



EMSWCD 3rd Quarter Progress Report for FY 2016-17

This report describes progress made on the EMSWCD FY2016-17 Annual Work Plan and budget through the third quarter of the financial year (January through March 2016).

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 third quarter, as follows:

- **Completed;**
- **In progress;**
- **Planned for the reporting period, but no progress made during the reporting period** because it has not been started or progress was made previously but no additional progress was made during the current reporting period; or
- **Not planned for the reporting period and no progress made during the reporting period.**

A summary of the status of the activities for each of EMSWCD’s programmatic areas at the end of the 3rd 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.

In total:

- **159 activities were planned to be undertaken** within the first three quarters of the fiscal year.
- Of these, **80% have either been completed or are in progress** as planned.
- **13% have not been undertaken** as planned.

Significant accomplishments this quarter include:

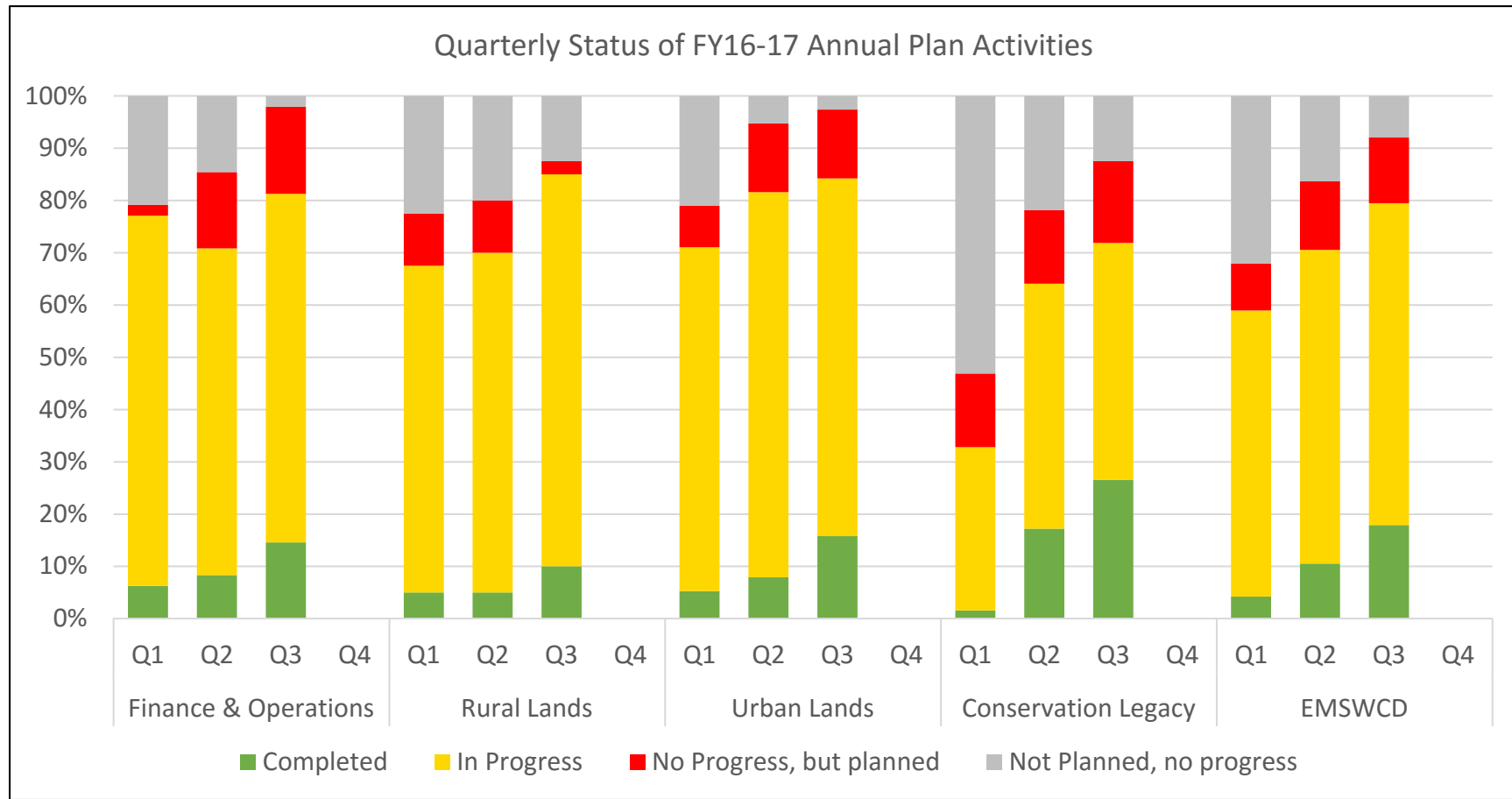
- Reviewed **health and insurance benefits**; received bids on **fire suppression system** of headquarters office.
- Tabled booth at **NW Ag Show**; received and **planted bare root plants** on StreamCare sites.
- Completed **6 workshops** on naturescaping and rain gardens; **sold ~11,000 native plants** at plant sale.
- **Two new farms** launched at Headwaters Farm; **dilapidated structures** removed at the Dianna Pope Natural Area; review and recommendation of **32 PIC grant applications** and **3 SPA proposals** completed.

