

Michelle Delepine, Invasive Species Program Coordinator
June 2022 Staff Report (May 10th – June 9th 2022)

Task	
<p><u>Early Detection, Rapid Response (EDRR) Program</u></p>	<p>Garlic mustard: Completed <u>one</u> contractor-assisted garlic mustard control days, and several staff-led control days at ~170 properties. Disposed of 1,340 pounds of pulled plants. Areas include Abbey Creek, Balch Creek, NW Skyline Blvd, Tryon Creek & South Portland. With assistance from Randi, continuing to complete acceptance paperwork for \$38,372 funded Oregon State Weed Board grant. Continuing coordination with agency partners and contractors for this garlic mustard season.</p> <p>Wild chervil: Monitoring at our past sites has shown a similar footprint to last year, other than were it was mowed before seed. At that site there appears to be a drastic decrease in the number of plants. New locations have not been found on private properties that we have visited so far this year.</p> <p>Spurge laurel: Contractors addressed about half of a half acre infestation adjacent to Tryon Creek State Park. This is the largest infestation found to date near Tryon. Additional spurge laurel addressed as well, opportunistically.</p> <p>Ludwigia (water primrose): Exploring boat options for our upcoming aquatic weed survey/control grant for Sauvie Island and Sturgeon Lake. This \$27,433 grant will fund partners, direct control and boating equipment.</p> <p>Outreach: Received a couple more dozen responses to our outreach letters sent this spring! Renee and Ari sent out our annual report to 50 of our EDRR participants.</p>
<p>Integrated Pest Management (IPM) Coordination</p>	<ul style="list-style-type: none"> • Maintained and organized herbicide equipment in storage and for field use. • Applicator license administrative work. • Maintained MSDS binders. • Collected and tracked herbicide treatment data. • Reviewed past IPM trainings and shared notes pertaining to updates to best management practices with staff, partners and community. • 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</p>	<p>4-County CWMA: Planning August General Meeting. Field Day is June 15th, Washington Co.</p> <p>Oregon Invasive Species Council (OISC): Loosely tracking Hub Working Group during busy field season. New website launched with priority invasive species.</p> <p>Tryon Creek Watershed Council: No TCWC updates.</p> <p>Western Invasives Network: Troy (coordinator) resigned to take a new position at ODA noxious weed program. His last order of business was publishing the Integrated Pest Management Calendar that I contributed/assisted with as part of the CWMA technical group.</p> <p>PNW Garlic Mustard Working Group: Been quiet as people are focused outside right now.</p>
<p>Safety/Covid</p>	<p>Participated in quarterly safety committee meeting.</p>
<p>DEI</p>	<p>Participated in the training “White Supremacy Culture & Tokenism”</p>
<p>Technical Assistance</p>	<p>Completed three site visits with landowners. Fielded ten phone/email requests. Provided technical assistance to several others during course of spring fieldwork.</p>

Misc/Admin	Invoice processing; Email Correspondence; Admin paperwork; 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
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- 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
May Staff Report

Task	Explanation
Diversity, Equity & Inclusion (DEI)	<p>At the June 14th meeting we discussed results of the District’s Education Niche Finding exercise, including suggestions, questions, and comments received regarding how the District may best address and/or incorporate feedback into our work more broadly beyond just our “education programming;” how to carry forward learnings from the District’s recent white supremacy culture training; the District’s plan for presenting on DEI at the Oregon Conservation Education and Assistance Network’s CONNECT conference on June 10, 2022.</p> <p>Next Tuesday, August 9th from 10 am till noon.</p>
Farms and new landowner contacts SP Goals 1-5	<p>Not a lot new to report. Finishing up a conservation plan for a landowner on Sauvie Island that will mostly involve installation of native woody plants around several of their ponds.</p>
Site Visits SP Goals 1-5	<p>1 for Ducks unlimited project.</p>
Sturgeon Lake Restoration SP Goal 1 & 3	<p>Fish Monitoring: Year to date we have had 21 different tagged fish swim by our PIT tag array on Dairy Creek. These include: white sturgeon, hatchery spring Chinook, Hatchery Fall Chinook, hatchery summer steelhead, and hatchery Coho. This of course would miss most wild fish as the tagging rates are very low, especially for salmonids.</p> <p>Spring Freshet: With all the rain (Portland set a record for amount during April thru June... and June isn’t even over year) we are seeing the first high river event since late 2018. At the Vancouver gauge, it peaked on July 15th at 16.3 feet, which is considered “minor flood stage”. Below is a picture out at Dairy Creek from June 13th.</p>


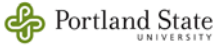



Task	Explanation
ODA Grant SP Goals 1, 2, 4, 5 & 6	Completed recent report in April.
Off-Channel Salmon Habitat	Nothing to report here.
Soil Health	See the article in the recent newsletter! Interviewed a farmer on Sauvie and learned so much for one of the best cover croppers in the state.
OWEB Small Grant Team	Submitted an application for \$15,000 for the planting project listed above. Should know by the end of the month.

