



EMSWCD 1st Quarter Progress Report for FY 2016-17

This report describes progress made on the EMSWCD FY2016-17 Annual Work Plan and budget through the first quarter of the financial year (July through September 2016). Expenditures to date are shown directly below.

Category		Purpose	FY 2016-17		
			Total Annual Budget	Actual through Q1	% of Budget Expended
Operations	Finance & Operations	Staffing, facilities, and operations	\$ 636,508	\$ 152,524	24.0%
	Rural Lands	Staffing, contracting, and operations	\$ 1,320,688	\$ 354,234	26.8%
	Urban Lands	Staffing, contracting and operations	\$ 628,555	\$ 91,877	14.6%
	Conservation Legacy	Staffing and operations	\$ 426,076	\$ 91,644	21.5%
	• Headwaters Farm	Farm-specific staff and operations	\$ 353,819	\$ 70,186	19.8%
		Sub-total Operations	\$3,365,646	\$ 760,465	22.6%
Capital, Grants, and Contingency/Un appropriated	Land Conservation Fund	Acquisitions	\$ 6,184,987	-	0%
	Grants	External grants	\$ 2,230,300	\$ 331,418	14.9%
	Partner Grants Mgt.	Pass through funds	\$ 25,000	-	0%
	Contingency Funds	Unanticipated costs	\$ 295,180	-	0%
	Unappropriated Funds	Funds held in reserve	\$ 830,945	-	0%
		Sub-total Grants, Funds and Reserves	\$ 9,566,412	\$ 331,418	3.5%
		Total EMSWCD Budget	\$ 12,932,058	\$ 1,091,883	8.4%

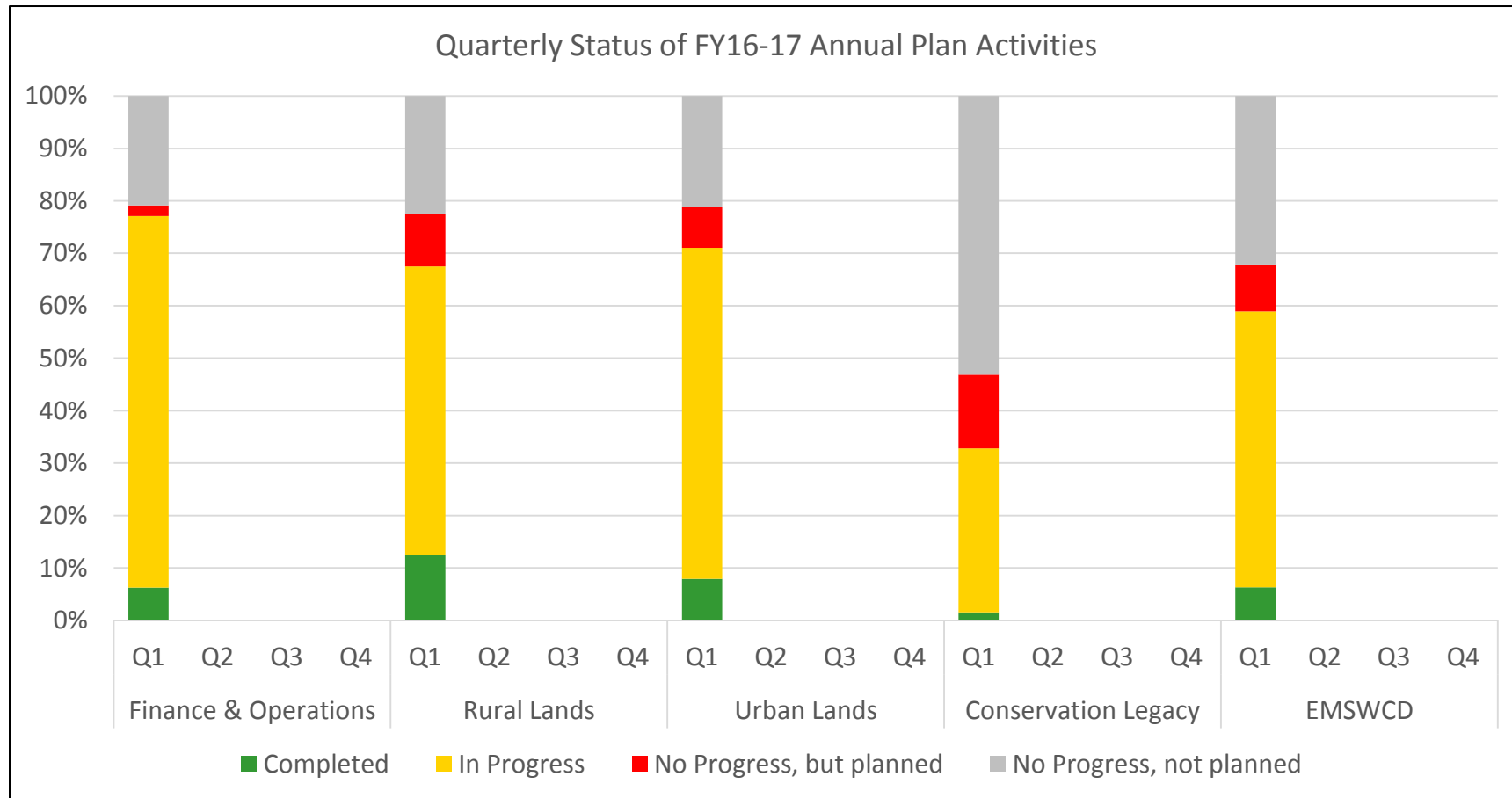
For this report, substantive progress is measured and described against the activities identified in the “annual project activities and deliverables” tables given in the FY2016-17 Annual Work Plan appendices. For reporting purposes, each of the identified activities was given a status indicator, as of the end of the first quarter, as follows:

