planting in mid-February - coordination with the nursery, contractors and landowners; reviewing planting plans, acquiring plants from the nursery (both pick-up and delivery), and sorting plants for each project. • Supervised planting at 6 Forestry projects, and assisted 3 additional land owners in acquiring tree seedlings for their projects. Facilitated the planting of a total of 15,000 native trees and shrubs. • Secured land owner cost-share for plants and planting contractor crews, and approved invoices related to planting. • Provided planting practice certification documentation to NRCS for 2 EQIP projects that were planted. • Coordination with contractors in preparation for spring weed treatments. • Held two site visits with landowners seeking technical assistance on forest health. • Performed forest inventory measurements at one property in need of an updated forest stewardship plan. • Project management, quality-control checks and invoicing for 2 active Forestry projects with a fall or winter site preparation work component. • Corresponded with forestry program landowner participants and partners about the status of their projects and other technical assistance. • Reviewed Land Use Notices.
Monitoring and other staff support (SDs 5, 6, 7, 10)	<ul style="list-style-type: none"> • Intern hiring: Attended an interview process meeting, reviewed all top-scoring intern candidates, met to decide which candidates to interview, interviewed 6 intern candidates, and met to decide who to offer the internship to. • Participated in a meeting with our Climate Lens Intern, Emma to get a project update.
District Support, Meetings and Training (SDs 1, 2 & 3)	<ul style="list-style-type: none"> • Visited and then later met to discuss a potential new office space for the District • Attended the Urban Ecology Research Conference (UERC) and site tour at Shwakuk Wetlands • Compiled all staff work plan items related to Strategic Direction 7 (Working Farms, Forests, and Gardens) and 1 (Diversity, Equity & Inclusion), and then developed and presented summaries of this work to the Board at the March 15th Board Meeting. • Personal office space reorganization and move. • Attended WMSWCD staff & tech staff meetings.
Diversity, Equity & Inclusion (SD 1) 🚩 Also see above	<ul style="list-style-type: none"> • Led the February DEI committee meeting focusing on developing the committee’s work plan for 2022-23. Did follow-up work based on feedback gathered at the meeting. • Assisted with coordination and planning for future staff & board DEI trainings • Hosted a voluntary DEI conversation with fellow staff members.
NACD TA Grant Report	<ul style="list-style-type: none"> • NRCS Projects: 47.25 Hours; 5 Landowners; 2 Practices Certified • COTA: 77.75 Hours; 13 Landowners

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