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

Fiscal & Admin Annual Work Plan items relevant to this month	Status This Month
Interim District Manager	Working with all staff to transition projects, approvals, processes. Working with Board Ad hoc Personnel Committee on planning phase of new District Manager recruitment.
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.
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	Working on staff transitions, revising position descriptions, reviewing proposed change in responsibilities for two tech staff positions. Finalized choices for health plan renewals. Working with Staff to ensure office coverage as we transition back to office.
Manage development and submission of District Budget, ensuring that all local, state, and federal standards and laws met; staff, board and public participate	Completed all budget related notices and filings per FY23 budget calendar. Met with staff to finalize proposed changes to Approved Budget and preparing all documentation for Budget Hearing in June. Reviewing and monitoring budget versus actual results to date for FY22. Continuing to evaluate performance measures used in budget document, long-range business plan and annual report.
Support Board of Directors as needed (minutes, public meeting announcements, board package, policies) ensuring compliance with all public meeting laws and relevant Oregon Revised Statutes	Prepared and/or reviewed all meeting materials for monthly meeting, coordinating with all relevant staff and board members (agenda, Treasurer's Report, consolidated staff and DEI reports, prior month's minutes, resolutions, and policies as applicable, etc.).
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). Worked with Urban Conservationist and Senior Conservationist to draft support letter as a partner on a USDA Partnerships for Climate-Smart Commodities grant application (promoting climate-smart practices); also planning for potential funding from USDA FSA Urban Ag grants. Reviewing expiring umbrella contracts and preparing amendment template with input from staff as needed. Working with Conservationist, OWEB, and Multnomah County on final items (land use) required for processing of funds requests.
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 is prioritized	Working with broker on terms for new office lease; drafting timeline for move; booking movers, etc. 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; arranged for electronic recycling of broken electronics. Continuing COVID-19 safety updates to office at Montgomery Park (when staff need to be in the office) and field vehicles.
Support Communications and Outreach efforts	Website redesign team meeting to launch project, review schedule and needs. Worked with Communications and Outreach Manager to organize and store materials. Soil School backup host
Plan/Chair/Lead/Coordinate/Participate in relevant District meetings (Staff, DEI, Safety, Leadership, Office Team, Annual)	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: conducted quarterly hazard investigations on vehicles, office, storage DEI: attended and took notes for DEI Committee meeting
Plan/Coordinate/Participate in external meetings and events (WHA Insurance, SDAO, Property Manager, Cogent IT, ADP, GFOA, TSCC, TCWC, Legal, etc.)	New office space lease negotiations & discussions with broker and legal counsel. Working with architectural firm offering pro-bono space planning services for new office space. Working with IT to determine infrastructure needs (cabling, server room build-out) in new office space. Met with SDAO legal counsel on direct hire versus open recruitment questions.
Training / Workshops / Conferences (SDAO, OACD, CONNECT, Prof. Org)	Attending as able monthly SDAO safety webinars first Thursday of every month & other management training. Attended SDAO OR OSHA heat and smoke final rules webinar Helped coordinate and attended White Supremacy Culture & Tokenism training for staff and partners facilitated by Capacity Building Partnerships

Mary Logalbo, Urban Conservationist
May 2022 Highlights (for June Meeting)

<p>Urban Conservation</p>	 <p>Had the wonderful opportunity to join consultant Serina Fast Horse of Kimimela consulting, indigenous community members engaged in the project, city of Portland staff, and other Confluence Project partners including additional WMSWCD staff on a tour that demonstrated a thoughtful approach to engaging indigenous community members in the planning for and stewardship of a site that values Indigenous Traditional Ecological Knowledge. A restored camas field from the tour is shown in the image (upper left).</p> <p>Participated in a West Willamette Restoration Partnership meeting and worked with chairs to amend this coming year's scope of work for our contracted coordinator.</p> <p>Conducted 1 site visit and crafting 2 conservation plans, 1 is in development in partnership with Jordan and Shahbaz.</p>
<p>Climate Change</p>	 <p>Worked with Emma to further develop and plan for upcoming climate change presentations to the board, staff and PSU. Continued weekly check-ins. Organized a farewell and thank you send off party for Emma.</p> <p>Participated in a Wildfire Risk Reduction portland partners meeting with Parks, FPC, and Portland Fire & Rescue.</p>
<p>Education Programming</p>	<p>Toured the newly declared Portland People's Garden with NRCS and EMSWCD staff. Wasongolo (pictured right) is the current Community Organizer at Our Village Gardens and manages the growing projects (garden, orchard, veggie share projects). Wasongolo has worked with Our Village Gardens for 11 years and is a resident of this neighborhood. He has played a leadership role in a number of refugee camps, helping to assess refugee needs, developing intervention procedures and helping to implement small community development projects.</p>  <p>Reached out to Kim (at NRCS), Heather (at EMSWCD) and Cory (at USDA NRCS) to plan for potential incoming funding to support urban garden and urban agricultural work through FSA's Non-Competitive Urban Ag.Cooperative Agreements programs. Reached out to Kammy, Michele and Scott to discuss what this funding may support.</p> <p>Shared the finalized Education Program Niche Finding report with staff, board and partners.</p> <p>Worked with Jackson Middle School staff to identify environmental education opportunities for SUN program participants.</p>



DEI	<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>Worked with OCEAN CONNECT Conference organizers on this year's conference DEI track.</p> <p>Worked with Randi to contact partners and invite them to join us for a DEI training.</p> <p>Attended the White Supremacy Culture & Tokenism training.</p>
Other	Met with other staff to work on Associate Director's Recruitment planning.