Significant activities not accomplished the quarter include:

- Reorganization of **copy room, reception area, and basement**; research into **solar and wind power** for office.
- Exploration of **easement options** for StreamCare sites.
- 1-hour Urban Lands **presentations** and **rain garden incentives**.
- Numerous **Land Legacy-related activities**.



FY16-17 Q3 SUMMARY					
Program Area	No. of Activities	Completed	In Progress	No Progress, but Planned	No Progress, not planned during period
Finance & Operations	48	7 (15%)	32 (67%)	8 (17%)	1 (2%)
Rural Lands	40	4 (10%)	30 (75%)	1 (3%)	5 (13%)
Urban Lands	38	6 (16%)	26 (68%)	5 (13%)	1 (3%)
Conservation Legacy	64	17 (27%)	29 (45%)	10 (16%)	8 (13%)
EMSWCD Total	190	20 (18%)	114 (62%)	25 (13%)	31 (8%)





Expenditures to date are shown directly below. After three quarters, a total of 61.67% of the operational budget has been expended. As one might expect, Finance & Operations (F&O) is closest in terms of percent spending and percent of the fiscal year elapsed (72.70% spend versus 75% of the fiscal year elapsed) as F&O relies less on partners and other external entities for their work and they had no staff vacancies during this time period. Comparing that to the Urban Lands expenditures (48.86%) and Conservation Legacy expenditures (49.77%), both of which had a staff vacancy each during nearly all three quarters, which impacted both work output and expenditures. These ‘shortfalls’ in program spending can be linked directly with significant activities not accomplished summarized on page 1.

Category		Purpose	FY 2016-17		
			Total Annual Budget	Actual through Q3	% of Budget Expended
Operations	Finance & Operations	Staffing, facilities, and operations	\$ 636,508	\$462,747	72.70%
	Rural Lands	Staffing, contracting, and operations	\$ 1,320,688	\$851,647	64.49%
	Urban Lands	Staffing, contracting and operations	\$ 628,555	\$307,115	48.86%
	Conservation Legacy	Staffing and operations	\$ 426,076	\$212,050	49.77%
	• Headwaters Farm	Farm-specific staff and operations	\$ 353,819	\$242,145	68.44%
Sub-total Operations			\$ 3,365,646	\$2,075,704	61.67%
Capital, Grants, & Contingency/Unappropriated	Land Conservation Fund	Acquisitions	\$ 6,184,987	\$5,000	0.08%
	Grants	External grants	\$ 2,230,300	\$841,230	37.72%
	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	\$ 843,230	8.85%
Total EMSWCD Budget			\$ 12,932,058	\$ 2,921,934	22.59%



Detailed Indicators¹

FINANCE & OPERATIONS		Timeframe				Q3 Comments
		Q1	Q2	Q3	Q4	
Budget & Finance	Complete FY15-16 budget audit.	In Progress	Complete	Complete		Audit complete, financial reports accepted and approved at December 2016 board meeting.
	Track FY16-17 budget.	In Progress	In Progress	In Progress	X	Ongoing and on schedule. 3 rd quarter budget reports have been created and distributed. No issues to report.
	Develop FY17-18 budget.	No progress	No progress	In Progress	X	1 st Budget meeting held 3/6/17. Initial draft met with general approval and several small changes were requested. Budget development is moving forward as planned.
	Review Fiscal Policies and recommend changes as needed.	No progress	In Progress	In Progress		Review is complete. Due to other matters taking priority, revisions will be presented to the Board for discussion and approval in 4 th quarter.
	Review Contracting Policies and recommend changes as needed.	In Progress	In Progress	In Progress		In progress, expect completion in 4 th quarter.
	Create draft Investment Policy for board review and submittal to State Treasury Department for approval.	In Progress	In Progress	In Progress		Draft policy submitted to State Treasury Department for review. Expect response in 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	In Progress		In Progress. Financial data has been gathered. Still determining the best way to report out on accomplishments in a meaningful way.
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	In Progress	X	Ongoing. Proceeding as planned/normal.
	Information technology support to ensure properly functioning equipment and timely troubleshooting of technology problems.	In Progress	In Progress	In Progress	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	Complete		Replacement plan was created in 1 st quarter. 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	In Progress	X	Ongoing. Proceeding as planned/normal.