- **Completed;**
- **In progress;**
- **No progress but planned** (if the item was planned to take place or be worked on in the reporting quarter but no progress was made, either because it has not been started or progress was made previously but not within in the current reporting period); or
- **Not planned and no progress made** (if the item was not planned to be worked on in the reporting period).
- An “X” in the activity tables denotes that the activity is planned to be undertaken or worked on in that quarter.

A summary of the status of the activities for each of EMSWCD’s programmatic areas at the end of the 1st quarter is given in the table and chart below. The details regarding progress are given for each of EMSWCD’s programs in the tables on the subsequent pages.



Q1 SUMMARY					
Program Area	No. of Activities	Completed	In Progress	No Progress, but Planned	No Progress, not Planned
Finance & Operations	48	3 (6%)	34 (71%)	1 (2%)	10 (21%)
Rural Lands	40	5 (13%)	22 (55%)	4 (10%)	9 (23%)
Urban Lands	38	3 (8%)	24 (63%)	3 (8%)	8 (21%)
Conservation Legacy	64	1 (2%)	20 (31%)	9 (14%)	34 (53%)
EMSWCD Total	193	12 (6%)	99 (53%)	17 (9%)	62 (32%)





Detailed indicators

FINANCE & OPERATIONS		Timeframe				Q1 Comments
		Q1	Q2	Q3	Q4	
Budget & Finance	Complete FY15-16 budget audit.	In Progress	X			In progress and on schedule for completion by December.
	Track FY16-17 budget.	In Progress	X	X	X	Ongoing and on schedule. 1 st quarter budget reports have been created and distributed. No issues to report.
	Develop FY17-18 budget.	No progress		X	X	N/A
	Review Fiscal Policies and recommend changes as needed.	No progress	X			Planned for 2 nd quarter.
	Review Contracting Policies and recommend changes as needed.	In Progress				Review is in progress, expected completion in 2 nd quarter.
	Create draft Investment Policy for board review and submittal to State Treasury Department for approval.	In Progress	X			In progress, draft policy has been created and submitted to State Treasury Department for review and comment. Expect response in 3 rd quarter due to their infrequent board meeting schedule.
	Complete an expense and revenue analysis of EMSWCD operations since inception of permanent property tax levy and report out on accomplishments.	No progress	X	X		Planned for 2 nd and 3 rd quarters.
Office Management & Human Resources	General office support (e.g. reception, filing, travel arrangements, supply orders, meeting coordination, correspondence, workshop registration, events).	In Progress	X	X	X	Ongoing. Proceeding as planned/normal.
	Information technology support to ensure properly functioning equipment and timely troubleshooting of technology problems.	In Progress	X	X	X	Ongoing and in progress. No unusual issues to report.
	Create and begin implementation of an IT equipment replacement plan.	Complete				Replacement plan has been created. NOTE: Implementation will take place throughout the fiscal year.
	Retain historical information per the state retention schedule, and maintain an organizational record keeping and archival system.	In Progress	X	X	X	Ongoing. Proceeding as planned/normal.
	EMSWCD History Project - review document created by contracted historian in FY15-16 (originally intended to chronicle the tenure of board member Dianna Pope) and rework into a history of the	In Progress	X			Proceeding as planned. Reviewed document, studied old annual reports, created outline of proposed changes, will draft revised history document in 2 nd quarter.



	EMSWCD generally.					
	Reorganize copy room and reception area for greater efficiency and usability.	In Progress				In process. Having more difficulty sourcing environmentally sustainable cabinetry than expected.
	Work with UL/RL/CL staff to reorganize basement for efficiency and usability, and relocate “Quiet Room” to the basement.	No progress		X		N/A
	Work with Equity Team to identify and implement trainings, refine purpose and goals, and continue to move forward with incorporating equity/diversity/inclusion into organizational policy and program work.	In Progress	X	X	X	Ongoing. Equity Team is meeting regularly. Several trainings have been identified and we are working with partners to bring materials and workshops to staff.
	Create a plan for expanded use of volunteers in EMSWCD’s activities.	No progress		X		N/A
	Propose an “Administrative Issues and Techniques” presentation to OACD/OCEAN training conference in Autumn of 2016. If accepted, prepare and present at the conference.	In Progress	X			Concept/timing changed due to OACD Gathering for Conservation being delayed until 2017. Idea for an “Incorporating Conservation into Everyday Operations” has been forwarded to OCEAN for consideration.
	Research and recommend possible additional “employee well-being” benefits (e.g. HSAs, DCAPs, commute incentives).	No progress	X		X	N/A
	Review health and other insurance benefits to determine if changes or enhancements are needed for upcoming fiscal year.	No progress			X	N/A
	Review and update Employee Handbook in conjunction with Personnel Policies.	In Progress	X			Review in progress. Working draft of Personnel Policies expected in 2 nd quarter at which time we will determine if Employee Handbook updates are needed.
	Implement new OSGP retirement plan and close out old VALIC plan.	In Progress				In progress and planned to be complete in 2 nd quarter. VALIC plan termination has been delayed due to miscommunications and slow response time.
	Publicize opportunity for candidates to file for elected Director positions and ensure potential candidates receive timely information.	Complete				Complete.
	Prepare for, coordinate and host 12 board meetings and 16 committee meetings.	In Progress	X	X	X	Ongoing, progressing as planned.
Facilities	General maintenance of buildings, equipment and facilities at Headwaters Farm.	In progress	X	X	X	Ongoing, progressing as planned.
	General maintenance of buildings and facilities at	In	X	X	X	Ongoing, progressing as planned.



