



EMSWCD 2nd Quarter Progress Report for FY 2016-17

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

Category		Purpose	FY 2016-17		
			Total Annual Budget	Actual through Q2	% of Budget Expended
Operations	Finance & Operations	Staffing, facilities, and operations	\$ 636,508	\$ 323,510	51%
	Rural Lands	Staffing, contracting, and operations	\$ 1,320,688	\$ 622,295	47%
	Urban Lands	Staffing, contracting and operations	\$ 628,555	\$ 215,847	34%
	Conservation Legacy	Staffing and operations	\$ 426,076	\$ 149,578	35%
	• Headwaters Farm	Farm-specific staff and operations	\$ 353,819	\$ 155,010	44%
Sub-total Operations			\$ 3,365,646	\$ 1,466,240	44%
Capital, Grants, & Contingency/Unappropriated	Land Conservation Fund	Acquisitions	\$ 6,184,987	0	0
	Grants	External grants	\$ 2,230,300	\$ 670,794	30%
	Partner Grants Mgt.	Pass through funds	\$ 25,000	0	0
	Contingency Funds	Unanticipated costs	\$ 295,180	0	0
	Unappropriated Funds	Funds held in reserve	\$ 830,945	0	0
Sub-total Grants, Funds and Reserves			\$ 9,566,412	\$ 670,794	7%
Total EMSWCD Budget			\$ 12,932,058	\$ 2,137,034	17%

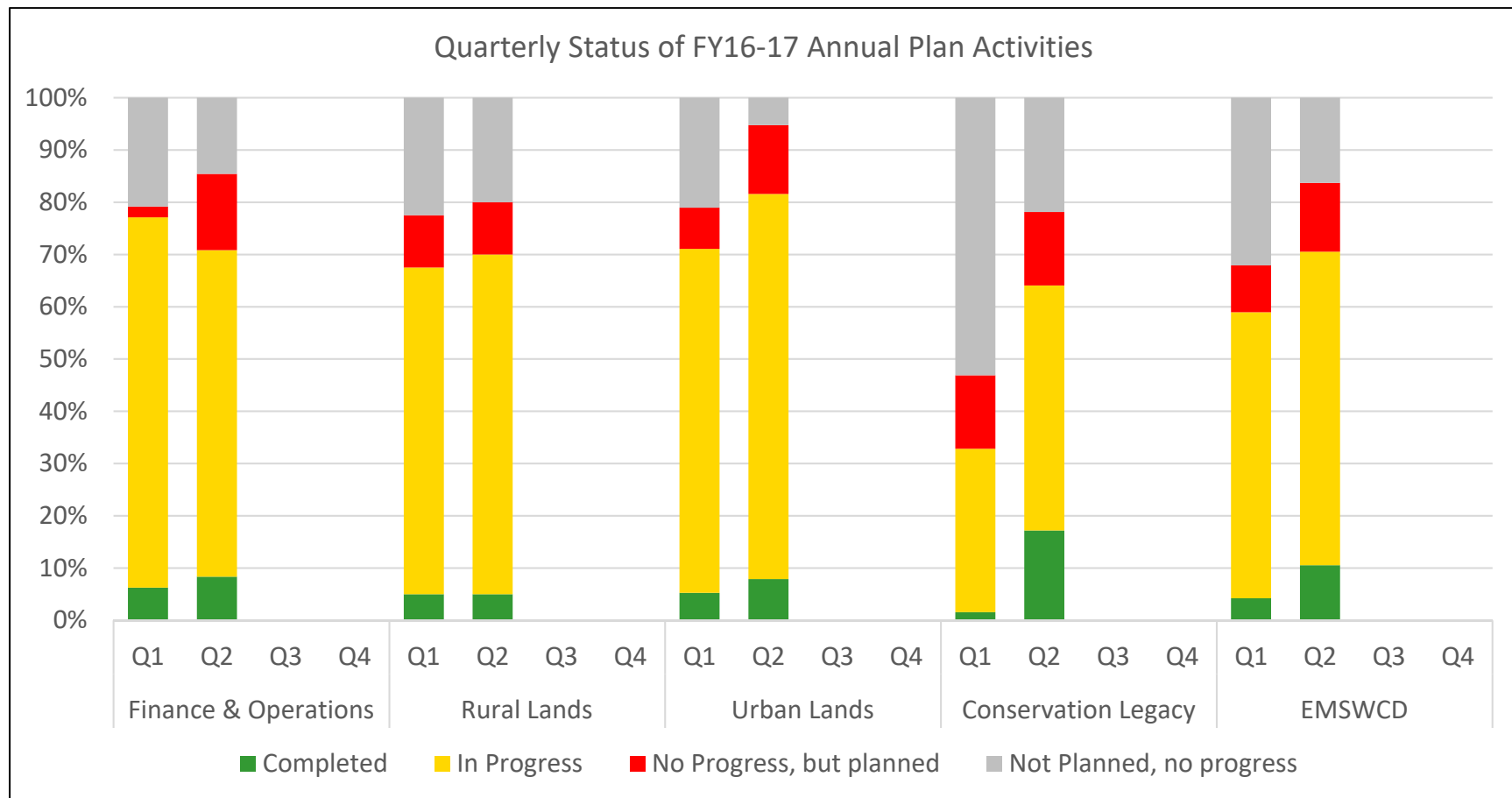
For this report, substantive progress is measured and described against the activities identified in the “annual project activities and deliverables” tables given in the FY2016-17 Annual Work Plan appendices. For reporting purposes, each of the identified activities was given a status indicator, as of 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 2nd 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.