¹ An “X” in the activity tables denotes that the activity is planned to be undertaken or worked on in that quarter.



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		In progress, but delayed due to other priorities. Reviewed document, studied old annual reports, created outline of proposed change.
Reorganize copy room and reception area for greater efficiency and usability.	In Progress	In Progress	No Progress		In process. Reprioritized due to unexpected other priorities but expected to be completed by end of FY. 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	No Progress		Delayed due to unexpected other priorities. Will coordinate with facilities manager to determine feasibility of completion this FY.
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	In Progress	X	Ongoing. Equity Team is meeting regularly. The team put together a proposal to advance equity throughout EMSWCD that will be presented to the Board in 4 th quarter.
Create a plan for expanded use of volunteers in EMSWCD’s activities.	No progress	No progress	In Progress		Initial discussions with Urban Lands staff have been held. Some contacts with local partners made. Some planning influenced the creation of new internship program in Urban Lands. Will begin drafting plan after CONNECT.
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	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	In Progress	X	Review in progress. Pricing for several options obtained.
Review health and other insurance benefits to determine if changes or enhancements are needed for upcoming fiscal year.	No progress	No progress	Complete	X	Undertaken ahead of schedule to ensure budget projection numbers were accurate. Lincoln Vision Plan was discontinued in favor of Providence plan.
Review and update Employee Handbook in conjunction with Personnel Policies.	In Progress	In Progress	In Progress		Review in progress on Personnel Policies continues to be delayed due to unexpected other HR issues.
Implement new OSGP retirement plan and close out old VALIC plan.	In Progress	In Progress	In Progress		Still in progress but getting closer to final closeout. All but one staff member have submitted paperwork for transfer of funds to new deferred compensation plan. Expect completion in 4 th quarter.



	Publicize opportunity for candidates to file for elected Director positions and ensure potential candidates receive timely information.	Complete	Complete	Complete		Completed in 1 st quarter.
	Prepare for, coordinate and host 12 board meetings and 16 committee meetings.	In Progress	In progress	In progress	X	Ongoing, progressing as planned.
Facilities	General maintenance of buildings, equipment and facilities at Headwaters Farm.	In progress	In progress	In progress	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	In progress	X	Ongoing, progressing as planned.
	General maintenance of building, state vehicles and facilities at Williams Headquarters.	In progress	In progress	In progress	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	In Progress		Still in progress. New interpretive signage was installed in January but failed again in March. Working with installer to modify the anchoring system and expect to complete in April. Plant identification signage has been delayed due to other priorities and to UL needing to fill Senior Conservationist position.
	Repair or replace landscape lighting at Williams headquarters.	No progress	No progress	Complete	X	Completed ahead of schedule.
	Research and solicit bids for fire suppression system at Williams headquarters.	In progress	In progress	Complete		Slight delay because of slow response from sprinkler system contractors. Currently in the process of soliciting quotes from additional contractors. We have received two quotes, giving us an idea of what the project will cost.
	Research feasibility of gas fireplace insert in board room for possible heating source and meeting space ambience.	No progress	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	No progress		Delayed due to other priorities.
	Finalize and implement the organizational Emergency Action Plan.	Complete	Complete	Complete		Completed in 1 st quarter as planned.
Marketing & Media	Finalize and implement Marketing Plan.	In Progress	In Progress	No Progress	X	Ongoing. The draft Marketing Plan remains essentially complete, but has been delayed 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	In Progress	X	Ongoing. Proceeding as planned. Have updated and maintained website content for all programs, for generic



					updates, organizational needs, annual events, news, 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	In Progress	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	In progress	X	Ongoing. Proceeding as planned. Continue to run analytics on Urban Lands, Rural Lands campaigns, continued to work on campaign tracking sheet for Urban Lands.
For all programs: Assist with outreach, press releases and media contacts.	In Progress	In Progress	In Progress	X	Ongoing. Proceeding as planned. Helped edit, draft and release District press releases; coordinated with TV station on a native plants spot; and with Gresham Outlook on an invasive weeds article.
For all programs: Develop “elevator messages”.	In Progress	In Progress	In Progress		Developed a draft elevator message spreadsheet, sent to supervisors, pending review to take further steps.
For all programs: Identify advertising opportunities, develop advertisement content and coordinate publication.	In Progress	In Progress	In Progress	X	Ongoing. Proceeding as planned. Have run social media ads in the 3 rd quarter, 2 newspaper ads and continued an existing running set of ads, was in touch frequently with 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	In Progress	X	Ongoing Proceeding as planned. Printed in-house fliers and postcards, created and refined designs for several new District materials. Coordinated with programs on printing mailers and other materials.
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	In Progress		Proceeding as planned, produced a draft Branding / Identity style guide, and began work on further revisions to rework it into a document format.
Create templates in In-Design for outreach materials.	In Progress	In Progress	In Progress		Generally proceeding as planned. Made revisions to event display poster. Other work such as tri-fold display to be completed in 4 th quarter.
Create new EMSWCD general informational brochure.	No progress	No progress	In Progress		Proceeding as planned. Created drafts of informational brochure and began revisions on next draft. Plan to complete in 4 th quarter.