	Oxbow Farm, and other properties acquired through the Land Legacy Program.	progress				
	General maintenance of building, state vehicles and facilities at Williams Headquarters.	In progress	X	X	X	Ongoing, progressing as planned.
	Work with UL staff to replace failing informational signage at Williams headquarters and add additional signage as needed.	No Progress				No progress in 1 st quarter – delayed due to other priorities. Expect to resolve in 2 nd quarter.
	Repair or replace landscape lighting at Williams headquarters.	No progress			X	N/A
	Research and solicit bids for fire suppression system at Williams headquarters.	In progress				Slight delay because of slow response from sprinkler system contractors.
	Research feasibility of gas fireplace insert in board room for possible heating source and meeting space ambience.	No progress	X			N/A
	Research feasibility of solar and/or wind power generation at Williams headquarters.	No progress	X			N/A
	Finalize and implement the organizational Emergency Action Plan.	Complete				Completed in 1 st quarter as planned.
Marketing & Media	Finalize and implement Marketing Plan.	In Progress	X	X	X	Ongoing. Generally proceeding as planned, some delay finalizing due to needed input on certain sections.
	For all programs: Develop, revise, maintain and add content to the website to reflect ongoing EMSWCD updates, events and priorities.	In Progress	X	X	X	Ongoing. Proceeding as planned. Have updated website content for all programs, for generic updates and specific campaign updates.
	For all programs: Develop and integrate social media to drive traffic to website, encourage event participation and promote conservation practices.	In Progress	X	X	X	Ongoing. Proceeding as planned. Have used social media, paid and unpaid posts, most driving participation in EMSWCD and partner events, and some “general interest” conservation posts.
	For all programs: Perform web and social media analytics to determine efficacy of marketing efforts and action-driven web content.	In Progress	X	X	X	Ongoing. Proceeding as planned. Ran analytics on Urban Lands and HIP campaigns, created detailed campaign tracking sheet for Urban Lands.
	For all programs: Assist with outreach, press releases and media contacts.	In Progress	X	X	X	Ongoing. Proceeding as planned. Helped edit, draft and release District, Rural Lands, Cons. Legacy press releases, HIP covered in The Oregonian.
	For all programs: Develop “elevator messages”.	In Progress				Ongoing. Proceeding as planned. Developed a draft elevator message spreadsheet, will send to supervisors, then staff for review.
	For all programs: Identify advertising opportunities,	In Progress	X	X	X	Ongoing. Proceeding as planned. Have run primarily



develop advertisement content and coordinate publication.					social media ads in the first quarter and one publication ad, been in contact with local media advertising staff, and discussed newspaper ad specials with staff.
For all programs: Coordinate printing for all mailing and outreach materials.	In Progress	X	X	X	Ongoing. Proceeding as planned. Printed in-house fliers and postcards, and finalized design and printing for several materials, including new campaign postcards and mailers, and a new Urban Lands workshop flier design.
Develop EMSWCD branding identity style guide of standard imagery, tone and messaging in conjunction with the Marketing Plan, to be used in creating templates and developing publications and outreach materials.	In Progress				Ongoing Proceeding as planned, but this item will continue into the second quarter. Have researched non-profit and government org branding concepts, tools and style guides, and written out initial notes for a guide.
Create templates in In-Design for outreach materials.	In Progress				Ongoing. Proceeding as planned for Urban Lands series of materials, other programs delayed due to time constraints. Development of a tri-fold version of brochure for Rural Lands planned for 2 nd quarter.
Create new EMSWCD general informational brochure.	In Progress	X	X	X	Ongoing. Generally proceeding as planned, some delay finalizing due to needed input on certain sections.
Develop and publish an EMSWCD semi-annual newsletter.	In Progress	X	X	X	Ongoing. Proceeding as planned. Have updated website content for all programs, for generic updates and specific campaign updates.
For all programs: Create sectional display templates to be used with panel display boards at events, conferences, trade shows, etc.	In Progress	X	X	X	Ongoing. Proceeding as planned. Have used social media, paid and unpaid posts, most driving participation in EMSWCD and partner events, and some “general interest” conservation posts.
Format materials that have been translated into Spanish.	In Progress	X	X	X	Ongoing. Proceeding as planned. Ran analytics on UL and HIP campaigns, created highly detailed campaign tracking sheet for Urban Lands.
Develop informational signage in conjunction with program staff.	In Progress	X	X	X	Ongoing. Proceeding as planned. Helped edit, draft and release District, RL, CL press releases, HIP covered in The Oregonian.
Develop and administer surveys in conjunction with program staff.	In Progress				Ongoing. Proceeding as planned. Developed a draft elevator message spreadsheet, will send to supervisors, then staff for review.