FY16-17 Q2 SUMMARY					
Program Area	No. of Activities	Completed	In Progress	No Progress, but Planned	Not Planned, no progress
Finance & Operations	48	4 (8%)	30 (63%)	7 (15%)	7 (15%)
Rural Lands	40	2 (5%)	26 (65%)	4 (10%)	8 (20%)
Urban Lands	38	3 (8%)	28 (74%)	5 (13%)	2 (5%)
Conservation Legacy	64	11 (17%)	30 (47%)	9 (14%)	14 (22%)
EMSWCD Total	190	20 (11%)	114 (60%)	24 (13%)	32 (16%)





Detailed indicators

FINANCE & OPERATIONS		Timeframe				Q1 Comments
		Q1	Q2	Q3	Q4	
Budget & Finance	Complete FY15-16 budget audit.	In Progress	Complete			Audit complete, financial reports accepted and approved at December 2016 board meeting.
	Track FY16-17 budget.	In Progress	In Progress	X	X	Ongoing and on schedule. 2 nd quarter budget reports have been created and distributed. No issues to report.
	Develop FY17-18 budget.	No progress	No progress	X	X	N/A
	Review Fiscal Policies and recommend changes as needed.	No progress	In Progress			In progress, expected completion in 3 rd quarter.
	Review Contracting Policies and recommend changes as needed.	In Progress	In Progress			In progress, expected completion in 3 rd quarter.
	Create draft Investment Policy for board review and submittal to State Treasury Department for approval.	In Progress	In Progress			Draft policy submitted to State Treasury Department for review. Expect response in 3 rd or 4 th 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	No progress	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	In Progress	X	X	Ongoing. Proceeding as planned/normal.
	Information technology support to ensure properly functioning equipment and timely troubleshooting of technology problems.	In Progress	In Progress	X	X	Ongoing and in progress. Researching options for alternate desktop and network support vendor.
	Create and begin implementation of an IT equipment replacement plan.	Complete	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	In Progress	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 EMSWCD generally.	In Progress	In Progress			In progress, but delayed due to other priorities. Reviewed document, studied old annual reports, created outline of proposed changes, expect to have draft completed in 3 rd quarter.