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

Strategic Direction	Explanation
EQUITY AND INCLUSION	<ul style="list-style-type: none"> • Watch webinar “State of Western Organizations” with Gabe Sheoships; prep reading and participate in White Supremacy Culture & Tokenism training; training debrief with staff
ORGANIZATIONAL HEALTH	<ul style="list-style-type: none"> • Monthly: All-Staff, Tech Staff, Leadership Team, Board of Director meetings; Staff report; timesheets; invoicing; expenses • Misc: review District Manager job description; take notes at May board meeting; support for Associate Director recruitment
SHARING CONSERVATION INFORMATION	<ul style="list-style-type: none"> • Produce/coordinate written/photo content for distribution via website/newsletter/social media: McCarthy Creek site visit and photos for social media with tech staff; blog article coordination; meet with GIS and Field Intern about communications projects for the season; edit and post blog by Field Intern • Communications Plan: organize resource reference files and create outline for plan • Meadowsaping Handbook: no activities • Annual Report: calendar invites for articles and features for staff • Events: Soil School 2022: coordinate and facilitate debrief and honorarium payments, discuss early location plans for 2023 event, reach out to CONNECT planner at East Multnomah SWCD about post-event debrief to learn about hybrid event planning, learn PCC Rock Creek maximum capacity, update 2023 budget; Big Float: attend collaborative meeting with Together for Watersheds group idea session for table at Big Float event; create schedule for Multnomah Days tabling, coordinate booth with partners • Website updates: budget hearing, director elections, homepage featured items, staff list and Jim Cathcart bio • Website redesign project: coordinate and facilitate review of revised RFP; update RFP and send to design companies; meet with prospective developer to describe project for bidding, answer other clarifying questions; review proposals and schedule for team review • Social media: post/share on: McCarthy Creek site visit; native vs non-native thistle comparison; National Wildfire Awareness Month; Oregon Invasive Species Awareness Week; spongy moth trap; Tryon Creek garlic mustard monitoring and native plants and animals; World Bee Day; beavers • Media: board meeting media alert • Misc: finalize announcement rollout plan with Jim Cathcart; watch webinars: “State of Western Organizations” with Gabe Sheoships; “Restoring Nature” with Douglas Tallamy; coordinate mailing addresses, mail merge letter, stuff and send garlic mustard mailing (remaining annual reports to GM project partners and properties); edit Education Niche Finding report summary language; research new Google analytics settings with initial set-up; meet with neighbor SWCD conservation educator group – presentation on how to talk about climate change with different audiences
FINANCIAL SUSTAINABILITY	<ul style="list-style-type: none"> • Provide updates to Communications budget with estimated spending actuals
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, Forest Conservationist

June 2022 Board Meeting Staff Report (Covers May 10 – 31) *I was off May 1 - 9*

Task	Explanation
Forestry Program (SDs 4, 5, 6, 7, 8, 10)	<ul style="list-style-type: none"> • Met with fellow Forest Conservationists from Tualatin & Marion SWCDs to share program updates. • Reviewed Jim’s most recent updates to the model forest conservation easement template we’re collaborating with the Forest Park Conservancy on, met with Fritz Paulus (contract real estate attorney) to discuss Jim’s recommended changes, and followed up with Michele, Kammy, and Fritz on resulting drafts. • Corresponded with forestry program landowner participants and partners about the status of their projects and other technical assistance (5 landowners). • Coordinated with contractors about spring weed treatments. • Interviewed Laura & Kevin Foster and wrote a newsletter article featuring them and their forest conservation projects.
Monitoring and other staff support (SDs 5, 6, 7, 10)	<ul style="list-style-type: none"> • Attended a training on Threatened & Endangered Plant Identification (lecture + field) • Performed baseline monitoring / site inventory for a new wetland restoration project & made planting recommendations for the site.
District Support, Meetings and Training (SDs 1, 2 & 3)	<ul style="list-style-type: none"> •  Helped with Associate Board Director recruitment planning • Attended WMSWCD staff & tech staff meetings
Diversity, Equity & Inclusion (SD 1)  Also see above	<ul style="list-style-type: none"> • Participated in a training on the subject of white supremacy culture and tokenism with fellow staff and District partners. • Participated in a DEI voluntary discussion to debrief on the above training.
NACD TA Grant Report	<ul style="list-style-type: none"> • NRCS Projects: 2 Hours; 1 Landowner; 0 Practices Certified • COTA: 41.5 Hours; 6 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