RURAL LANDS		Timeframe				Q1 Comments
		Q1	Q2	Q3	Q4	
Rural Water Quality	Complete the five-year program plan.	No Progress	X			This was delayed until 2 nd quarter due to the demands of construction oversight for the culvert replacement project.
	Develop an outreach strategy and calendar.	In Progress				Will be finalized 2 nd quarter.
	Use mailings, advertisements, displays, presentations, workshops, demonstrations, social media, and tours to reach rural landowners concerning water quality and soil conservation.	In Progress	X	X	X	Outreach included a Livestock Management Workshop, tabling at 3 events, 31 social media posts, and 2 website posts.
	Prioritize outreach in our ODA Ag water quality focus area (Beaver Creek HUC).	In Progress	X			The promotion for the Livestock Management Workshop focused on our ODA focus area.
	Partner with other SWCDs to fund, develop and staff booths at the NW Ag Show and the Far West Show.	Complete	X			The booth for the Far West Show was completed in 1 st quarter.
	Create outreach messaging to tell the water quality story in a compelling way.	No progress	X			
	Collect and analyze monthly samples in upper Beaver and Johnson Creeks.	In Progress	X	X	X	
	Install continuous temperature loggers in upper Beaver Creek, upper Johnson Creek, Big Creek and Smith Creek.	Complete			X	Currently analyzing data.
	Conduct 40 site visits including first-time site visits with 10 landowners.	Complete	X	X	X	Ten site visits conducted 1 st quarter; 6 of these were first-timers.
	Develop 10 technical recommendations and/or conservation plans that include recommendations to address erosion and/or water quality.	In Progress	X	X	X	While none were completed during 1 st quarter, several are in the works.
	Assist 5 landowners with cost share applications.	No Progress	X	X	X	Two potential projects, but no applications 1 st quarter.
	Establish an easily accessed geodatabase of CLIP projects; begin outreach to previous recipients; track conservation practice installations that resulted from technical assistance.	No Progress	X	X	X	Delayed until 2 nd quarter or 3 rd .
	Partner with NRCS to promote and deliver cost share assistance.	In Progress	X	X	X	
	Develop plan to overcome the barriers to addressing erosion.	In Progress	X			



	Begin implementation of the above plan during the second half of the fiscal year.	No progress		X	X	
StreamCare	Complete the five-year program plan.	In Progress	X			
	The existing, planted StreamCare areas on 674 acres along 24 miles of stream will be maintained to ensure good rates of plant survival.	In Progress	X	X	X	Maintenance on 520 acres 1 st quarter. The number of acres and miles in column 1 mistakenly included sites that have graduated from the program. The actual amount in maintenance for FY 16-17 is 564 acres along 19.6 miles.
	Another 7 acres prepared and planted in 2016-17.	In Progress	X	X		8.65 acres prepared for planting.
	Coordinate contracted labor crews to prepare new sites for planting, control weeds on existing sites, and plant native trees and shrubs.	In Progress	X	X	X	
	Maintain GPS and GIS data; track and compile deliverables.	In Progress	X	X	X	
	Manage wholesale plant orders, delivery, and storage.	In Progress	X	X		Bare root plant orders placed 1 st quarter.
	StreamCare sites that reach the five year mark will be evaluated to determine if the site is 'free to grow' or if the landowner agreement should be extended.	In Progress	X		X	4 agreements were extended.
	Offer assistance with enrolling in the ODFW Riparian Program for sites that graduate from StreamCare.	In Progress	X	X	X	
	Explore options for offering easements on graduated StreamCare sites.	In Progress	X	X	X	
	Determine if the water temperature model can be run by Rural Lands staff or if we will need to hire a contractor.	No Progress	X			This was delayed until 2 nd quarter due to the demands of construction oversite for the culvert replacement project.
	Complete modelling for Johnson and Beaver Creeks.	No progress	X	X	X	
Weed Control	Complete the five-year program plan.	In Progress	X			
	Confirm reports of species on the EDRR weed list, obtain landowner permission, and provide rapid treatment to locations outside of the City of Portland.	In Progress	X	X	X	No EDRR species reported 1 st quarter.
	Provide technical assistance with weed identification and control methods.	In Progress	X	X	X	
	Participate in both the 4-county and Columbia Gorge Cooperative Weed Management Areas.	In Progress	X	X	X	