	Reorganize copy room and reception area for greater efficiency and usability.	In Progress	In Progress			In process. Will focus on more efficient use of current space instead of installation of new storage and cabinetry.
	Work with UL/RL/CL staff to reorganize basement for efficiency and usability, and relocate “Quiet Room” to the basement.	No progress	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	In Progress	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	No progress	X		Initial discussions with Urban Lands staff have been held. Will begin drafting plan after plant sale.
	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	No Progress			Concept delayed indefinitely due to re-scoping of “Green Team” work and unplanned additional Admin workload due to HR issues.
	Research and recommend possible additional “employee well-being” benefits (e.g. HSAs, DCAPs, commute incentives).	No progress	In Progress		X	Review in progress. Progress on Personnel Policies delayed due to unexpected other HR issues.
	Review health and other insurance benefits to determine if changes or enhancements are needed for upcoming fiscal year.	No progress	No progress		X	N/A
	Review and update Employee Handbook in conjunction with Personnel Policies.	In Progress	In Progress			Review in progress. Progress on Personnel Policies delayed due to unexpected other HR issues.
	Implement new OSGP retirement plan and close out old VALIC plan.	In Progress	In Progress			In progress with continued delays due to VALIC slow response times, expected completion of VALIC close-out in 3 rd quarter.
	Publicize opportunity for candidates to file for elected Director positions and ensure potential candidates receive timely information.	Complete	Complete			Completed in 1 st quarter.
	Prepare for, coordinate and host 12 board meetings and 16 committee meetings.	In Progress	In progress	X	X	Ongoing, progressing as planned.
Facilities	General maintenance of buildings, equipment and facilities at Headwaters Farm.	In progress	In progress	X	X	Ongoing, progressing as planned.



	General maintenance of buildings and facilities at Oxbow Farm, and other properties acquired through the Land Legacy Program.	In progress	In progress	X	X	Ongoing, progressing as planned.
	General maintenance of building, state vehicles and facilities at Williams Headquarters.	In progress	In progress	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	In progress			Some progress in 2 nd quarter. Interpretive signage has been delivered. Waiting on contractor to install. Plant id signage has been delayed due to other priorities. Expect to complete in 3 rd quarter.
	Repair or replace landscape lighting at Williams headquarters.	No progress	No progress		X	N/A
	Research and solicit bids for fire suppression system at Williams headquarters.	In progress	In progress			Slight delay because of slow response from sprinkler system contractors. Currently in the process of soliciting quotes from additional contractors.
	Research feasibility of gas fireplace insert in board room for possible heating source and meeting space ambience.	No progress	No progress			Delayed due to other priorities.
	Research feasibility of solar and/or wind power generation at Williams headquarters.	No progress	No progress			Delayed due to other priorities.
	Finalize and implement the organizational Emergency Action Plan.	Complete	Complete			Completed in 1 st quarter as planned.
Marketing & Media	Finalize and implement Marketing Plan.	In Progress	In Progress	X	X	Ongoing. Although the draft Marketing Plan is essentially complete, there is 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	In Progress	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	In Progress	X	X	Ongoing. Proceeding as planned. Continue to use social media, to drive participation in EMSWCD and partner events, to promote new employment opportunities, 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	In progress	X	X	Ongoing. Proceeding as planned. Ran analytics on Urban Lands, Rural Lands campaigns, further refined detailed campaign tracking sheet for Urban Lands.
	For all programs: Assist with outreach, press releases and media contacts.	In Progress	In Progress	X	X	Ongoing. Proceeding as planned. Helped edit, draft and release District, Urban Lands press releases.



For all programs: Develop “elevator messages” .	In Progress	In Progress			Developed a draft elevator message spreadsheet, sent to supervisors, pending review.
For all programs: Identify advertising opportunities, develop advertisement content and coordinate publication.	In Progress	In Progress	X	X	Ongoing. Proceeding as planned. Have run primarily social media ads in the 2 nd quarter, contacted local media advertising staff, and discussed newspaper ad specials and new advertising venues with staff.
For all programs: Coordinate printing for all mailing and outreach materials.	In Progress	In Progress	X	X	Ongoing. Proceeding as planned. Printed in-house fliers and postcards, and created designs for several new materials, including new campaign postcards and mailers. Printed new Urban Lands brochure series.
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	In Progress			Generally proceeding as planned, worked on finalizing draft Branding / Identity style guide. Will review with supervisors and plan to finalize in 3 rd quarter.
Create templates in In-Design for outreach materials.	In Progress	In Progress			Generally proceeding as planned. Urban Lands initial series completed and printed, other programs delayed due to time constraints, work to resume in 3 rd quarter.
Create new EMSWCD general informational brochure.	No progress	No progress			Template was finalized last fiscal year; work is planned to begin in 3 rd quarter
Develop and publish an EMSWCD semi-annual newsletter.	No progress	No progress		X	On hold. Current plan is to use Urban Lands email blasts as an opportunity to highlight other items of interest in lieu of a formal newsletter. More discussion to happen in 3 rd – 4 th quarters.
For all programs: Create sectional display templates to be used with panel display boards at events, conferences, trade shows, etc.	No progress	No progress			Template begun last FY but no progress in 1 st or 2 nd quarters. Plan continued work in 3 rd quarter on general District information panels.
Format materials that have been translated into Spanish.	No progress	No progress	X		No progress due to other priorities. Some translation of materials may begin in 3 rd quarter.
Develop informational signage in conjunction with program staff.	No progress	In Progress			Generally proceeding as planned. Helped modify design and proof new outdoor office signs; have designed signs and consulted with staff on other signage needs.
Develop and administer surveys in conjunction with program staff.	No progress	No progress		X	N/A