Develop and publish an EMSWCD semi-annual newsletter.	No progress	No progress	No progress	X	On hold. Current stand-in for newsletter is to use email blasts as an opportunity to highlight other items of interest in lieu of a formal newsletter. More discussion to happen in 4 th quarter.
For all programs: Create sectional display templates to be used with panel display boards at events, conferences, trade shows, etc.	No progress	No progress	In progress		Proceeding as planned. Template was created last year, made further refinements and example designs this quarter, created general District panel. Plan to complete in 4 th quarter.
Format materials that have been translated into Spanish.	No progress	No progress	No Progress		No progress due to other priorities.
Develop informational signage in conjunction with program staff.	No progress	In Progress	In progress		Proceeding as planned. Consulted with staff, created some signage or made revisions for office, did some planning for work on outdoor signage such as Headwaters composting toilet signage.
Develop and administer surveys in conjunction with program staff.	No progress	No progress	No progress	X	N/A



RURAL LANDS		Timeframe				Q3 Comments
		Q1	Q2	Q3	Q4	
Rural Water Quality	Complete the five-year program plan.	No Progress	In Progress	In Progress		First draft completed March 31
	Develop an outreach strategy and calendar.	In Progress	In Progress	In Progress		Instead of one strategy and calendar, these are being developed for each outreach campaign. Drafts for the erosion prevention and ag focus area are under review.
	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	In Progress	X	Outreach included a workshop on pollinators, two ads and a mailing to promote both the pollinator and an upcoming weed control workshop.
	Prioritize outreach in our ODA Ag water quality focus area (Beaver Creek HUC).	In Progress	In Progress	In Progress		Developing a mailer to send out to the focus area.
	Partner with other SWCDs to fund, develop and staff booths at the NW Ag Show and the Far West Show.	In Progress	In Progress	Complete		Tabled at NW Ag Show during Q3. 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	In Progress		Working with Sandy WC to update the State of Beaver Creek. Brainstormed messaging.
	Collect and analyze monthly samples in upper Beaver and Johnson Creeks.	In Progress	In Progress	In Progress	X	3 rd 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	No progress	X	All planned installations for the 1 st quarter were completed. Temperature loggers will be deployed again in 4 th quarter.
	Conduct 40 site visits including first-time site visits with 10 landowners.	In Progress	In Progress	In Progress	X	10 site visits conducted 1 st quarter; 6 first-time visits. 7 site visits conducted 2 nd quarter; 0 first-time visits. 10 site visits 3 rd quarter; 2 first-time.
	Develop 10 technical recommendations and/or conservation plans that include recommendations to address erosion and/or water quality.	In Progress	In Progress	In Progress	X	Two completed during 3 rd quarter, several are in the works.
	Assist 5 landowners with cost share applications.	No Progress	In Progress	In Progress	X	Submitted 2 successful applications for funding in 3 rd quarter, for one property; one through CLIP and the other through OWEB small grant program.
	Establish an easily accessed geodatabase of CLIP projects; begin outreach to previous recipients; track conservation practice installations that resulted from technical assistance.	No Progress	No Progress	In Progress	X	Delayed until 4 th quarter. Map of CLIP projects completed 3 rd quarter.
	Partner with NRCS to promote and deliver cost share assistance.	In Progress	In Progress	In Progress	X	Providing additional assistance while the District Conservationist position is vacant.



	Develop plan to overcome the barriers to addressing erosion.	In Progress	In Progress	In Progress		Draft presentation to Board and outreach materials developed Q3.
	Begin implementation of the above plan during the second half of the fiscal year.	No progress	No progress	In Progress	X	Prepared for an upcoming meeting with the Oregon Association of Nurseries Executive Director and presentation at Multnomah County Farm Bureau meeting.
StreamCare	Complete the five-year program plan.	In Progress	In Progress	In Progress		First draft under development.
	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	In Progress	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	In Progress		Over 40,000 plants planted on ~300 acres along 14 miles of stream 3 rd quarter. Planted 3530 live stakes in 2 nd quarter.
	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	In Progress	X	Maintenance conducted on 40 acres 2 nd quarter.
	Maintain GPS and GIS data; track and compile deliverables.	In Progress	In Progress	In Progress	X	Ongoing, progressing as planned.
	Manage wholesale plant orders, delivery, and storage.	In Progress	In Progress	Complete		Bare root plant orders received and planted 3 rd 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	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	In Progress	X	One riparian plan submitted to Multnomah County and ODFW for review.
	Explore options for offering easements on graduated StreamCare sites.	In Progress	No Progress	No Progress	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	No Progress		Cancelled. 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	No Progress	X	Cancelled. See above.	