Re-visit knotweed sites and continue to treat any new growth.	Complete				0.06 acres (2614 square feet) treated 1 st quarter.
Continue to survey for additional knotweed; obtain permission and treat sites.	Complete				57 acres were surveyed for additional knotweed infestations. A total area of 0.006 acres (261 square feet) was found.
Re-vegetate knotweed sites as needed.	No progress		X		
Continue to annually treat all known satellite populations of garlic mustard to prevent seed set.	No progress		X	X	
Continue to survey for and treat new satellite populations of garlic mustard.	No progress		X	X	
Coordinate with partners to ensure that garlic mustard control is happening regionally.	No progress		X	X	
Provide a free dumpster in Corbett for landowners to dispose of pulled garlic mustard plants.	No progress		X	X	
Continue to survey for additional infestations of false brome, English ivy, Old man’s beard, and spurge laurel.	In Progress	X	X	X	539 acres of public and private land surveyed 1 st quarter. Ten additional infested acres were found.
Treat all known false brome and spurge laurel populations in target areas where landowner agrees. Continue working to reduce English ivy and Old man’s beard in the target areas.	In Progress	X	X	X	10 acres treated 1 st quarter.
Re-vegetate controlled areas of false brome, English ivy, Old man’s beard, and spurge laurel as needed.	No progress		X		



URBAN LANDS		Timeframe				Q1 Comments
		Q1	Q2	Q3	Q4	
Urban Program	Complete the five-year program plan.	In Progress	X			A draft was completed and reviewed. Final edits are being made to the draft document.
	Develop draft program monitoring and evaluation framework.	No progress	X	X	X	
	Research details of possible survey of multi-family property owners and managers.	In Progress	X			1 st quarter: Discussed idea, more planned for next quarter.
	Develop new printed outreach materials.	Complete	X			1 st quarter: 3 topics created, in queue for print.
	Refine and update EMSWCD web content.	No Progress	X			
Workshops / Education	Provide 1-hour presentations to increase awareness of water quality issues. 5/year; 100 attendees.	No Progress	X	X	X	No presentations given this quarter.
	Provide 1-hour presentations to increase awareness of naturescaping, native plants, and urban weeds. 5/year; 100 attendees.	In Progress	X	X	X	1 st quarter: 2 presentations (naturescaping & weeds), 43 attendees.
	Provide 1-hour presentations to increase awareness of water conservation issues. 3/year; 75 attendees.	No Progress	X	X	X	No presentations given this quarter
	Provide 4-hour naturescaping basics workshops to increase awareness of wildlife/pollinator, water conservation, and water quality issues and residential scale solutions. 6/year; 150 attendees.	In Progress	X	X	X	1 st quarter: 2 workshops, 46 attendees.
	Provide 4-hour Rain Garden workshops to increase awareness of water quality issues and residential scale solutions. 6/year; 150 attendees.	In Progress	X	X	X	1 st quarter: 1 workshop, 32 attendees.
	Provide 2-hour native plants workshops to increase awareness of native plant benefits for residential landscapes. 6/year; 150 attendees.	No progress	X	X	X	
	Provide 2-hour urban weeds workshops to increase awareness of the threats posed by invasive and noxious weeds. 6/year; 150 attendees.	No progress	X	X	X	
	Provide 2-hour Pollinator workshops to increase awareness of wildlife habitat and reduce the use of synthetic chemicals used in the landscape. 6/year; 150 attendees.	In Progress	X	X	X	1 st quarter: 1 workshop, 19 attendees.



	Provide 2-hour Beneficial Insects workshops to increase awareness of wildlife habitat and reduce the use of synthetic chemicals used in the landscape. 6/year; 150 attendees.	In Progress	X	X	X	1 st quarter: 2 workshops, 48 attendees.
Technical and Financial Assistance	Provide technical consultations and site visits to residential, commercial, and industrial landowners. 80/year, 20/quarter.	In Progress	X	X	X	1 st quarter: 19 technical consultations residential, commercial, or industrial landowners.
	Provide technical consultations and site visits to grants program applicants and/or projects. 20 consults/year.	In Progress	X	X	X	1 st quarter: 5 technical consultations to grant applicants.
	Provide \$200 reimbursement incentives to support installation of residential rain gardens in qualifying areas. 10/year (\$2,000).	In Progress	X	X	X	1 st quarter: 4 RGIP consultations; 0 incentives awarded.
	Connect with 3 large land managers per year to build relationships, encourage sustainable land management practices, and promote EMSWCD services.	In Progress	X	X	X	1 st quarter: 1 large property owner connection (ROSE Community Development – multifamily housing property management).
Events	Host a native plant sale to support naturescaping principles throughout the EMSWCD service area by providing affordable and a diverse selection of native plants to residents. 700 participants; 20,000+ plants sold.	No progress	X	X		
	Offer a naturescaped yards tour to demonstrate and encourage naturescaping principles. 500 attendees.	No progress		X	X	
Outreach	Engage new/existing community leaders/groups/organizations in priority areas each quarter. Q1=4, Q2=2, Q3=2, Q4=4.	In Progress	X	X	X	1 st quarter: 3 presentations, 85 attendees.
	Provide group tours of the EMSWCD facilities to demonstrate naturescaping principles in practice. 4 tours/year; 100 attendees.	In Progress	X	X	X	1 st quarter: 1 tour, 25 attendees.
	Table at community events with literature about EMSWCD programs and events.	In Progress	X	X	X	1 st quarter: 3 events, 60 people reached (445 total event attendees).
	Translate selected workshop and outreach materials.	In Progress	X			Waiting on formats from Alex?
	Work with Community groups to promote EMSWCD workshops.	In Progress	X	X	X	1 st quarter: 2 meetings, 36 people reached.