RURAL LANDS		Timeframe				Q1 Comments
		Q1	Q2	Q3	Q4	
Rural Water Quality	Complete the five-year program plan.	No Progress	In Progress			
	Develop an outreach strategy and calendar.	In Progress	In Progress			Initial target not met. Will be finalized 3rd quarter.
	Use mailings, advertisements, displays, presentations, workshops, demonstrations, social media, and tours to reach rural landowners concerning water quality and soil conservation.	In Progress	In Progress	X	X	Outreach included a workshop on beneficial insects, display at the Women in Sustainable Ag conference, and a tour of the culvert replacement project. An advertisement was run in the Oregon Association of Nurseries magazine, Digger, in conjunction with an article that included quotes from our staff. Helped to promote an upcoming soil health workshop that Clackamas NRCS is hosting.
	Prioritize outreach in our ODA Ag water quality focus area (Beaver Creek HUC).	In Progress	In Progress			
	Partner with other SWCDs to fund, develop and staff booths at the NW Ag Show and the Far West Show.	In Progress	In Progress			Planning for the NW Ag Show display took place during Q2. Far West Show booth was completed in 1 st quarter.
	Create outreach messaging to tell the water quality story in a compelling way.	No progress	In Progress			
	Collect and analyze monthly samples in upper Beaver and Johnson Creeks.	In Progress	In Progress	X	X	2 nd quarter activities completed as planned.
	Install continuous temperature loggers in upper Beaver Creek, upper Johnson Creek, Big Creek and Smith Creek.	In Progress	No progress		X	All planned installations for the 1 st quarter were completed. Further temperature loggers will be installed in 4 th quarter.
	Conduct 40 site visits including first-time site visits with 10 landowners.	In Progress	In Progress	X	X	Ten site visits conducted 1 st quarter; 6 of these were first-time visits. Seven site visits conducted 2 nd quarter; 0 of these were first-time visits.
	Develop 10 technical recommendations and/or conservation plans that include recommendations to address erosion and/or water quality.	In Progress	In Progress	X	X	One set completed during 2 nd quarter, several are in the works.
	Assist 5 landowners with cost share applications.	No Progress	In Progress	X	X	Two potential projects, one reviewed by CLIP team, but no applications submitted to Board 2 nd quarter.
	Establish an easily accessed geodatabase of CLIP projects; begin outreach to previous recipients; track	No Progress	No Progress	X	X	Delayed until 4 th quarter.



	conservation practice installations that resulted from technical assistance.					
	Partner with NRCS to promote and deliver cost share assistance.	In Progress	In Progress	X	X	
	Develop plan to overcome the barriers to addressing erosion.	In Progress	In Progress			
	Begin implementation of the above plan during the second half of the fiscal year.	No progress	No progress	X	X	
StreamCare	Complete the five-year program plan.	In Progress	In Progress			
	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	In Progress	X	X	Maintenance on 520 acres 1 st quarter. NOTE* (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	In Progress	X		Planted 3530 live stakes.
	Coordinate contracted labor crews to prepare new sites for planting, control weeds on existing sites, and plant native trees and shrubs.	In Progress	In Progress	X	X	Maintenance conducted on forty acres.
	Maintain GPS and GIS data; track and compile deliverables.	In Progress	In Progress	X	X	
	Manage wholesale plant orders, delivery, and storage.	In Progress	In Progress	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	In Progress		X	One additional agreement extended in 2 nd quarter, making it 5 total.
	Offer assistance with enrolling in the ODFW Riparian Program for sites that graduate from StreamCare.	In Progress	In Progress	X	X	
	Explore options for offering easements on graduated StreamCare sites.	In Progress	No Progress	X	X	On hold while land conservation position is vacant.
	Determine if the water temperature model can be run by Rural Lands staff or if we will need to hire a contractor.	No Progress	No Progress			ODA is asking us not to run the model because of quality control concerns expressed by DEQ.
	Complete modelling for Johnson and Beaver Creeks.	No progress	No Progress	X	X	
W e Complete the five-year program plan.	In Progress	In Progress				