Weed Control	Complete the five-year program plan.	In Progress	In Progress	In Progress		Working on second draft.
	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	In Progress	X	No EDRR species reported 3rd quarter.
	Provide technical assistance with weed identification and control methods.	In Progress	In Progress	In Progress	X	Responding to phone calls and emails.
	Participate in both the 4-county and Columbia Gorge Cooperative Weed Management Areas.	In Progress	In Progress	In Progress	X	Attended the 'Pulling Together' workshop in 3 rd quarter.
	Re-visit knotweed sites and continue to treat any new growth.	Complete	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	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	No progress		Not needed this fiscal year.
	Continue to annually treat all known satellite populations of garlic mustard to prevent seed set.	No progress	No progress	In Progress	X	Treated ~392 square feet in 3 rd quarter.
	Continue to survey for and treat new satellite populations of garlic mustard.	No progress	No progress	In Progress	X	Surveyed 9 acres and treated new infestation of ~174 square feet.
	Coordinate with partners to ensure that garlic mustard control is happening regionally.	No progress	No progress	In Progress	X	Coordinating with State Parks, USFS, and Multnomah County in 3 rd quarter.
	Provide a free dumpster in Corbett for landowners to dispose of pulled garlic mustard plants.	No progress	No progress	In Progress	X	Dumpster in place on April 3. Created and installed better signage.
	Continue to survey for additional infestations of false brome, English ivy, Old man's beard, and spurge laurel.	In Progress	In Progress	In Progress	X	6 acres surveyed 3 rd quarter; ~305 square feet found and treated. 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	In Progress	X	~4000 square feet treated across 67 acres. One-third of an acre controlled 2 nd 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	No progress		Not needed this fiscal year.



URBAN LANDS		Timeframe				Q3 Comments
		Q1	Q2	Q3	Q4	
Urban Program	Complete the five-year program plan.	In Progress	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	In progress	X	Existing data being identified.
	Research details of possible survey of multi-family property owners and managers.	In Progress	No Progress	In Progress		1 st quarter: Discussed idea, more planned for next quarter. 2 nd quarter: No Progress; 3 rd quarter: Discussed experience with Rural Lands program
	Develop new printed outreach materials.	In Progress	Complete	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	In Progress		2 nd quarter: Updates made to Native Plant Section and Native Plant Sale FAQ pages. 3 rd quarter: Yard Tour Event and FAQ pages are up to date.
Workshops / Education	Provide 1-hour presentations to increase awareness of water quality issues. 5/year; 100 attendees.	No Progress	In Progress	No Progress	X	1 st quarter: 0 presentations. 2 nd quarter: 1 presentation. 3 rd quarter: 0 presentations. Note: Sr. Conservationist position vacant for 3 rd quarter.
	Provide 1-hour presentations to increase awareness of naturescaping, native plants, and urban weeds. 5/year; 100 attendees.	In Progress	In Progress	No Progress	X	1 st quarter: 2 presentations (naturescaping & weeds), 43 attendees. 2 nd quarter: 1 presentation 3 rd quarter :0 presentations.
	Provide 1-hour presentations to increase awareness of water conservation issues. 3/year; 75 attendees.	No Progress	No Progress	No Progress	X	No presentations given this quarter, no requests. 3 rd quarter :0 presentations
	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	Complete	X	1 st quarter: 2 workshops, 46 attendees. 2 nd quarter: 3 workshops, 66 attendees. 3 rd quarter: 3 workshops, 85 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	Complete	X	1 st quarter: 1 workshop, 32 attendees. 2 nd quarter: 3 workshops, 63 attendees. 3 rd quarter: 3 workshops, 56 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	In Progress	X	2 nd quarter: 2 workshops, 42 attendees. 3 rd quarter: 3 workshops, 71 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	In Progress	X	2 nd quarter: 1 workshop, 15 attendees. 3 rd quarter: 1 workshop, 22 attendees
	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	In Progress	In Progress	X	1 st quarter: 1 workshop, 19 attendees. 2 nd quarter: 4 workshops, 74 attendees. 3 rd quarter: 3 workshops, 47 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	In Progress	X	1 st quarter: 2 workshops, 48 attendees. 2 nd quarter: 3 workshops, 65 attendees. 3 rd quarter: 1 workshop, 17 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	In Progress	X	1 st quarter: 19 technical consultations residential, commercial, or industrial landowners. 2 nd quarter: 10 consultations 3 rd quarter: 5 consultations and 2 site visits by Urban and Rural Lands staff filling in as much as are able, for vacant senior conservationist position.
	Provide technical consultations and site visits to grants program applicants and/or projects. 20 consults/year.	In Progress	No Progress	In Progress	X	1 st quarter: 5 technical consultations to grant applicants. 2 nd quarter: no consultations. 3 rd quarter: Review urban grants. Met with three grant applicants to discuss partnership and direction. No site visits - senior conservationist position vacant Nov-March.
	Provide \$200 reimbursement incentives to support installation of residential rain gardens in qualifying areas. 10/year (\$2,000).	In Progress	No Progress	No Progress	X	1 st quarter: 4 RGIP consultations; 0 incentives awarded. 2 nd quarter: no progress. 3 rd quarter: no progress. Senior conservationist position vacant Nov-March.
	Connect with 3 large land managers per year to build relationships, encourage sustainable land management practices, and promote EMSWCD services.	In Progress	In Progress	In Progress	X	3 rd quarter: connected with OMSI to discuss possible partnership on their campus. Connected with an HOA in Gresham interested in converting their landscape to Naturescaping.
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	Complete		Successful plant sale event completed, with 799 orders from 729 participants and 10,929 plants sold. Target for plants sold not met.
	Offer a naturescaped yards tour to demonstrate and encourage naturescaping principles. 500 attendees.	No progress	No progress	In Progress	X	Planning in progress for event in May