	Conservation Corner - assess how we utilize the demonstrations at the headquarters office and develop an outreach plan to enhance the visibility and education value of the site.	In Progress	X			Held conversations about and planning for current and future demonstrations at the site. 1 st quarter: Started development of permanent educational plant labels for site.
Partnerships	Help to guide the development of user-friendly native plants web tool. Contract with designer to create the web format and populate it with data.	In Progress	X	X	X	Project is in a holding pattern pending identification of additional web development funds.
	Help to guide the development of user-friendly IPM web tool. Sit on review committee.	In Progress	X	X		We continue to participate on the stakeholders group and have scheduled time on the December EMSWCD board meeting to discuss further funding of this project.
	Utilize and promote community organization or non-profit services to increase wildlife and pollinator habitat within targeted neighborhoods via community action projects, workshops and citizen science.	In Progress	X	X	X	We continue to promote Backyard Habitat Certification program, pollinator app creators, and neighborhood groups working to increase wildlife habitat and awareness.
	Explore the possible establishment a water culture think-tank for greywater, rainwater harvesting, and composting toilet professionals; including professional trainings and seminars. Develop partnerships, identify experts and be a source of web-based resources.	In Progress	X	X	X	1 st quarter: Partnered with Greywater Action/Depave (via SPACE grant) to provide an 'Introduction to Greywater' presentation and a hands-on greywater installation workshop.
	Explore the possibility of collaborating with partner SWCD's towards a more strategic approach to providing continuity across urban workshop offerings and messaging content.	In Progress	X			The SWCD's met to discuss continuity across urban boundaries. EMSWCD Urban Lands team shared both the Naturescaping and Rain Gardens workshops and work books for use in the neighboring districts.
	Collaborate with partner SWCD's towards a more strategic approach to providing continuity across urban workshop offerings and messaging content.	No progress		X	X	
	Collaborate with Watershed Councils within EMSWCD boundaries.	In Progress	X	X	X	EMSWCD continues to participate in watershed council meetings and participates in the technical/restoration teams for both Johnson Creek and Columbia Slough. UL also participates in the Beaver Creek partnership of the Sandy.
Demonstration Projects	Complete MHCC Campus assessment.	Complete				Assessment has been completed.
	Evaluate MHCC Campus assessment, prioritize potential retrofit projects.	Complete				Out of 23 projects identified in the assessment, the top 5 projects were prioritized and funding is being identified to implement these projects.
	Work with project partners to draft a 5-yr implementation plan for prioritized retrofit projects on the MHCC campus.	No progress	X	X		



	Begin work on top priority projects identified in the MHCC assessment.	No progress			X	
	Partner with community organizations, jurisdictions and non-profits to identify potential large-scale demonstration projects within targeted neighborhoods. Develop project plan and partnership agreements.	In Progress	X	X	X	We continue to participate in the Greening Rockwood and Making a Visible Difference initiatives to scope ways that we may partner on future projects.



CONSERVATION LEGACY		Timeframe				Q1 Comments
		Q1	Q2	Q3	Q4	
Headwaters Program	Finalize Five-Year Headwaters Farm Plan.	No progress	X			Planned to be completed in 2 nd quarter.
	Outreach and engagement to prospective farmers, program partners, and the general public will be conducted annually through social media, print media, events, presentations, tabling, farm tours, fliers, and press releases.	In progress	X	X		Outreach included emails to program partners and allies, posts to various local farm-related listservs (Portland Area CSA Coalition, Women in Agriculture, and Growing Farms), development and distribution of a new HIP flier, a press release, featured Oregonian article, multiple social media posts and website updates, two on-farm tours for the public, interviewed for GrowPDX on XRAY.FM, interviewed for the Woodlawn Triangle podcast, presentation to Multnomah Grange, tabled and presented at Small Farm School, and many in-person discussions.
	Obtain at least ten HIP applicants for the 2017 growing season.	No progress	X			HIP applications close at the end of October 2016.
	Two to five new farms recruited in FY16-17.	No progress	X	X		New HIP farmer selection takes place in 2 nd quarter
	Host at least twelve incubator farmers at all times.	Complete	X	X	X	14 HIP farms hosted at Headwaters for 2016 season.
HW Site improvements	A new propagation house (20ft x 96ft low profile style) and two hoop houses (30ft x 148ft gable-style) constructed.	In progress	X			The propagation house has been completed. Construction for the two hoop houses has been contracted out. This work will begin on November 1 st .
	Roughly 450ft of new gravel roads installed to provide year-round access to the remaining fields that lack it.	In progress	X			New road development is completed. This is part of an ongoing project to improve farm roadways for both farm use and firetruck access. The remaining roadway improvements will be completed in November.
	Signage installed at the entrance to Headwaters Farm.	In progress				Sign has been made. Erection of the sign has been delayed due to permitting requirements.
	Removal of old barn and other dilapidated structures in the DPNA.	No progress		X		Planned for 3 rd quarter
HW Farmer Support	Tractor safety and usage training.	No progress			X	Planned for 2 nd quarter
	Record keeping training.	No progress		X		Scheduled for January 23 rd
	BCS maintenance and individual farmer trainings.	No progress			X	Planned for 4 th quarter
	New farmer orientation.	No progress		X		Planned for 3 rd quarter