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	In Progress	X	X	No EDRR species reported 2 nd quarter.
Provide technical assistance with weed identification and control methods.	In Progress	In Progress	X	X	
Participate in both the 4-county and Columbia Gorge Cooperative Weed Management Areas.	In Progress	In Progress	X	X	Helped plan the ‘Pulling Together’ workshop.
Re-visit knotweed sites and continue to treat any new growth.	Complete	Complete			0.06 acres (2614 square feet) treated 1 st quarter.
Continue to survey for additional knotweed; obtain permission and treat sites.	Complete	Complete			Completed in 1 st quarter. 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	No progress	X		
Continue to annually treat all known satellite populations of garlic mustard to prevent seed set.	No progress	No progress	X	X	
Continue to survey for and treat new satellite populations of garlic mustard.	No progress	No progress	X	X	
Coordinate with partners to ensure that garlic mustard control is happening regionally.	No progress	No progress	X	X	
Provide a free dumpster in Corbett for landowners to dispose of pulled garlic mustard plants.	No progress	No progress	X	X	
Continue to survey for additional infestations of false brome, English ivy, Old man’s beard, and spurge laurel.	In Progress	In Progress	X	X	88 acres of public and private land surveyed for ivy and clematis 2 nd quarter. 6.4 additional infested acres were found. 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	In Progress	X	X	The focus 2 nd quarter was on small infestations where weed control crews are not needed. One-third of an acre of weeds were controlled this quarter, mostly using manual methods. 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	No progress	X		



URBAN LANDS		Timeframe				Q1 Comments
		Q1	Q2	Q3	Q4	
Urban Program	Complete the five-year program plan.	In Progress	In Progress			A draft was completed and reviewed. Final edits are being made to the draft document.
	Develop draft program monitoring and evaluation framework.	No progress	In Progress	X	X	2 nd quarter: existing data being identified.
	Research details of possible survey of multi-family property owners and managers.	In Progress	No Progress			1 st quarter: Discussed idea, more planned for next quarter.
	Develop new printed outreach materials.	In Progress	Complete			1 st quarter: 3 topics created, in queue for print. 2 nd quarter: rain gardens, naturescaping and native plant series have been printed and are being distributed.
	Refine and update EMSWCD web content.	No Progress	In Progress			Updates made to Native Plant Section and Native Plant Sale FAQ pages.
Workshops / Education	Provide 1-hour presentations to increase awareness of water quality issues. 5/year; 100 attendees.	No Progress	In Progress	X	X	One presentation in 2 nd quarter. No presentations given in 1 st quarter.
	Provide 1-hour presentations to increase awareness of naturescaping, native plants, and urban weeds. 5/year; 100 attendees.	In Progress	In Progress	X	X	1 st quarter: 2 presentations (naturescaping & weeds), 43 attendees. 2 nd quarter: 1 presentation
	Provide 1-hour presentations to increase awareness of water conservation issues. 3/year; 75 attendees.	No Progress	No Progress	X	X	No presentations given this quarter, no requests.
	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	In Progress	X	X	1 st quarter: 2 workshops, 46 attendees. 2 nd quarter: 3 workshops, 66 attendees.
	Provide 4-hour Rain Garden workshops to increase awareness of water quality issues and residential scale solutions. 6/year; 150 attendees.	In Progress	In Progress	X	X	1 st quarter: 1 workshop, 32 attendees. 2 nd quarter: 3 workshops, 63 attendees.
	Provide 2-hour native plants workshops to increase awareness of native plant benefits for residential landscapes. 6/year; 150 attendees.	No progress	In Progress	X	X	2 nd quarter: 2 workshops, 42 attendees.
	Provide 2-hour urban weeds workshops to increase awareness of the threats posed by invasive and noxious weeds. 6/year; 150 attendees.	No progress	In Progress	X	X	2 nd quarter: 1 workshop, 15 attendees.
	Provide 2-hour Pollinator workshops to increase awareness of wildlife habitat and reduce the use of	In Progress	In Progress	X	X	1 st quarter: 1 workshop, 19 attendees. 2 nd quarter: 4 workshops, 74 attendees.