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	In Progress	X	1 st quarter: 3 presentations, 85 attendees. 2 nd quarter: 5 meetings, 310 attendees. 3 rd quarter: 2 meetings, 25 people reached.
	Provide group tours of the EMSWCD facilities to demonstrate naturescaping principles in practice. 4 tours/year; 100 attendees.	In Progress	In Progress	In Progress	X	1 st quarter: 1 tour, 25 attendees. 2 nd quarter: 1 tour scheduled. 3 rd Quarter: 1 tour 30 attendees
	Table at community events with literature about EMSWCD programs and events.	In Progress	In Progress	In Progress	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). 3 rd Quarter: 4 events, 210 people reached (1800 total event attendees).
	Translate selected workshop and outreach materials.	In Progress	In Progress	In Progress		Waiting on formatting.
	Work with Community groups to promote EMSWCD workshops.	In Progress	In Progress	In Progress	X	1 st quarter: 2 meetings, 36 people reached. 2 nd quarter: 4 presentations, 73 people reached. 3 rd quarter: 1 presentation, 25 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	In progress		Held conversations about and planning for current and future demonstrations at the site. In 3 rd quarter, Conservation Corner outreach planning in progress. Met with two community groups to discuss how they can utilize site as an educational tool.
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	In Progress	X	Data being cleaned up, new (additional) funding partners have been identified. New funders have been identified and a new scope of work is being fleshed out.
	Help to guide the development of user-friendly IPM web tool. Sit on review committee.	In Progress	In Progress	In Progress		We continue to participate on the stakeholders group. Funding for the project was discussed at the December EMSWCD board meeting. Project partners submitted PIC proposal in 3 rd quarter.
	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	In progress	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	In Progress	In Progress	In Progress	X	Met with partners to discuss them applying for a PIC application to provide workshops and build momentum within the region. PIC application was submitted.



	partnerships, identify experts and be a source of web-based resources.					
	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	No 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	In Progress	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	In Progress	X	EMSWCD continues to participate in watershed council meetings and participates in the technical/restoration teams for both Johnson Creek and Columbia Slough. Urban Lands program staff also participates in the Beaver Creek partnership of the Sandy.
Demonstration Projects	Complete MHCC Campus assessment.	Complete	Complete	Complete		Assessment was completed in the 1 st quarter.
	Evaluate MHCC Campus assessment, prioritize potential retrofit projects.	Complete	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	In Progress		Primary stakeholders are meeting and charting the course for implementations. Primary stakeholders/funders meet bi-weekly to guide the effort. Numerous grants have been applied for. A Metro Capital Grant was awarded to the project.
	Begin work on top priority projects identified in the MHCC assessment.	No progress	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	In Progress	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. 3 rd quarter: Greening Rockwood applied for and received a PIC grant supporting tree-planting. Urban Lands team is now only peripherally involved