	Nutrient management training.	No progress			X	Planned for 4 th quarter
	Irrigation management training.	No progress			X	Planned for 4 th quarter
	Land access and finance training.	No progress	X			This workshop will be on November 2 nd
	Post-harvest handling training.	No progress		X		Planned for the 3 rd quarter
HW Soil Health	Cover cropping used on all farmable areas of Headwaters Farm not currently in winter production (approximately 36 acres).	In progress	X	X	X	All areas not in production have been sown to a vetch/rye winter cover or, in one instance, left in Sudan grass and clover.
	Soil samples taken for all fields in October—both in production or not—to help determine management needs.	No progress	X	X		Soil samples will be taken in early October.
	Management of invasive weeds.	In progress	X		X	Both staff and incubator farmers have worked to reduce the Farm’s weed bank and weed biomass, especially in regard to thistle, nut sedge, and pig weed.
	Lime fields as needed.	No progress		X	X	Planned for 3 rd and 4 th quarters.
HW Resource Protection	Gravel road constructed (~450ft) and existing roads improved (~2,000ft), to improve access and manage mud and runoff.	In progress	X			Contractor has been hired. Work will begin in October.
	Stormwater management facilities installed on newly constructed facilities, including: 70ft extension to an existing swale, 500ft grass waterway, and two new swales (size to be determined). Permanent vegetation, cover crops, and if necessary waddles, used to ensure that all surface water is free of sediment.	In progress	X			Contractor has been hired. Work will begin in October.
	Establish additional 5000ft ² of native hedgerows around the farm for habitat, ecosystem services, and demonstration value.	In progress	X	X		Site prep has been established. Planting to occur once full dormancy is reached.
	Incubator farmers implement a suite of practices that promote good stewardship, including: organic practices, cover cropping, amending as needed, properly timed tillage, drip irrigation, etc.	In progress	X	X	X	Incubator farmers are meeting or exceeding EMSWCD conservation expectations in the vast majority of instances.
Demonstration	Conduct site tours of Headwaters Farm to demonstrate conservation agriculture practices.	In progress	X	X	X	Tours were given to: the general public (12 participants), managers of Multnomah County’s CROPS Farm, staff at the Oregon Food Bank, community members associated with



						the Woodlawn neighborhood and farmers market, and a photographer from Friends of Family Farmers.
	Highlight and promote key conservation efforts by publishing articles on the EMSWCD website and social media. Update conservation agriculture content on EMSWCD website.	No progress	X	X	X	Social media posts during the 1 st quarter have not been focused primarily on conservations efforts at Headwaters Farm (although tours and other outreach has). Special consideration will be taken to ensure this begins during the 2 nd quarter.
	Plan for the incorporation of interpretive signage and other specific outreach and engagement practices, to increase the visibility and leverage of EMSWCD and NRCS conservation farming practices at Headwaters.	No progress	X	X		This project will begin in the 2 nd quarter.
Land Legacy Program (LLP)	Finalize 5-year Land Legacy Program plan.	No progress	X	X		Planned for 2 nd and 3 rd quarters.
	Develop outreach/communications plan.	No progress	X			Will likely take place once new Program manager is appointed.
	Update and expand Land Legacy content on the EMSWCD website.	No progress	X	X		Planned for 2 nd and 3 rd quarters.
	Assess appropriate role for the Land Legacy program in farmer succession support, and develop farm succession program plan.	No progress	X	X		Planned for 2 nd and 3 rd quarters.
LLP Farm Lands	Refine agricultural focal area property prioritization and tracking system.	No progress				Delayed until 2 nd quarter.
	Meet with priority landowners to pursue protection of working lands within the ag land focal area. At least 60 meetings total (Q1=10, Q2=14, Q3=18, Q4=18), with at least 16 first-time visits/meetings (4 per quarter) with landowners not previously engaged by the program.	In progress	X	X	X	In progress, but quarterly target not met. 3 landowner meetings held in 1 st quarter, all repeat visits.
	Thoroughly assess at least five parcels in which landowners are interested in participating.	No progress	X	X	X	No new properties identified. Delayed due to staff vacancy.
	Parcels that meet criteria will be processed for protection to the extent possible given a variety of issues and constraints that occur in every land transaction.	In progress	X	X	X	Some progress made on two ag properties already under consideration at the start of the financial year.
	One to five properties will be brought before the EMSWCD board to consider for protection.	No progress	X	X	X	No new properties brought to the board for consideration.
	Undertake forest restoration, hedgerow establishment, and other identified site	In progress	X	X		Weed control treatment in the forested portion of Oxbow undertaken in 1 st quarter.