	synthetic chemicals used in the landscape. 6/year; 150 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	In Progress	X	X	1 st quarter: 2 workshops, 48 attendees. 2 nd quarter: 3 workshops, 65 attendees.
Technical and Financial Assistance	Provide technical consultations and site visits to residential, commercial, and industrial landowners. 80/year, 20/quarter.	In Progress	In Progress	X	X	1 st quarter: 19 technical consultations residential, commercial, or industrial landowners. 2 nd quarter: 10 Consultations (Senior conservationist position vacant Nov, Dec).
	Provide technical consultations and site visits to grants program applicants and/or projects. 20 consults/year.	In Progress	No Progress	X	X	1 st quarter: 5 technical consultations to grant applicants. 2 nd quarter: no consultations. Senior conservationist position vacant Nov, Dec.
	Provide \$200 reimbursement incentives to support installation of residential rain gardens in qualifying areas. 10/year (\$2,000).	In Progress	No Progress	X	X	1 st quarter: 4 RGIP consultations; 0 incentives awarded. 2 nd quarter: no progress. Senior conservationist position vacant Nov, Dec.
	Connect with 3 large land managers per year to build relationships, encourage sustainable land management practices, and promote EMSWCD services.	In Progress	In Progress	X	X	1 st quarter: 1 large property owner connection (ROSE Community Development – multifamily housing property management). 2 nd quarter: participating on the Grant Butte advisory committee.
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	In Progress	X		Planning in progress during 2 nd quarter, for event in February.
	Offer a naturescaped yards tour to demonstrate and encourage naturescaping principles. 500 attendees.	No progress	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	In Progress	X	X	1 st quarter: 3 presentations, 85 attendees. 2 nd quarter: 5 meetings, 310 attendees
	Provide group tours of the EMSWCD facilities to demonstrate naturescaping principles in practice. 4 tours/year; 100 attendees.	In Progress	In Progress	X	X	1 st quarter: 1 tour, 25 attendees. 2 nd quarter: 1 tour scheduled.
	Table at community events with literature about EMSWCD programs and events.	In Progress	In Progress	X	X	1 st quarter: 3 events, 60 people reached (445 total event attendees).