CONSERVATION LEGACY		Timeframe				Q3 Comments
		Q1	Q2	Q3	Q4	
Headwaters Program	Finalize Five-Year Headwaters Farm Plan.	No progress	In progress	In progress		Final draft planned to be completed in 4 th 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	In progress		Four tours were offered of the farm including a visit from the Soil and Water Conservation Commission. Social media posts and website updates were made.
	Obtain at least ten HIP applicants for the 2017 growing season.	No progress	Complete	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	Complete		Two new farms recruited for FY16-17
	Host at least twelve incubator farmers at all times.	Complete	Complete	Complete	X	14 HIP farms hosted at Headwaters for 2016 season, and 14 farms are being 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	In progress		The propagation house has been completed and is fully 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 in April 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	Complete		New road development is completed in the 1 st quarter.
	Signage installed at the entrance to Headwaters Farm.	In progress	No progress	No progress		Sign has been made. Erection of the sign has been delayed due to the prospect of adjoining property acquisition.
	Removal of old barn and other dilapidated structures in the DPNA.	No progress	In progress	Complete		Work is done and permitting by the City of Gresham complete.
HW Farmer Support	Tractor safety and usage training.	No progress	No progress	In progress	X	Class has been offered and numerous farmers cleared to operate equipment. Tractor test and Standard Operating Procedures have been translated into Russian and an additional training will be held to assist the Russian-speaking HIP farmers.
	Record keeping training.	No progress	No progress	Complete		The time-trial record keeping class has been offered and a record keeping cohort of HIP farmers has been established.
	BCS maintenance and individual farmer trainings.	No progress	No progress	No progress	X	Planned for 4 th quarter
	New farmer orientation.	No progress	No progress	Complete		All new HIP farmers have received orientation and are actively using the facilities.



	Nutrient management training.	No progress	No progress	No progress	X	Planned for 4 th quarter
	Irrigation management training.	No progress	No progress	No progress	X	Planned for 4 th quarter
	Land access and finance training.	No progress	Complete	Complete		This workshop took place on November 2 nd .
	Post-harvest handling training.	No progress	No progress	Complete		This workshop took place on February 17 th .
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	In progress	X	An effective winter cover was used. Summer covers of buckwheat and/or Sudan grass will be sown in the 4 th quarter.
	Soil samples taken for all fields in October—both in production or not—to help determine management needs.	No progress	Complete	Complete		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	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 4 th quarter will be a much more active weed management time.
	Lime fields as needed.	No progress	Complete	Complete	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	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	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	Complete		The site has been planted and mulched.
	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	In progress	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	In progress	X	Three tours were given to the general public and another was offered to the Soil and Water Conservation Commission.
	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	In progress	X	Content for the website update is underway. Additional social media posts will be made in the 4 th 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	In progress		Meeting dates have been set in the 4 th quarter to discuss signage at the farm.
Land Legacy Program (LLP)	Finalize 5-year Land Legacy Program plan.	No progress	No progress	No progress		On hold pending new Land Legacy Program Manager appointment.
	Develop outreach/communications plan.	No progress	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	No progress		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	No progress		No addressed specifically in 3 rd quarter. Will be addressed once new Program Manager is appointed as part of strategic planning for the program.
LLP Farm Lands	Refine agricultural focal area property prioritization and tracking system.	No progress	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	In progress	X	Progress made, but did not reach target for the quarter. 4 landowner meetings held in 3 rd quarter, all repeat visits. 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	No progress	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	In progress	X	Some progress made on two ag properties already under consideration the previous quarter.
	One to five properties will be brought before the EMSWCD board to consider for protection.	No progress	In progress	In progress	X	No new properties brought to the board for consideration.