	improvements at Oxbow Farm.					
	Develop and implement site assessments and management plans for any newly acquired parcels, and conduct on-site stewardship activities.	No progress	X	X	X	No newly acquired parcels in 1 st quarter.
	At least one farm succession related workshop held to help local farmers.	No progress		X		Planned for 3 rd quarter.
LLP Natural Lands	Maintain catalogue of relevant partner the plans, identify and obtain new partner plans, and to the extent possible, retrieve the associated maps and spatial data to allow for a prioritization of natural areas in need of protection. Work with partners to ensure EMSWCD has the most up to date versions of all relevant plans.	No progress	X	X	X	Catalogue of plans exists. No new work done in this area in 1 st quarter, partially because of staff vacancy.
	Meet with potential partners to discuss priority natural areas; if successful, initiate at least one parcel-specific protection effort with partner entity in the lead.	No progress	X	X	X	No progress made on new areas in 1 st quarter.
	Receive and process grant applications for natural areas as they are submitted; present to board for decision.	No progress	X	X	X	No grant applications submitted in 1 st quarter.
	Complete the stream crossing replacement project in the Dianna Pope Natural Area	In progress				Culvert replacement completed in 1 st quarter.
	Finalize the long-term management plan for the Dianna Pope Natural Area.	No progress	X			Planned for 2 nd quarter in rainy season.
	Maintain catalogue of relevant partner the plans, identify and obtain new partner plans, and to the extent possible, retrieve the associated maps and spatial data to allow for a prioritization of access to nature areas in need of protection.	No progress	X	X	X	Catalogue of plans exists. No new work done in this area in 1 st quarter, partially because of staff vacancy.
LLP Access Lands	Using partner plans and other relevant tools that relate to under-served communities and access to nature; assess and prioritize potential access to nature protection opportunities.	No progress	X	X		Planned for 2 nd and 3 rd quarters.
	Meet with potential partners to discuss priority access areas; if successful, initiate at least one parcel-specific protection effort with partner entity in the lead.	No progress	X	X	X	No progress made in 1 st quarter.
	Receive and process grant applications for access to	No	X	X	X	No grant applications submitted in 1 st quarter.



	nature areas as they are submitted; present to board for decision.	progress				
Grants Program	Investigate online Grants management systems, select and implement system for 2017 PIC grant cycle if appropriate.	In progress	X			Progressing as planned. Research conducted on several on-line systems, selected ZoomGrants. implementation on track for Nov. 1, 2016 launch date.
	Fund at least one large scale, multi-year restoration project in the rural part of the district through the PIC Plus or Strategic Partnership.	No progress		X	X	PIC 2017 application review and approval will take place in 3 rd and 4 th quarters.
	Fund at least five restoration, naturescaping and/or water quality monitoring projects in the urban part of the district.	No progress		X	X	PIC 2017 application review and approval will take place in 3 rd and 4 th quarters.
	Fund at least five projects that address stormwater runoff, water quality/ conservation, and/or soil erosion.	No progress		X	X	PIC 2017 application review and approval will take place in 3 rd and 4 th quarters.
	Fund at least three project that promotes sustainable agriculture in the rural part of the district.	No progress		X	X	PIC 2017 application review and approval will take place in 3 rd and 4 th quarters.
Grants - Env. Education	Convene PIC grantees and other key stakeholders involved in environmental education to identify the scope of existing programs, identify service gaps, and gain input on how EMSWCD can provide funding more strategically in this area.	No progress	X			Planned for 2 nd quarter. Postponed until 3 rd quarter.
	Fund at least three formal environmental education projects for youth.	No progress		X	X	PIC 2017 application review and approval will take place in 3 rd and 4 th quarters.
	Fund at least five projects that contain an educational component – hands-on involvement of students or volunteers, work skills training (restoration, gardening, sustainable agriculture), and/or demonstration/interpretive element.	In progress	X	X	X	Five projects that contain an educational component were funded through the EMSWCD SPACE grant program, including a summer nature camp and three garden projects.
	Fund at least five community events focused on environmental education that reach at least 500 District residents (SPACE grants).	In progress	X	X	X	Two community events have been funded through the EMSWCD SPACE grant program – reaching approximately 350 people.
Grants - Gardens	Convene PIC grantees and other school and community gardens stakeholders to review outcomes of school survey and mapping projects, identify gaps and how to address them.	No progress				This convening of garden stakeholders has been postponed until the 2 nd quarter.
	Fund the development of at least two new community or school garden spaces in the District.	No progress		X	X	PIC 2017 application review and approval will take place in 3 rd and 4 th quarters.



	Fund at least three garden projects that incorporate soil and water conservation education and serve low income communities.	In progress		X	X	One SPACE grant addressed the goal in the 1 st quarter. PIC 2017 application review and approval will take place in 3 rd and 4 th quarters.
Grants - Capacity	Support at least two partnerships that cross traditional sector lines and help to build alliances between conservation groups and community organizations.	No progress		X	X	PIC 2017 application review and approval will take place in 3 rd and 4 th quarters.
	Support at least three projects that help build capacity of organizations to work in underserved areas.	No progress		X	X	PIC 2017 application review and approval will take place in 3 rd and 4 th quarters.
	Participate with the Equity Grant Makers group and other equity related groups to, identify key issues and barriers to greater equity in conservation project funding, and develop opportunities for new PIC grants that support the EMSWCD equity goals.	In progress	X	X	X	Progressing as planned. Staff participated in the Equity Grant-makers group and the EMSWCD Equity Team – coordinating strategies and sharing information about possible project development and evaluation from an equity perspective.