						2 nd quarter: 5 events, 162 people reached (680 total event attendees).
	Translate selected workshop and outreach materials.	In Progress	In Progress			Waiting on formatting.
	Work with Community groups to promote EMSWCD workshops.	In Progress	In Progress	X	X	1 st quarter: 2 meetings, 36 people reached. 2 nd quarter: 4 presentations, 73 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	No Progress			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	In Progress	X	X	Data being cleaned up, new (additional) funding partners have been identified.
	Help to guide the development of user-friendly IPM web tool. Sit on review committee.	In Progress	In Progress	X		We continue to participate on the stakeholders group. Funding for the project was discussed at the December EMSWCD board meeting.
	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	In Progress	X	X	We continue to promote Backyard Habitat Certification program, pollinator app creators, greening schoolyards 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	In Progress	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. 2 nd quarter: Met with partners to discuss next steps.
	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	In Progress			Attending Coalition for Clean Rivers and Streams to determine level of involvement in a state-wide information campaign. The SWCD's met in 1 st quarter to discuss continuity across urban boundaries with regards to workshop offerings.
	Collaborate with partner SWCD's towards a more strategic approach to providing continuity across urban workshop offerings and messaging content.	No progress	In Progress	X	X	EMSWCD workshops and materials have been provided for use by other SWCD's.
	Collaborate with Watershed Councils within EMSWCD boundaries.	In Progress	In Progress	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	Complete			Assessment was completed in the 1 st quarter.
	Evaluate MHCC Campus assessment, prioritize potential retrofit projects.	Complete	Complete			Completed in the 1 st quarter. 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	In Progress	X		Primary stakeholders are meeting and charting the course for implementations.
	Begin work on top priority projects identified in the MHCC assessment.	No progress	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	In Progress	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	In progress			Planned to be completed in 3 rd 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	In progress	X		Several tours were offered of the farm and more are scheduled for the third and fourth quarter, including a visit from the Soil and Water Conservation Commission. Social media posts are queued for posting after Plant Sale.
	Obtain at least ten HIP applicants for the 2017 growing season.	No progress	Complete			HIP applications closed at the end of October 2016. 6 were received. Target not met.
	Two to five new farms recruited in FY16-17.	No progress	In progress	X		Two new farms recruited for FY16-17
	Host at least twelve incubator farmers at all times.	Complete	Complete	X	X	14 HIP farms hosted at Headwaters for 2016 season, and 14 farms will be hosted for the 2017 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	In progress			The propagation house has been completed and, short of electrical installation, is operational. Construction for the two hoop houses is complete except for the plastic being put on. This last step has been held up by weather but will be completed during the next sunny, 50-degree day.
	Roughly 450ft of new gravel roads installed to provide year-round access to the remaining fields that lack it.	In progress	Complete			New road development is complete.
	Signage installed at the entrance to Headwaters Farm.	In progress	No 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	In progress	X		Permits are in hand and work is scheduled to begin on 1/31 st .
HW Farmer Support	Tractor safety and usage training.	No progress	No progress		X	Planned for 4 th quarter
	Record keeping training.	No progress	No progress	X		Scheduled for January 23 rd
	BCS maintenance and individual farmer trainings.	No progress	No progress		X	Planned for 4 th quarter
	New farmer orientation.	No progress	No progress	X		Scheduled dates in 3 rd quarter
	Nutrient management training.	No progress	No progress		X	Planned for 4 th quarter
	Irrigation management training.	No progress	No progress		X	Planned for 4 th quarter



	Land access and finance training.	No progress	Complete			This workshop took place on November 2 nd
	Post-harvest handling training.	No progress	No progress	X		Scheduled for 2/17
HW Soil Health	Cover cropping used on all farmable areas of Headwaters Farm not currently in winter production (approximately 36 acres).	In progress	In progress	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	Complete	X		Soil samples were taken for all fields in early October. Results showed excellent application of Nitrogen by farmers in 2016.
	Management of invasive weeds.	In progress	In progress		X	Both staff and incubator farmers have worked to reduce the Farm’s weed bank and weed biomass, especially regarding thistle, nut sedge, and pig weed. The 3 rd and 4 th quarters will be much more active weed management times.
	Lime fields as needed.	No progress	Complete	X	X	Based on soil sample results no liming will be needed this year.
HW Resource Protection	Gravel road constructed (~450ft) and existing roads improved (~2,000ft), to improve access and manage mud and runoff.	In progress	Complete			Planned road improvements were completed in November.
	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	Complete			Planned stormwater management improvements were completed in November.
	Establish additional 5000ft ² of native hedgerows around the farm for habitat, ecosystem services, and demonstration value.	In progress	In progress	X		Site prep has been completed. Planting is scheduled to begin in February.
	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	In progress	X	X	Incubator farmers are meeting or exceeding EMSWCD conservation expectations in the vast majority of instances.
HW Demonstration	Conduct site tours of Headwaters Farm to demonstrate conservation agriculture practices.	In progress	In progress	X	X	One tour was given to the general public and another to instructors from Chemekata Community College. An environmental science class from PCC visited the farm (30+ students) for a soils training.