	Undertake forest restoration, hedgerow establishment, and other identified site improvements at Oxbow Farm.	In progress	In progress	In progress		Hedgerow on the southern boundary was planted out in 3 rd quarter, with further grass control and mulching planned for 4 th quarter. Weed control treatment in the forested portion of Oxbow undertaken in 1 st , 2 nd and quarters.
	Develop and implement site assessments and management plans for any newly acquired parcels, and conduct on-site stewardship activities.	No progress	No progress	No progress	X	No newly acquired parcels in 3 rd quarter.
	At least one farm succession related workshop held to help local farmers.	No progress	No progress	No progress		Planned for 3 rd quarter, but cancelled due to Program Manager vacancy and other priorities for the program.
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	No progress	X	Catalogue of plans exists. No new work done in this area in 3 rd 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	In progress	X	Two properties were considered for protection during the 3 rd quarter.
	Receive and process grant applications for natural areas as they are submitted; present to board for decision.	No progress	No progress	No progress	X	No grant applications submitted in 3 rd quarter.
	Complete the stream crossing replacement project in the Dianna Pope Natural Area	In progress	Complete	Complete		Culvert replacement completed in 1 st quarter.
	Finalize the long-term management plan for the Dianna Pope Natural Area.	No progress	In progress	In progress		Rural Lands staff completed final draft, planned to be completed and presented to the board in 4 th 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	No progress	X	Catalogue of plans exists. No new work done in this area in 3 rd 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	No progress		Not specifically addressed in 3 rd quarter. Planned for 4 th quarter and pending appointment of 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	No progress	X	No progress made in 3 rd quarter.
	Receive and process grant applications for access to nature areas as they are submitted; present to board for decision.	No progress	No progress	No progress	X	No grant applications submitted in 3 rd quarter.
Grants Program	Investigate online Grants management systems, select and implement system for 2017 PIC grant cycle if appropriate.	In progress	Complete	Complete		Implementation of ZoomGrants proceeded smoothly and was used successfully for receiving and reviewing the PIC grant applications.
	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	In progress	X	Goal only partially met. One multi-year restoration project was considered for funding but was selected for only 1 year of support at a reduced amount. Project funding through the Strategic Partnership is supporting Year 2 of a multi-year restoration project through the Johnson Creek Watershed Council. Additional 1-year restoration projects have been approved for support through the Strategic Partnership Agreements.
	Fund at least five restoration, naturescaping and/or water quality monitoring projects in the urban part of the district.	No progress	In progress	In progress	X	Three PIC 2017 applications were approved for funding that promote naturescaping and habitat restoration in urban areas, including a project in Backyard Habitat Certification and another that involves restoration through youth workforce development. Five SPACE grants were funded that supported smaller scale naturescaping projects such as pollinator planting and weed removal. Additional funding in this area was approved through Strategic Partnerships with the Watershed Councils.
	Fund at least five projects that address stormwater runoff, water quality/ conservation, and/or soil erosion.	No progress	In progress	In progress	X	Seven PIC 2017 applications were approved for funding, including three large neighborhood scale tree planting initiatives and one with multiple sub-projects focused on pavement removal and native planting. Through the Strategic Partnership, one Watershed Council is also supported to participate in a large demonstration project involving a major stormwater retrofit.
	Fund at least three projects that promote sustainable agriculture in the rural part of the district.	No progress	In progress	In progress	X	Two PIC 2017 applications were approved for funding that support rural farmers in the District, one through a farmer intern program at Zenger Farms and the other, through



						marketing education at a local farmer’s market. Additionally, two SPACE grants were provided to support farmers, including the OSU Small Farms program to support participation of District farmers in a training course, and a grant for an event to promote community supported agriculture.
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	In progress		Postponed until 4 th quarter. Meeting date set for June 2. Planning for the meeting started in the 3 rd quarter.
	Fund at least three formal environmental education projects for youth.	No progress	In progress	In progress	X	Three PIC 2017 applications focused on environmental education were approved for funding. These included a nature summer camp for underserved youth, and two formal, well established programs providing classroom lessons and outdoor education components. EMSWCD also is providing year-long support to Multnomah Education Service District for Outdoor School participation for youth in our service area.
	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	In progress	X	Twelve PIC 2107 applications were approved that contain an educational component but were not primarily education projects. For example, a large scale multi-year tree planting initiative in Gresham will involve youth internships and volunteer engagement.
	Fund at least five community events focused on environmental education that reach at least 500 District residents (SPACE grants).	In progress	In progress	In progress	X	Two community events were funded through the SPACE grant program – a workshop on protecting residential oak habitat and an Earth Day planting event.
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	Complete		The meeting of garden stakeholders took place in December 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	In progress	X	One PIC 2017 application was approved that will build a new community garden on elementary school grounds. Four SPACE grants supported this quarter provide new garden spaces at schools or areas used by students.



	Fund at least three garden projects that incorporate soil and water conservation education and serve low income communities.	In progress	In progress	In progress	X	Three PIC 2017 applications were approved that specifically address gardening education through primarily low-income schools or farm-based work experience. All incorporated elements of soil and water conservations education. One SPACE grant provided the opportunity for largely African American low income school students to visit a local farm.
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	In progress	X	Three PIC 2017 projects were approved for funding that address equity and support partnerships between community organizations and more traditional conservation groups. These included two grants to culturally specific groups to engage in tree planting and restoration efforts with other organizations.
	Support at least three projects that help build capacity of organizations to work in underserved areas.	No progress	In progress	In progress	X	Nine PIC 2017 applications were approved that provide some opportunity for organizations to work with low income and/or communities of color. Some of these are focused on improving tree canopy and stormwater management in underserved areas of the District.
	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	In progress	X	Progressing as planned. Staff participated in the Equity Grant-makers group and the EMSWCD Equity Team – completing an Equity Development Proposal that was presented to the Board and approved for funding. Equity Grantmakers participation has included creation and upkeep of a common document tracking equity measures and tools used by grantors participating in the group.