	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	In progress	X	X	Several blog posts have been written and are scheduled to be posted in the 3 rd 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	In progress	X		Meeting dates have been set in the 3 rd quarter to discuss interpretive signage at the farm.
Land Legacy Program (LLP)	Finalize 5-year Land Legacy Program plan.	No progress	No progress	X		Planned for 2 nd and 3 rd quarters.
	Develop outreach/communications plan.	No progress	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	No progress	X		Delayed. Will be addressed once new Program Manager is appointed.
	Assess appropriate role for the Land Legacy program in farmer succession support, and develop farm succession program plan.	No progress	No progress	X		No addressed specifically in 2 nd quarter. Will be addressed once new Program Manager is appointed.
LLP Farm Lands	Refine agricultural focal area property prioritization and tracking system.	No progress	No progress			Delayed until 4 th 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	In progress	X	X	Progress made, but did not reach target for the quarter. 3 landowner meetings held in 2 nd quarter, one initial and two of which were repeat visits. 1 st quarter 3 landowner visits, all repeat.
	Thoroughly assess at least five parcels in which landowners are interested in participating.	No progress	No progress	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	In progress	X	X	Some progress made on two ag properties already under consideration at the start of the financial year, as well as one additional property.
	One to five properties will be brought before the EMSWCD board to consider for protection.	No progress	In progress	X	X	One new property brought to the board for consideration.
	Undertake forest restoration, hedgerow establishment, and other identified site improvements at Oxbow Farm.	In progress	In progress	X		Weed control treatment in the forested portion of Oxbow undertaken in 1 st and 2 nd quarter.



	Develop and implement site assessments and management plans for any newly acquired parcels, and conduct on-site stewardship activities.	No progress	No progress	X	X	No newly acquired parcels in 1 st quarter.
	At least one farm succession related workshop held to help local farmers.	No progress	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	No progress	X	X	Catalogue of plans exists. No new work done in this area in 2 nd 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	In progress	X	X	One new property considered for protection in 2 nd quarter.
	Receive and process grant applications for natural areas as they are submitted; present to board for decision.	No progress	No progress	X	X	No grant applications submitted in 2 nd quarter.
	Complete the stream crossing replacement project in the Dianna Pope Natural Area	In progress	Complete			Culvert replacement completed in 1 st quarter.
	Finalize the long-term management plan for the Dianna Pope Natural Area.	No progress	In progress			Rural Lands staff completed final draft, planned to be completed and presented to the board in 3 rd quarter.
LLP Access 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 access to nature areas in need of protection.	No progress	No progress	X	X	Catalogue of plans exists. No new work done in this area in 2 nd quarter, because of staff vacancy and conflicting priorities.
	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	No progress	X		Not addressed in 2 nd quarter. Planned for 3 rd , and pending appointment to program manager position.
	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	No progress	X	X	No progress made in 2 nd quarter.



	Receive and process grant applications for access to nature areas as they are submitted; present to board for decision.	No progress	No progress	X	X	No grant applications submitted in 1 st quarter.
Grants Program	Investigate online Grants management systems, select and implement system for 2017 PIC grant cycle if appropriate.	In progress	Complete			Implementation of ZoomGrants proceeded smoothly and was used successfully for receiving the PIC grant applications on December 15 th .
	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	In progress	X	X	PIC 2017 applications received. 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	In progress	X	X	PIC 2017 applications received. 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	In progress	X	X	PIC 2017 applications received. 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	In progress	X	X	PIC 2017 applications received. 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	No progress			Originally planned for 2 nd quarter. Postponed until 3 rd quarter.
	Fund at least three formal environmental education projects for youth.	No progress	In progress	X	X	PIC 2017 applications received. 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	In progress	X	X	Two projects that contain an educational component were funded through the EMSWCD SPACE grant program, including a field trip to Zenger Farm and scholarships for women to attend a sustainable agriculture conference.
	Fund at least five community events focused on environmental education that reach at least 500 District residents (SPACE grants).	In progress	In progress	X	X	Once community event was funded through the EMSWCD SPACE grant program – an urban tree preservation workshop attended by 65 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	Complete			The meeting of garden stakeholders took place on December 1 with seven participating garden grantees. One group presented a survey and assessment report of school gardens in the District.



	Fund the development of at least two new community or school garden spaces in the District.	No progress	In progress	X	X	PIC 2017 applications received. 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	In progress	X	X	Three SPACE grants addressed the goal in the 2 nd quarter, including two school garden projects and one garden irrigation enhancement at a homeless shelter. 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	In progress	X	X	PIC 2017 applications received. 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	In progress	X	X	PIC 2017 applications received. 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	In progress	X	X	Progressing as planned. Staff participated in the Equity Grant-makers group and the EMSWCD Equity Team – completing an equity assessment and coordinating training for staff/board. Staff helped draft Grantmaker document for equity-related tools and strategies, planning all-day workshop for spring 2017.